



The Corporation of the County of Wellington
Planning Committee
Agenda

November 12, 2015

10:15 am

County Administration Centre

Keith Room

Members: Warden Bridge; Councillors Lennox (Chair), Alls, McKay, Watters

	Pages
1. Call to Order	
2. Declaration of Pecuniary Interest	
3. Financial Statements as of October 31, 2015	3 - 6
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11.	Closed Session	
12.	Rise and Report	
13.	Adjournment	

Next meeting date January 14, 2016 at the call of the Chair.



County of Wellington
Planning
Statement of Operations as of
31 Oct 2015

	Annual Budget	October Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$28,000	\$0	\$15,000	54%	\$13,000
Municipal Recoveries	\$35,000	\$3,250	\$31,271	89%	\$3,729
User Fees & Charges	\$250,000	\$25,615	\$239,975	96%	\$10,025
Other Revenue	\$0	\$0	\$28,401	0%	\$(28,401)
Internal Recoveries	\$500	\$1	\$668	134%	\$(168)
Total Revenue	\$313,500	\$28,866	\$315,314	101%	\$(1,814)
Expenditures					
Salaries, Wages and Benefits	\$1,588,000	\$124,527	\$1,293,857	81%	\$294,143
Supplies, Material & Equipment	\$36,800	\$828	\$21,192	58%	\$15,608
Purchased Services	\$298,100	\$11,334	\$208,240	70%	\$89,860
Transfer Payments	\$740,000	\$0	\$288,895	39%	\$451,105
Internal Charges	\$6,100	\$(25,482)	\$3,138	51%	\$2,962
Total Expenditures	\$2,669,000	\$111,207	\$1,815,322	68%	\$853,678
NET OPERATING COST / (REVENUE)	\$2,355,500	\$82,341	\$1,500,008	64%	\$855,492
Transfers					
Transfers from Reserves	\$(20,000)	\$0	\$0	0%	\$(20,000)
Transfer to Reserves	\$0	\$0	\$13,804	0%	\$(13,804)
Total Transfers	\$(20,000)	\$0	\$13,804	(69%)	\$(33,804)
NET COST (REVENUE)	\$2,335,500	\$82,341	\$1,513,812	65%	\$821,688



County of Wellington

04-November-2015

Planning

Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending October 31, 2015

	LIFE-TO-DATE ACTUALS						
	Approved	October	Current	Previous		% of	Remaining
	Budget	Actual	Year	Years	Total	Budget	Budget
Trans Canada Trail	\$395,300	\$63,513	\$174,849	\$0	\$174,849	44 %	\$220,451
Official Plan Update	\$40,000	\$0	\$1,674	\$25,694	\$27,368	68 %	\$12,632
Total Planning	\$435,300	\$63,513	\$176,523	\$25,694	\$202,218	46 %	\$233,082



County of Wellington
Emergency Management
Statement of Operations as of
31 Oct 2015

	Annual Budget	October Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Expenditures					
Salaries, Wages and Benefits	\$277,700	\$27,841	\$269,336	97%	\$8,364
Supplies, Material & Equipment	\$8,500	\$506	\$7,929	93%	\$571
Purchased Services	\$176,500	\$3,414	\$143,710	81%	\$32,790
Transfer Payments	\$141,000	\$0	\$71,555	51%	\$69,445
Insurance & Financial	\$2,000	\$0	\$1,984	99%	\$16
Total Expenditures	\$605,700	\$31,760	\$494,514	82%	\$111,186
NET OPERATING COST / (REVENUE)	\$605,700	\$31,760	\$494,514	82%	\$111,186
NET COST (REVENUE)	\$605,700	\$31,760	\$494,514	82%	\$111,186



County of Wellington
Green Legacy
Statement of Operations as of
31 Oct 2015

	Annual Budget	October Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Sales Revenue	\$500	\$0	\$681	136%	\$(181)
Other Revenue	\$1,500	\$0	\$702	47%	\$798
Total Revenue	\$2,000	\$0	\$1,383	69%	\$617
Expenditures					
Salaries, Wages and Benefits	\$475,800	\$38,042	\$398,343	84%	\$77,457
Supplies, Material & Equipment	\$101,100	\$3,904	\$71,338	71%	\$29,762
Purchased Services	\$77,000	\$3,816	\$59,098	77%	\$17,902
Insurance & Financial	\$9,100	\$0	\$9,118	100%	\$(18)
Internal Charges	\$5,000	\$3,749	\$7,328	147%	\$(2,328)
Total Expenditures	\$668,000	\$49,510	\$545,226	82%	\$122,774
NET OPERATING COST / (REVENUE)	\$666,000	\$49,510	\$543,843	82%	\$122,157
NET COST (REVENUE)	\$666,000	\$49,510	\$543,843	82%	\$122,157



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Susan Aram, Manager of Financial Services
Date: Thursday, November 12, 2015
Subject: **Planning 2016 User Fees and Charges**

Background:

The authority to establish fees for County services is set out in various statutes, including:

- Part XII of the *Municipal Act*
- Section 23 of the *Public Libraries Act*
- Section 69 of the *Planning Act*

The attached schedule sets out the proposed user fees for 2016, and includes a comparison to 2015 rates. If necessary, new by-laws will be submitted to Council on November 26, 2015 and any new or revised fees will come into effect on January 1st, 2016.

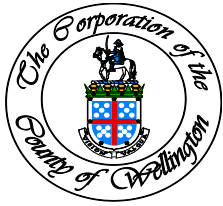
Recommendation:

That the attached 2016 User Fees and Charges for Planning be approved.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Susan Aram'.

Susan Aram, CPA, CGA
Manager Financial Services



COUNTY OF WELLINGTON 2016 USER FEES AND CHARGES

Programme/Service:	Planning and Land Division
Department:	Planning Department
Governance:	Planning and Land Division Committee

Description	2015 fee	2016 fee	% change	HST (add/incl /na)
Severance application	\$1,000	\$1,025	2%	N/A
Severance registration	\$385	\$400	4%	N/A
County official plan amendment application ⁽¹⁾	\$2,700	\$2,800	4%	N/A
Local official plan amendment application	\$850	\$875	3%	N/A
Part Lot Control By-law Director's Final Approval ⁽²⁾	\$475	\$485	2%	N/A
Change of Conditions for severance applications	\$220	\$225	2%	N/A
Draft Plan of Subdivision/Condominium application ^{(1),(2)}	\$5,500	\$5,700	4%	N/A
Major Plan Revision – Subdivision	\$1,500	\$1,550	3%	N/A
Major Plan Revision – Condominium	\$1,500	\$1,550	3%	N/A
Minor Plan Revision – Subdivision or Condominium	\$750	\$775	3%	N/A
Emergency Extension – Subdivision or Condominium	\$750	\$775	3%	N/A
Draft Approval Extension – Subdivision or Condominium	\$750	\$775	3%	N/A
Director's Final Approval – Subdivision	\$2,400	\$2,500	4%	N/A
Director's Final Approval – Condominium	\$2,400	\$2,500	4%	N/A
By-laws affecting highways	\$400	\$0	-100%	N/A
Approval of highways less than 20 metres	\$750	\$0	-100%	N/A
Filing of applications for validation of title	\$925	\$0	-100%	N/A
Local Municipal Projects - Hourly Rate	\$100	\$105	5%	N/A
Local Municipal Projects - Meeting Charge	\$200	\$210	5%	N/A

Notes:

1. subject to \$2,000 deposit
2. plus \$52.50 per lot/unit

Fees are established under the authority of Section 69 of the *Planning Act, R.S.O. 1990, c. P.13* and/or in by-law #5449-15 of the Corporation of the County of Wellington.



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Susan Aram, Manager of Financial Services
Date: Thursday, November 12, 2015
Subject: Preliminary 2016-2020 Five-Year Plan: Planning Department

Background:

The County prepares, in the fall of each year, a preliminary five-year budget forecast. This forecast provides a high level view of major budget issues and planned capital investments and serves as a guide for departments in preparing their detailed current year operating and capital budgets. The preliminary corporate five-year plan will be considered by the Administration, Finance and Human Resources Committee on November 19, 2015 and the forecast will be updated at the time the budget is approved early in the New Year.

Capital Budget Forecast

In accordance with the Capital Budget and Long Term Financing Policy, the list of capital works includes those initiatives that have a long term benefit to the corporation and whose capital cost is at least \$25,000. Projected capital spending includes:

- No capital projects have been identified in the five year forecast.

Major Operating Budget Impacts

Staff are in the process of compiling the detailed 2016 operating budgets for each department. Major items expected to be reflected in the 2016 Planning Operating Budget include the following:

- The grant programme for the Active Transportation Plan will have allocations of \$150,000 in 2016 and the remaining \$50,000 in 2017. Savings from the Trans-Canada Trail capital project in 2015 are expected to be transferred to the Local Trails reserve and used to fund the Active Transportation plan in 2016 and 2017

The detailed 2016 operating budget and revised five-year plan will be presented to the Committee in January. Attached to the report is the current proposed five-year operating budget and five-year capital budget for the Planning department.

Recommendation:

That the preliminary 2016-2020 Planning capital budget forecast and major operating budget impacts as set out in this report be endorsed and forwarded to the Administration, Finance and Human Resources Committee for inclusion in the County of Wellington's Preliminary Five-Year Plan.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Susan Aram'.

Susan Aram, CPA, CGA
Manager of Financial Services



COUNTY OF WELLINGTON 2016-2020 OPERATING

Programme/Service: **Planning**

Department:

Governance: **Planning and Land Division Committee**

Description	Operating Budget (\$000's)					
	2015	2016	2017	2018	2019	2020
Revenue						
Grants and Subsidies	\$ 28	\$ -	\$ -	\$ -	\$ -	\$ -
Municipal Recoveries	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35
User Fees and Charges	\$ 250	\$ 260	\$ 270	\$ 280	\$ 290	\$ 300
Internal Recoveries	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1
Total Revenue	\$ 314	\$ 296	\$ 306	\$ 316	\$ 326	\$ 336
Expenditure						
Salaries, Wages and Benefits	\$ 1,588	\$ 1,613	\$ 1,656	\$ 1,718	\$ 1,781	\$ 1,847
Supplies, Materials and Equipment	\$ 37	\$ 38	\$ 39	\$ 40	\$ 41	\$ 43
Purchased Services	\$ 298	\$ 259	\$ 287	\$ 296	\$ 305	\$ 314
Transfer Payments	\$ 740	\$ 740	\$ 640	\$ 590	\$ 590	\$ 590
Internal Charges	\$ 6	\$ 6	\$ 6	\$ 7	\$ 7	\$ 7
Total Expenditure	\$ 2,669	\$ 2,656	\$ 2,629	\$ 2,651	\$ 2,725	\$ 2,801
Net Operating Cost / (Revenue)	\$ 2,356	\$ 2,361	\$ 2,323	\$ 2,335	\$ 2,399	\$ 2,466
Transfers						
Transfer from Reserves	\$ (20)	\$ (150)	\$ (50)	\$ -	\$ -	\$ -
Transfer to Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Transfers	\$ (20)	\$ (150)	\$ (50)	\$ -	\$ -	\$ -
Net Cost / (Revenue)	\$ 2,336	\$ 2,211	\$ 2,273	\$ 2,335	\$ 2,399	\$ 2,466
Year to Year Percentage Change		-5.3%	2.8%	2.7%	2.7%	2.8%



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Susan Aram, Manager of Financial Services
Date: Thursday, November 12, 2015
Subject: Preliminary 2016-2020 Five-Year Plan: Green Legacy

Background:

The County prepares, in the fall of each year, a preliminary five-year budget forecast. This forecast provides a high level view of major budget issues and planned capital investments and serves as a guide for departments in preparing their detailed current year operating and capital budgets. The preliminary corporate five-year plan will be considered by the Administration, Finance and Human Resources Committee on November 19, 2015 and the forecast will be updated at the time the budget is approved early in the New Year.

Capital Budget Forecast

In accordance with the Capital Budget and Long Term Financing Policy, the list of capital works includes those initiatives that have a long term benefit to the corporation and whose capital cost is at least \$25,000. Projected capital spending includes:

- Replacement Truck for Tree nursery manager is scheduled for 2016.
- Facility work on the southern nursery includes waterproofing the foundation. This work is funded from the property reserve.

Major Operating Budget Impacts

No operating impacts have been identified in the 2016-2020 five year plan.

The detailed 2016 operating budget and revised five-year plan will be presented to the Committee in January. Attached to the report is the current proposed five-year operating budget for the Green Legacy.

Recommendation:

That the preliminary 2016-2020 Green Legacy major operating budget impacts as set out in this report be endorsed and forwarded to the Administration, Finance and Human Resources Committee for inclusion in the County of Wellington's Preliminary Five-Year Plan.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Susan Aram'.

Susan Aram, CPA, CGA
Manager of Financial Services



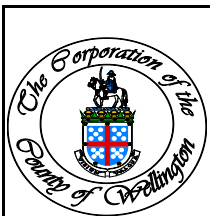
COUNTY OF WELLINGTON 2016-2020 OPERATING

Programme/Service: **Green Legacy**

Department:

Governance: **Planning and Land Division Committee**

Description	Operating Budget (\$000's)					
	2015	2016	2017	2018	2019	2020
Revenue						
Sales Revenue	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1
Other Revenue	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2
Total Revenue	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2
Expenditure						
Salaries, Wages and Benefits	\$ 476	\$ 496	\$ 510	\$ 529	\$ 548	\$ 568
Supplies, Materials and Equipment	\$ 101	\$ 104	\$ 107	\$ 110	\$ 114	\$ 117
Purchased Services	\$ 77	\$ 79	\$ 82	\$ 85	\$ 88	\$ 90
Insurance & Financial	\$ 9	\$ 9	\$ 9	\$ 10	\$ 10	\$ 11
Internal Charges	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 6
Total Expenditure	\$ 668	\$ 694	\$ 714	\$ 739	\$ 765	\$ 792
Net Operating Cost / (Revenue)	\$ 666	\$ 692	\$ 712	\$ 737	\$ 763	\$ 790
Transfers						
Transfer to Capital	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ -
Total Transfers	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ -
Net Cost / (Revenue)	\$ 666	\$ 742	\$ 712	\$ 737	\$ 763	\$ 790
Year to Year Percentage Change		11.4%	-4.1%	3.6%	3.6%	3.6%



COUNTY OF WELLINGTON 2016-2020 CAPITAL BUDGET

Programme/Service: **Green Legacy**

Department:

Governance: **Planning and Land Division Committee**

Project Description		Gross Project Cost (Uninflated \$000's)					Total Project Cost	Sources of Financing				
		2016	2017	2018	2019	2020		Subsidy & Recoveries	Current Revenues	Reserves	Development Charges	Debentures
1	Pick up Truck replacement	\$ 50					\$ 50		\$ 50			
2	Southern Nursery Waterproof Foundation	\$ 50					\$ 50		\$ -	\$ 50		
TOTAL		\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ 50	\$ 50	\$ -	\$ -

SOURCES OF FUNDING BY YEAR	2016	2017	2018	2019	2020	TOTAL
Recoveries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subsidy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Current Revenues	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ 50
Reserves	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ 50
Development Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Growth Related Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debentures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 100



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Susan Aram, Manager of Financial Services
Date: Thursday, November 12, 2015
Subject: Preliminary 2016-2020 Five-Year Plan: Emergency Management

Background:

The County prepares, in the fall of each year, a preliminary five-year budget forecast. This forecast provides a high level view of major budget issues and planned capital investments and serves as a guide for departments in preparing their detailed current year operating and capital budgets. The preliminary corporate five-year plan will be considered by the Administration, Finance and Human Resources Committee on November 19, 2015 and the forecast will be updated at the time the budget is approved early in the New Year.

Capital Budget Forecast

- The fire paging system was reviewed through the 2015 operating budget resulting in a recommendation to increase the 2015 estimate of \$250,000. A capital project for the upgrading of the County fire paging equipment is proposed at \$400,000 in 2016 to be funded from the General Capital Reserve.
- Emergency Management software is proposed for 2017 at \$80,000. The emergency management software will be similar to the mapping tool that can be accessed by all municipalities to log information, email, and create reports, etc. that can be viewed by all emergency responding personnel. There are several software tools on the market staff will be working with IT to source an appropriate tool for the County and member municipalities
- The Emergency Management Vehicle replacement is scheduled for 2019 at \$50,000.

Major Operating Budget Impacts

- Consulting fees for the fire paging system as well as the County emergency brochure costs are removed in 2016 and will not be required again until 2020

The detailed 2016 operating budget and revised five-year plan will be presented to the Committee in January. Attached to the report is the current proposed five-year operating budget for the Green Legacy department.

Recommendation:

That the preliminary 2016-2020 Emergency Management capital budget forecast and major operating budget impacts as set out in this report be endorsed and forwarded to the Administration, Finance and Human Resources Committee for inclusion in the County of Wellington's Preliminary Five-Year Plan.

Respectfully submitted,

Susan Aram, CPA, CGA
Manager of Financial Services



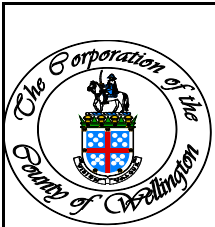
COUNTY OF WELLINGTON 2016-2020 OPERATING

Programme/Service: **Community Emergency Management**

Department:

Governance: **Planning and Land Division Committee**

Description		Operating Budget (\$000's)					
		2015	2016	2017	2018	2019	2020
Expenditure							
Salaries, Wages and Benefits		\$ 278	\$ 272	\$ 279	\$ 289	\$ 300	\$ 311
Supplies, Materials and Equipment		\$ 9	\$ 9	\$ 9	\$ 9	\$ 10	\$ 10
Purchased Services		\$ 177	\$ 154	\$ 159	\$ 164	\$ 169	\$ 199
Transfer Payments		\$ 141	\$ 141	\$ 141	\$ 141	\$ 141	\$ 141
Insurance and Financial		\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2
Total Expenditure		\$ 606	\$ 578	\$ 590	\$ 605	\$ 621	\$ 663
Net Operating Cost / (Revenue)		\$ 606	\$ 578	\$ 590	\$ 605	\$ 621	\$ 663
Transfers							
Transfer from Reserves			\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to Capital		\$ -	\$ -	\$ 82	\$ -	\$ 56	\$ -
Total Transfers		\$ -	\$ -	\$ 82	\$ -	\$ 56	\$ -
Net Cost / (Revenue)		\$ 606	\$ 578	\$ 672	\$ 605	\$ 677	\$ 663
Year to Year Percentage Change			-4.6%	16.4%	-10.0%	11.9%	-2.2%



COUNTY OF WELLINGTON 2016-2020 CAPITAL BUDGET

Programme/Service: **Emergency Management**
Department: **Planning**
Governance: **Planning and Land Division Committee**

Project Description	Gross Project Cost (Uninflated \$'000's)					Total Project Cost	Sources of Financing				
	2016	2017	2018	2019	2020		Subsidy & Recoveries	Current Revenues	Reserves	Development Charges	Debentures
1 Upgrade County Fire Paging Equip	\$ 400					\$ 400			\$ 400		
2 EM Software		\$ 80				\$ 80		\$ 80			
3 CEM Vehicle Replacement				\$ 50		\$ 50		\$ 50			
TOTAL	\$ 400	\$ 80	\$ -	\$ 50	\$ -	\$ 530	\$ -	\$ 130	\$ 400	\$ -	\$ -

SOURCES OF FUNDING BY YEAR	2016	2017	2018	2019	2020	TOTAL
Recoveries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subsidy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Current Revenues	\$ -	\$ 80	\$ -	\$ 50	\$ -	\$ 130
Reserves	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ 400
Development Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Growth Related Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debentures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 400	\$ 80	\$ -	\$ 50	\$ -	\$ 530



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Linda Dickson, Emergency Manager/CEMC
Date: Thursday, November 12, 2015
Subject: Wellington County Fire Paging Update Report PD2015-29

Background:

In January, the Committee was provided with an information report (PD2015-1) on the current operation and costs of the Wellington County Fire Paging System. The report indicated that monies had been included in the 2015 budget for consulting fees for a review of the fire paging system.

In June, the County of Wellington contracted the services of KVA Communications, the consultant who had undertaken a similar review of the paging system in 2010. The primary aim of KVA's review was to determine "which solution would represent the optimal way forward – to upgrade or replace the existing Fire Paging System – and to recommend the best course of action to achieve this goal".

KVA has completed their report and the following are the findings and potential paging costs outlined in the study. The report has been reviewed by the Emergency Manager/CEMC, and the Purchasing and Risk Manager. The Public Safety Officer with the Centre Wellington Fire Department assisted the Emergency Manager with the review process and has also reviewed the findings of the report. The Public Safety Officer was part of the review team as a representative of the Wellington County Fire Departments.

The report from KVA Communications and recommendations were presented to the Wellington County Fire Chief's Association at the October 28, 2015. The Chief's passed a motion to support the recommendations of KVA Communications for the paging systems.

KVA Report Recommendations:

The following recommendations are from the draft report prepared by KVA Communications. KVA recommends,

- i) That maintaining the status quo should not be considered to be a viable long term strategy for the County.
- ii) That the County undertake an open tendering process to replace the Fire Paging system using the existing design in a "replacement-in-kind" approach. If the County's primary priorities lie elsewhere and there is a need to delay certain relatively large capital expenditures at this time, then it could decide to spread the implementation over perhaps two or three years; however, the plans to replace the current system should proceed now and without delay.

Options to Proceed with Replacement-In-Kind

- 1) Replace all components of the system all at once at an estimated cost of **\$400,000**
- 2) Undertake a piecemeal replacement of the components of the system, spread over a number of years as compared to a one-time change out of equipment. Cost will vary depending on the replacement process approved.
- 3) Replace all radio units in the system and leave the passive elements at an estimated cost of **\$250,000**

As stated in the report, the passive” elements of the system “includes antennas, transmission lines and antenna multicoupling. These elements are not consumed in use, nor do they “wear out” over time but rather are determined in large part by the frequency utilized and on the specifics of radio equipment located at each respective site”. If not replaced now, it may be necessary in the future to replace these passive components and will have to be considered in future budget processes.

2016 Financial Impacts:

KVA Communications was aware that \$250,000 had been included in our five year capital plan for 2016. The report from KVA states that “this amount should be increased to at least \$400,000, unless it is decided to delay the replacement of all site passive elements until a later date.” The 2016 Capital Budget currently includes a figure of \$400,000 to replace all components of the existing fire paging system to be funded from the General Capital Reserve.

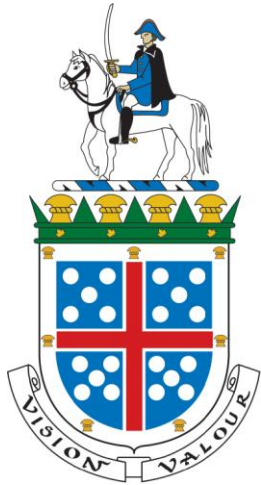
Recommendation:

That Council for the County of Wellington supports the inclusion of \$400,000 in the 2016 Emergency Measures Budget for a replacement-in-kind of all of the components of the existing fire paging system to be funded from the General Capital Reserve.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "L. Dickson", is written over a light blue rectangular background.

Linda Dickson,
Emergency Manager/CEMC



WELLINGTON COUNTY

FIRE PAGING SYSTEM STUDY FINAL REPORT

Prepared By:

KVA Communications Inc.
113 Gerald Ave.
Orillia, Ontario L3V 3S4
Telephone: (705) 259-1282
Facsimile: (705) 259-1283
E-mail: kvacommunications@rogers.com

Prepared For:

KVA Project Number:
Purchase Order No.

The Corporation of the County of Wellington
15-2034
29733

Date:

November 2, 2015

Signed:

A handwritten signature in blue ink that reads "Al Forest".

Al Forest, P. Eng.,
President

EXECUTIVE SUMMARY

Project Overview

KVA Communications has been hired once more by Wellington County to review the County's Fire Paging System and to develop strategies to address the long term requirements for the alerting of municipal volunteer Fire Fighters. The primary aims of our efforts are to determine which solution would represent the optimal way forward – to upgrade or replace the existing Fire Paging System – and to recommend the best course of action to achieve this goal.

Assessment

The existing paging system has provided and continues to provide reliable operation for the municipal Fire Departments and is not at risk for sudden and catastrophic failure. Therefore, there would be no requirement for immediate or urgent remedial action on the part of the County.

Almost five years since our previous report, the system, with some modifications, remains functional; however, there have been fresh concerns raised regarding the long term viability of the system and its equipment – is it now approaching the end of its economic life ? And are there new technologies available now which might supplant the use of tone and voice radio paging ?

