

**CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON  
COMMITTEE OF THE WHOLE**

**AGENDA**

**Monday, August 8, 2011**

**2:30 p.m. – CLOSED SESSION (Veteran's Hall)**

**3:00 p.m. – REGULAR SESSION**

**COUNCIL CHAMBER**

1. **CALL TO ORDER**
2. **DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL  
CONFLICT OF INTEREST ACT**

3. **CLOSED SESSION**

THAT Committee convene in Closed Session in accordance with Section 239 of the Municipal Act, 2001, as amended, to consider a proposed or pending acquisition or disposition of land by the municipality.

4. **RECONVENE IN OPEN SESSION**
5. **BUSINESS ARISING FROM CLOSED SESSION** (if required)
6. **CONFIRMATION OF AGENDA**
7. **CONFIRMATION OF MINUTES**

Committee of the Whole - June 13, 2011

1

**Recommendation:**

THAT the minutes of the Committee of the Whole meeting held June 13, 2011 be adopted as circulated.

8. **INTRODUCTIONS/PRESENTATIONS**
9. **DELEGATIONS**
10. **CONSIDERATION OF REPORTS**

- 10.1 **Application to Operate Toll Booth – Elora FireFighters/Muscular Dystrophy**  
Report from K. O'Kane, Deputy Clerk dated August 8, 2011

6

**Recommendation:**

**THAT the Council of the Township of Centre Wellington authorizes the Mayor and Clerk to execute a by-law to authorize a fundraising activity in the form of soliciting by a toll booth on the Metcalfe Street Bridge in Elora, on Saturday, August 27, 2011 from 9:00 a.m. to 4:00 p.m. by the Elora Fire Fighters on behalf of Muscular Dystrophy Canada.**

- 10.2     **Sargent Drainage Works Maintenance and Repair 2011**     8  
Report from G. Uderstadt, Township Drainage Superintendent dated July 18, 2011

**Recommendation:**

**THAT the Council of the Township of Centre Wellington authorizes the Township Drainage Superintendent to proceed with Drain Maintenance for the Sargent Drainage Works for the repair of the “F” Drain washed out outlet; the repair of the “G” Drain blocked tile and the “H” Drain open ditch is to be cleaned out to the governing gradeline across the Gasse property, Lot SE ½ 18, Conc. 8, at an approximate cost of \$6,000.**

- 10.3     **Minutes of the Tender Award Committee Meeting** held [July 21, 2011](#)     12

**Recommendation:**

**THAT the Council of the Township of Centre Wellington confirms the award of the Tender T-04-11 for the Supply and Installation of Two (2) Double Sided Freestanding Pylon Backlit LED Signs to the lowest responsible and responsive bidder, Fine Lines Sign Co. of Hamilton ON in the amount of \$70,245.00 plus the HST.**

- 10.4     **Treasurer’s Annual Statement – [Development Charge Reserve Funds](#)**     18  
Report from W. Snarr, Chief Financial Officer/Treasurer dated August 8, 2011

**Recommendation:**

**That the Treasurer’s Annual Statement – Development Charge Reserve Funds be received for information.**

- 10.5     **Proposed Zoning Amendment Application [RZ03/11](#) to Allow an Expansion of an Existing Home Industry**     22  
Report from B. Salmon, Director of Planning dated August 8, 2011

**Recommendation:**

**THAT the Council of the Township of Centre Wellington approve zoning application RZ03/11 and the zoning amendment by-law be given three readings,**

**AND THAT the site plan approval be obtained prior to the issuance of a building permit for any addition to the existing home industry.**

- 10.6    **No Parking Zones in Elora and Fergus**  
         **Amendments to Parking By-law Number 5000-05** **32**

**Recommendation:**

**THAT the Council of the Township of Centre Wellington authorize the Mayor and Clerk to sign a by-law providing for amendments to Parking by-law Number 5000-05 for the former municipalities of Elora and Fergus.**

- 10.7    **Heritage Permit Application, (Fergus Swimming Pool - 190 St. David St. S.)**  
         **Report from B. Foster, Chief Building Official dated August 8, 2011** **35**