Alternative Solutions

A number of alternative solutions were examined as part of our study. These included: keeping the status quo, a system “replacement-in-kind”, alphanumeric paging and other technologies. It should be noted that the impact on the County Paging system by technological changes at Guelph Fire Dispatch or by other changes in dispatching services or operational communications which some of the municipal Fire Departments may be considering, would be minimal.

Recommendations

Regarding the Wellington County Fire Paging System, the following recommendations are made by KVA Communications:

- i) that maintaining the status quo should not be considered to be a viable long term strategy for the County.
- ii) that the County undertake an open tendering process to replace the Fire Paging system using the existing design in a “replacement-in-kind” approach. If the County's primary priorities lie elsewhere and there is a need to delay certain relatively large capital expenditures at this time, then it could decide to spread the implementation over perhaps two or three years; however, the plans to replace the current system should proceed now and without delay.

It is understood that the County had planned to budget \$250,000 in the upcoming fiscal year for the replacement of the current paging infrastructure. This amount should be increased to at least \$400,000, unless it is decided to delay the replacement of all site passive elements – multicoupling, antennas and transmission lines – until a later date.

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APPENDIX A Paging System Details

1.0 INTRODUCTION

KVA Communications Inc. has been hired by the County of Wellington (Purchase Order Number: 29733) to review the County Fire Paging system and to develop strategies to address the long term (10 to 15 year) requirements for the alerting of municipal volunteer Fire Fighters. The scope of the study was described in our proposal of May 22, 2015.

The primary aims of our efforts are to determine which solution(s) would represent the optimal way forward for the County to satisfy the long term needs – to upgrade or replace the existing Fire Paging System – and to recommend the best process to achieve this goal.

Key Objectives

The key objectives of the study are to:

- review the existing County VHF paging system and its operation,
- make an assessment of its current state,
- determine the requirements – existing and new – for the alerting of municipal Fire Fighters,
- re-visit the recommendations of our previous report regarding County paging,
- determine the position of Industry Canada with regard to the long term use of analog tone and voice paging on the assigned VHF frequency,
- examine the options to enhance, upgrade or replace entirely the current system,
- describe each viable alternative and list its advantages and disadvantages,
- determine the budgetary costs of the viable alternative solutions,
- determine the impact on the paging system of potential changes at Guelph Fire dispatch
- determine the impact on the paging system should one or more municipal Fire Departments decide to move away from dispatching by Guelph Fire,
- provide recommendations as a guide to the County on upgrade or replacement strategies to ensure reliable alerting of volunteer Fire Fighters for the next 10 to 15 years to come,
- prepare a report that summarizes the findings of our study.

Sources of Information

The sources of information for this report included the following:

- an initial meeting with County staff and the Fire Chief's representative to discuss the specific requirements of the study,
- visit to and discussions with MRC Wireless Systems in Kitchener regarding the paging system and their previous proposal
- visit to and discussions with Hartman Communications in Hanover regarding the paging system and their previous proposal
- discussions with Industry Canada regarding the future of wideband analog tone and voice paging.
- review of relevant documentation including our previous reports prepared for the County
- a review of background information from the radio vendor community websites.

2.0 OVERVIEW OF THE COUNTY FIRE PAGING SYSTEM

Refer to Appendix A for technical details of the County Paging System.

It has been about 15 years since the mechanism for the alerting of volunteer Fire Fighters in Wellington County was improved by the establishment of the “simulcast” paging system. There are currently eight strategically placed transmitter sites around the County which operate on the County Fire paging channel (153.770 MHz). These sites are linked to the Guelph Fire Communications Centre by means of a VHF channel (154.355 MHz) in a one-way configuration.

The majority of the sites utilize Glenayre Series 90 base transmitters, which were originally procured by the County as “used” equipment; however, after recent changes, two of the sites have been equipped with new Motorola GTR8000 transmitters.

3.0 ASSESSMENT

It should be re-iterated that there is no such thing as a “perfect” radio communications system. With respect to system performance, priorities must be established and choices must be made, to implement the optimum solution with regard to coverage, capacity, functionality and reliability, given the constraints imposed by Industry Canada, while minimizing overall costs.

3.1 Assessment Criteria

Effective two-way voice radio communications are a critical part of the day-to-day operational requirements of the municipal Fire Departments of Wellington County. The rapid and reliable wide area alerting of volunteer Fire Fighters is a necessary element of these daily needs. In order to be effective, **all** six of the following basic requirements must be satisfied.

The two-way voice radio communications system must:

- i) have adequate coverage.
- ii) have sufficient capacity,
- iii) provide the required functionality.
- iv) deliver reliable operation.
- vi) be compliant with Industry Canada regulations.
- v) be cost effective.

Similar requirements exist for the County Fire Paging system; however, with different specific levels and with the primary need for one-way transmissions to Fire Fighters during their everyday routines and while in their usual locations.

Coverage is the unique requirement for radio systems; without coverage, there is no radio system. To be effective, radio coverage must encompass, in a reliable manner, the areas which municipal volunteer Fire Fighters find themselves on a daily basis.

Excellent radio coverage throughout the required areas would be useless, if the radio channel were to be overcrowded and dispatchers could not gain access within a reasonable length of time – for the case of Public Safety – within a few seconds.

The radio system must satisfy the functional and operational requirements of the end users.

Operational reliability is a critical aspect to overall radio system effectiveness. Down time must be minimized and a robust system configuration is required with adequate redundancy of equipment and components throughout the radio infrastructure. Back up power is needed at all radio and control sites to ensure continued operation without the main AC power feed.

Any failures causing a *complete* system shut down would be unacceptable. Work around plans and procedures must be set up to ensure that the alerting of volunteer Fire Fighters can continue at all times with perhaps reduced performance levels. Users should understand the limitations of all failure-mode operations.

An effective maintenance and repair program should be in place to ensure that the inevitable equipment failures are rectified quickly. There should be plans in place to periodically test and then, if necessary, update and/or replace obsolete equipment and sub-systems.

The radio systems must comply with all Industry Canada technical regulations including, in particular, the Redeployment Plan for Land Mobile Radio equipment operating within the frequency range of 100 - 500 MHz which was released in October 1998.

The system should be cost effective for the County to own and operate.

3.2 Assessment of the Current System

The existing paging system continues to provide functional and reliable operation for the municipal Fire Departments and is not at risk for sudden and catastrophic failure. Therefore, there would be no requirement for immediate or urgent remedial action on the part of the County. However, the long term viability of the Glenayre transmitters is very much in question.

Coverage

It is understood that since the addition of the site in Clifford, the coverage of the paging system has been and continues to be excellent throughout Wellington County. In some areas, overlapping coverage allow for site redundancy, although due to the scarcity of failures and because of quick repairs, such coverage overlap has not been exercised.

Capacity

Capacity of a single paging channel is more than adequate for the number of Fire calls per year.

It is understood that with some 400 calls annually the busiest volunteer Fire Department in the County (and possibly in the province) is Puslinch, with its requirement to service portions of Highway 401 and due to its increasing population and industrialization. The second largest use of the County Paging System is for periodic system testing.

Functionality

The current functionality; that is, basic tone alerting and voice messages, is acceptable; however, there has been interest expressed to have alpha-numeric paging alert messaging.

Reliability

Despite being almost 30 years old, the Glenayre paging transmitters have been very reliable in day-to-day operations for the municipal Fire Departments. The units were considered “top-of-the-line” products in their day and are rated for continuous duty operation – full power for 24 hours a day, seven days a week. This means that for the typical paging requirements in the County, they have been only very lightly stressed over the past 15 or so years.

The current maintenance contract calls for an annual preventative maintenance program in order to keep the units precisely aligned and simulcasting efficiently.

It is understood that since the initial installation there have been few failures with the units (no more than perhaps one or two failures in any given year). MRC Systems keeps a couple of complete spare units on hand, so that if there were to be a failure, a site can be brought back on-line quite quickly and then repairs can be made under controlled conditions back at the repair shop, with the proper tools and test equipment.

One of the main factors which has allowed the Glenayre paging transmitters to continue for such an extended period of time is their use of discrete components (resistors, capacitors, inductors, transistors) and standard, off-the-shelf integrated circuits (IC's). This means that failures may be rectified using readily available and low cost components. On the other hand, their use of plug-in modules and edge connectors, could soon lead to intermittent problems and increasing unreliability.

Another disadvantage of the Glenayre units, compared to current state-of-the-art base transmitters, is their reliance on tuned “analog” components versus software based and programmable “digital” control circuitry. The Glenayre units will inevitably “drift” off frequency and require periodic re-adjustments. New units with their external frequency references, tied to GPS satellite technology, are significantly more stable and require no on-going tweaks.

Compliance with Industry Canada Regulations

The current Fire Paging System uses so-called “wideband” channels (30 KHz) which have been officially deemed “non standard” by Industry Canada as part of their Redeployment Plan for frequencies under 500 MHz. There is a risk that the regulator may force the County to modify the system to comply with the latest requirements; that is, 6¼ KHz wide channels (or equivalent). This would necessitate a complete replacement of the system with digital technology and new pagers.

Fortunately, since the spectrum crunch in the VHF band did not materialize as anticipated, Industry Canada continues to maintain a “hands-off” approach regarding the Redeployment Plan for rural Fire Departments.

Cost Effectiveness

The system is considered to be cost effective to operate and maintain.

4.0 ALTERNATIVES

In order to be given consideration, alternative means for the alerting of municipal volunteer Fire Fighters must meet all the given technical and operational requirements and they must be practical and field proven without introducing any degradation when compared to the existing system. Furthermore, the County is looking for a long term solution which would remain effective for some 10 to 15 years to come.

For each viable alternative, there will be a brief description, risk factors, budgetary cost estimates and a listing of advantages and disadvantages given.

4.1 Status Quo

For this analysis, status quo would mean keeping the existing paging system exactly as it is today. As indicated above, the current system continues to provide functional and reliable operation for the municipal Fire Department in Wellington County and is not at risk for an imminent or catastrophic wide ranging failure. On the other hand, maintaining the status quo is not considered to be a viable long term solution for the County, as the Glenayre transmitters are *ancient*, by today’s state-of-the-art for radio equipment and over time, they can only be expected to be subject to increasing failures and/or intermittent operation.

Furthermore, these units are not capable of meeting the narrowband requirements of Industry Canada and as such are deemed to be “non-standard” per the regulator’s official policy. Refer to the “Notes” section below for more details regarding the position of Industry Canada on the matter of rural Fire Department alerting.

Keeping the system as is, should only be considered as an interim measure until a new, replacement system is implemented in the near term.

4.2 Replacement-in-kind

In this alternative, the existing paging system design; that is, the eight site VHF simulcast configuration, would remain intact, but all of the component elements, including battery backup, (where needed) would be replaced with brand new units. New, state-of-the-art radios would be far more stable than the Glenayre units, due to their superior control mechanisms, greatly reducing the chance of frequency drift and interference problems out in the field.

There would be a few options or approaches which the County could take to achieve the overall goal of a complete system replacement. First of all, would be a choice of a piecemeal replacement, spread over a number of years as compared to a one-time change out of equipment.

Another option relates to the “passive” elements of the system; that is, the antennas, transmission lines and antenna multicoupling. These passive components are determined in large part by the frequency utilized and on the specifics of what other radio equipment is located at each respective site. The elements are not consumed in use, nor do they “wear out” over time. The County might decide to replace absolutely everything, including the passive components, or it might decide to leave these in place for a few more years.

Over time, there would be a small risk of damage to the outside components – lightning strikes to antennas or mechanical damage to transmission lines – and corrosion or other degradation to interior multicouplers and filters. A reasonable plan might be to establish a contingency fund which can be drawn upon in the eventuality of a failure of one or more of these passive elements. The longevity of these components over a 10 year period may be no better than 50-50 probability of replacement.

Nowadays, all new base repeaters which would be suitable as replacements for the existing paging units, would be capable inherently of narrowband operation (i.e., within 12½ KHz channels), in compliance to Industry Canada’s requirements for Phase 1 of the Redeployment Plan. The replacement radio equipment would operate in wideband mode (i.e., 30 KHz) unless and until Industry Canada would mandate a change to narrowband operation.

Risk Factors

A very slight risk that Industry Canada might mandate a change to Phase 2 (6¼ KHz) transmissions.

Costs

Budgetary estimate to replace all components of the existing system:	\$400,000
Budgetary estimate to replace all radio units, while leaving the passive elements:	\$250,000
Estimated annual operating costs (after expiration of warranty) – same as current:	\$ 30,000

Advantages

- tone and voice paging, as has been used for many years, is maintained
- analog transmissions have the highest potential voice quality, voice storage pagers allow for later retrieval of the messages
- lowest cost viable alternative for the County and the local Fire Departments
- programmable paging interface is standard among all major console suppliers
- all existing pager units can be retained by the municipal departments, at least in the short term
- volunteers in departments which operate on the Wellington County Fire channel can monitor the channel en route with their pagers
- tone and voice paging is an Industry Canada “approved” method for alerting of volunteer Fire Fighters

Disadvantages

- none

4.3 Alphanumeric Paging

Commercial paging systems made the transition from analog mode (tone only or tone and voice models) to digital mode (numeric and alphanumeric models only, without voice) in the 1980's into the early 1990's as a response to severe spectrum restrictions at the time. The primary intent was to increase the number of paying customers for an existing paging service on a given RF frequency. Generally speaking, technical developments allowed the number of per channel subscribers to increase from a few thousand to hundreds of thousands, approaching a million. These increases significantly improved the profits for paging companies, until the widespread adoption of cellular telephone and then the bottom dropped out of the paging market altogether.

The development of alphanumeric paging was never made to improve the alerting of volunteer Fire Fighter who by and large remained rooted to tone and voice analog systems. It should be noted that the only known use of alphanumeric pagers by Fire Departments in the local area is in Peel Region where the primary usage is for full time Fire Departments as a means to quickly convey critical data to the Fire Halls.

Wellington County might consider to replace the existing paging system with an alphanumeric system operating on the current VHF channel.

Implicit to such a move by the County, it would be necessary for all municipal Fire Departments on the system to replace all of their pagers.

Risk Factors

Industry Canada may not authorize alphanumeric paging on the existing VHF channel given its wideband (30 KHz) emissions.

Costs

Budgetary cost estimate to replace the existing system with alphanumeric:	\$1,300,000
Budgetary cost estimate to replace all pagers with alphanumeric:	\$ 100,000
Estimated annual operating costs (after expiration of warranty):	\$ 75,000

Advantages

- ancillary devices may be controlled through this system – remote siren activation, etc.
- alert messages are stored on the pager for later retrieval

Disadvantages

- Highest cost viable alternative for the County and the local Fire Departments
- No possibility to monitor communications on the County Fire channel
- Specialized console interface required with no guarantees that future consoles would be so equipped
- Industry Canada may have difficulty to authorize such a system due to the fact that it must operate on a wideband channel (POCSAG option).
- Most commercial alphanumeric protocols have been rendered uneconomic and thus obsolete due to the wide scale adoption of cell phones adding uncertainty to future procurement of pagers
- A number of equipment suppliers voiced opinions that digital paging was not appropriate for rural Fire Departments
- When alerting a volunteer who has been asleep and is groggy, a small line of text may be difficult to comprehend as compared to a voice message.

4.4 Other Technologies

“e Dispatching”

It is understood that a number of the Fire Departments in Wellington County make use of the so-called “e Dispatching” technology, which is a computer based system that receives and decodes the analog paging tones and stores the dispatcher’s voice message and then re-sends the audio to a specific list of cellphones associated with the particular Fire Hall being alerted.

While generally providing a back up mechanism to distribute the page to volunteer Fire Fighters, who may not be wearing their pager units, the *e Dispatching* system should not be considered as a primary way to alert Fire Fighters. One issue is the length of time that is required to alert all the listed cellphones and the uncertainty associated with the cellular telephone. During periods of disaster level activity – major storms or man-made calamities – the cell networks may become overloaded with users from the general Public, thus clogging the airways. These might be precisely the times when Fire protection services are urgently required.

While being able to extend the alert function of volunteers to a much wider area – and in the case of major fires, where all fire fighting personnel, even those beyond the normal response area, are needed – the *e Dispatching* service may be seen as complimentary to the existing paging system, rather than as a specific replacement. In the future *e Dispatching* may be expanded, as desired, by individual Fire Departments; however, its use should have no bearing on the County’s plans.

“IamResponding”

With the “*IaR*” application software on their smartphone, a volunteer Fire Fighter is able to make a quick response (via a single button press) after hearing their paging alert tone and voice message through the County paging system. The information from each such responding volunteer is sent via the Internet to the *IamResponding* server, where it may be accessed through a secure web site by authorized personnel, again via the Internet. This would allow them to determine the extent of the response. According to the information available, there is a host of other data which may be displayed to assist Fire command regarding a specific incident.

The need for volunteers to first hear the standard page, precludes this service from being considered as a primary alerting system. Furthermore, with respect to Public Safety operations, the reliance on speedy Internet access would bring into question the ability to retrieve pertinent information in a timely fashion under disaster scenario conditions.

Again, as a complimentary system to the existing County Paging, the *IamResponding* service may be seen as a benefit to an individual Fire Department; however, its use should have no bearing on the County’s plans.

A Land Mobile Radio Solution

With this alternative, the County could establish a state-of-the-art wide area two-way communications system which has a “paging” function built into its basic functionality set. Volunteer Fire Fighters would be provided with portable radio units, rather than pagers and they would have the added benefit of being able to respond to the call and to monitor their department’s operational channel while en route to the Fire Hall.

Most trunking control systems have a paging or an alert function as a standard feature. These would include P25, Mototrbo (Connect Plus), DMR, Nexedge and TETRA systems.

In order to meet the coverage requirements, the wide area trunking system would need to deliver reliable in-building coverage throughout Wellington County – at least to a level which is provided by the current eight repeater sites at VHF. In the higher frequency bands – UHF and 700/800 MHz, if those were to be used – it would take a greater number of sites to provide the same level of coverage.

While such a two-way system would have other advantages and could be used by all Fire Departments as their operational/tactical channel, the primary downside would be that new base radio infrastructure would need to be implemented.

The only exception to this requirement would be the use of the existing *Connect Plus* system operating in the UHF band. It is unknown whether or not this system currently provides adequate in-building radio coverage throughout Wellington County, but it seems to have made major improvements in Puslinch over their previous *Passport* system.

Another major cost to each Fire Department would be the purchase of new portable radios – one for each volunteer Fire Fighter at approximately \$1000 each. While small, light weight units may be procured it is not known if the battery life of these units would be comparable to that of the current pagers – likely not.

The County would essentially get out of the Fire Department paging “business” but it would be necessary for all municipal Fire Departments to adopt the use of this system. Then straight forward interoperability among all departments would be assured.

Risk Factors

None, once the system coverage is confirmed to be adequate.

Costs

Upgrade to the Connect Plus system to provide adequate in-door coverage for portables:	Unknown
Replace all pagers with Mototrbo portable radios:	\$ 360,000

Annual operating costs for the County	:	Nil
(as all costs would be borne by the individual Fire Departments)		

Advantages

- volunteers can respond with their portable radio to the alert call
- the operating channel may be monitored en route to the Fire Hall
- short text messaging may be incorporated into the radio functionality
- Fire Department interoperability throughout the County would be assured

Disadvantages

- portable radios would likely be more inconvenient for volunteers to carry vs. pagers
- extra radio traffic associated with alerting may cause capacity issues on the trunking system

Public Safety Broadband

Hand-in-hand with the cellular Industry, there are efforts currently underway to develop appropriate features in the designated Public Safety segment of the new 700 MHz radio band. The technology to be deployed is called “LTE” (or Long Term Evolution) and would include PTT unit operation, group voice calling, high security encryption and other required Public Safety features. Because the technology operates on very wide channels (1 MHz), it is termed “broadband”.

It is likely that once these Public Safety broadband systems start being deployed and have achieved wide ranging adoption, they would be able to deliver on two long standing promises: (a) true inter-vendor compatibility and (b) low radio unit cost due to the economies of scale. Hopefully, in the future, group paging would be one of the features that is developed for the Public Safety Fire market.

One of the practical limitations of this technology is the small site coverage footprints, due to low power (a few milliwatts) user equipment. On the other hand, low power means long battery life. The challenge of providing an in-building level of coverage, as required by Public Safety users, points to systems with hundreds of sites to cover an area the size of Wellington County and so, it is likely that only by means of PPP (Private Public Partnership) cooperation and generous government subsidies could such wide area systems become economically viable in the future. Currently, they do not represent a viable solution for the County.

At the present time, the County need not give any consideration to broadband systems as a means of volunteer Fire Fighter alerting. Perhaps, during the next procurement cycle, say in 10 to 15 years, there may be no question on how to proceed, as these systems would be ubiquitous and extremely robust and reliable with adequate capacity for all Public safety users, irrespective of any consumer market or social media usage.

5.0 NOTES

5.1 Industry Canada

Industry Canada officials have indicated from a regulatory perspective, tone and voice paging is viable for Wellington County for the long term. While the official policy of the department remains as Phase 2 (6¼ KHz) channel bandwidth usage, they have the practice of not imposing undue financial hardship on rural communities and so they would allow, at least at the present time, that the County continue with a wideband paging channel at VHF.

However, they strongly recommend that, as a minimum, as the County were to purchase replacement paging base radio equipment, that it complies with the Phase 1 requirement of 12½ KHz operation – as all new radios now must. The suggestion is that it may prove to be false economy for the County to again procure old, obsolete radio units in the hope of saving money in the long run.

If and when (and it may not be any time soon – perhaps not even within a 10 year period) the County is given specific official notice from Industry Canada to convert the wideband paging channel to narrowband operation, there would be the requisite two year period given to undertake that transition. If the recommended “replacement-in-kind” solution has been implemented with new radios, then it would be a very simple matter to re-program the base repeater units, at essentially no cost.

At that point, if there were to be any pagers units which were not capable of efficient narrowband operation (such as Motorola Minitors II, III, & IV), then these would have to be replaced by the respective Fire Departments. It is understood there would be few, if any, of these old pagers left in operation, as departments have replaced them with Minitor V & VI and Swissphone units, which are all capable of narrowband operation.

From a technical perspective, there would be some degradation in performance of the paging system after a transition to 12½ KHz operation. While base Effective Radiated Power (ERP) levels would likely remain the same, the pager sensitivity would be reduced by 2 dB. The upshot of this would be a minor reduction in coverage footprint from each site; however, it is not likely to be noticed by end users, unless they currently operate on a hit and miss basis, near the fringe areas of paging coverage.

The Industry Canada representative also made another suggestion, that during any procurement process, that the County give some consideration to acquiring Phase 2 compatible radio units. This may be done during an RFP tendering process, and a final decision based on costs and technical impact may be made by the County at that time. It is unlikely that Phase 2 equipment would be viable.

5.2 Guelph Fire Dispatching

All major vendors of modern radio console equipment, Motorola Solutions, Harris, Zetron, E.F. Johnson, Moducom, etc., provide analog tone and voice paging as a standard feature in their product lines. Furthermore, they all provide some form of conventional radio interface, to allow for transmit, receive and PTT functionality. The reason for this is that tone and voice paging for volunteer Fire Departments is essentially a universal requirement for all radio systems – old and new.

These console systems are computer-based; that is, their functionality is derived from software applications running on a standard OS (operating system) platform. They have a great deal of flexibility and customization to allow for specific features with GUI (graphical user interface) controls.

It is understood that the City of Guelph is in the process to upgrade their radio communications and so in the near term, new consoles may be implemented at the Guelph Fire comm centre. No matter which system or vendor is finally selected (conforming to the P25 standards is highly likely) it would be a straight forward bit of configuration programming to provide an interface and control of the County Fire Paging system.

Irrespective of whether Guelph Fire provides page out only and then the local Fire Department takes over support, or if Guelph Fire were to provide fully dispatching support for the call duration, there would be no difficulties for them to provide the proper paging functionality.

All future console systems would have internal tone and voice paging interfaces; however, alphanumeric or text based dispatching might be another question altogether. In the past, for digital interface requirements (for example, for CAD interface), the console vendors have been notoriously deficient in providing “off-the-shelf” or “plug and play” offerings. Typically, they state that customized middleware is required and then they charge significant sums to provide such interfaces, despite the fact that they are required over and over again in different systems around North America.

If the County proceeds with a replacement-in-kind replacement paging system, there would be no impact, no matter which upgrades are implemented for the Guelph Fire console positions.

5.3 Outside Agency Dispatching Services

In a similar way, if any of the municipal Fire Department in Wellington County were to move away from Guelph Fire dispatching and opt for an outside agency to provide such services, there would be no technical difficulties to implement the required interface. All that would be necessary, would be to set up a VHF base radio on the correct system input frequency to access the County paging.

If necessary, depending on the actual physical location of that outside agency, a suitable base unit would be installed within reliable range of the Arthur Hub Site (for example, by using a high gain directional antenna to establish the link). The agency would require a secure connection to that site, assuming their facility was out of range of the Arthur site. Once established, paging could proceed through their consoles, in a very similar manner as if Guelph Fire were providing that service.

5.4 Two-way Fire Communication Systems

As is currently experienced by the municipal Fire Departments – some remaining at VHF and other migrating to the Connect Plus system in the UHF band – there is virtually no impact on the County Paging system related to a particular department’s operating channel. It is understood that the previous problem related to subsequent pages disrupting on-going tactical communications has been resolved since as each department that operates in the VHF band has been assigned their own working channel. Interoperability with surrounding departments and agencies within and outside the County has been maintained and enhanced, but now the wide area broadcast of alert paging would occur on an exclusive frequency and thus there would normally be no way to monitor the working channel.

Similarly, with the departments operating via the *Connect Plus* system, there is no ability for the pagers to monitor the operational communications, while the volunteer is on route to the station. This feature was a part of the paging system when all departments shared a common VHF channel. However, because of a number of practical issues, such monitoring is no longer feasible.

5.5 Open Tendering Process

The best way to ensure that the County is getting the best value for money spent is to proceed to an open tender for the procurement of new equipment for the Fire Paging system replacement. The competitive process among vendors would make certain that even suppliers who have long standing partnerships with the County would “sharpen their pencils” and provide their lowest prices.

Of course, there is the reality that some of the paging site radio equipment has already been replaced with new units in the recent past. It is very important for any system, especially a simulcast paging system, to include identical radio transmitters across all sites. Notwithstanding any issues related to the actual transmitter technical characteristics, there would be very real difficulties related to sparing, service, training, set up and repair. It seems that the primary way around this dilemma would be to specify that all site equipment be replaced and to request a trade-in credit for the existing units.

Other specifics of the technical requirements for the “replacement-in-kind” procurement would include the following items:

- radio equipment shall capable of 12½ KHz operation; however, it shall be set up initially for 30 KHz channel width
- the existing radio sites shall be re-used and the bidder shall provide maps to indicate the extent of reliable indoor paging coverage that they are willing to guarantee as part of acceptance testing both at 30 KHz and at 12½ KHz
- as an option, the equipment shall allow for a transition to 6¼ KHz operation at a future date
- the bidder shall provide maps to indicate the extent of reliable indoor paging coverage that they would be willing to guarantee at 6¼ KHz operation
- as an option, all site equipment would be replaced over an extended period lasting three years
- as an option, new battery back up units would be provided at each paging site
- as an option, all site multicoupling would be replaced with new units
- as an option, all antennas and transmission lines would be replaced
- as an option, alphanumeric operation would be provided
- bidders would be allowed to provide alternative proposals; however, they must first provide a response which is compliant to the primary requirements.

The timing of the open tendering process may be as follows:

- document release to the Industry: December 2015
- closing date: March 2016
- contract award: April 2016
- implementation and acceptance: October 2016

It is understood that the County had budgeted \$25,000 for consulting services in 2015 for the completion of the current study. Given the total amount disbursed to date, preparation of the technical specifications could be completed in 2015 without exceeding the established budget. However, the County should budget an additional \$20,000 for 2016 to be used for consulting services related to the remaining procurement process elements and implementation – efforts related to a pre-bid meeting with potential proponents, answering technical questions, bid evaluation, assistance with contract negotiations, and technical support during the installation and acceptance phases of the new system.

If an open tendering process were to put undue strain or pressure upon established relationships within the business community, then perhaps other suitable arrangements may be crafted.

6.0 RECOMMENDATIONS

Regarding the Wellington County Fire Paging System, the following recommendations are made by KVA Communications:

- i) that maintaining the status quo should not be considered to be a viable long term strategy for the County.
- ii) that the County undertake an open tendering process to replace the Fire Paging system using the existing design in a “replacement-in-kind” approach. If the County’s primary priorities lie elsewhere and there is a need to delay certain relatively large capital expenditures at this time, then it could decide to spread the implementation over perhaps two or three years; however, the plans to replace the current system should proceed now and without delay.

It is understood that the County had planned to budget \$250,000 in the upcoming fiscal year for the replacement of the current paging infrastructure. This amount should be increased to at least \$400,000, unless it is decided to delay the replacement of all site passive elements – multicoupling, antennas and transmission lines – until a later date.

APPENDIX A

Paging System Details

The paging of municipal volunteer Fire Fighters throughout Wellington County is accomplished at VHF (153.770 MHz) by means of eight simulcast transmitter sites, strategically located around the County. The sites are connected to the Guelph Fire Communications Centre by means of a VHF link in a one-way configuration. The Fire dispatcher remotely activates a fixed VHF base unit (at 154.355 MHz) located at Guelph Police Headquarters. A receiver at the hub site in Arthur receives this signal and resends it on a separate frequency (151.160 MHz). All sites, including the Arthur site, receive this transmission and high power repeater units re-broadcast a selected tone sequence on the paging channel.

All active pagers within range of any of the transmitters will pick up the audio tones thus broadcast; however, only the units in the selected group are activated. The alert tone (beeping) – or vibration, if the unit is operating in silent mode – is generated by the individual pager and then an audio path is opened up allowing the volunteer to hear the dispatcher’s voice message. In many cases, this audio message is stored in the pager’s digital memory for later retrieval, as necessary.

The Wellington County Fire Paging system has a fundamentally simple and sound design basis. It provides a cost effective way to reliably alert the majority of volunteers who are within the County and includes specialized units at each remote site to minimize the effects of broadcasting the radio signal from different sites. When multiple transmitters are keyed up simultaneously the general result is garbled communications due to mutual interference. Steps need to be taken so as to minimize the interference.

In order to simulcast effectively, all transmitters must operate at precisely the same frequency – the tolerance is approximately ± 1 Hz. A high stability reference oscillator is located at each site in the Wellington Paging System to maintain this tolerance. The transmitted audio must be of the same amplitude at each site and the signals from two or more transmitters must arrive at the paging receiver at exactly the same time; that is, the audio paging tones must be “in phase”. In order to accomplish the latter, there are delay circuits at each site that electronically slow down the signals from the hub site.

Even travelling at the speed of light, it takes hundreds of microseconds (millionths of seconds) for the radio signals from the hub site to reach the remote sites. A calculation is made to determine exactly how long it takes the signal to reach each of the sites and the local delay circuits are set to achieve a total delay (propagation time + wait time) which equals that of the site furthest away from the hub which is the Arkell site at some 50 kilometres with a propagation time of about 250 microseconds. All signals are broadcast at exactly the same moment in time from each site.

The delay circuitry in conjunction with the high stability reference oscillators can minimize, but never completely eliminate the simulcast interference, sometimes termed “heterodyning”; however, in Wellington County, due to the relatively large separation of transmit sites and the fact that most of the volunteers who might be expected to respond, are relatively close to their stations (and close to a paging transmitter), the closer and stronger radio signals are “captured” by the pager and the weaker, more distant signals are eliminated, further reducing the chance of interference.

It is understood that except for a few specific locations, the multiple paging sites provide excellent and redundant coverage for the volunteers throughout Wellington County.

3.2 Paging System Sites and Equipment

The following chart provide a listing of the original paging system sites (details for the Clifford site are unknown, but not critical to the findings of this report):

SITES	LOCATION	SITE NAME	LATITUDE	LONGITUDE	PWR (W)	GEN SET
1	HARRISTON	WATER TOWER	43-55-06 W	80-52-44 N	80	
2	MOOREFIELD	-	43-44-07 W	80-46-07 N	120	
3	CONN	BELL TOWER	43-58-34 W	80-33-36 N	80	√
4	ARTHUR	HUB SITE	43-47-06 W	80-29-34 N	100	√
5	FERGUS	WATER TOWER	43-42-10 W	80-21-26 N	80	
6	ERIN	BELL TOWER	43-43-30 W	80-03-11 N	80	
7	PUSLINCH	ARKELL	43-30-21 W	80-07-26 N	100	√
8	CLIFFORD	-	-	-	-	-

In addition to the antennas and multicoupling that vary from site to site depending on the other radio frequencies at each site, there are 19" rack mounted Glenayre Series 90 paging transmitters at each site. All incoming antenna and transmission lines are grounded and have lightning arrestors located within the heated and air conditioned equipment shelters.

It is understood that the Wellington County Glenayre paging transmitters were first installed for a commercial paging company called Datamax in 1988. The firm was subsequently purchased by Bell Mobility and then about 15 or so years ago, when Bell Mobility decided to exit the commercial paging business, the units were procured by MRC Systems and then by Wellington County as surplus equipment.

In the recent past, a new site was added in Clifford to improve coverage in the north-west corner of the County and the paging transmitter at the Fergus site was replaced. In both of these cases, new Motorola GTR8000 base repeaters were installed. In addition the tower at the Arthur hub site was replaced; however, the radio equipment was re-located rather than replaced.



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Linda Dickson, Emergency Manager/CEMC
Date: Thursday, November 12, 2015
Subject: **2015 Emergency Management Report PD2015-30**

Background:

The following report outlines how the County of Wellington has satisfied the “essential level” requirements of the Emergency Management and Civil Protection Act for 2015.

Programme Committee

A joint Emergency Management Program Committee was held March 27, 2015 and included HIRA training (Geoff Coulson and Weather Trends) and a focused discussion. On November 19, 2015 staff met to review the Hazard Identification and Risk Assessment and specific County program items.

Emergency Response Plan

Proposed changes to the Emergency Response Plan were reviewed at the Joint Emergency Management Program Committee meeting on March 27, 2015. The changes were minor and will be brought forward for consideration in 2016 with other changes to the plan including Source Water Protection policies.

Training:

Several members of the County of Wellington’s Control Group have attended provincially mandated training for 2015 which included training and information from Geoff Coulson of Environment Canada on March 27, 2015 regarding weather trends. Training sessions on Service Continuity (Business Continuity) and the importance of note taking were held on August 11, 2015 and a second session on November 18, 2015. Attendance lists are being recorded for these training sessions.

Additional training above the provincially mandated training included a workshop for elected Officials on January 28, 2015. Staff has also attended the following:

Basic Emergency Management Course – April and December 2015
Environment Canada CANWARN Training – June 3, 2015
Scribe Training June 17, 2015

Exercises:

On October 22, 2015, the County held its required annual emergency management exercise. The exercise included members of the County’s Municipal Emergency Control Group as well as staff from Human Resources, Information Technology and Social Services/Housing Division. One of the main aims

of the exercise was to test aspects of departments draft Service Continuity Plans. The specific objectives of the exercise included:

- i. Testing the County Notification procedures using the Bestel Messaging system
- ii. Internal communication between the Service Continuity Exercise teams and the EOC through various means including analogue phone systems
- iii. Evaluate and test Payroll back-up redundancies
- iv. Testing the supportive IT role for priority services in a power failure emergency
- v. Test displacement procedures for a Social Housing Unit

Staff is currently working on an After Action Report for this exercise. There were a number of observations/recommendations brought forward for consideration and improvement to our emergency management and service continuity procedures.

Critical Infrastructure

The Emergency Management and Civil Protection Act require municipalities to identify facilities and other elements of critical infrastructure that are at risk of being affected by emergencies. Staff reviews this list annually and updates as necessary.

The Critical Infrastructure mapping was completed and updated on the County's Emergency Management COP using the County's GeoGortex GIS mapping this year. Training for municipal staff will be arranged.

Public Education

A number of public education events were held this year. The following is a list of the main public education initiatives held.

1. The "Be Better Prepared" Booklet was updated and redistributed to all households in 2015. Additional copies of the booklet can be acquired by contacting the Emergency Management Division or on the County's website
2. Emergency management information was made available at the Wellington County Libraries and Municipal Offices during Emergency Preparedness Week.
3. A County-wide draw for a generator along with municipal draws for weather radios were held throughout the County of Wellington's 14 Library Branches and each Municipal Office during week
4. The County page in the Wellington Advertiser regularly contains emergency public information and a number of emergency management advertisements were placed in local Newspapers during Emergency Preparedness Week including the Mount Forest Confederate.
5. Staff attended the Wellington North Show Case, Guelph/Eramosa Emergency Preparedness Day, City of Guelph Emergency Preparedness Day, Fergus Home Show, Minto and Mapleton Safety Days, the Puslinch and Mapleton Fire Departments Breakfast and Open House, and Wellington County Safe Community Day.
6. Staff lunch and learns on how to "Be Better Prepared" were held during EP week.

Further Enhancements:

1. **Strategic Planning:** The After Action Reports from both the April 2013 and December 2013 Ice Storms provided good lessons learned and recommendations to improve our emergency management programs. Many of these recommendations were applicable on a County wide basis. In order to develop a more appropriate and consistent response framework to events like the ice storms that often impact several municipalities within the same jurisdiction, a focus discussion group session was proposed to include an invite to all of the members of the County and member municipalities Emergency Management Control Groups.

At the March 27, 2015 joint Emergency Management Program Committee meeting a focused discussion was held and participants were divided into groups to consider the following topics:

- i. Shelters/Cooling Centres/Evacuation Centres
- ii. Generators/funding –
- iii. Time Frames (48 -72 hours)
- iv. Crisis Communications

The following are the main recommendations from the focused discussion session.

- Pre-identify shelters/evacuation centres and promote the location to residents as part of our public education program. However, there are very few sites with back-up power that meet the Health Canada requirements for overnight accommodations within the County of Wellington. Emergency Management and Social Services will continue to work with Red Cross to identify appropriate sites in the County suitable for overnight accommodations.
- Agreed that if any part of the community is in need reception centres/shelters should be opened and where possible we should avoid using fire halls for reception centres/shelters. Shelters should be opened within 48 hours of a situation (power outage) and it should be the decision of the EOC when to open and what sites to open.
- Make list be made of all potential shelter sites, identify if they have back-up power and what facilities in the site are available with or without back-up power.
- Have a pool of municipal generators that could be moved around the county. It was suggested/agreed to that this could be funded through the County; or County staff could assist with bulk buying of generators.
- Need to maintain fuel supply for generators, generally 72 hours is considered appropriate time frame.
- Continue to promote 72 hour “Be Better Prepared” in our public education across the County.

- Create a standardized heat and cold weather extreme policy. This policy is currently being drafted.
- Where and if possible promote a staged evacuation process such as Stage 1 – elderly, those with very young children and those with medical need; Stage 2- would be the rest of the community.
- We need to ensure we make appropriate use of all forms of technology available. Different demographics use different technologies. Create ready to use communication templates.
- There needs to be ongoing training for communication officers and spokespersons.
- For single municipal events, local staff may be able to deal with the communication needs of an emergency but for larger and county wide events need to access the resources of the County Communications Division and the Wellington OPP media officers.

The objective for the 2016 work plan is to look at each of these bullet points in more detail in order to determine the feasibility of implementing each of the recommendation.

2. ODRAP Review

In 2015, the Province of Ontario – Ministry of Municipal Affairs and Housing (MMAH) - undertook a review of the Ontario Disaster Relief Assistance Program which has been in existence for approximately 50 years. MMAH has been conducting presentations throughout the province on the changes to the programs. There are a number of changes being proposed and guidelines on the two new programs should be available in 2016.

3. Public Alerting

Bruce Power has submitted to the CRTC a Part 1 Application (2015-0522-3) requesting the CRTC to mandate wireless carriers to put in place wireless public alerting now, similar to the alerts now being forwarded to the public by Television and Radio Broadcasters.

The consultation period for this application closed on July 4, 2015, and Bruce Power is still awaiting an outcome from the submission, but they have met with government agencies and other organizations recently to further discuss the status of Public Alerting in Canada.

The Emergency Management Division has reached out to Bruce Nuclear and they have advised that they will keep our office informed of any decision or direction from the CRTC. We support their request and will be monitoring and reviewing the CRTC website for information as well as correspondence from Bruce Power as it becomes available. More information on the application can be found on the CRTC website.

4. FCM Consultation

The Emergency Manager/CEMC has been asked to participate in a consultation process regarding new Federal emergency management programs including:

- A Federal emergency preparedness funding program. The former Joint Emergency Preparedness Program which provided municipalities with monies to prepare and promote

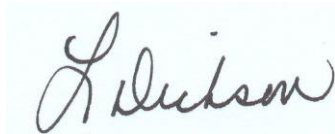
emergency management programs. This funding program has not been supported by the Federal Government since 2013.

- Opportunities to expand the National Disaster Mitigation Program (NDMP). The Emergency/Manager/CEMC provided feedback and information to FCM staff during their submission to the Federal Government on the program.
- Consider ways to improve the Disaster Financial Assistance Arrangements (DFAA) program eligibility Guidelines.

Recommendation:

That the Council for the County of Wellington accepts the annual emergency management report, and further THAT this report serves as the annual review of the County's Emergency Management Programme for 2015.

Respectfully submitted,

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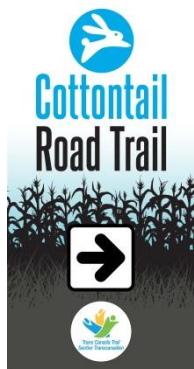
Linda Dickson, MCIP, RPP
Emergency Manager/CEMC



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chairman and Members of the Planning and Development Committee
From: Sarah Wilhelm, Planner
Date: November 12, 2015
Subject: **Cottontail Road Trail Final Report (PD2015-31)**
Trans Canada Trail Gap Construction



Purpose

This report is the final update of the Cottontail Road Trail construction project in Centre Wellington. This 2015 Trans Canada Trail gap construction project is to be funded by a Trans Canada Trail Ontario (TCTO) Pan Am grant, a Trans Canada Trail (TCT) grant and by the County of Wellington.

Trail Route

The trail is comprised of 2.6 km of gravel off-road trail, 3.0 km of grassed off-road trail and 8.6 km of on-road or shoulder trail. The total trail is 14.2 km in length. The various components of the trail route are identified below.

Short **paved** shoulder from Elora to the unopened Cottontail Road



A **gravel** off-road trail on Cottontail Road

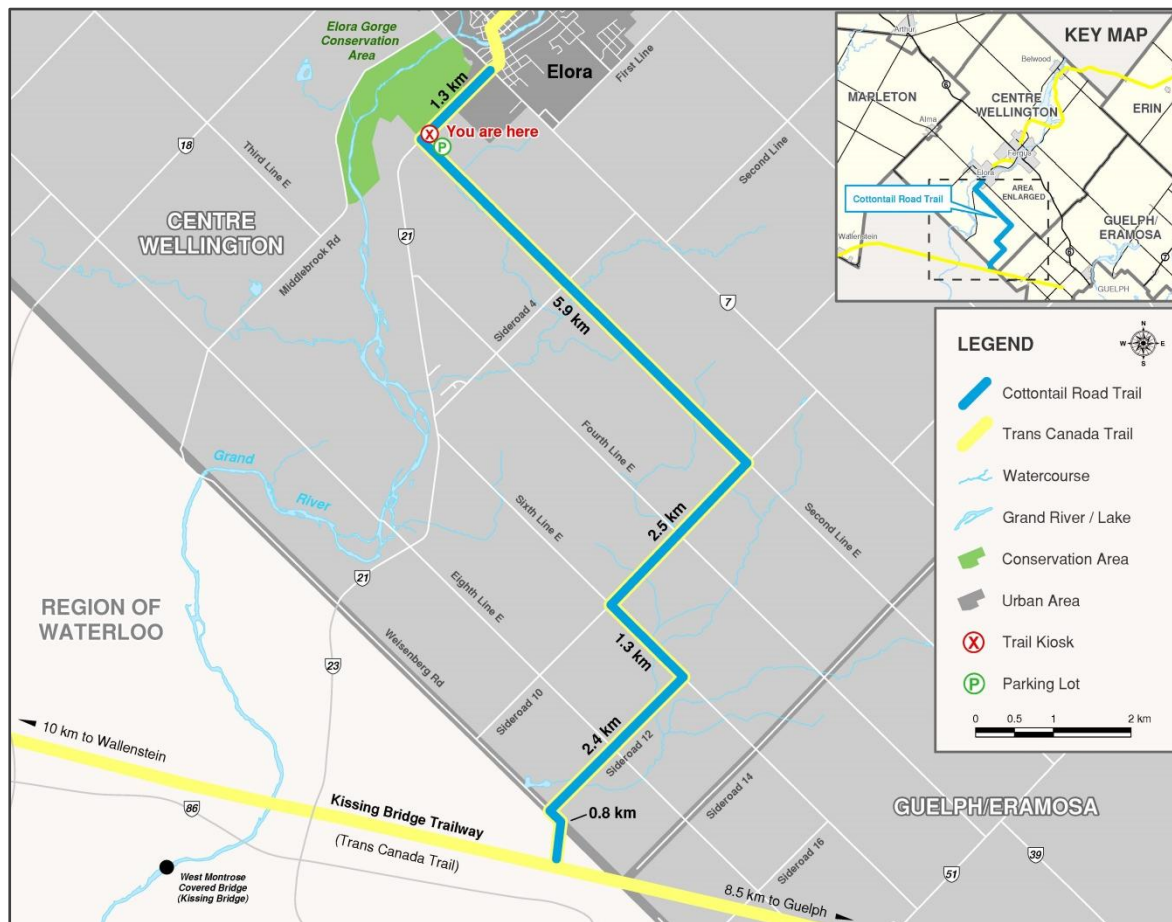


A **grassed** trail along most of the OMAFRA Research Station lands



A **signed** route to the Kissing Bridge Trailway

Figure 1 Cottontail Road Trail Route



Trail Improvements

This trail project was complex. It was completed with the assistance of over 10 contractors, together with County staff (Roads, Communications, Finance, Purchasing and Planning). The tables which follow highlight some of the work.

TRAIL CONTRACTOR

Before



After



Details

- Clearing and grading the trail
- Moving fill to designated areas
- Installing culverts where needed
- Fabricating and installing new barrier gates

COUNTY ROADS & PAVING CONTRACTOR

Before



After



Details

- Paving of parking area and installation of fence along perimeter
- Shoulder paving of Wellington Road 21
- Relocation of farm access for the Grand River Agricultural Society



- Paving trail at steep grade north of Sideroad 4
- Ramp construction and seeding
- Installation of on road and off road signage

ADDITIONAL ITEMS BY OTHERS

Before



After



Details

- Shoulder widening and post relocation



- Kiosk design, construction and installation
- Bench installation
- Landscaping
- Signage fabrication and installation

Budget

In the 2014, budget County Council set aside \$375,000 to complete the Trans Canada Trail in Wellington County between Elora and Ariss. A trail route and costing was developed by a trail consultant funded by the Trans Canada Trail organization (Kathy Smith). She estimated that the cost of the off-road sections (5.6 km) would be \$728,000. It was later determined that the Elora Research Station would prefer a grassed trail surface rather than stonedust which reduced the budget to \$349,000. When the tender was awarded for the gravel trail surfacing, we were able to further reduce the budget to \$251,800 based on the figures for that portion of the budget, including the fact that there was a gravel section of Cottontail Road trail from Wellington Road 21 to the well house which was in good condition.

Our final costs were further reduced mainly because the trail surfacing came in under budget (by \$60,000) and we were able to complete the trail design in-house, saving another \$10,000. As a result, we have an updated overall cost of \$167,376 plus an additional \$26,272 not eligible for funding. The total County share is \$34,960. The remaining \$158,688 will be covered by provincial grants.

Figure 2 Trail Budget

	June 2014	January 2015	May 2015	FINAL
Total Budget Eligible for Funding	\$728,000	\$349,300	\$251,800	\$167,376
Basis for change	Amount determined by TCT trail consultant	Costs reduced due to grass trail portion	Costs reduced due to bid amount for trail surfacing	Costs reduced due to actual amount for trail surfacing
TCTO Pan Am Grant	\$150,000	\$150,000	\$150,000	\$150,000
TCT Grant	\$289,000	\$99,650	\$50,900	\$8,688
County Share	\$289,000	\$99,650	\$50,900	\$8,688
Total Budget Ineligible for Funding	\$50,570	\$50,750	\$50,750	\$26,272
Total County Share	\$339,570	\$150,220	\$101,650	\$34,960

Detailed costs are attached as Appendix 1 and 2.

Trail Event

The County is required to recognize the Trans Canada Trail (TCT) grant in a variety of ways. We have already recognized the TCT through media coverage, our website, project notice and by incorporating the TCT logo in our signage for the trail. We are also required to host a trail opening event. This is a standard requirement for projects where the TCT contribution accounts for more than 50% of the total project cost. We are planning to host the event in spring 2016.