**Recommendation:**

**THAT the Council of the Township of Centre Wellington approve the issuance of a Heritage Permit to allow the removal of a 15'-0" section of the decorative brick privacy fence designated under Part IV of the Ontario Heritage Act to facilitate the widening of the existing driveway access to the property at 190 St David St. S. being Plan 55 Lot 6 and Part Lot 7, N/S Queen Street East (formerly in the Town of Fergus) now in the Township of Centre Wellington pursuant to Sub-sections 33.(1) of the Ontario Heritage Act.**

**11.    INFORMATION ITEMS**

- 11.1    **Heritage Centre Wellington meeting minutes of April 26, May 24, and June 28, 2011.** **43**
- 11.2    **July 2011 Monthly Building Activity Report** **51**
- 11.3    **Tracking Sheet** **53**

**12.    QUESTIONS FROM MEDIA**

**13.    ADJOURN**

**CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON**

**COMMITTEE OF THE WHOLE MINUTES**

**JUNE 13, 2011**

**2:30 P.M. – CLOSED SESSION  
3:00 P.M. – REGULAR SESSION**

**COUNCIL CHAMBER**

**Present:** Mayor Joanne Ross-Zuj  
Councillor Kelly Linton  
Councillor Mary Lloyd  
Councillor Walt Visser  
Councillor Kirk McElwain  
Councillor Steven VanLeeuwen

**Regrets:** Councillor Fred Morris

**Staff:** Chief Administrative Officer, Michael Wood  
Planning Coordinator, Chantalle Pellizzari  
CFO/Treasurer, Wes Snarr  
Manager of Economic Development, Dave Rushton  
Director of Parks & Recreation, Andy Goldie  
Chief Building Official, Bob Foster  
Director of Public Works, Ken Elder

**CALL TO ORDER**

Mayor Joanne Ross-Zuj welcomed everyone and called the meeting to order.

**DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT & GENERAL NATURE THEREOF**

Councillor Mary Lloyd declared a conflict of interest with respect to agenda item 10.1, with respect to the request for community event designation by the Fergus Scottish Festival and Highland Games due to her affiliation with the organization through her employment.

**CLOSED SESSION**

MOVED by W. Visser  
SECONDED by M. Lloyd

**THAT Committee convene in Closed Session in accordance with Section 239 of the Municipal Act, 2001, as amended, to consider a proposed or pending acquisition or disposition of land by the municipality.**

CARRIED

**RECONVENE IN OPEN SESSION**

MOVED by K. Linton  
SECONDED by K. McElwain

**THAT Committee reconvene in open session.**

CARRIED

## **BUSINESS ARISING FROM CLOSED SESSION**

MOVED by K. McElwain  
SECONDED by S. VanLeeuwen

**THAT the Council of the Township of Centre Wellington pass a by-law authorizing Michael Wood in trust for the Corporation of the Township of Centre Wellington to execute an agreement of purchase and sale between the Corporation of the Township of Centre Wellington and 1841815 Ontario Limited for approximately 1.1 acres of serviced industrial land in the Fergus Industrial Park in the amount of \$66,000.**

CARRIED

## **CONFIRMATION OF AGENDA**

MOVED by M. Lloyd  
SECONDED by K. McElwain

**THAT the agenda be confirmed as amended.**

CARRIED

## **CONFIRMATION OF MINUTES** – May 9, 2011

MOVED by S. VanLeeuwen  
SECONDED by M. Lloyd

**THAT the minutes of the Committee of the Whole meeting held May 9, 2011 be adopted as circulated.**

CARRIED

## **INTRODUCTIONS/PRESENTATIONS**

Diane Nelson, Executive Director, Habitat Wellington provided an overview of process, including the site selection, the type of dwelling and the family selection process. Habitat is continually looking for partnerships within the community, including donations of money and building supplies. She outlined the many other ways the Township may assist, including locating suitable land, assistance with development charges, and finding qualified contractors. Township staff can create office teams and volunteer time for an “Adopt a Day” event.