Next Steps

The next steps for the trail project include the following:

- Complete required financial reporting to Trans Canada Trail to receive grant allocations
- Register Cottontail Road Trail as part of the Trans Canada Trail
- Plan trail opening event for spring 2016

By connecting the Kissing Bridge and Elora Cataract trails, the Trans Canada Trail in Wellington County is complete.

Recommendations

THAT the Cottontail Road Trail Final Report (PD2015-31) be received for information and provided to the Trans Canada Trail office for information.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Sarah', with a long, sweeping horizontal stroke extending to the right.

Sarah Wilhelm, BES, MCIP, RPP
Planner

Attachments: 1 Detailed Costs Eligible for Funding
 2 Detailed Costs Ineligible for Funding

Appendix 1**Detailed Costs
ELIGIBLE FOR FUNDING**

	ESTIMATED COST	ACTUAL COST	SURPLUS/ DEFICIT
TRAIL PLANNING			
Design Fees	\$10,000	\$0.00	\$10,000.00
Engineering	\$4,500	\$2,922.69	\$1,577.31
Travel	\$1,500	\$0.00	\$1,500.00
Trail Opening Event	\$2,500		
SUBTOTAL	\$18,500	\$2,922.69	\$15,577.31
TRAIL PREPARATION			
Tree Assessment & Hazard Removal	\$25,000	\$20,461.41	\$4,538.59
SUBTOTAL	\$25,000	\$20,461.41	\$4,538.59
CONTRACTOR			
Barrier Gates and Trail	\$144,000	\$84,831.19	\$59,168.81
SUBTOTAL	\$144,000	\$84,831.19	\$59,168.81
ROADS DEPT WORKS			
Parking Area & Ramp	\$31,000	\$28,769.80	\$2,230.20
Paving at Sideroad 4 (m)	\$2,000	\$7,160.00	(\$5,160.00)
SUBTOTAL	\$33,000	\$35,929.80	(\$2,929.80)
OFF-ROAD SIGNAGE			
Kiosk construction	\$10,000	\$6,003.84	\$3,996.16
Off-road signage	\$13,300	\$13,617.77	(\$317.77)
SUBTOTAL	\$23,300	\$19,621.61	\$3,678.39
TRAIL AMENITIES			
Landscaping	\$4,000	\$1,423.00	\$2,577.00
Benches	\$4,000	\$2,186.72	\$1,813.28
SUBTOTAL	\$8,000	\$3,609.72	\$4,390.28
TOTAL	\$251,800	\$167,376	\$84,424

Appendix 1 **Detailed Costs**
INELIGIBLE FOR FUNDING

	ESTIMATED COST	ACTUAL COST	SURPLUS/ DEFICIT
ROADS DEPT WORKS			
WR 21 Access	\$5,000	\$4,644.69	\$355.31
Shoulder Paving WR 21	\$40,000	\$4,460.89	\$35,539.11
SUBTOTAL	\$45,000	\$9,105.58	\$35,894.42
SIGNAGE INSTALLED BY ROADS			
On-road Signage	\$6,500	\$5,909.90	\$590.10
SUBTOTAL	\$6,500	\$5,909.90	\$590.10
EXTRA			
Guide Rail (2nd Line)	\$0	\$11,256.10	(\$11,256.10)
SUBTOTAL	\$0	\$11,256.10	(\$11,256.10)
TOTAL	\$51,500	\$26,272	\$25,228



COUNTY OF WELLINGTON

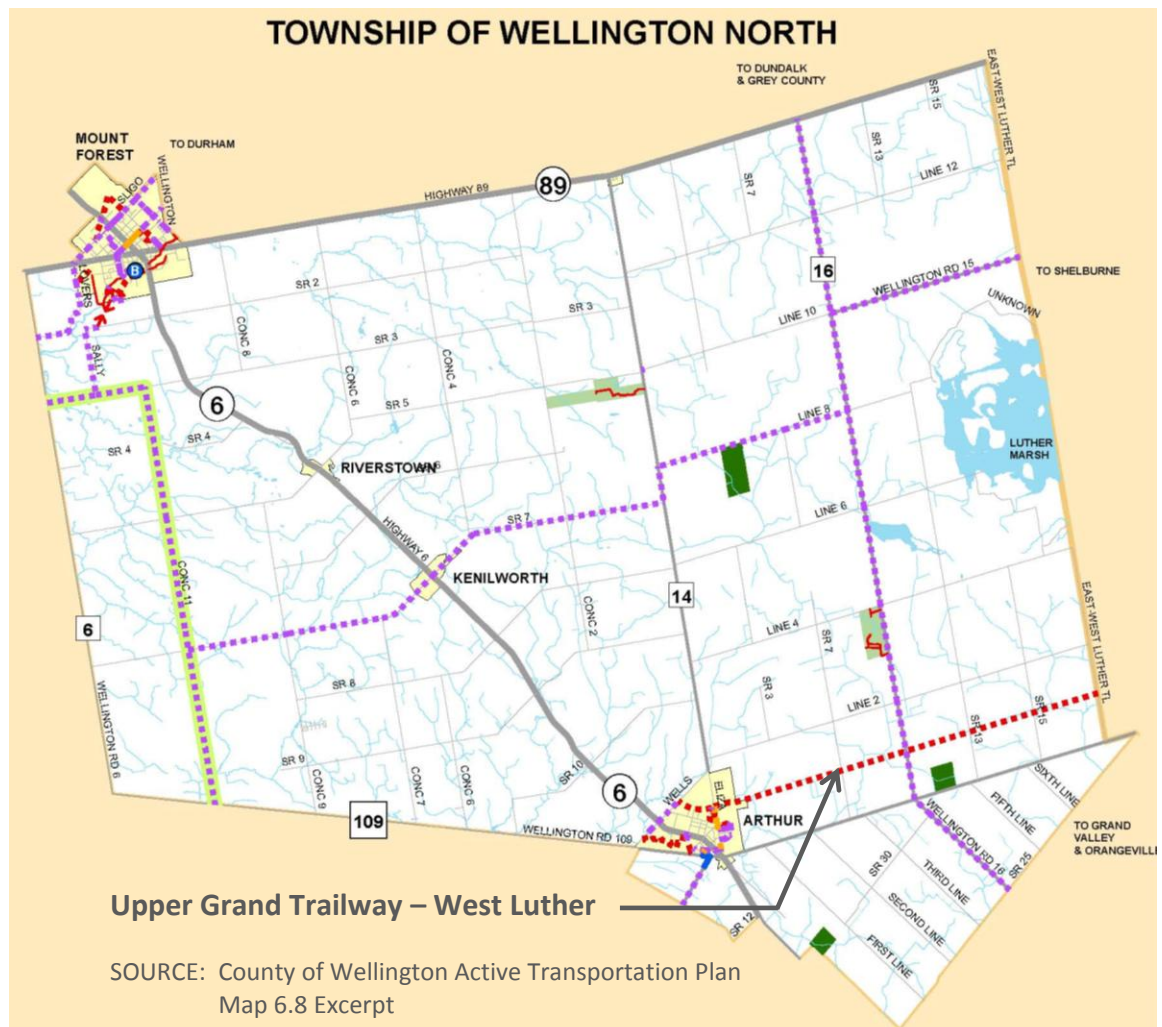
COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Sarah Wilhelm, Senior Planner
Date: November 12, 2015
Subject: Trail Funding Request – Wellington North (PD2015-32)

1. Purpose

The purpose of this report is to consider a \$20,305.00 trail funding request from the Township of Wellington North to support improvements to the Upper Grand Trailway – West Luther. This rail trail connects the River Trail in Arthur running east to the Upper Grand Trailway at Township/County limit. The trail is also a priority identified in the County of Wellington Active Transportation Plan.

Figure 1 Location of Upper Grand Trailway – West Luther



2. Trail Funding Programme

The Wellington County Trail Funding Programme was approved by County Council in February, 2015. The programme allows for matching funds up to \$50,000 per municipality to be applied to one or more municipally endorsed projects matched by the municipality or community groups. The programme ends November 30, 2018.

The Arthur Trails – West Luther project includes 3 km of trail surfacing, 2 bridges, barrier gates/posts, signage, and tree planting. The Township's request is to match the \$20,305.00 raised by the Arthur Trails – West Luther Group for a project totaling \$43,431.17 (see Appendix 1 Budget).

If this request is approved, there would be \$25,695.00 remaining in the funding programme for Wellington North.

Figure 2 Programme Criteria

Criteria	Met?
Trail primarily serves non-motorized users	YES
Project must be supported by a local council resolution	YES
Funding is matched by the local municipality or community groups	YES
County provided with support invoice for 50% of cost	YES

Based on Figure 2, we are satisfied that the request meets the programme criteria. Please see report attachments for additional detail.

3. Recommendation

That the request by the Township of Wellington North under the County Trail Funding Programme be approved for improvements to the Upper Grand Trailway – West Luther up to a maximum of \$24,305.00 for no more than 50% of the total cost of the project.

Respectfully submitted,



Senior Planner

Attachments:

- 1 Budget
- 2 Work Schedule
- 3 Mayor Lennox Explanatory Letter of October 9, 2015
- 4 Wellington North Council Resolution of May 11, 2015 and Committee Mandate

Appendix 1 Budget

<u>Expenditures</u>	
Bridges – High hoes	3550.
Decks	800.
Blocks (piers)	240.
Railings	500.
5090. X 2 bridges	10,180.
Tree Planting – Wild Things/GRCA	2,950.
Sign Kiosks including signage 4,000. X 2	8,000.
Interpretive signs 800. X 3	2,400.
Directional signs 50. X 15	750.
Distance Markers 50. X 12	600.
Road Signs stop/trail crossing 50 X 27	1,350.
Gates/posts 500. X 5 roads	2,500.
Work on trail surface Jack Benham	4,000.
Benches 200. X 5 benches	1,000.
Gravel trail surface 3 km	10,000.
Sub total	42,680.
HST 1.76%	751.17
Total expenditures	43,431.17
<u>Revenues</u>	
Donations	17,355.
TD Grant	2,950.
Sub total	20,305.
County matching of local funds	20,305.
Total revenue	40,610.

Appendix 2 Work Schedule

Proposed Work Schedule – Arthur Rail Trail – 2015

May – tree and shrub planting – Wellington Heights SS CELP students – Mr Timberlake

June – plant bush flowers

July – place 2 bridges
- trail surface tilling and seeding

July-August – install fences and posts at trail entrances

September – erect 2 sign kiosks

October – tree planting – WHSS students – geography class – Mr Kivell
(trees from GRCA and County Green Legacy program)

August – October – put up distance markers

September – official trail opening

Appendix 3 Mayor Lennox Explanatory Letter

October 9, 2015

Wellington County Council,

Members of the Arthur Trails - West Luther Group eagerly request the support of Wellington County Council in the development of the "Arthur Trails – West Luther". This trail will span the former CP rail lands running from the east end of Arthur to the East-West Luther Townline. The lands are owned by the Township of Wellington North.

This trail development project is strongly supported by Council of the Township of Wellington North. Wellington North Council has endorsed an Arthur Trails Trailway Sub Committee as per the attached May 11, 2015 resolution and authorized the entering into of a Letter of Agreement between the Township and the Arthur Trails Group for the future operation and management of the Arthur Trail - West Luther.

The development work and associated fundraising related to this trail is being spearheaded by community volunteers who recognize the trail as a valuable asset that can serve the community and visitors for years to come. Township Council has offered to administer the funds associated with the project and has two representatives on the current Sub Committee.

We trust that Wellington County Council will also see the value in the trail and offer their support and access to the Wellington County Trail Funding Programme for this project. Attached for County Council's consideration is the project budget. As indicated in the budget the total project cost is estimated at \$48,546.00. The Sub Committee is requested \$20,255.00 from the County in support of the project and match the funds already raised for the trail.

The Township of Wellington North and the Arthur Trail - West Luther enthusiastically requests support for the development of the trail and anxiously awaits County Council's positive response.

Sincerely,

Andy Lennox
Mayor

Appendix 2 Wellington North Council Resolution of May 11, 2015 and Committee Mandate

Appendix 4 Wellington North Council Resolution of May 11, 2015 and Committee Mandate

MOVED BY: Mark A. Galt DATE: May 11, 2015

SECONDED BY: Harry Burke RES. NO.: 2015- 200

THAT the Council of the Corporation of the Township of Wellington North adopt the attached Township of Wellington North Upper Grand Trailway Wellington Sub Committee Mandate, as recommended by the Recreation and Culture Committee.

MAYOR 



CARRIED



DEFEATED

TOWNSHIP OF WELLINGTON NORTH
Arthur Trails - West Luthers...
SUB COMMITTEE
MANDATE

COMMITTEE PURPOSE

The purpose of the Trailway Sub Committee for the Township of Wellington North is to advise the Recreation & Culture Advisory Committee on planning, development, utilization and construction specific to the proposed Upper Grand Trailway Wellington Project along the former CP rail lands and provide guidance to the dedicated volunteers working towards the establishment of the trail.

COMMITTEE GOALS

The committee goals will be:

- To review progress in the implementation of the Upper Grand Trailway Wellington (UGTW) project as it pertains to the community trail linking with the existing Upper Grand Trailway Dufferin
- To provide reports, updates and information on progress where required
- To follow applicable legislation where required
- To oversee the construction of the trail and ensure that safety and liability concerns are met
- To enable volunteers to work on the project and keep accurate records of active members of the project
- To provide specific training needs for volunteers
- To promote activity for all people for recreational purposes through public access to the trail
- To educate the public on the benefits of activity
- To design and implement a proper ongoing maintenance schedule for the trail once completed
- To foster a mutual respect for land, people, and nature
- To develop short term goals and long terms goals for the benefit of all.
- To acquire Recreation & Culture Advisory Committee and Council approval where needed

MEMBERSHIP

The committee membership will consist of:

Recreation Committee Chairperson, Recreation Committee Councillor,
Director of Recreation Parks & Facilities and 3 volunteer members of
Wellington North as appointed by Council

Arthur Facilities Manager/Public Works Staff will provide information and recommendations to the committee as required

From time to time community volunteers as recommended by this Subcommittee and appointed by Council will be involved in the specified project and trail development

An active list of volunteers is essential and must be maintained and provided to the Township through the Director of Recreation, Parks & Facilities

TERM OF COMMITTEE

- As determined by Council
- Committee will meet April and October or as determined by the Chairperson/Director. It is acknowledged that during the project more frequent meetings may be required
- This Committee's role will be revisited once the trail is established
- It is assumed that future maintenance of the trail will be done by volunteers and a different governance model will be required at that time

CHAIRMANSHIP & RECORDER

- Recreation Chairperson will chair meetings
- The location will be determined by the committee
- Township staff will be responsible for minute taking at the meetings

MEMBERSHIP RESPONSIBILITIES

- To attend and participate actively
- To report to the Recreation & Culture Committee on progress specific to the development of the Trailway

QUORUM & DECISION MAKING

- A minimum of 3 members must be present to make recommendations
- Decisions by consensus.

REPORTING

- Minutes to be forwarded to Recreation & Culture Advisory Committee for ratification by Township Council



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Sarah Wilhelm, Senior Planner
Date: November 12, 2015
Subject: **2015 Trail Update #2 (PD2015-33)**

1. Purpose

The purpose of this report is to:

- Amend the Terms of Reference of the Kissing Bridge Trailway Advisory Board;
- Amend the Trailway Steward Group agreements; and
- Receive the 2014 Kissing Bridge Trailway Annual Report.

2. Terms of Reference

The Village of Millbank Association would like to give up stewardship of its segment at the western end of the trailway. The Guelph Hiking Trail Club has agreed to assume that segment of the trailway in addition to its segment between Guelph and the Grand River that it has developed and stewarded since 1998. The Guelph Hiking Trail Club will have two members on the Board to ensure that each of its widely-separated segments is represented at Board discussions, but only the principal representative of this Steward Group shall be a voting member. The Terms of Reference in Attachment 1 reflect these changes.

3. Steward Group Agreements

The Trailway Steward Group Agreements also need to be changed to reflect that the Conestogo-Winterbourne Optimists Club also relinquished its section of the trailway from Elmira to the Grand River in 2014. Part of this segment was assigned to the Lions Club of Elmira and part to a new steward group, the West Montrose Residents' Association Inc. More recently (as noted above), the Guelph Hiking Trail Club assumed an additional trailway segment in Millbank.

When Region of Waterloo Legal Services staff prepared the revised agreements for execution, it became apparent that there was no specific Council authorization for the execution of the agreements, only for the overall lease agreement for the trail. Accordingly, staff now recommends that Council authorize the County Warden and Clerk to execute Trailway Steward Group agreements.

4. Annual Report

When the County of Wellington and Regional Municipality of Waterloo jointly created the Kissing Bridge Trailway Advisory Board in 1998, the Terms of Reference required the Board to report to both Councils each year on its activities. The Board adopted the attached report as its Seventeenth Annual Report for the year 2014, with highlights including the following:

- A bridge was installed across a tributary creek of the Nith River just east of the village of Millbank. This is the last of the smaller bridges on the trailway to be replaced. It will help move pedestrian and cyclist traffic off local roads and facilitate access to the Guelph to Goderich (G2G) Rail Trail as it becomes operational in 2015.
- “Spring on the Trail” was held for the fourth year. This event promotes activities along the length of the trail and helps raise the local profile of the trail.
- Regional and County staff have addressed significant encroachments by neighbouring landowners onto the trailway right-of-way.

5. Recommendations

1. That the County of Wellington, in concert with the Region of Waterloo:

- a. Amend sub-section 2.1 (c) of the Terms of Reference to delete the reference to the Village of Millbank Association, as requested by this group, and add two representatives of the Guelph Hiking Trail Club, one for each segment of the trailway stewarded by the Guelph Hiking Trail Club, and make other editorial amendments as shown in Attachment 1; and
- b. Authorize the County Warden and Clerk, and Regional Chair and Clerk to execute agreements to outline the roles and responsibilities of each trailway Steward Group for its respective segment of the Kissing Bridge Trailway, as well as the role and responsibilities of the Regional Municipality of Waterloo and the County of Wellington for the following trailway Steward Groups:
 - Guelph Hiking Trail Club
 - Lions Club of Elmira
 - Linwood and District Lions Club
 - Golden Triangle Snowmobile Association

As prepared by the County of Wellington Director of Planning and Development and the Region of Waterloo Commissioner of Planning, Development and Legislative Services.

2. That the 2014 Annual Report of the Kissing Bridge Trailway Advisory Board be received for information.

Respectfully submitted,



Sarah Wilhelm, MCIP, RPP
Senior Planner

Attachments: 1 Terms of Reference
 2 Annual Report

Text with yellow highlighting is proposed to be revised/added



KISSING BRIDGE TRAILWAY

Trailway Advisory Board

1. Terms of Reference

- 1.1 As a representative of the various stakeholders in the Trailway - local residents, Trailway Steward groups, the business community, and the County of Wellington and Regional Municipality of Waterloo - the Trailway Advisory Board will provide ongoing supervision of the Trailway, and coordinate the work of the various Trailway Steward groups having regard to the report presented to County and Regional Councils in 1997.
- 1.2 The Trailway Advisory Board is an advisory board to the County and Regional Councils and will provide the ongoing liaison between the Councils, the Trailway Steward Groups and local residents. It will strive to ensure that the interests of the various stakeholders are appropriately addressed, and seek to balance potentially competing interests.
- 1.3 Staff will address concerns, complaints, and suggestions from local residents and Trailway users, and, where appropriate, refer them to the Trailway Advisory Board for further discussion. Where issues cannot be satisfactorily resolved, the Board will request County and Regional staff to refer the matter to County and Regional Councils for resolution.
- 1.4 The Trailway Advisory Board will consult with stakeholder groups to determine standards for fencing, signage, parking facilities, other capital improvements, and ongoing maintenance.
- 1.5 The Trailway Advisory Board will receive, evaluate, and prioritize requests for fencing according to the following priorities:

Priority 1

- a. Adjacent property used for livestock, or potentially hazardous activities;
- b. Areas experiencing recurrent problems with trespass and vandalism;
- c. Residences and barns located in proximity to the Trailway;

Priority 2

- d. Commercial and recreational establishments adjacent to the Trailway;
 - e. Agricultural cropland; and
 - f. Other areas deemed appropriate by the Trailway Advisory Board.
- 1.6 The Trailway Advisory Board will make recommendations to the Councils through their respective planning committees concerning such matters as policy issues, issues which have significant Regional or County implications, the expenditure of contributions to a tax creditable Trailway Fund (which will be jointly administered by the County and Region), and any matters that may be referred to the Trailway Advisory Board by either Council.
- 1.7 The Trailway Advisory Board will participate in fund-raising for capital improvements and other ongoing expenses.
- 1.8 The Trailway Advisory Board will prepare an annual report to the Councils of the County of Wellington and Regional Municipality of Waterloo on its activities, initiatives, and proposals for the coming year.

2. Membership

2.1 The Trailway Advisory Board will consist of the following **voting members**:

- a) One local farm landowner to represent each local municipality in which the Trailway is located (i.e., the Townships of Guelph/Eramosa, Mapleton, Woolwich, and Wellesley), to be nominated by the respective Federation of Agriculture (if for any reason no representative is available, a farm landowner from another municipality may be nominated) [Total 4 **voting members**];
- b) Three representative local non-farming landowners from any of the municipalities in which the Trailway is located, to be selected from applicants responding to public advertisements [Total 3 **voting members**];
- c) **One representative nominated by the following Trailway Steward groups:**

West Montrose Residents' Association Inc. [1 voting member]
The Lions Club of Elmira [1 voting member]
Linwood and District Lions Club [1 voting member]
Golden Triangle Snowmobile Club [1 voting member]

Two representatives nominated by the Guelph Hiking Trail Club, one for each Trailway segment it stewards, but only the principal representative designated by the Club shall be a voting member, and the other shall be a non-voting member. [1 voting member, 1 non-voting member]

(Alternates may be designated by each group to attend when the principal representative is unavailable. For clarity, any non-voting member cannot have an alternate designated for it.) [Total for all Trailway Steward groups: 5 non-voting members, 1 non-voting member, and 5 alternatives];

- d) One nominee of the local Chambers of Commerce or Business Associations in communities along the Trailway, on a rotating basis, or failing nomination, a member of the business community who applies to serve [Total 1 **voting member**];
 - e) One person appointed by the Council of the County of Wellington [Total 1 **voting member**]; and
 - f) One person appointed by the Council of the Regional Municipality of Waterloo [Total 1 **voting member**].
- 2.2 In the event the County of Perth or the Township of Perth East elects to participate in the Trailway at a future date, the membership shall be increased to include one **voting** local farm landowner and one **voting** appointee of the respective Council.
- 2.3 All members of the Trailway Advisory Board shall be jointly appointed by the Councils of the County of Wellington and the Regional Municipality of Waterloo.
- 2.4 The members of the Board shall be appointed for three year terms. The two Council appointees will be appointed by their respective Councils for a four-year term coinciding with the term of Council.
- 2.5 A member of the Board may be reappointed for a **subsequent** term at the conclusion of the initial term.

3. Operation of the Committee

- 3.1 The Chair and Vice-Chair of the Trailway Advisory Board will be elected from among the **voting** members at the Board's first meeting of each calendar year. **The Chair and Vice-Chair will be elected from appointed members.** The Chair should be able to devote some time between meetings to working informally with Trailway Steward Groups, County and Regional staff, and to attending meetings of the County and Regional Planning Committees when circumstances warrant.
- 3.2 The quorum for a meeting shall be half the total **voting** membership of the Board.
- 3.3 Meetings of the Trailway Advisory Board will be held at least twice a year. Meetings may also be held at the call of the Chair to consider urgent matters.
- 3.4 When an issue must be resolved expeditiously and it is not feasible to convene a quorum, draft motions or resolutions may be circulated to all voting members of the Board. If a majority of the resolutions are signed and returned to the Chair, the motion shall be considered adopted.
- 3.5 Any member missing three consecutive meetings without a valid reason will be replaced at the earliest opportunity.
- 3.6 Meetings will normally be open to the public. In camera discussions will only be held in compliance with the County and Regional Procedural By-laws.

- 3.7 Members may from time to time be requested to serve on a sub-committee to investigate particular issues.
- 3.8 The Trailway Advisory Board will advise Trailway Steward groups, adjoining residents, or County and Regional Councils on matters referred to them.
- 3.9 The Trailway Advisory Board will discuss and resolve issues identified by local residents, Trailway Steward Groups, Trailway users, or County and Regional staff. Where issues cannot be satisfactorily resolved, the Board may request County and Regional staff to refer the matter to County and Regional Councils for resolution. Subject to the terms of the leasing arrangements, the final decision in such cases will rest jointly with County and Regional Councils.
- 3.10 The Board shall engage volunteers from the community to prepare agendas, minutes, and correspondence. If necessary, staff support to perform these functions may be provided by the County of Wellington and/or Regional Municipality of Waterloo on an interim basis.
- 3.11 Staff support will be provided by the County of Wellington and the Regional Municipality of Waterloo to collect and disburse moneys other than those contributed directly to Trailway Steward Groups, and to provide other advice.
- 3.12 The Trailway Advisory Board may, from time to time, invite other persons to address the Board and participate in discussions on subjects before the Board or to be briefed on Trail-related initiatives by other agencies or organizations.
- 3.13 The Trailway Advisory Board may review these Terms of Reference from time to time as required. With support from two-thirds of the **voting** members eligible to vote, the Board may request County and Regional Councils to make necessary amendments thereto.
- 3.14 The Trailway Advisory Board shall report to the County and Regional Councils on a regular basis.

4. Conflict of Interest Policy

All members shall adhere to the Conflict of Interest Policy for Advisory Committees, approved by Regional Council on May 28, 2003. All members shall annually review and complete the agreement and signature form attached to the policy. Signature forms are to be returned to the Committee Clerk for safe keeping.

Members are expected to undertake their responsibilities on an impartial and objective basis. Any member whose financial interests could be in conflict with the interests of the Region is obliged to disclose same at the meeting. Members will not participate in any decision or recommendation in which they or their immediate family has any financial interest except in common with residents of the municipality.



**Seventeenth Annual Report
of the Kissing Bridge Trailway Advisory Board
for the Year 2014**

Submitted to the Councils of
The County of Wellington
and
The Regional Municipality of Waterloo



Spring 2015

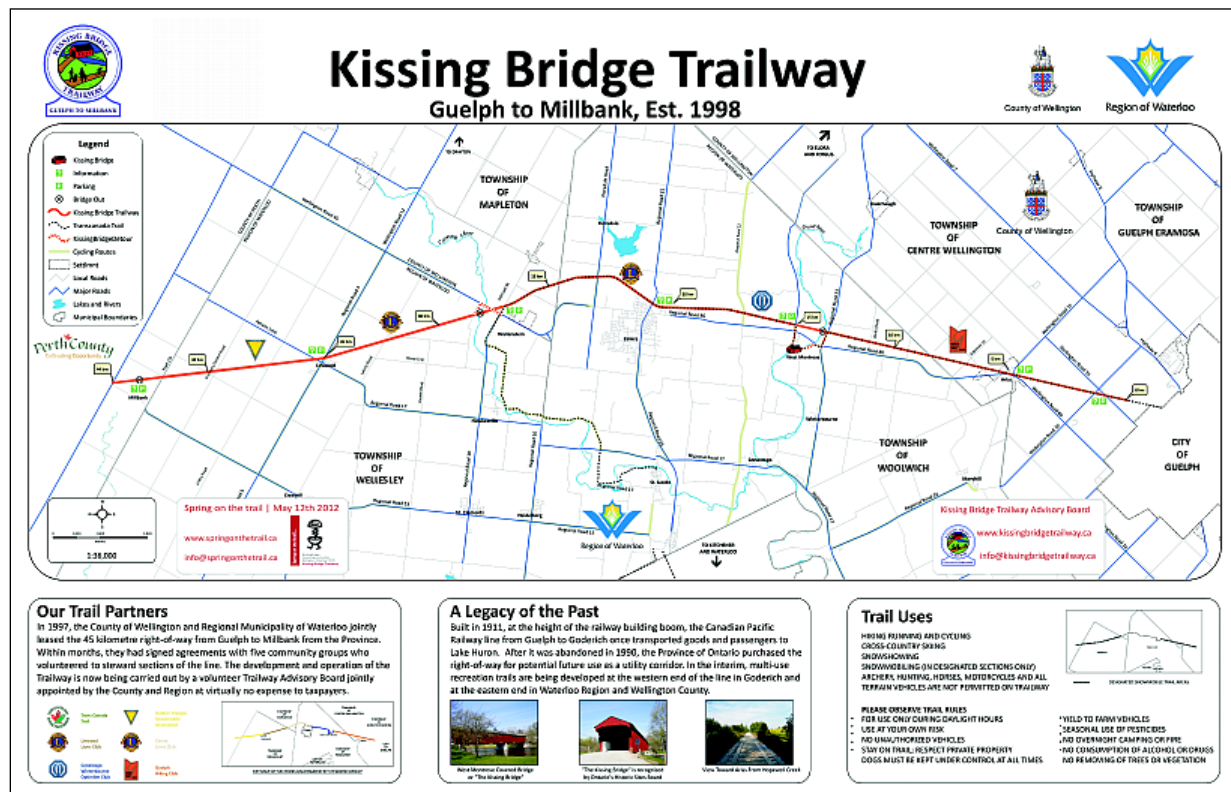


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Introduction

In September 1997, the County of Wellington and Region of Waterloo jointly leased a 44.5 kilometre stretch of abandoned rail right-of-way from the Province for development as a multi-use recreational trail between the outskirts of the City of Guelph and the Village of Millbank. During the winter and spring of 1998, the County and Region concluded Trailway Steward agreements with five community groups to develop and operate sections of the Trailway.



In May 1998, the County and Region jointly approved Terms of Reference for the Trailway Advisory Board, and appointed fifteen persons and four alternate representatives to the Board. Section 1.8 of the Terms of Reference states that the Board "will prepare an annual report to the Councils of the County of Wellington and Regional Municipality of Waterloo on its activities, initiatives, and proposals for the coming year." The seventeenth annual report covers the year 2014.

In 2009, the Village of Millbank Association signed a co-stewardship agreement with the Golden Triangle Snowmobile Association and the County and Region to become steward of the segment between the Perth Waterloo boundary (Perth Road 116) and Perth Road 121 in Millbank. The Association now has a representative and alternate on the Board like the other Trailway Steward Groups.

In 2014, the Conestogo-Winterbourne Optimist regretfully withdrew their stewardship agreement with the Trailway Advisory Board due to an increasing inability to make the

time commitment necessary to ensure trail maintenance and board contribution. The Bridgekeepers Association (a West Montrose Village residents group) had been eager to become actively involved in the Kissing Bridge Trailway and were appointed as steward group for the section west of the Grand River and up to Northfield Drive. At the same time, the Elmira Lions Club extended their steward group section from the east limit of Elmira to Northfield Drive.

The current steward groups and their respective segments are as follows:

<u>Segment</u>	<u>Trailway Steward Group</u>
Guelph to Grand River	→ Guelph Hiking Trail Club
Grand River to Northfield Drive	→ Bridgekeepers Association
Northfield Drive to Wallenstein	→ Lions Club of Elmira
Wallenstein to Linwood (Ament Line)	→ Linwood Lions Club
Linwood to Perth Road 116	→ Golden Triangle Snowmobile Association
Perth Road 116 to Perth Road 121	→ Village of Millbank Association

During 2014 the steward groups carried out a range of activities including routine trail maintenance, completion of the information kiosk in Linwood and generally improving the overall appearance of the Trailway. The Spring on the Trail Event was held for the fourth year and has been successful in promoting the Trailway and raising funds for the trail. These activities have had a positive impact on the profile and use of the trail, particularly among local residents.

Trailway Advisory Board Activities

The Trailway Advisory Board met three times in 2014. For the most part, the meetings focused on activities involving development of infrastructure, promotion of trail use and maintenance required to ensure that trail users are provided with a safe and enjoyable experience.

Mike Curtis, representative of the Guelph Hiking Trail Club was re-elected Chair of the Advisory Board for 2014 and Doug Cerson, a community business representative, was elected as vice-chair.

New Steward Group and Section Realignment

During the past few years, the Conestogo-Winterbourne Optimists group was finding it ever more difficult to keep up with the maintenance activities required on their section of the Trailway due to declining numbers of volunteers. At the same time, a number of community groups in the West Montrose area expressed an interest in developing a closer working relationship with the Trailway. After lengthy discussions, the Optimists group decided to not renew their stewardship agreement in favour of allowing the Bridgekeepers Association to take over stewardship activities of the section of Trailway nearest to West Montrose, i.e. from the west bank of the Grand River to Northfield Drive. The remainder of the former section from Northfield Drive to the eastern limits of Elmira was added to the Elmira Lions Club stewardship agreement as a natural

extension of the section.

Installation of Millbank Bridge

After several years of planning and fundraising activities, a bridge was installed across the Nith tributary creek located in Millbank, north and east of Anna Mae's Restaurant. The bridge was manufactured by Iron Bridge Fabrication in Brunner, Ontario and is sufficient to support a trail groomer, should it be decided to re-route the Golden Triangle Snowmobile trails into and out of the Village of Millbank. It is anticipated that this new bridge will help to move pedestrian and cyclist traffic off of the county and township roads and facilitate access on to the G2G trail section toward Goderich when it becomes operational in the near future.

 <p>You Are Invited! Bring your family, friends and any outdoor enthusiast! Building Bridges Connecting Communities</p> <p>After many hours of planning, fundraising and hard work the Kissing Bridge Trailway will be officially "Bridged" into Perth County at Millbank, Ontario!</p> <p>Bike, Hike, Run or Walk the Trail!</p> <p>Join us for the "Ribbon Cutting" starting in Anna Mae's Parking lot where we will gather to celebrate the installation of the new Trailway Bridge.</p> <p>Join us on SATURDAY October 11th 11:30 AM</p>	
<p>Millbank Bridge invitation to opening and view to east after installation</p>	

Spring on the Trail

In 2010, a proposal was put forward by Doug Cerson, the business community representative, to organize an annual trail event. A subcommittee was formed to explore possibilities for such an event. The resulting event has become known as Spring on the Trail and is intended to promote activities along the length of the trail and to help to raise the local profile of the Trailway. The priority for the event is to raise funds for the two major bridges required across the Conestogo River (near Wallenstein) and the Grand River (near West Montrose).



Spring on the Trail gains momentum each year and as a result people are starting to recognize the Kissing Bridge Trailway, but it requires participation by all stakeholders. Money is being raised from the general public and is helping to

make improvement to the Trail. Currently plans are underway to develop an online system for making contributions to Kissing Bridge Trailway. The Regional Tourism Organization from Zone 4 (RTO4) is providing assistance in this endeavour along with the County of Wellington and the Region of Waterloo. In addition, Spring on the Trail has resulted in participation and interest from non-steward groups who want to make the event a success in their respective communities. Local steward groups are considering identifying “local heroes” who contribute to the further development of the Trailway in their community or elsewhere

Steaming Nostrils Cycling Race

For the second year, the Steaming Nostril Race was a success with some 300+ competitors. The trail was snow covered and groomed by Jeff Mitchell Property Management several days prior to event resulting in a hard-packed icy surface that held up well. The event was well received by participants and the community and it is expected that it will continue to grow in future years.

Trans Canada Trail

A major gap in the Kissing Bridge Trailway continues to be the Grand River near West Montrose in Woolwich Township. The missing bridge results in a significant detour for trail users travelling between Guelph and Elmira and has been identified as a major gap in the Trans Canada Trail in Southern Ontario. Regional Transportation and Environmental Services staff are providing technical advice on potential design solutions which address the configuration of the century-old abutments and piers which remain from the original bridge.

Trail Maintenance and Enhancement

Several ice- and windstorms in 2014 resulted in many trees and shrubs being broken and damaged along the entire length of the Trailway. All steward groups were busy with tree removals and pruning activities to ensure that trail users could do so safely and that the overall aesthetic appearance of the trail was maintained.

The Township of Woolwich Environmental Enhancement Committee's Trees for Woolwich group made a proposal to initiate a tree planting project along the Middlebrook Rd. to Grand River section. The adjacent landowner, G. Bauman, currently crops part of right-of-way and has offered to help with preparation of site and watering. The Advisory Board approved the project which is to take place early in 2015. As part of the maintenance work necessary along this section, controlling an infestation of Dog Strangling vine (*Vincetoxicum rossicum*) will also be undertaken. Dog strangling vine is listed on Ontario's Noxious Weed List and due to its proximity to agricultural fields, must be controlled. The Advisory Board will submit an application for funding to the Region of Waterloo's Community Environmental Fund to cover the costs of herbicide and its application for a period of at least three years.



Dog Strangling Vine (*Vincetoxicum rossicum*) plant and invasion site

Trailway Encroachment.

Over the past years there have been a number of encroachments onto the Trailway right-of-way by neighbouring landowners. Region and County staff continue to work with the local steward groups to find effective solutions to these situations, including installation of fencing and or planting trees to clearly demarcate the boundary lines. Surveys of the property line will be undertaken where and when appropriate and necessary.

Finances and funding

The cost of developing recreational trails can be high. When the Kissing Bridge Trailway was established, it was intended that most of the cost would be borne by the community groups who are jointly developing the Trailway. To date, the majority of the funds expended on the Trailway have come from the Trailway Steward Groups or private donations. In the past three years, private donations have increased, largely in part due to the Spring on the Trail event.

The Region of Waterloo contributed \$38,000 to the Kissing Bridge Trailway in 1999, and a further \$20,000 in 2000. The Board has developed a formula to allocate this money among Trailway Steward Groups based on infrastructure development costs within Regional boundaries. In addition, Wellington County provided \$10,000 in 2001 to assist the Guelph Hiking Trail Club install barrier gates at intersections along its section. The County provided \$25,000 in each of 2004, 2005 and 2006 to grade and apply stonedust to the Trailway. The County continues to fund ongoing maintenance (mowing and weed control) in Guelph/Eramosa.

Regional and County staff provide assistance in a variety of ways to the steward groups including brochure and signage development, clerical support and technical expertise.

Activities Planned for 2015

During 2015, Trail Condition Reports will be completed by each of the steward groups.

Trailway inspections cover all aspects of the Trailway infrastructure including trail surface, bridges, gates, signage, fencing and vegetation. Conducting the inspection and report regularly enables the steward groups to take the required actions in a timely fashion in order that all trail users will be able to enjoy themselves safely.

One of the necessary activities of 2015 will be the demarcation of property lines and rights-of-way where farmers are farming or pasturing onto Trailway property. Due to increased pressure by a few neighbours, parts of the Trailway will have to be surveyed and marked clearly in order to reduce encroachment onto Trailway right-of-way. Planting trees and shrubs and possibly some fence installations will help to maintain a clearly marked property line. Farm crossings (where farm equipment is permitted to cross the right-of-way to gain access to fields separated by the Trailway will be clearly marked as a precautionary measure to inform Trailway users of potential machinery presence on or near the trail

During 2015, the Trailway Advisory Board plans to continue its participation in Guelph to Goderich Trail effort by having one or two representatives sit on the G2G advisory group. The representatives will bring the many years of experience in trail steward activity to new steward group representatives in Perth and Huron County as the process unfolds. The participation will enable the linkage and cooperative functioning across all sections of what promises to become one of the major off-road trail systems in southwestern Ontario.

Conclusion

The Trailway Advisory Board anticipates that 2015 will continue as another busy year along the entire length of the Trailway. The Advisory Board is confident that the enthusiasm generated by the activities of the various steward groups will result in increased overall support for the Kissing Bridge Trailway. The Advisory Board also looks forward to the developments of the G2G initiative and the realization of an approximately 124 km, off-road trail connecting a network of communities across a significant portion of the southern Ontario landscape.

Respectfully submitted,



Mike Curtis, Chair (2014)
Trailway Advisory Board
May, 2015

DOCS#1862284



THE GREEN LEGACY MINUTES



September 28 at 10:12 am
Guthrie Room, Administration Centre

Attendance: Fred Lehmann, Rob Johnson, John Brennan, Mark Van Patter, Paul Day,
Nathan Munn, John O'Donnell

Absent: Scott Wilson, Gary Cousins, Walter Trachsel,

1. Review of August 25, 2014 Minutes/Changes to Agenda:

The minutes were approved. There were no changes to the Agenda.

2. Nursery Manager's – Summary of Spring Activities:

Mr. Rob Johnson, Green Legacy Nursery Tree Manager presented a summary of activities this Spring. His reports include the 2015 Green Legacy Volunteers Report, as of 10 01 15, as well as the 2015 Annual Nursery Production Report. They are attached to the Minutes.

3. School Labour Tensions – Impact on Student Visits to Nursery:

Mr. Johnson reported that student plantings and volunteering at the nursery will not occur this fall due to the labour dispute between the Province and public schools. He added that it may require bringing in some staff, but added that it shouldn't result in any problems.

4. Warden's Planting - 2015:

Mr. Mark Van Patter, Manager of Planning and Environment, announced that the Warden's Tree Planting will take place Friday, October 16 at 10:00 am. It will take place at the Minto Town Office. A rain date of Monday, October 19 has been chosen. Details will be forwarded to Committee members.

It is anticipated that 500 trees will be planted. Mr. Johnson will meet with Minto CAO Bill White to discuss a landscaping plan ahead of the event. Mr. Johnson indicated it may change the number of trees to be planted.

Communications will develop the sign. Mr. Fred Lehmann, Senior Communications Officer will find the previous year's design and prepare.

Mr. Johnson and Mr. John O'Donnell, County Roads Superintendent, will work together on delivering mulch to Minto.

5. Dedication Ceremony – Brad Whitcombe Nursery – November 2:

Mr. Lehmann was asked to update the Committee on the content for the Nursery Plaque. Mr. Lehmann read the approved content and explained that the company producing the plaque has the content and will prepare a proof. Upon approval, the plaque will be minted in time for Dedication Ceremony.

Mr. John Brennan, Erin Town Councillor, suggested a date should be added to the plaque content in order to connect with the number of trees planted included in the plaque content.

Mr. Van Patter announced the Dedication Ceremony will take place November 2. Initial discussions with Mr. Scott Wilson, CAO have included a start time of 1:00 pm, followed by a similar ceremony at Puslinch Library. A reception will follow at the Library. Mr. Van Patter indicated that Mr. Gary Cousins, Director of Planning and Development will discuss further with Mr. Wilson.

In the interim, Mr. Johnson announced that beautification of the Nursery is presently underway at the Southern Nursery in advance of the ceremony.

Mr. Johnson will look into a new sign out front on Wellington Road 34. He will discuss with Mr. O'Donnell about the size requirements, supports and locates as may be required.

6. T.G. Minto – Afforestation Project - 2016:

This is an event in Palmerston scheduled for the Fall of 2016. Mr. Van Patter indicated that the Green Legacy will assist by providing some or all of the trees. Mr. Johnson will be involved in the planning. Mr. Brennan suggested the planting could be part of the annual Warden's Tree Planting.

7. St. Ignatius Old Growth Forest Project:

Mr. Johnson and Mr. Van Patter attended a public ceremony of partners of St. Ignatius, who are transforming a portion of the property into an Old Growth Forest to protect it from purchase and development. The Farmland Trust holds a conservation easement on the area. Mr. Johnson noted that the Green Legacy Nursery has offered trees to help St. Ignatius.

8. Stewardship Council Donation to Trees for Minto:

Mr. Van Patter announced that the Stewardship Council recently donated \$10,000 to the Trees for Minto organization. The money will be used for tree planting. Mr. Paul Day, Mapleton farmer, mentioned that four members of the Mennonite community are members of the organization. Mr. Johnson stated that there have been discussions about planting trees as a way of rural stormwater management in the headwaters above Harriston. This may help reduce the flood risk there.

9. Need for New Additional Committee Members:

The Committee discussed the need to add new members to the Green Legacy Committee. Several individuals were identified. Mr. Johnson suggested Ron Faulkner, although he is likely to be too busy as International Plowing Match Co-Chair. Mr. Day suggested Mapleton Township Mayor Neil Driscoll. Mr. Brennan suggested extending an invitation to each municipality to select one representative to join the Committee. It was also suggested to invite someone from the school board to represent the public and high schools. Mr. Van Patter will send a letter to six of the seven local municipalities. Mr. Johnson will look into a committee member from the school system.

Mr. Van Patter also suggested Andy Gordon, Professor of Agro Forestry at the University of Guelph. He will be retiring in the next year and has indicated an interest in becoming involved in the Green Legacy Programme. The Committee agreed that it would be beneficial to have Mr. Gordon deliver a formal presentation to the Committee at its next meeting. Mr. Van Patter and Mr. Johnson agreed to set up a meeting with Mr. Gordon in the next 2-3 weeks to discuss.

10. Green Legacy Awards:

The Committee discussed potential recipients for this year's Green Legacy Awards. Mr. Johnson suggested St. Ignatius, while Mr. Day suggested the Stewardship Council. Mr. Van Patter agreed that the Committee had discussed the Stewardship Council last year. They are a fitting choice for the "group award" as they initiated the community forest concept, had many tree planting projects and provided members on the Green Legacy Committee. Ms. Alison Morrison, the Community Outreach Coordinator with the Green Legacy Programme, will be asked to create a list of "individual award" candidates. Mr. Johnson agreed to provide a background on each of the names appearing on the list. The awards are normally given at the November meeting of County Council.

11. Snow Fences:

The Committee discussed living snow fences. The Committee agreed that the County of Wellington should once again consider sending letters to owners of priority properties on County roads. These are areas where County Road Foremen have identified significant drifting snow in the winter. The letter will inform them of the benefits of living snow fences and invite them to participate. Mr. Day also suggested giving information on windbreaks to Mr. O'Donnell to distribute to farmers. Mr. Van Patter and Mr. Nathan Munn, GRCA Forester, will work together to provide Mr. O'Donnell with literature/brochures. Mr. Day will contact the owner just north of Goldstone with a priority property to determine interest in a living snow fence.

12. Ontario/Canada 150 year Anniversary:

Wellington-Halton Hills MPP Ted Arnott is recommending the Province plant 150-million trees in celebration of the Province's 150-year anniversary. He is encouraging municipalities to do what the Green Legacy Programme is doing in Wellington County. Mr. Van Patter agreed to contact Mr. Arnott to see if the Green Legacy Programme can provide any help in his initiative.

13. Next Meeting:

The meeting was adjourned at 11:50 am. The next Green Legacy Committee meeting will be held on Monday, November 23 at 9:30 am, in the Guthrie Room at the County Administration Centre.

Green Legacy Volunteers 2015

As of October 1.

Including school programmes - 5400 Volunteers

11,775 hours of work

162 days with volunteers

32 Seeds in the Classroom presentations and 14,000 Red oaks started in classrooms

31 days of junior students working at the Southern Nursery - 1550 students – 3100 hours

24 days of junior students working at the Northern Nursery – 1200 students – 2400 hours

9 Out plants with intermediate students – 900 students – 1800 hours

13 high school groups, involving 160 students – 1000 hours

7 university groups, involving 120 students - 500 hours

16 Corporate groups and social clubs – 1000 hours

Over 500 Independent volunteers, 30 international - 2875 hours

Nursery Operation

Municipalities

Puslinch	<ul style="list-style-type: none">- 5,000 trees given to the community- 18 personal tree orders ordering 1,830 trees- 2,000 trees planted with schools at planting events
Guelph/Eramosa	<ul style="list-style-type: none">- 5,000 trees given to the community- 27 personal tree orders ordering 4,850 trees- 1,000 trees planted with schools at planting events
Centre Wellington	<ul style="list-style-type: none">- 5,000 trees given to the community- 45 personal tree orders ordering 7,230 trees- 500 trees planted with schools at planting events
Mapleton	<ul style="list-style-type: none">- 5,000 trees given to the community- 21 personal tree orders ordering 3,880 trees- 800 trees planted with schools at planting events
Erin	<ul style="list-style-type: none">- 5,000 trees given to the community- 42 personal tree orders ordering 7,670 trees
Wellington North	<ul style="list-style-type: none">- 5,000 trees given to the community- 17 personal tree orders ordering 2,310 trees- 900 trees planted with schools at planting events
Minto	<ul style="list-style-type: none">- 5,000 trees given to the community- 10 personal tree orders ordering 2,180 trees- 2,500 trees planted with schools at planting events

Conservation Authorities

Conservation Halton – 9,230

Grand River Conservation Authority – 22,340

Credit Valley Conservation Authority – 2,800

Others groups receiving plug or potted stock include the following:

Guelph-Wellington Volunteer Centre

Youth Outdoors Day

Canadian Cancer Society

Kissing Bridge Trailway

Elora Cataract Trailway

Neighbourwoods on the Grand

Local Food Fest
Authur Fall Fair
Puslinch Community Centre Parkland Trail
Trees for Guelph
Wellington North Farmers' Market
St. Ignatius Old Growth Forest
Erin Fall Fair
Aberfoyle Farmer's Market
Palmerston Lions Heritage Park
Guelph Nature School
John F. Ross Vocational Institute
J.D. Hogarth Public School
Jacob Hespler Secondary School
Edward Johnson Public School
Elora Public School
Cubs and Scouts of Canada
A variety of corporate groups that volunteer at the nursery

Potted Stock

Over 25,000 potted trees growing at all times and giving out over 10,000 potted stock a year.
Coniferous trees are three to nine years old in one to 15 gallon pots.
Hardwood trees are two to six years old and in one to 15 gallon pots.