## **CONSIDERATION OF REPORTS**

### **Fergus Scottish Festival and Highland Games re Community Event Designation**

MOVED by W. Visser  
SECONDED by K. McElwain

**THAT the Council of the Township of Centre Wellington designates the 66<sup>th</sup> Fergus Scottish Festival and Highland Games scheduled for August 12<sup>th</sup> through 14<sup>th</sup>, 2011 at the Centre Wellington Community Sportsplex, Fergus as a Community Event of Municipal Significance.**

CARRIED

**Minutes of the Tender Award Committee Meeting dated May 12, 2011**

MOVED by W. Visser  
SECONDED by S. VanLeeuwen

**THAT the Council of the Township of Centre Wellington confirms the award of Tender T-06-11 for Automotive/Light Truck Requirements, to the following listed bidders for each vehicle bid being the lowest bid meeting critical specification requirements of the tender. All prices are net of trades as accepted by the Township and exclude the H.S.T:**

- i) Two (2) ½ ton rated 4X4 pickup truck awarded to Howes & Reeves Limited (Fergus) in the amount of \$36,340.40.**
- ii) One (1) ½ ton rated 4x4 pickup truck awarded to Forbes Brothers Inc., (Brantford) in the amount of \$22,503.00.**
- iii) One (1) small pickup truck awarded to Reliable Motors (Fergus) in the amount of \$20,431.00.**

CARRIED

**Minutes of the Tender Award Committee Meeting dated May 25, 2011**

MOVED by M. Lloyd  
SECONDED by W. Visser

**THAT the Council of the Township of Centre Wellington confirms the award of the following tenders to the following listed bidders each being the lowest responsible and responsive bid (prices include the H.S.T.):**

- i. Tender T-03-11 for the supply of one (1) five ton single axle cab and chassis truck c/w one (1) reversible plow, wing and sander to Altruck Truck Centres (Guelph) ON in the amount of \$194,792.79;**
- ii. Tender T-09-11 for the supply of one (1) motor grader to Nortrax Canada Inc. (Cambridge) ON in the amount of \$237,153.10.**

CARRIED

**Grant & Acheson re Trade Name Registration – Centre Wellington Ball Hockey Club**

MOVED by K. Linton  
SECONDED by K. McElwain

**THAT the Council of the Township of Centre Wellington consents to the use of the words “Centre Wellington” requested by James E. Ranahan, President of 02 Outdoor Ball Hockey Inc., who wishes to register a trade name under the Corporation as “Centre Wellington Ball Hockey Club.**

CARRIED

**Fergus Truck Show – Special Occasion Permit**

MOVED by W. Visser  
SECONDED by K. McElwain

**THAT the Council of the Township of Centre Wellington recognizes the Fergus Truck Show to be held on July 22<sup>nd</sup> through July 24<sup>th</sup>, 2011 at the Centre Wellington Community Sportsplex (Fergus) to be of Municipal Significance.**

CARRIED

**Application to Operate Toll Booth – Fergus Fire Fighters/Muscular Dystrophy**

Report from K. O'Kane, Deputy Clerk dated June 13, 2011

MOVED by W. Visser

SECONDED by S. VanLeeuwen

**THAT the Council of the Township of Centre Wellington authorizes the Mayor and Clerk to execute a by-law to authorize a fundraising activity in the form of soliciting by a toll booth on the Tower Street Bridge in Fergus, on Saturday, September 17, 2011 from 8:00 a.m. to 4:00 p.m. by the Fergus Fire Fighters on behalf of Muscular Dystrophy Canada.**

CARRIED

### **Community Event Directional Signage**

Report from B. Foster, Chief Building Official dated May 9, 2011

The Chief Building Official provided an overview of the report including current regulations and provided clarification on the development of the list of community events.

Council expressed concerns with the approval process and suggested the length of time the signs could be erected should be extended.

Michael Weinstein on behalf of the Chamber of Commerce suggested staff should be delegated the authority to approve additions to the list of community events in order to expedite the permit process.