Trees and Green Legacy flags were displayed on Elora, Fergus, and Drayton Christmas Parade Floats.



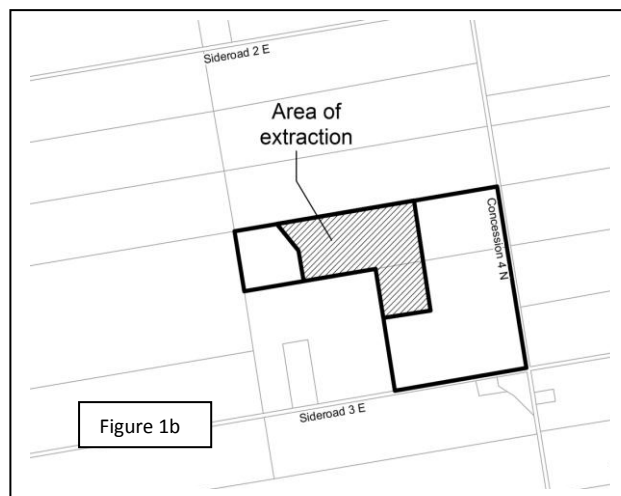
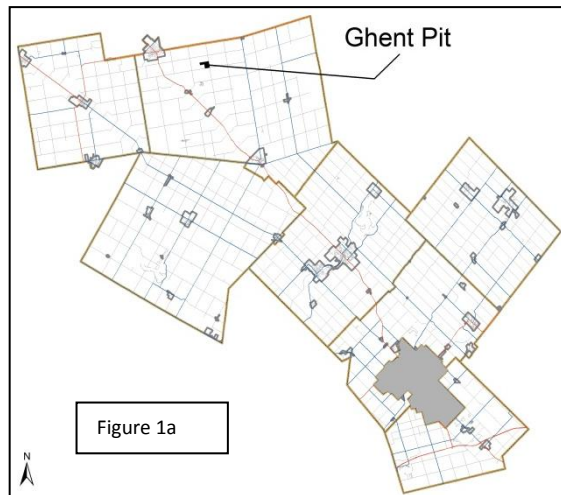
COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Linda Redmond, Senior Planner
Date: Wednesday, November 04, 2015
Subject: COUNTY OFFICIAL PLAN AMENDMENT NO. 97
Ghent Pit - Township of Wellington North
File No. OP-2014-02
Report: PD2015-34

1. Introduction

1.1 Location

The lands subject to the amendment are located at Part Lot 5 & 6, Concession 5 with municipal addresses of 7572 Sideroad 3 and 9458 Concession 4 N. The property is located in the northerly part of the Township approximately 6 km east of Mount Forest (see Figure 1a). These properties are owned by Alette Holsteins who have entered into an extraction agreement with H. Bye Construction Ltd.



1.2 Purpose

The applications currently before the County of Wellington and the Township of Wellington North are a proposed Official Plan amendment and Zoning By-law amendment respectively. The purpose of the applications is to provide for the establishment of an aggregate extraction operation (known as the Ghent Pit) to be operated by H. Bye Construction.

The proponent has also submitted a Category 3 (1.5 metres above the water table), Class "A" gravel pit. The purpose is to amend Schedule A6 (Wellington North) of the County Official Plan by adding a Mineral Aggregate Area boundary to a 24.5 hectare area of the subject lands, within an existing Prime Agricultural designation.

The proposed Zoning By-law Amendment will rezone the 24.5 ha area of lands from Agricultural (A) to Extractive Industrial (EI). This will permit development of a gravel pit operation pursuant to the Aggregate Resources Act, on the subject property.

This report provides a review of the planning issues and applicable land use policies that require consideration for the proposed Official Plan and zoning by-law amendments. Comments regarding the proposed license application are also provided.

1.3 Proposed Aggregate Extraction Operation

The proposed Ghent Pit is to be operated by H. Bye Construction, a local aggregate producer and road construction company. The site plan indicates that the area to be licensed is approximately 24.5 ha., and the area to be extracted is 21.8 ha. The proposed zoning excludes a redi-mix concrete plant, asphalt plant, aggregate transfer station or a waste recycling depot.

It is estimated that approximately 2.5 million tonnes of aggregate is present. The total annual volume being applied for in the license application to the Ministry of Natural Resources is 75,000 tonnes per year. Extraction is to stay at least 1.5 metres above the water table. The proposed Ghent Pit can be categorized as a relatively small scale operation.

The proposed main haul route will be north on Concession 4N to Highway 89 and west to Mount Forest (Figure 2). The hours of operation are proposed to be from 7am to 6pm, Monday to Friday and exclude holidays.

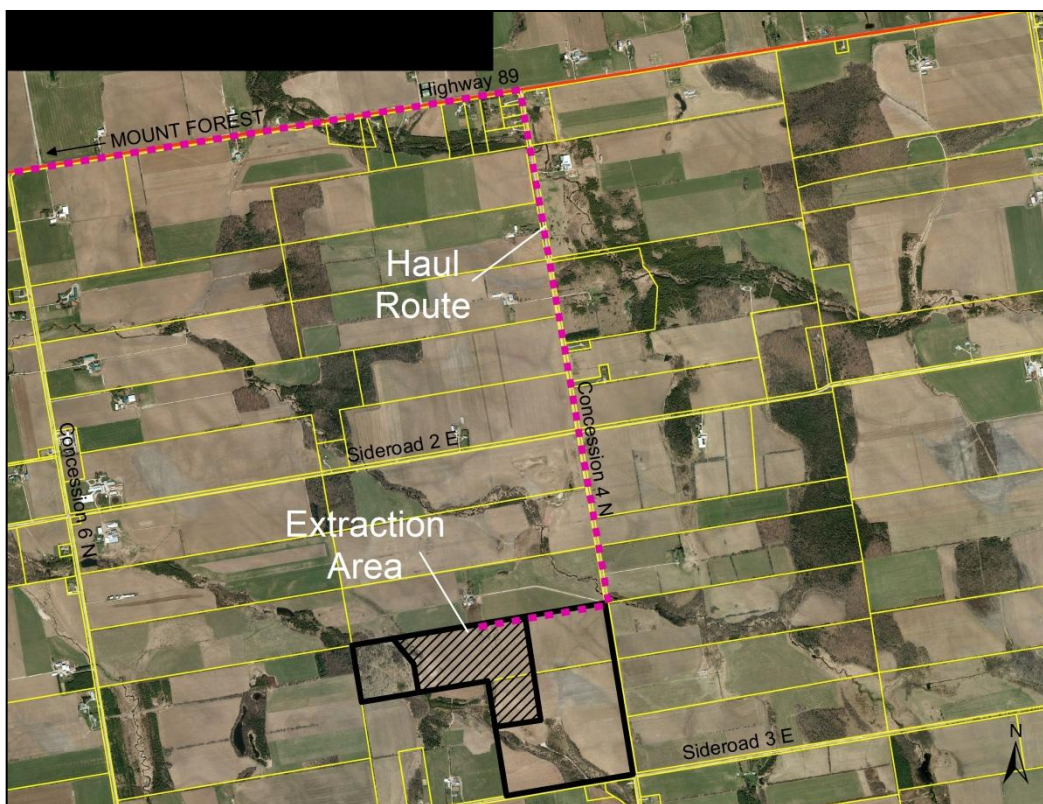


Figure 2

1.4 Physical Characteristics of Subject Property

The majority of the subject land is currently used for agricultural purposes; however, no dwellings or agricultural buildings are within the proposed licensed area. A small portion of land on the westerly part of the property consists of various natural heritage features including: significant woodlands and hazardlands (small water course). It should be noted that this area is outside of the licensed pit area.

There is a Provincially Significant Wetland (Clare Creek Complex) that extends beyond the subject land and encompasses a large area in the Township. In addition to the natural areas described above, land uses which surround the proposed Ghent Pit include agricultural land with farm buildings, a parochial school to the south (1360 ft.) and rural residential properties (985 & 2000 ft.).

1.5 Supporting Technical Reports

To address the policies of the County Official Plan, the Provincial Policy Statement, and the Aggregate Resources Act, and to satisfy technical requirements of the applicable public review and approval agencies, the proponent submitted the following studies and reports:

As part of the application, H. Bye Construction Ltd. has provided the following documents:

- Summary Statement for license application (January 2013)
- Fisheries Report (AET Consultants – December 2013)
- Hydrogeologist Study – Level 1 (Gamsby and Mannerow Engineers – November 2012)
- Natural Environment Level 1 and 2 Reports for Class A Pit License (AET Consultants – Dec. 2013)
- Natural Heritage Response (SPL Consultants Limited – December 5, 2014)
- Stage 1-2 Archeological Assessment (William R. Fitzgerald, Ph.D. - July 2013)
- Site Plans for Class A Pit License (W.L. Bradshaw P.ENG – January 2014)
- Transportation Impact Study (Paradigm Transportation Solutions Limited – June 2015)

2. Planning Review

2.1 Current Planning Status

The area of the proposed pit is designated Primary Agricultural and Core Greenlands in the County Official Plan. The area is currently zoned Agricultural (A) and Natural Environment (NE).

2.2 Applicable Planning Policies

The subject applications for Official Plan and Zoning By-law amendment were filed with the County and the Township after April 30, 2014. Accordingly, these applications are subject to the legislation and land use planning policies in effect at that time (i.e. *Provincial Policy Statement*, 2014 and the Wellington County Official Plan, 1999, as amended).

The subject land is not within the Greenbelt Planning Area and therefore these planning applications are not subject to the policies of the Greenbelt Plan, 2005. The Growth Plan for the Greater Golden Horseshoe, 2006 (“Places to Grow”) does not apply in the assessment of these applications.

2.3 Provincial Policy Statement

In considering the subject Official Plan and Zoning By-law amendments, Council must be satisfied that the proposed land use change is consistent with the policy objectives of the 2014 Provincial Policy Statement (PPS). This report will address the applicable policies of the PPS.

2.4 Wellington County Official Plan

In the Official Plan, the Aggregate Resource Area designation overlays other designations such as Primary Agricultural and Core Greenlands. It delineates an area of gravel resource of primary significance as well as existing gravel pit licenses. Section 2.5 of the Provincial Planning Statement as well as Section 6.6 of the County Plan protects such areas for extraction, provided that social and environmental impacts can be mitigated to acceptable levels.

The proposed site plan as submitted identifies the license boundary area as approximately 24.5 ha., and the area to be extracted is 21.8 ha. This is the document that would be approved by the Ministry of Natural Resources (MNR) along with the license.

According to Schedule A6 (Wellington North) of the County Official Plan, the subject lands are designated PRIME AGRICULTURAL and CORE GREENLANDS. The establishment of an aggregate extraction operation on the subject land requires an amendment to the County Official Plan to include the “Mineral Aggregate Area” boundary.

The establishment of new aggregate extraction operations is addressed under Section 6.6.5 of the County Official Plan which requires an amendment to the mineral aggregate area for new or expanded mineral aggregate operations. New or expanded mineral aggregate operations also require appropriate rezoning and licensing. Rezoning applications to allow mineral aggregate operations are subject to all relevant policies of this Plan. In considering proposals to establish new aggregate operations, the following matters will be considered:

- a) the impact on adjacent land uses and residents and public health and safety;
- b) the impact on the physical (including natural) environment;
- c) the capabilities for agriculture and other land uses;
- d) the impact on the transportation system;
- e) existing and potential municipal water supply resources are protected in accordance with Section 4.9.5 of this Plan;
- f) the possible effect on the water table or surface drainage patterns;
- g) the manner in which the operation will be carried out;
- h) the nature of rehabilitation work that is proposed; and
- i) the effect on cultural heritage resources and other matters deemed relevant by Council.

It is essential that extraction be carried out with as little social and environmental cost as practical. Provincial standards, guidelines and regulations will be used to assist in minimizing impacts.

Section 5.6.1 of the County’s Greenlands System provides for the extraction of aggregate resources within areas designated CORE GREENLANDS and GREENLANDS. In assessing development impacts within the Greenland System, Section 5.6.3 of the County Official Plan requires the proponent to identify, protect, and where appropriate, enhance natural areas. The proponent is required to demonstrate that there will be no negative impacts on the natural heritage resources or feature or on their ecological function. In this case the applicant has amended their original site plan to exclude the natural features in the pit license and also provide adequate buffering as per the SVCA requirements.

2.5 Public Meetings

The public information meeting required under the Aggregate Resources Act (ARA) was held on March 19, 2014 at the Mount Forest Fire Hall. A second information meeting (under the ARA) was held on August 27, 2015. This second meeting was required in order to fulfill the notification requirements under the ARA. Following that the statutory Public Meeting (pursuant to the requirements of the Planning Act) was held on June 23, 2014 at the Wellington North Council Chambers. A second Public meeting was held on March 23, 2015 at the Kenilworth Public School. At both of these meetings the proponent's consultants presented information and responded to various questions regarding the proposed application. There were a number of questions and concerns raised by the public at these meetings. We have summarized the concerns as follows:

- Destruction of Agricultural land
- Site not suitable
- Truck traffic will damage roads
- Safety of Mennonite community travelling in area particularly to the parochial school in the immediate area of the pit.
- Decrease in property values
- Dust and noise pollution
- Impact to the natural environment and wildlife
- Effects on wells and ground water
- No benefits to neighbors
- Notification of application was inadequate

The Township of Wellington North Council passed a resolution in support of the Official Plan Amendment at their Council meeting of June 22, 2015.

2.6 Written Submissions

Correspondence regarding the proposed Official Plan and Zoning By-law amendments was submitted by public review agencies, land owners, area residents, and others having an interest in the proposed Ghent pit.

Comments were received from the Ministry of Natural Resources and Forestry (MNRF) and the Saugeen Valley Conservation Authority (SVCA). The MNRF indicated that it objected to the proposed pit and raised a number of concerns with the proposal at that time. In response the applicant made the necessary modifications to the pit site plan as per the MNRF comments. Subsequently the MNRF stated in their letter of January 7, 2015 that "they have no further concerns and withdraws their objection to the Ghent Pit license application". The SVCA has also indicated that their concerns have been addressed and have no further objections. Reference to those submissions is made later in this report.

The Wellington Federation of Agriculture (WFA) submitted written comments in opposition of the proposed pit. Their concerns centered on issues of impact on the local farm operations and residents related to increased truck traffic, the demonstration of need and the loss of prime agricultural land. The WFA has also raised concerns related to the rehabilitation of the pit and whether the pit will be returned to an agricultural condition "which is substantially the same area and soil capability for agriculture" and will meet the standard required under the PPS.

Many letters of concern and opposition to the proposed Ghent pit were submitted by the public. The concerns expressed in the letters were generally the same as the matters raised at the public meetings and included: impacts due to increased truck traffic, noise, and dust impacts, safety concerns, suitability of Roads, damage and maintenance of roads, loss of farmland, decrease in property values, demonstration of need, impacts to groundwater, streams, wetlands, woodlands and other natural areas.

3. Review of Provincial and County Planning Policy

In assessing the appropriateness of establishing a new aggregate extractive use, consideration of various Provincial and County planning policies is required. Consideration of provincial standards, guidelines and regulations to assist in minimizing potential environmental and social impacts must also be considered. The following sections review the proposed development to determine conformity with such policies, guidelines, and standards.

3.1 Mineral Aggregate Potential

Prior to establishing the Mineral Aggregate Area for the subject land, the mineral aggregate potential of the site should be considered. The subject land contains part of a glaciofluvial ice contact deposit which is typically comprised of sand and gravel. This type of deposit indicates a good potential for sand and/or gravel. (Hydrogeologist Study – Level 1 (Gamsby and Mannerow Engineers – November 2012)). Based on the above, we are satisfied that there is merit in considering a proposed Mineral Aggregate Area overlay for the subject land.

3.2 Establishment of New Mineral Aggregate Areas

The Mineral Aggregate Area identification under the County Official Plan “only indicates that aggregate deposits are likely to be available” at a particular location. The overlay “does not presume that all conditions are appropriate to allow extraction or processing of the resource to proceed”. While the intention of Provincial policy (PPS Sections 2.5) and County policy (Section 6.6) is to protect aggregate deposits and make as much aggregate resources available as close to markets as is realistically possible, these policies also require that new aggregate extraction operations be carried out in a manner which minimizes social and environmental impacts. Therefore, the proponent is required to demonstrate that there will be no negative impacts on the significant natural heritage features and to protect adjacent land uses from the negative effects of the proposed extractive use. The following sections address environmental protection and land use compatibility as required by Provincial and County policies.

3.3 Protection of Natural Features and Functions

Portions of the subject lands are situated with the Core Greenlands designation of the County Official Plan which recognizes the presence of significant natural heritage features, in particular, Provincially Significant Wetlands, Significant Forest and hazardlands. The policies of the County Official Plan require a proponent to submit a satisfactory environmental impact study to ensure that development will not adversely impact natural features or their ecological functions.

SVCA staff reviewed and provided detailed comments regarding the proponent’s hydrogeological study, the natural environment report, the fisheries report, the archeological report and the draft site plans. The Authority recommended (letter dated April 18, 2014) a number of changes to the proponent’s site plan mostly related to the extraction setback from the Natural Environment area. The proponent responded (see Natural Heritage Response, SPL Consultants Limited – December 5, 2014)

and the site plans were revised accordingly.). Measures have been taken by the proponent to avoid direct intrusion into the Core Greenlands through identification of natural features and the establishment of acceptable setbacks and buffer areas from the feature. The site plan was modified to exclude this area from the pit license. The SVCA is satisfied, subject to those changes, that appropriate environmental protection and enhancement measures will be provided to ensure that the proposed use will not negatively impact the natural heritage features at the Ghent pit site.

3.4 Groundwater Protection

Public concerns were expressed regarding groundwater and well protection. It should be noted that the proposed pit will not be mining below the water table. A minimum separation distance of 1.5m is required between the high watertable and the bottom of the aggregate extraction areas. Monitoring wells on the site have established the "high" water table elevation ranges between 452.5 and 457 m asl. Four monitoring wells will be monitored on a quarterly basis to ensure that the maximum depth of extraction does not occur within 1.5m of the established water table.

We have reviewed the hydrogeological study from the proponent's hydrogeological consultant (Gambsy and Mannerow Ltd.) dated November 2012. Based on their assessment, they are satisfied that the proposed aggregate extractive use will not impact negatively on groundwater resources.

3.5 Noise Mitigation

Due to aggregate processing, truck traffic and other activities at gravel extraction operations, sound levels can negatively impact surrounding properties. As such, aggregate operations are required to mitigate noise to acceptable levels as established by the Ministry of the Environment. Provincial Standards states that "if extraction and/or processing facilities are within 150 metres of a sensitive receptor, a noise assessment is required to determine whether Provincial Guidelines can be satisfied." The closest sensitive receptor is to the north (Ferguson farmhouse), which is approximately 185 metres from the proposed area of extraction, as such a noise study was not required.

It should be noted that the pit is proposed to be located approximately 400m from the Road (Concession 4N) and is located to the rear of the subject lands. A berm is proposed along the easterly pit boundary and the natural area which is treed is located to the rear (west) of the pit. Both features will provide some noise and visual mitigation from the surrounding land uses.

3.6 Dust Mitigation

To address the migration of dust from aggregate extraction operations to adjacent properties, the Ministry of the Environment requires pit operators to control dust generated on site. Dust control is usually achieved through such measures as the application of MOE approved chemical dust suppressants, establishment of vegetative berms, and the construction of an asphalt or similar hard-surfaced haul route. These measures are routinely applied to site plans.

The proposed site plans for the proposed Ghent Pit makes reference to dust control measures under note 10 which states that dust control shall be maintained through the application of water on all internal haul roads when required. The dust control measures currently only deal with the internal haul roads. At this point there is nothing in place to address dust suppression on the Township Road should it become an issue. We would recommend that dust mitigation measures be included in the agreement between the Township and the proponent. This agreement is discussed below under Traffic.

3.7 Aggregate Need

A number of concerns have been raised regarding the obligation of the Pit Operator to demonstrate need. Correspondence (Booi report) has been received which has provided a well analyzed argument related to need. However, the PPS is clear in its direction that need is not a factor in determining conformity with provincial policies. Section 2.5.2.1 states the following, “As much of the mineral aggregate resources as is realistically possible shall be made available as close to markets as possible. Demonstration of need for mineral aggregate resources, including any type of supply/demand analysis, shall not be required, notwithstanding the availability, designation or licensing for extraction of mineral aggregate resources locally or elsewhere.”

3.8 Traffic

The main haul route for the proposed Ghent Pit is Concession 4 N and Hwy 89. These roads (together with the other county and provincial roads that would likely be used to bring the aggregate material to market) are designed and constructed to accommodate truck traffic.

The proponent has submitted a Traffic Impact Study (Paradigm Transportation Solutions Ltd. June, 2015) that was requested by the Township. The scope of the study was to give attention to the current and future uses of the proposed haul route, address the suitability of the current road infrastructure to serve the proponent and current traffic and any measures that will be required if the road infrastructure is deemed inadequate. And finally the TIS should provide for safety recommendations to be implemented that will ensure safe passage along the haul route for current and future users.

The study’s findings indicated that the intersections will continue to operate with acceptable levels of service over a 10 year horizon and that no remedial measures are required to accommodate the truck traffic generated from the operation. There were three recommendations related to signage and monitoring at Hwy 89 intersection and education of the truck drivers regarding the presence of horse and buggy traffic. The study did consider the cumulative effect of the existing adjacent Ferguson Pit and did account for horse and buggy traffic. The TIS was further peer reviewed by Triton Engineering and MTO. Aside from some minor adjustments no further changes were necessary and both the MTO and Triton were satisfied with the TIS findings.

Correspondence was received from the Townships Director of Public Works which referenced the 2013 BM Ross and Associates “Road Management Study” for the Township of Wellington North Roads. Based on this study the Director indicated that Concession 4N is rated as an 8.5/10 gravel road. There are two bridges (1 & 7) along the proposed haul route that are assessed as fair and good condition respectively. The Roads Department has indicated that there are no known concerns about the condition of Concession 4N between Sideroad 3E and Highway 89. However, additional road maintenance may be necessary as traffic volumes increase.

Concerns and questions were raised regarding the need for maintenance and repairs on Concession 4N, due to proposed haul route truck traffic. It is not unusual for a municipality to enter into an agreement with the pit operator to address this matter. The agreement could establish a requirement for annual inspection of Concession 4N and also the operator’s obligations regarding road repairs during the life of the pit. This agreement could also include dust mitigation on the external haul route as well as appropriate signage.

With the monitoring of the condition of this section of the road, it is our opinion that safe and proper access can be obtained directly to a road system which is capable of carrying the anticipated truck traffic as required by the County Official Plan.

3.9 Cultural Heritage Resources

In order to address the policies of Section 4.1 of the County Official Plan and Section 2.6 of the Provincial Policy Statement regarding cultural heritage and archaeology, the proponent retained a licensed archaeologist (William R. Fitzgerald, Ph.D.) to complete a Stage 1 & 2 archaeological assessment. The report concluded that the Ghent Aggregate Pit licensed area can now be considered free from further archaeological concern and that no further studies were recommended. A letter from the Ministry of Tourism, Culture and Sport stating that they concur with the assessment is required.

3.10 Loss of Agricultural Land

The PPS allows prime agricultural land to be used for aggregate extraction provided it is rehabilitated back agricultural lands.

4. Aggregate Site Plans

The development and implementation of effective site plans will assist in the establishment of a proper and orderly aggregate operation and thus minimize social and environmental costs. The latest site plans prepared for the Ghent Pit are dated December 9, 2014. The following sections highlight specific aspects of the proposed aggregate extraction operation.

4.1 Proposed Extraction Operation and Phases

The proposed aggregate site plans indicate that the method of aggregate extraction is divided into three segments. It is proposed that extraction will commence in the westerly area (area 1) of the subject land and move in an easterly direction. Progressive rehabilitation is to occur as extraction is completed in each of the phases.

All processing equipment (both portable and stationary) and product stockpiles will be contained within the extraction area a minimum of 30m from any license boundary and outside of any extraction setback area.

4.2 Pit Rehabilitation

Concerns were raised regarding the rehabilitation of the existing gravel pit once the supply of gravel has been exhausted. There have been concerns raised that gravel pits are not being rehabilitated in a timely fashion and operators are allowed to continue to extract small amounts of material on an annual basis in order to keep the gravel pit license active. Also the level of rehabilitation seems to be a concern.

In terms of site restoration and pit rehabilitation, the majority of the existing agricultural lands will be returned to agricultural use. Note 6 of the operational plan indicates that all topsoil that is striped in the operation of the site will be stored on site and used in the rehabilitation of this site. The notes (21) further indicate that only clean inert fill may be imported, if required. The licensee must ensure that the material is tested at the source and must meet the Ministry of Environment and Climate Change (MOECC) parameters as required under the Environmental Protection Act.

With respect to rehabilitation under the PPS, Section 2.5.3 states, “progressive and final rehabilitation shall be required to accommodate subsequent land uses, to promote land use compatibility, to recognize the interim nature of extraction, and to mitigate negative impacts to the extent possible. Final rehabilitation shall take surrounding land use and approved land use designations into consideration”. In our opinion, the phasing of extraction and the proposed rehabilitation of the site would be in keeping with the policies of the County Official Plan and be consistent with Provincial Policy.

4.3 Hours of Operation

The site plans indicate that processing (aggregate extraction, crushing, etc.) at the Ghent Pit is to occur weekdays from 07:00 to 18:00 (i.e. 7 am to 6 pm) Monday to Friday excluding holidays. These are normal production hours for many aggregate operations. Some Saturday processing may occur provided MNRF and the local municipality give permission.

5. Proposed Official Plan Amendment

The purpose of the amendment is to establish the Mineral Aggregate Area for the proposed Ghent Pit. Accordingly, the proposed amendments to the County Official Plan are considered appropriate, in keeping with the intent of the other policies of the Official Plan, and consistent with the Provincial Policy Statement. The amending OPA is attached for Councils information.

6. Proposed Zoning By-law Amendment

In addition to the County of Wellington Official Plan Amendment, the applicant has applied to the Township of Wellington North for a zone amendment to consider rezoning the same area from Agricultural (A) to Extractive Industrial (EI). The Extractive Industrial zoning would rezone only those lands identified as “Limit of Extraction” on the site plans and would limit extraction to 1.5 metres above the water table.

The area of the proposed new driveway entrance at Concession Road 4N will not be designated or zoned for aggregate extraction. Instead this narrow strip of land will remain within an Agricultural zoning with special provisions to permit the haul route access associated with a licensed aggregate operation. Aggregate extraction will not be permitted within this site specific zone.

The proposed rezoning of the subject land to accommodate an aggregate extractive use and accessory haul route is deemed appropriate and in the public interest. The passage of an amending by-law for the subject land should not occur until after the adoption of the corresponding Official Plan Amendment by Wellington County Council.

7. Conclusion

The identification, protection, and utilization of mineral aggregate resources are a matter of Provincial interest and a policy of the County Official Plan. Gravel pits and quarries are regulated by the Ministry of Natural Resources and Forestry (MNRF), under the authority of the Aggregate Resources Act (ARA). MNRF issues site specific approvals to operators through licenses. A key part of the process is the site plan which is drafted by the operator of the gravel pit. In approving the site plan, MNRF sets out conditions on how operations at the gravel pit site are to be carried out, such as allowable depths, allowable hours of operation, constraints on noise, visual screens and environmental protection. In addition, the PPS requires municipalities to provide access to aggregate resources. Staff recognizes the importance of aggregate resources to the Provincial and local economy.

Planning Staff notes that the geologic condition within the County provides a large abundance of high quality aggregate resources in close proximity to a diverse and vibrant economy that generates the demand for aggregate extraction. Staff also recognizes the importance of that resource to the local and provincial economies and that gravel pits are not an “end use” of land but are temporary in nature.

The purpose of the proposed planning applications is to allow for the establishment of a new mineral aggregate extraction operation as an interim land use. This report has assessed the proposed use in terms of: potential impacts on the natural environment, land use compatibility, adequacy of the existing transportation system, protection of cultural heritage resources, suitability of the proposed rehabilitation and after-use, and matters pertaining to public health and safety.

All of the technical studies and supplementary information provided by the applicant were reviewed by the appropriate public agencies with the exception of the traffic study. In response to reviewed comments, the proponent has modified (or agreed to modify) the proposed operation and site.

In considering the establishment of a new aggregate extraction operation, it must be demonstrated that such uses are compatible with surrounding land uses and not create adverse impacts to those properties. The establishment of the proposed Ghent Pit pursuant to the notes and conditions of the site plans as amended would assist in ensuring that the aggregate operation can be undertaken in a manner that would minimize social impacts as required by the County Official Plan and Provincial Policy Statement.

8. Planning Opinion

Based on the comments and reports received from the proponent’s consultant and public agency input, concerns regarding land use compatibility, environmental protection, and public health and safety can be appropriately addressed through proposed extractive zoning provisions and implementation of satisfactory conditions and site plan requirements pursuant to an aggregate license. In our opinion, the request for Official Plan Amendment and zone change for the subject land is consistent with the Provincial Policy Statement and conforms to the applicable policies of the County Official Plan. Further, the approval of a Class “A” license for the Ghent Pit, subject to satisfactory conditions and site plan requirements, is considered appropriate and in the public interest.

Recommendation:

THAT a by-law adopting County of Wellington Official Plan Amendment 97 be approved.

Respectfully submitted,



Linda Redmond
Senior Planner

Attachment 1

Excerpt from Proposed County Official Plan Amendment 97
File OP-2014-02

PART B - THE AMENDMENT

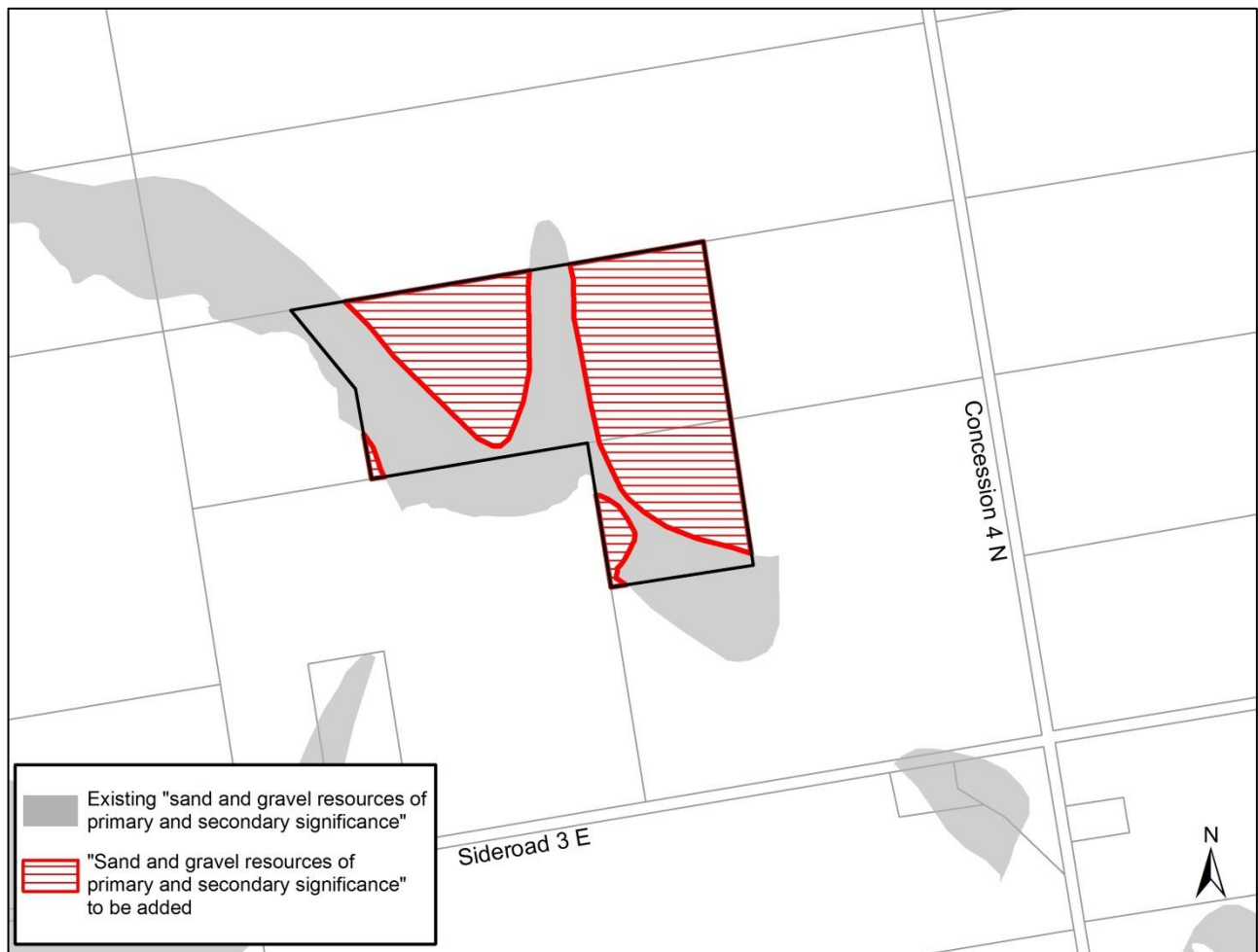
All of this part of the document entitled Part B - The Amendment, consisting of the following text constitutes Amendment No. 97 to the County of Wellington Official Plan.

DETAILS OF THE AMENDMENT

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

1. THAT **SCHEDULE C (Mineral Aggregate Resource Overlay)** is amended as shown on schedule "A".

SCHEDULE 'A' OF OFFICIAL PLAN AMENDMENT NO. 97





COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Mark Paoli, Manager of Policy Planning
Date: Thursday, November 12, 2015
Subject: OPA 96 Community Improvement (PD2015-35)

1. Background:

At its September meeting, County Council approved a number of recommendations on Community Improvement, including the following:

"That staff prepare and circulate an amendment to update the County Official Plan Community Improvement policies, remove community improvement area boundaries from the land use schedules, and hold public meeting(s) at the appropriate time(s)."

A draft of proposed Official Plan policies was pre-circulated to local municipalities for an early chance to provide feedback. Wellington North staff was supportive while noting that their current Community Improvement Plan (CIP) should be duly considered in the County's approach to participation in local CIPs. Mapleton Council and Puslinch Council received the policies for information. The Guelph/Eramosa Economic Development Committee endorsed staff comments: that the Township supports the initiative to update the policies; and that the Township supports the proposed policy changes. Centre Wellington staff indicated support and have no concerns with the policies. Erin staff advised that the proposed policies are in line with recent Town initiatives.

More recently, the attached draft Official Plan Amendment No. 96 was circulated to agencies for comments, and a Public Meeting will be held at Wellington Place on December 3, 2015 at 7:00 pm (Notice is also attached).

Recommendation:

"That report PD2015-35 be received for information."

Respectfully submitted,

Mark Paoli
Manager of Policy Planning

ATTACHMENT 'A'

DRAFT OPA 96

COMMUNITY IMPROVEMENT

AMENDMENT NUMBER 96

TO THE OFFICIAL PLAN FOR THE

COUNTY OF WELLINGTON

November 2, 2015
Circulation Draft

COUNTY OF WELLINGTON

GENERAL AMENDMENT

(Community Improvement)

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. 96 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 96 to the Official Plan for the County of Wellington, consisting of the attached maps and explanatory text, is hereby adopted.
2. THAT this By-law shall come into force and take effect on the day of the final passing thereof.

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

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

WARDEN

CLERK

AMENDMENT NUMBER 96
TO THE
COUNTY OF WELLINGTON OFFICIAL PLAN

AMENDMENT NUMBER 96 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 96.

PART C - THE APPENDICES

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

PART A - THE PREAMBLE

PURPOSE

The purpose of the amendment is to update the County Official Plan policies on Community Improvement.

LOCATION

The amendment applies to the entire County of Wellington.

BACKGROUND

Currently, the County Official Plan has policies on Community Improvement that: set out objectives; provide criteria to be considered in establishing community improvement areas; have the effect of requiring amendments to the Official Plan for new, or major changes to, community improvement areas; and identify ways to implement a community improvement plan. The current policies reflect *Planning Act* provisions that were available in the 1990s.

BASIS

As there have been a number of changes to the *Planning Act*, the Official Plan policies should be updated to:

- Include provisions that enable the County to make grants or loans to local municipalities to assist in the implementation of Community Improvement Plans;
- Broaden the matters that may be considered in identifying community improvement project areas to include remediation of brownfields, improving the energy efficiency of buildings, and providing affordable housing; and
- Update terminology, add definitions and make housekeeping changes resulting from the above changes.

The County Official Plan also shows Community Improvement Areas that were identified in the previous local Official Plans (shown in Appendix 'A'). There is no requirement in the *Planning Act* for community improvement project areas to be shown in the Official Plan, or for their boundaries to conform with the Official Plan. Therefore,

- The Community Improvement Area boundaries shown in Appendix A are to be removed through this amendment.

IMPLEMENTATION AND INTERPRETATION

The implementation and interpretation of this Amendment shall be in accordance with the relevant policies of the County of Wellington Official Plan.

PART B - THE AMENDMENT

All of this part of the document entitled **Part B - The Amendment**, consisting of the following text constitutes Amendment No 96 to the County of Wellington Official Plan.

DETAILS OF THE AMENDMENT

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

1. THAT **Schedule 'A'** be amended by removing the Community Improvement Area boundaries.
2. THAT Section 4.12 be deleted in its entirety and replaced with the following:

"4.12 COMMUNITY IMPROVEMENT

4.12.1 Introduction

The Community Improvement provisions of the Planning Act provide for and co-ordinate comprehensive improvements in identified areas of a community. Community improvement policies are intended to provide a planning mechanism for improvements, access to cost sharing programs and encouragement for private investment.

Under the Planning Act, local councils may by by-law, designate "Community Improvement Project Areas" within which a local municipality may acquire land, prepare Community Improvement Plans and undertake various community improvement initiatives and works to implement those plans, including the provision of grants and loans to private landowners.

4.12.2 Objectives

Community Improvement Policies are intended to accomplish the following objectives:

- a) promote the long term stability and viability of identified Community Improvement Project Areas by reducing land use conflicts and upgrading municipal services;
- b) encourage coordinated municipal expenditures, planning and development activities within identified Community Improvement Project Areas;
- c) stimulate the maintenance and renewal of private property; and
- d) enhance the visual quality of the community
- e) foster local economic growth.

4.12.3 Identifying Areas

Councils shall consider the following criteria in the designation of Community Improvement Project Areas:

- a) a significant portion of the housing stock and other buildings are in need of maintenance, rehabilitation or redevelopment;
- b) municipal services including sanitary sewer, storm sewer, water supply systems, roads, sidewalks, curbs, gutters, street lighting or parking facilities are inadequate and in need of repair;
- c) the supply of public open space or recreation facilities is deficient;
- d) there are conflicting land uses in the area;
- e) within commercial areas, deterioration in the appearance of building facades, inadequate parking facilities or inadequate pedestrian access;
- f) a significant portion of the buildings are considered heritage resources;
- g) there is a need to remediate brownfields, improve the energy efficiency of buildings, or provide affordable housing; or
- h) there are other environmental, social or community development reasons that have been identified by a Council.

On the basis of the criteria above, a local Council may, by by-law designate 'Community Improvement Project Areas', the boundaries of which may be the entire municipality or part of the municipality. These areas will be eligible for 'Community Improvement' as defined by the *Planning Act*.

4.12.4 Implementation

In order to accomplish the community improvement objectives set out in the Plan, a local Council may:

- a) Prepare, adopt and implement a Community Improvement Plan(s) within a designated Community Improvement Project Area(s), pursuant to the *Planning Act* and the community improvement policies set out in this Plan;
- b) Provide public funds such as grants, loans and other financial instruments;
- c) take advantage of federal, provincial or County funding programs which would benefit the community;
- d) prepare and adopt a property standards by-law;
- e) co-operate with groups and organizations whose objectives include community improvement;
- f) undertake other municipal actions, programs or investments for the purpose of achieving the community improvement objectives identified in Section 4.12.2.

4.12.5 County Participation

County Council may participate in a municipality's Community Improvement Plan, and may make grants and loans to the Council of a lower tier municipality for the purpose of carrying out a Community Improvement Plan that has come into effect, on such terms as to security and otherwise as County Council considers appropriate."

3. Part 15 – Definitions is amended by adding the following:

“Community improvement:

Means the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefor, as may be appropriate or necessary.

Community improvement plan:

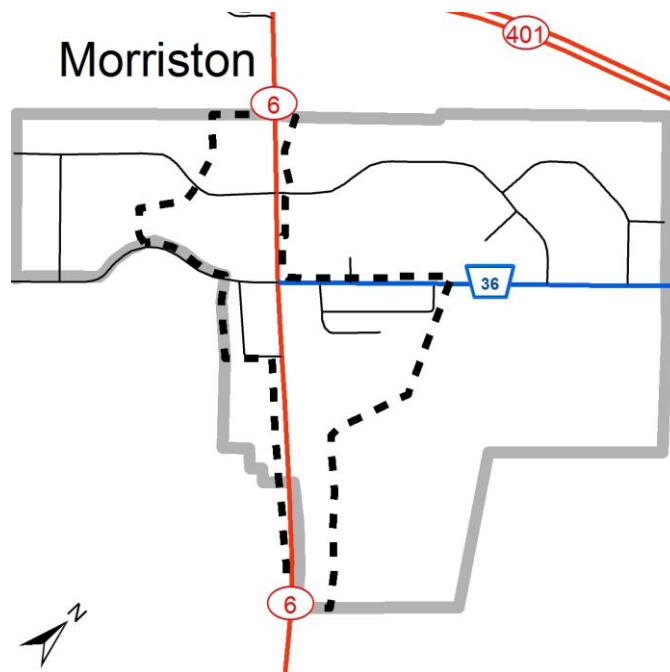
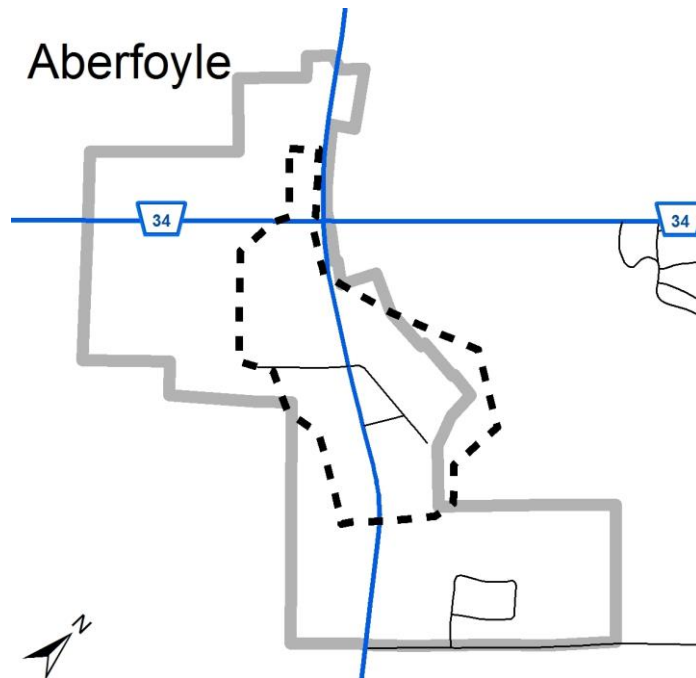
Means a plan for the community improvement of a community improvement project area.

Community improvement project area:



Means a municipality or an area within a municipality, the community improvement of which in the opinion of the Council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason.”

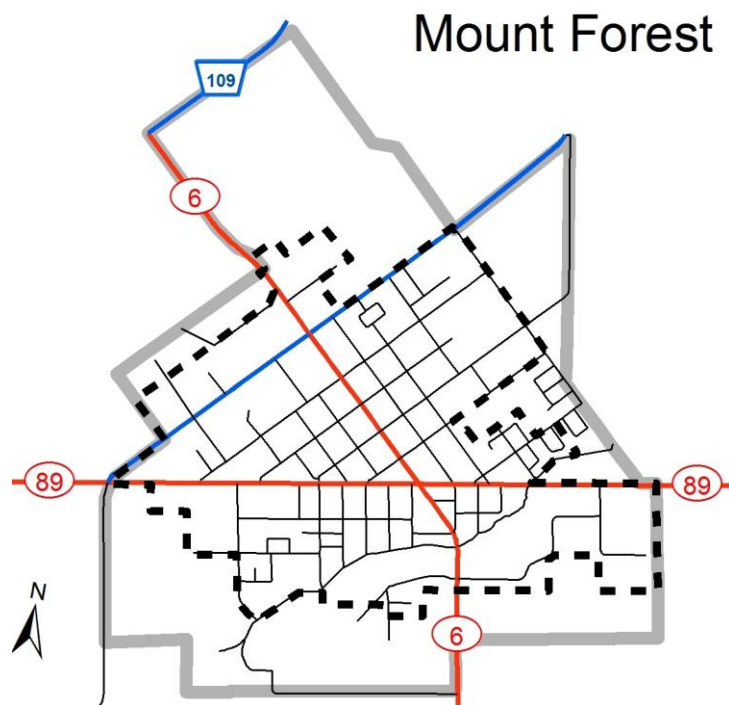
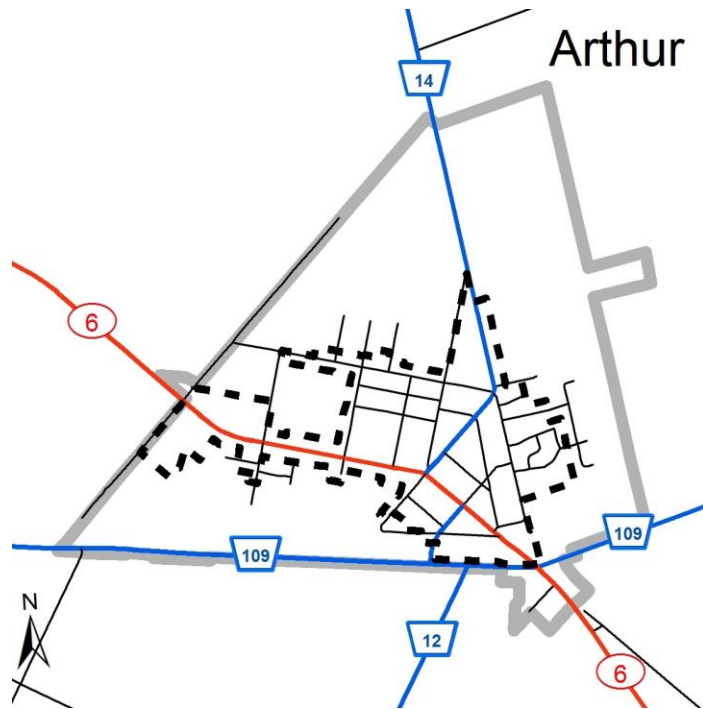
PART C - THE APPENDIX

COMMUNITY IMPROVEMENT AREA BOUNDARIES
TO BE REMOVED FROM SCHEDULE 'A'





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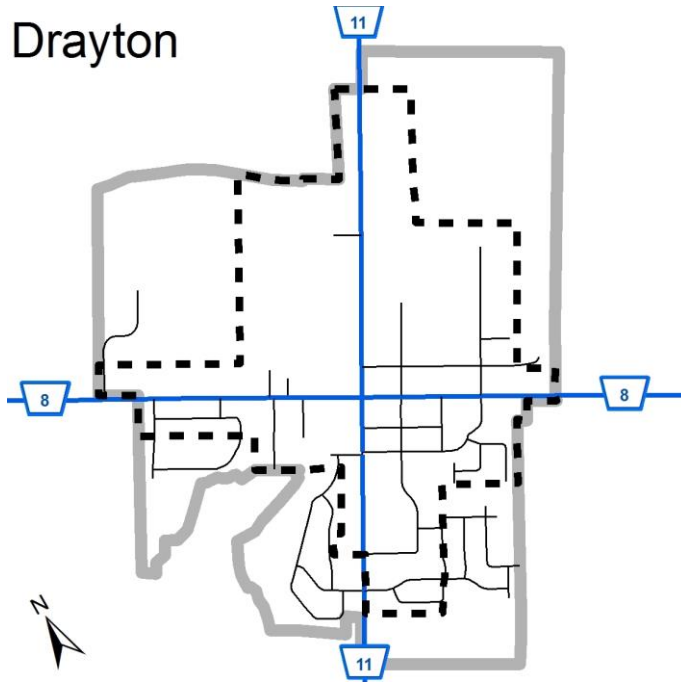
-  Community Improvement Area
-  Urban Centres



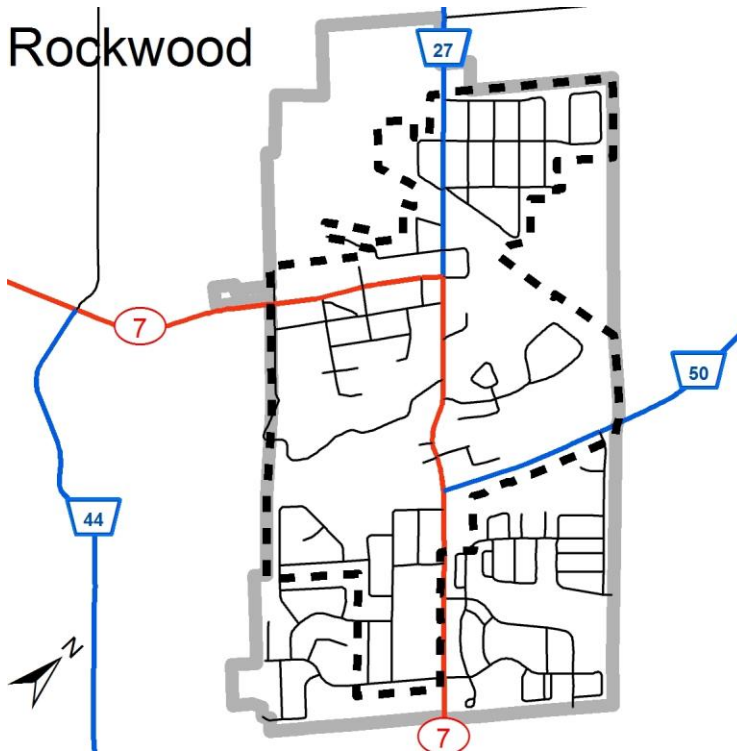
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-  Community Improvement Area
-  Urban Centres



Drayton



Rockwood



Legend

-  Community Improvement Area
-  Urban Centres

ATTACHMENT 'B'

OPA 96 PUBLIC MEETING NOTICE



COUNTY OF WELLINGTON

NOTICE

REGARDING A PUBLIC MEETING TO CONSIDER AN AMENDMENT TO THE COUNTY OF WELLINGTON OFFICIAL PLAN

PURSUANT to Section 17 of the *Planning Act*, R.S.O., 1990, the Corporation of the County of Wellington will hold a Public Meeting to receive public input regarding a proposed amendment to the Wellington County Official Plan on **Thursday December 3, 2015 beginning at 7:00 p.m. at Wellington Place, Aboyne Hall, 536 Wellington Rd. 18, RR#1 Fergus, Ontario.**

THE SUBJECT PROPERTY is the County of Wellington, and therefore a key map is not provided with this notice.