MOVED by K. McElwain

SECONDED by K. Linton

**THAT the Council of the Township of Centre Wellington, pursuant to the Sign By-law 2010-60, approves the list of recognized annual community events as outlined in the Chief Building Official's Report BDS2001-07 dated June 13, 2011, for the purpose of the erection of off-site directional signage during these events subject to the following changes:**

- a) increase the duration the signs can be erected from 3 days to 8 days and;**
- b) increase the number of signs permitted to be erected by the Fergus Scottish Festival and Highland Games.**

CARRIED, as amended

### **Economic Development Strategic Plan Update 2011 to 2014**

Report from D. Rushton, Manager of Economic Development dated June 13, 2011

The Manager of Economic Development provided an overview of the report including current initiatives underway by the Economic Development Department.

Council expressed concerns with items 14 and 15, pertaining to the community radio station.

Council agreed the downtown revitalization and fair trade are to be added to the Tracking Sheet.

MOVED by M. Lloyd

SECONDED by K. McElwain

**THAT the Council of the Township of Centre Wellington endorses the Economic Development Strategic Plan Update 2011 to 2014, as attached to EDO Report 11-8 dated June 13, 2011, subject to the deletion of items 15 and 16, and replace them**

**with the following statement “The Economic Development promotes the Corporate Communications Plan for Township of Centre Wellington”.**

CARRIED, as amended

**Centre Wellington’s Brand and Graphics Standards Manual**

Report from D. Rushton, Manager of Economic Development dated June 13, 2011

The Manager of Economic Development provided an overview of the report.

MOVED by K. McElwain

SECONDED by K. Linton

**THAT the Council of the Township of Centre Wellington adopts the revised Township of Centre Wellington’s Brand and Graphics Standards Manual as attached to EDO Report 11-7 dated June 13, 2011.**

CARRIED

**INFORMATION ITEMS**

**Bissell Park Elora – Kitchen in the Park Project (KIPP)**

Report from A. Goldie, Director of Parks & Recreation dated June 13, 2011

Received for information.

**Minutes of the Economic Development Committee Meetings** held April 7, 2011 and May 5, 2011

Received for information.

**Minutes of the Parks, Recreation & Culture Advisory Committee Meeting** held April 20, 2011

Received for information.

**Tracking Sheet**

Received for information. Council requested the Termite Monitoring Program be added as an item.

**QUESTIONS FROM THE MEDIA**

Staff provided clarification on the requested changes to the Economic Development Strategic Plan, specifically the radio station.

**ADJOURN – 4:45 p.m.**

MOVED by M. Lloyd

SECONDED by S. VanLeeuwen

**THAT the meeting be adjourned.**

CARRIED

---

Head of Council – Joanne Ross-Zuj

---

Clerk – Marion Morris



**REPORT TO COMMITTEE OF THE WHOLE**

**TO:** Mayor Joanne Ross-Zuj and Members of Council

**FROM:** Kerri O’Kane, Deputy Clerk

**DATE:** August 8, 2011

**SUBJECT:** Application to Operate Toll Booth  
Elora Fire Fighters/Muscular Dystrophy Canada  
Metcalf Street Bridge, Elora

---

**Recommendation**

THAT the Council of the Township of Centre Wellington authorizes the Mayor and Clerk to execute a by-law to authorize a fundraising activity in the form of soliciting by a toll booth on the Metcalfe Street Bridge in Elora, on Saturday, August 27, 2011 from 9:00 a.m. to 4:00 p.m. by the Elora Fire Fighters on behalf of Muscular Dystrophy Canada.

**Commentary**

A request has been received from the Elora Fire Fighters to conduct a fundraising activity in the form of soliciting by a toll booth on the Metcalfe Street Bridge in Elora on Saturday, August 27, 2011.

Due to amendments to the *Safe Streets Act, 1999 S.O. 1990.c.8*, toll booths are permitted, subject to specific conditions. Fundraising by charities is permitted providing the following conditions are met:

1. They are conducted by a charitable organization registered under the Income Tax Act (Canada) on a roadway where the maximum speed limit is 50 kilometres per hour; and
2. They are permitted by a by-law of the municipality in which the activities are conducted.

The Township also requires the fire fighters to provide a) a special event permit application, b) confirmation from the OPP they have been notified of the event and c) a certificate of insurance in favour of the Township of Centre Wellington and the County of Wellington.

The applicant has provided all of the information and met the conditions required. The Elora Fire Fighters will be fundraising on behalf of Muscular Dystrophy Canada.

The County of Wellington Roads Committee and the Wellington County Police Services Board have provided a letter supporting the operation of toll booths throughout Wellington County, provided the terms of the amended Safe Street Act and the Highway Traffic Act are adhered to in all locations.

The Elora Fire Fighters conducted a toll booth last year (Saturday, August 28, 2010), without incident for Muscular Dystrophy Canada.

Respectfully submitted,

Kerri O'Kane  
Deputy Clerk



## TOWNSHIP DRAINAGE SUPERINTENDENT

---

GERD G. UDERSTADT, C.S.T.  
141 CAN ROBERT ST  
FERGUS ONT N1M 3B9

July 18, 2011

Ms. Kerri O'Kane, AMCT  
Deputy Clerk  
Township of Centre Wellington  
P.O. Box 10,  
1 MacDonald Square  
Elora, ON N0B 1S0

**Re: Sargent Drainage Works  
Maintenance and Repair 2011**

Dear Ms. O.Kane,

Enclosed is a signed request from Mr. John Gasse, owner of SE ½ Lot 18 Con. 8, in the former Township of West Garafraxa, for a cleanout of the Sargent "H" Drain. He is under-draining his property and requires an outlet for the tile. I have been to the site for a field investigation, talked to the owners on the drain and report as follows.

The Sargent Drain was constructed under a report of 1968 as a main drain and numerous branches. The work consisted of open drains and closed tile drains. Since then, there has been some minor cleanout work done including a few minor tile repairs.

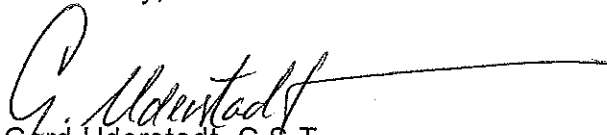
The request now is for the "H" Drain open ditch to be cleaned. My investigation shows the drain through the Gasse property has silted-in by up to 500mm in depth and definitely warrants a cleanout. The remainder of the "H" Drain is still in good condition and the directly affected owners do not require any further maintenance work.

During the private tiling on the Gasse property, it was discovered that the "G" Drain tile line was completely blocked just downstream of the 7<sup>th</sup> Line by tree roots from a large willow tree. Also Mr. DeBoer mentioned that the outlet of "F" Drain had completely washed out during this spring's freshet. Since the Contractor was already on site adding more tile to a blocked line, I took the liberty of having the Contractor do the tile repair at the same time. I trust you agree with the urgency in getting this repair done.

After consulting with the directly affected owners and from my field investigation, I recommend the "F" Drain outlet be repaired; the "G" Drain blocked tile be repaired; and the "H" Drain open ditch be cleaned out to the governing gradeline across the Gasse property, Lot SE ½ 18 Con. 8. The owners are in agreement with the necessary repair.

The cost of the work is estimated at \$6,000.00 and pursuant to Section 74, is assessable to the drainage area. If Council concurs, then please forward a copy of the enclosed form letter and plan to the affected owners. I recommend that Hanna and Hamilton Construction be retained on an hourly basis to complete the "H" Drain open work. They will be in the area this summer working on other cleanout projects. The tile repairs on the "F" and "G" Drains are mostly done

Yours truly,

A handwritten signature in cursive script, appearing to read "G. Uderstadt", followed by a long horizontal line extending to the right.

Gerd Uderstadt, C.S.T.  
Drainage Superintendent  
Encl.