COMMUNITY IMPROVEMENT AMENDMENT (OPA 96)

THE PURPOSE AND EFFECT OF THIS COUNTY OFFICIAL PLAN AMENDMENT is to update the County Official Plan policies on Community Improvement by:

- a) enabling the County to make grants or loans to local municipalities to assist in the implementation of Community Improvement Plans;
- b) adding brownfield remediation, improving energy efficiency of buildings and providing affordable housing, to the matters that may be considered in identifying community improvement project areas;
- c) removing Community Improvement Areas from the land use schedules, and making related text changes to clarify that amendments to the County Official Plan are not needed to recognize or implement Community Improvement Project Area boundaries; and
- d) updating terminology, adding definitions and making housekeeping changes related to the above.

IF A PERSON or public body that files an appeal of a decision of the Corporation of the County of Wellington in respect of the proposed County Official Plan Amendment does not make oral submissions at a public meeting, or make written submissions to the County of Wellington before the proposed County Official Plan Amendments are adopted, the Ontario Municipal Board may dismiss all or part of the appeal.

IF YOU WISH to be notified of the decision of the adoption of the proposed official plan amendment, you must make a written request to the Director, Planning and Development Department, County of Wellington, 74 Woolwich Street, Guelph, Ontario, N1H 3T9, (fax 519-823-1694).

A COPY OF THE PROPOSED OFFICIAL PLAN AMENDMENT and background reports are available during regular business hours at the County of Wellington Planning and Development Department, Administration Centre, County of Wellington, 74 Woolwich Street in Guelph, or by calling (519) 837-2600 (ext. 2140).

Dated at the City of Guelph
This 2nd day of November, 2015.

Donna Bryce

Donna Bryce, Clerk
County of Wellington
74 Woolwich St
Guelph, ON N1H 3T9
Telephone: (519) 837-2600 ext 2520
Fax: (519) 837-1909



COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Jameson Pickard, Planner
Date: November 12, 2015
Subject: Bill 140- Second Unit and Garden Suite Policies

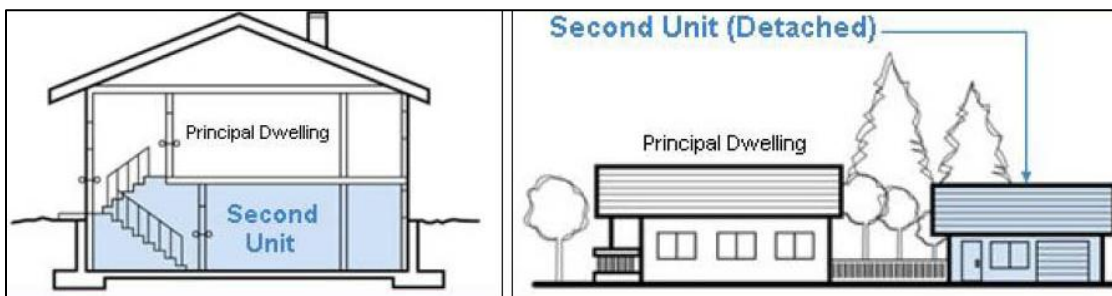
1.0- Introduction and Purpose

The Strong Communities through Affordable Housing Act (Bill 140) received royal assent on May 4th, 2011. Its overall purpose for landuse planning was to establish that adequate provision of a full range of housing, including affordable housing.

Bill 140 requires municipalities to develop Official Plan policies to authorize second units in single-detached, semi-detached, and rowhouses or their ancillary structures. Bill 140 also extended the time that garden suites are allowed to be on a property from 10 years to 20 years.

Staff reviewed the second unit and garden suite legislative requirements, relative to the current policy framework for second units in the County of Wellington. The purpose of this report is to provide the Committee with an overview on the requirements of Bill 140, a review of the current policies and regulations in the County governing second units and to present recommendations for a proposed course of action.

1.1- What is a Second Unit?



Source: Town of Innisfil, Second Unit background Report, 2013.

Second Units, (also known as basement apartments, accessory units, secondary suites and in-law flats) are self-contained residential units with kitchen and bathroom facilities within dwellings or separate structures ancillary to dwellings (such as sheds or laneway garages) that have been converted to or designed to accommodate a residential unit.

1.2- What is a Garden Suite?

A Garden suite means a one-unit detached residential structure containing bathroom and kitchen facilities that is ancillary to an existing residential structure and that is designed to be portable. A garden suite is established by a temporary use By-Law.

2.0- Changes Affecting Planning Documents

With the Passing of Bill 140 certain changes to the *Planning Act* became effective January 1st, 2012 and include:

Second Units

- The use of two residential units, in a detached house, semi—detached house or rowhouse if no building or structure ancillary to the detached house, semi- detached house or rowhouse contains a residential unit; and
- The use of a residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse if the detached house, semi-detached house or rowhouse contains a single residential unit.
- Official Plan policies and Zoning By-Law amendments related to second units cannot be appealed.

Garden Suites

- Bill 140 increased the number of years for which a garden suite may be authorised under a temporary use By-Law to 20 years.

It should also be noted that the *Planning Act* requirements are not blanket permission for second units to be situated as-of-right everywhere. Municipalities have some discretion to permit second units where they deem appropriate; however a planning justification should be identified when deeming areas as inappropriate.

2.0- Official Plan Review

Staff reviewed the current County Official Plan policies as they relate to accessory residences and this section summarizes the results of that review. The County Official Plan contains a Planning Vision section which outlines a number of objectives County Council has committed to perusing over the next 20 years. One of these objectives is to provide opportunities for housing which accommodate a wide range of need and affordability. This objective identifies the County's commitment to pursue planning policies which make more rental units available to residents as well as help home owners afford their home by providing options for rental income.

Section 4.4.5 – **Affordable Housing** - states:

"...In Wellington, accessory residences, semi-detached, duplex, townhouse and low rise apartment units will provide the bulk of affordable housing opportunities. These units will almost always be located in urban areas with appropriate levels of servicing.

In the Rural System affordable housing opportunities are not readily available. Accessory Residences will be the most likely means of increasing affordability in the Rural System."

The above noted policy provides direction for the establishment of accessory residences in both the rural and urban areas of the County. Criteria relating specifically to accessory residences are established under each of the Rural and Urban System policy sections of the plan (Attachment 'A' contains current County policies that relate to accessory residences).

3.1- Analysis

Second units are generally permitted within a single detached residence on a lot in both the rural and urban areas. The current policies do not consider either semi-detached or rowhouse dwelling types. Policies for the establishment of second units within an ancillary building are also not provided.

3.0- Zoning By-law Review

Staff has undertaken a review of all Zoning By-laws in the County and summarized the provisions as they relate to second units in Attachment 'B' of this report. The zoning by-law review was based on the main zone categories, the general provisions and the definitions in the Zoning By-laws. Site-specific zoning exceptions were not included as part of this review.

3.1- Analysis

The majority of the municipalities in the County allow second units within single detached dwellings in the agricultural zone and in urban zone categories to a certain extent. Second units in semi-detached dwellings are permitted in certain zones in Centre Wellington, Erin and Guelph/Eramosa, while no municipalities permit second units in rowhouses or ancillary buildings as-of-right. Centre Wellington does however consider second units in ancillary structures through applications to the Committee of Adjustment on a case by case basis. Puslinch currently does not permit second units within any of the residential zones.

Based on this review the level of change required to local Zoning By-laws will vary across the different municipalities. Changes range from the complete development of regulations on second units to minor revisions of existing zoning regulations.

4.0- Building Permits

Based on our review of the building permit records between 2011 – 2015, 81 second units have been constructed across the County in the past 5 years. The following chart displays building permits issued for second units by each local municipality.

	Centre Wellington	Guelph/Eramosa	Erin	Mapleton	Minto	Wellington North	Puslinch	County
Building permits issued	75	1	2	1	2	0	0	81

The establishment of second units in single detached dwellings has been an ongoing activity for some time.

5.0- Discussion

6.1- Second Units in single detached, semi-detached and rowhouse dwellings

Current official plan policies permit second units across the County in single detached dwellings; while second units in semi-detached and rowhouse dwellings are not contemplated. Maintaining the existing policy framework for second units is an option; however, it would appear not to capture the intent of Bill 140 which is to allow residents access to a diverse range of housing option. Staff is recommending that official plan policies be broadened and criteria developed to allow second units within semi-detached and row house dwellings. These changes will offer flexibility to more County residents who require additional housing alternatives for loved ones as well as provide access to more affordable housing options.

6.2- Second units in ancillary structures

Currently, the Official does not provide for second units in ancillary buildings. The County has the option remain silent on this matter and continue to review these types of dwelling units on a case by case basis through site specific zone amendments. This option is not recommended because the existing policy framework in the official plan does not provide a clear direction on second units in ancillary buildings. Another option is to not allow second units in ancillary buildings at all. This would establish a clear position on the matter and limit second units to areas within the main dwelling on a property. This option is also not recommend because it limits a viable housing option available to residents and limits the intent of Bill 140. The last option is to permit second units in ancillary buildings and structures. This option would implement the wide variety of housing options intended by Bill 140 as well as allow County polices to be developed to regulate second units in ancillary buildings.

Staff recommend the last option to allow second units in ancillary buildings be supported. However, staff propose that these types of dwelling units only be considered in structures ancillary to single detached dwellings in both the Urban and Rural system. It is understood that other dwelling types are considered in the legislation, but staff is of the opinion that second units in structures ancillary to a semi-detached or rowhouse dwelling have increased potential for compatibility concerns, insufficient ability to provide parking and offer a limited land base to accommodate a separate ancillary buildings on.

6.3- Garden Suite extension

The County has the option to leave the 10-year temporary time period in place; or allow for a 20-year time period for a garden suite. Leaving the policies as they are would require owners to go through the rezoning process earlier, to extend the garden suite use for additional 3-years. Changing the policies to allow a garden suite to exist for 20 years would reduce the number of rezoning applications local Townships would receive to extend these uses and make the process less onerous on residents. Staff is recommending extending temporary period to 20 years. This extension would create more stability in garden suites as a secure long term option for housing and reduce the cost of these dwellings for residents.

6.0- Policy Directions

Staff are recommending that the County Official Plan should be updated with policies that would:

- a) authorize the use of a second unit within a single detached, semi-detached or rowhouse dwelling if no building or structure ancillary to the main dwelling contains a residential unit;
- b) authorize the use of a second unit within an ancillary building or structure where the primary dwelling is a single detached dwelling, provided a residential unit does not exist in the single detached dwelling;
- c) contain criteria to regulate second units in both a main residence and ancillary building; and

- d) Extend the maximum time for which garden suites are permitted to be on a property from 10 years to 20 years.

Recommendation

That staff prepare and circulate an amendment to update the County Official plan to address changes in the *Planning Act* relating to second units and garden suites and hold public meeting(s) at the appropriate time(s).

Respectfully submitted,

A handwritten signature in cursive script that reads "Jameson Pickard".

Jameson Pickard
Planner

Attachment 'A'

RELEVANT COUTY OFFICIAL PLAN EXCERPTS

Rural System

Section 6.4.4 states:

“Accessory residential uses needed for farm help or a garden suite may be allowed provided they are established near the farm buildings. An accessory apartment unit may be established within the main residence on a lot. In all cases adequate water supply and sewage disposal systems must be available...”

Urban System

Section 7.4.1 states in Hamlets:

“...An accessory residential unit within an existing residence may be allowed if adequate servicing is available. ”

Section 7.5.5 states in Urban Centres:

“...Accessory apartments in single family residences will normally be allowed unless there are physical constraints in an area such as inadequate services or on-site parking. Building code requirements must be met...”

Detailed Urban Centre Policies

Section 8.3.2 (b) states in Urban Centres an objective of Residential development will be to provide:

“... a variety of dwelling types to satisfy a broad range of residential requirements and ensure that affordable housing is available.”

Section 8.3.6 states in Urban Centres:

“The zoning by-law may also provide for the conversion of existing single-detached dwellings to add one or more dwelling units provided that [certain] criteria are satisfactorily met... In addition, the Zoning By-law may provide regulations which limit the size and number of units allowed in a converted dwelling and which specify the minimum lot area, frontage, off-street parking and floor area for the converted dwelling unit to be created.”

Section 8.5.3 states in Urban Centres:

“... Accessory apartments may also be permitted in the RESIDENTIAL TRANSITION AREA... the establishment of uses....shall comply with the provisions of the Zoning By-law.”

ATTACHMENT 'B'

ZONING BY-LAW SUMMARY

Accessory Residences permitted as-of-right in urban areas

Dwelling type	Clifford Harriston Palmerston	Mount Forest Arthur	Drayton	Fergus	Elora	Rockwood	Erin, Hillsburgh	Aberfoyle Morriston
Single Detached	Yes(1)	Yes(1)	Yes(1)	Yes	Yes	Yes	Yes(3)	No
Semi-detached	No	No	No	Yes	Yes	Yes	Yes(3)	No
Rowhouse/ Townhouse	No	No	No	No	No	No	No	No
Ancillary Structure	No	No	No	No(2)	No(2)	No	No	No

- (1) Second units are only permitted in the R2 zone within single detached dwellings that existed on the day of passing of the by-law
- (2) Second units in ancillary buildings are not permitted as-of-right but may be considered through an application to the Committee of Adjustment
- (3) A change of use permit is required

Second units permitted as-of-right in rural areas

Dwelling Type	Minto	Wellington North	Mapleton	Centre wellington	Guelph/Eramosa	Erin	Puslinch
Single Detached	Yes(3)	Yes(3)	Yes(3)	Yes	Yes	Yes(2)	No
Ancillary Structure	No	No	No	No(1)	No	No	No

- (1) Are not permitted as-of-right in accessory buildings, but may be considered through an application to the Committee of Adjustment
- (2) A change of use permit is required
- (3) Are only permitted within single detached dwellings that existed on the day of passing of the by-law.



COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Aldo Salis, Manager of Development Planning
Date: Thursday, November 12, 2015
Subject: Aggregate Resources Act Review - Blueprint for Change – PD2015-37

Background

In 2012, the Ontario government began reviewing the Aggregate Resources Act (ARA) and its associated regulations and procedures. On October 30, 2013, the Standing Committee on General Government provided the Legislature with their detailed submission *Report on the Review of the Aggregate Resources Act*. In their review of the ARA, the Committee provided 38 recommendations for strengthening aggregate resources management in Ontario.

In February 2014, the Province released its *Comprehensive Government Response to Standing Committee on General Government's Report on the Review of the Aggregate Resources Act*. That submission was the combined effort of the Ministry of Natural Resources and other provincial ministries. With that response and input from various stakeholders, the Government held a series of engagement sessions over the next several months to hear what key stakeholders and agencies had to say about topics related to the management and regulation of aggregate resources in Ontario.

With the results of that engagement process, the Ministry of Natural Resources and Forestry (MNRF) released ***A Blueprint for Change: A proposal to modernise and strengthen the Aggregate Resources Act policy framework***. *A Blueprint for Change* was published on Environmental Registry (under registry number 012-5444) on October 21, 2015.

The Provincial Government considers the changes proposed by this document to effectively implement the Standing Committee's 38 recommendations.

Overview of Blueprint For Change

A Blueprint for Change contains 45 proposed changes under four goals. The goals are:

- **Stronger Oversight** - by introducing new tools, powers and provisions that improve effectiveness, efficiency and flexibility
- **Environmental Accountability** – by updating and enhancing application requirements, developing new tools to deal with existing sites, and improving record keeping and reporting
- **Improved Information and Participation** – by improving consistency in requirements, enhancing opportunities for involvement, and making information more accessible and easier to understand
- **Increased and Equalized Fees and Royalties** – by indexing fees and royalties, changing Crown land fees and royalties, working with municipal organizations to address infrastructure impacts and creating provisions for the future.

Through this document the Province is seeking input regarding the proposed changes prior to December 15, 2015.

The *Blueprint for Change* is organized into four sections:

1. changes for new aggregate sites
2. changes that would apply to existing and future aggregate sites
3. changes to fees and royalties, and
4. changes that would provide future flexibility and housekeeping amendments.

The changes proposed under section 4 are generally to improve some of the Ministry's administrative functions, reporting, and other organizational responsibilities. We have no specific concerns with these proposed changes and therefore will focus this report on the first three sections only. In terms of the first 3 sections, we list most of the proposed changes below but have excluded some that would not typically apply in Wellington (e.g. matters pertaining to management of Crown land).

Wide-ranging Changes are Proposed

The *Blueprint* proposes to address a variety of areas of the ARA and its supporting instruments that the Ministry relies on to manage aggregate resources in the Province. The proposed changes include:

In establishing new sites, the Ministry is proposing:

- enhancement to requirements for studies and information related to the natural environment, surface and groundwater, cultural heritage, noise, traffic and dust
- new application requirements for requests to lower extraction depth below the water table
- new application requirements for small, temporary extraction operations on farms
- new study requirements for applications on agricultural lands
- new timelines, notification, and consultation requirements (varies based on production)
- new site plan requirement related to 'maximum disturbed areas'
- new provisions to allow for peer review requirements for technical studies
- new 'plain language' requirement for proposal descriptions and summary statements
- flexibility for grandfathering existing sites in newly designated areas
- new ability to waive application requirements in unique circumstances
- new provisions to enable low-risk or non-commercial activities (referred to as 'permit by rule').

With respect to the management and operation of existing and future sites, the Ministry is proposing:

- new ability to establish conditions on existing aggregate sites related to source water protection
- new provision to require additional studies, information and updated site plans for existing aggregate sites
- clarify requirements for requests for a site plan amendment or a change to a licence or permit condition, enhancing local involvement on significant changes
- enable self-filing of amended site plans for minor changes in certain situations
- enhance and clarify provisions for compliance inspection and false reporting
- standardize references and interpretation of tonnage limits across the policy framework, and clarifying that the total tonnage limit includes both blended and recycled materials
- new requirements for record-keeping on the importation of fill for rehabilitation
- establish new reporting requirements for site rehabilitation and for removal of recycled or blended materials (annual compliance)
- provide administrative changes to provide liability protection for ministry employees
- streamlining and changing the frequency of self-compliance reports
- new and enhanced powers related to 'no consent' transfers and revocation in special circumstances
- substantial increases in maximum fines issued for offences under the ARA, and elimination of the minimum fine to allow issuance of tickets for minor offences (under Provincial Offences Act).

With respect to Fees and Royalties, the Ministry is proposing to:

- index fees and royalties to the Consumer Price Index
- establish ability to waive fees on private land sites
- establish ability to disburse fees to recipients that have road responsibilities
- create ability to make changes in the future that allow for broadening of the collection, disbursement and use of fees, and for programs to evaluate their effectiveness

Note: The Province and municipal organizations are currently in discussions regarding possible changes to the municipal portion of the annual fees.

Our Review and Findings

Overall, we are generally satisfied with the proposed changes contained in the Province's Blueprint. These changes reflect many of the concerns previously raised by municipalities, public and other stakeholders and should improve the management of aggregate resources and extraction operations. However, some of the proposed changes lack detail and, unfortunately, there are community concerns that have not been adequately addressed by this review.

We are pleased with:

- addressing the need for more effective rehabilitation of prime agricultural land
- provisions that require proponents to prepare clearer plans and more technical studies
- provisions that allow the Ministry to request new assessments/studies of existing operations
- new study requirements regarding applications on prime agricultural land
- requirement for a new application for existing sites that wish to extract below the water table
- application of source water protection policies on existing aggregate sites
- addressing the importance of promoting recycling of aggregate related products, and
- consideration of increasing the aggregate licence annual fee (however, we would have preferred that the review include a firm commitment to an increase in the municipal portion).

Some areas require more details:

While there are positive changes being proposed, some changes create unease due to a lack of details. For example, further clarity is needed on the proposals to introduce:

- new 'permit to rule' approach for low risk activities
- new ability to waive application requirements in unique circumstances
- provisions regarding cumulative impact assessment
- new ability to waive fees on private land sites

We are disappointed that:

There are long-standing and emerging community and municipal concerns that have not been included in this proposal or have not been adequately addressed. Those concerns include:

- a lack of commitment to provide greater capacity for MNRF inspection and enforcement
- sunset of aggregate licences – time limits on extraction operations to recognize the PPS provision that this land use is interim in nature
- dormant licenced sites – failure of Province to enact authority to rescind licences of dormant sites or alternatively to create new provisions of notifying the community well in advance of such sites resuming production after prolonged inactivity
- integration of the timelines and public consultation provisions of ARA with Planning Act, and
- co-ordinated and effective measures to address importation of fill at aggregate sites

Note: MOECC, MNRF and other ministries are currently reviewing the need to develop an excess soil policy for the Province. There are concerns that changes to the ARA under this process may undermine the ability of municipalities to regulate such activities through local by-laws.

Consultation and Further Input

In our view, some aspects of require further details and discussion with Ministry staff to better understand the intent of new provincial processes and requirements. We have been advised by the Ministry that municipalities and other stakeholders will be provided opportunities for consultation and further input. Staff will continue to review the proposed changes and new changes introduced by the Government and respond accordingly.

Final Observations

It should be clear that the *Blueprint for Change* will not resolve the broad community concerns surrounding aggregate extraction in Ontario (lack of regulatory control at the municipal level, lack of meaningful public process). To address those concerns, a fundamental shift from the current provincial review and approval process would need to happen.

Recommendation

That this report be forwarded to the Province on behalf of the County of Wellington;

That staff continues to monitor the progress of the Government's review of the Aggregate Resources Act policy framework and provide input as necessary.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'A. Salis', with a long horizontal line extending to the right.

Aldo L. Salis, BES, M.Sc. MCIP, RPP
Manager of Development Planning
Planning & Development Department