**NOTIFICATION FOR MAINTENANCE AND REPAIR**  
**SECTION 79, THE DRAINAGE ACT, 1990**

---

Date: July 2011

The Mayor and Council,

Township of Centre Wellington

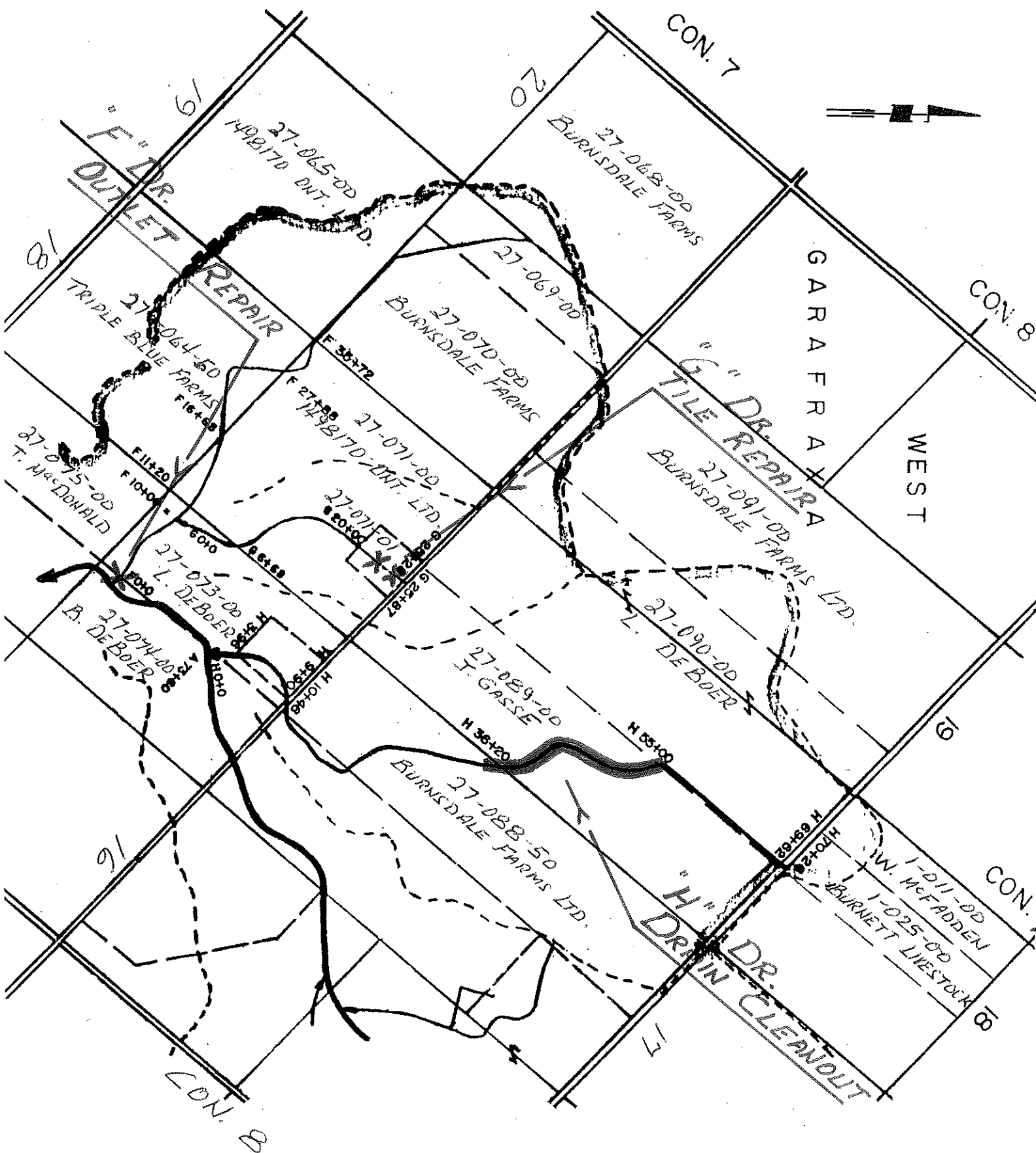
The undersigned, being owner(s) of the lands assessed on the  
SARGENT "H" Drain Municipal Drain, herewith  
serve notice that the condition of said drainage works injuriously affects the  
following lands and that it is herewith respectfully requested to have the said  
drainage works repaired, improved, extended or altered, if necessary, under the  
provisions of the Drainage Act.

Lot	Con.	Signature of Owner
SE 1/2 18	CON: 8	John Sene

### "F", "G" and "H" Drain Repair

Gerd Uderstadt

Drainage Superintendent



**Township of Centre Wellington  
Minutes - Tender Award Committee Meeting**

**Thursday, July 21<sup>st</sup>, 2011, 10:00 A.M.**

Council Chamber

Present: Mayor Joanne Ross-Zuj  
Michael Wood, CAO  
Mark Bradey, Financial Manager/Deputy Treasurer (Designate of  
Wes Snarr, CFO/Treasurer)  
Andrew Goldie, Director of Parks & Recreation  
Larry Bolen, Chief Training Officer  
Joan Palmer, Purchasing Co-ordinator

Subject: Tender results and recommendations for Tender T-04-11 for the  
Supply and Installation of Two (2) Double Sided Freestanding  
Pylon Backlit LED Signs

**RECOMMENDATION**

***That the Council of the Township of Centre Wellington confirms the award of the Tender T-04-11 for the Supply and Installation of Two (2) Double Sided Freestanding Pylon Backlit LED Signs to the lowest responsible and responsive bidder, Fine Lines Sign Co. of Hamilton ON in the amount of \$70,245.00 plus the HST.***

**COMMENTARY**

Mark Bradey, Financial Manager/Deputy Treasurer gave a verbal report regarding FIN Report 11-39 (Copy attached).

Andy Goldie advised that they will purchase one new laptop computer pre-programmed with software required to edit the sign messages which was included in the Optional Pricing. This laptop would be located at the Centre Wellington Community Sportsplex (CWCS) for editing purposes for the CWCS and the Elora Fire Hall. Expected delivery date for the LED signs is early September.

The Township's purchasing by-law allows a Tender Award Committee made up of the Mayor, CAO, Treasurer and the Department Head (or their designates) to award a tender not exceeding \$1,000,000, that is within budget allocations, to the lowest responsive and responsible bidder

The low bid from Fine Lines Sign Co. of Hamilton ON, meets all of the above criteria, and the committee awarded Tender T-04-11 to Fine Lines Sign Co. in the amount of \$70,245.00 plus the HST.

**Meeting adjourned at 10:15 A.M.**

**Next Meeting**

The next Tender Award Committee meeting will be set by the Chief Financial Officer/Treasurer as required.



## Township of Centre Wellington

### Report to Tender Award Committee

To: Members of the Tender Award Committee

From: Wes Snarr, BA, CGA, CIM, P.Mgr  
Chief Financial Officer/Treasurer

Meeting Date: July 21, 2011

Subject: Tender T-04-11 for the Supply and Installation of Two (2) Double Sided Freestanding Pylon Backlit LED Signs

---

#### Recommendation

***That the committee award Tender T-04-11 for the supply and installation of two (2) double sided freestanding backlit LED signs to Fine Lines Sign Co. of Hamilton in the amount of \$70,245.00 plus the HST.***

#### Commentary

The scope of work for this tender comprises the provision of two (2) stand-alone signs incorporating both backlit and electronic message centre elements, at the following locations;

1. Centre Wellington Community Sportsplex (Fergus)
2. Centre Wellington Fire Hall, Elora Station

The tender was advertised on the approved Township web site ([www.opba.com](http://www.opba.com)) and on the Township's web site, with direct invitations sent to fifteen (15) firms. Thirteen (13) firms picked up tender documents. Seven (7) submitted bids in the amounts listed below (Sign prices include the HST; Optional Pricing excludes the HST).

Note: Optional Pricing "A" is to provide a separate price to provide a new laptop computer pre-programmed with software required to edit the sign message.

Optional Pricing "B" is for a separate price identifying the increased costs to provide lexan covers for increased vandal resistance.

Optional Pricing "C" is for is for a separate price identifying the increased costs to hot dip galvanize the posts and post base plates.

Centre Wellington Community Sportsplex					
Bidders Name	Sign	Optional Pricing "A"	Optional Pricing "B"	Optional Pricing "C"	
Fine Lines Sign Co. (Hamilton)	45,612.45	550.00	950.00	525.00	<b>(low bid)</b>
Sun Signs (Stratford)	54,738.67	475.00	N/A	675.00	
Cox Signs Limited (Walkerton)	58,682.03	600.00	1,098.00	600.00	
Teksign Inc. (Brantford)	59,883.22	1,122.00	1,180.00	429.00	
ZipSigns Ltd. (Burlington)	68,607.63	1,358.76	160.00	N/A	
2186433 Ontario Inc. O/A Everest Signs (Markham)	68,873.50	950.00	1,600.00	450.00	
Brooks Signs 1985 Ltd. (Brantford)	87,984.06	1,000.00	2,659.00	921.00	

Elora Fire Station					
Bidders Name	Sign	Optional Pricing "A"	Optional Pricing "B"	Optional Pricing "C"	
Fine Lines Sign Co. (Hamilton)	33,142.90	550.00	950.00	460.00	<b>(low bid)</b>
Sun Signs (Stratford)	39,780.45	475.00	N/A	455.00	
Teksign Inc. (Brantford)	42,167.08	1,122.00	928.00	429.00	
Cox Signs Limited (Walkerton)	44,797.72	600.00	798.00	600.00	
2186433 Ontario Inc. O/A Everest Signs (Markham)	47,403.50	950.00	1,200.00	370.00	
ZipSigns Ltd. (Burlington)	52,083.90	1,358.76	80.00	N/A	
Brooks Signs 1985 Ltd. (Brantford)	64,821.32	1,000.00	2,621.00	738.00	

The bids were checked for errors and omissions by staff and the consulting engineer for this project; Tacoma Engineers (Guelph). None were found.

The terms of the tender document allows the Township to accept the whole or any part of the tender. This allows the Township to make an award to the bidder having the lowest price bid on each location. The bid submitted by Fine Lines Sign Co. of Hamilton is the lowest responsible and responsive bid for both locations.

#### Financial Impact

The following represents an analysis of the low bid from Fine Lines Sign Co. compared to the approved budget allocations:

	Centre Wellington Community Sportsplex	Elora Fire Station	Total
Bid Price - Sign	45,612.45	33,142.90	78,755.35
Less: HST @ 13%	(5,247.45)	(3,812.90)	(9,060.35)
Add: Option 'A' for new laptop computer pre- programmed with software required to edit the sign message.	550.00		550.00
Sub-total	40,915.00	29,330.00	70,245.00
Add: non-refundable portion of the HST @ 1.76%	720.10	516.21	1,236.31
Add: Estimate for engineering	2,000.00	2,000.00	4,000.00
Net cost to the Township	<u>43,635.10</u>	<u>31,846.21</u>	<u>75,481.31</u>
<u>Funding:</u>			
RiNC Capital Project #510-0168	69,467.00		69,467.00
Elora Fire Station Sign Capital Project #205-0126		30,000.00	30,000.00
Total funding available	<u>69,467.00</u>	<u>30,000.00</u>	<u>99,467.00</u>
Net UNDER Budget	<u>25,831.90</u>	<u>(1,846.21)</u>	<u>23,985.69</u>

The Township's purchasing by-law allows a Tender Award Committee made up of the Mayor, CAO, Treasurer and the Department Head (or their designates) to award a tender not exceeding \$1,000,000, that is within budget allocations, to the lowest responsive and responsible bidder.

The bid from Fine Lines Sign Co. meets all of the above criteria; the committee may therefore make the award.

Respectfully Submitted,

Wes Snarr, BA, CGA, CIM, P.Mgr  
Chief Financial Officer/Treasurer

# **Township of Centre Wellington**

## **Report to Committee of the Whole**

To: Mayor Joanne Ross-Zuj and Members of Council

From: Wes Snarr, BA, CGA, CIM, P.Mgr  
Chief Financial Officer/Treasurer

Meeting Date: August 8, 2011

Subject: Treasurer's Annual Statement – Development Charge Reserve Funds

**RECOMMENDATION:**

***That this report be received for information.***

**COMMENTARY**

The Development Charges Act requires the Municipal Treasurer to provide to Council, annually, a financial statement of the Development Charge Reserve Funds. A copy of the statement must also be forwarded to the Minister of Finance within 60 days of the statement being received by Council.

The required statement is attached to this report, and is comprised of the following schedules:

1. Schedule "A" summarizes the Development Reserve Fund activity.
2. Schedule "B" is an analysis of the DC's transferred to the Capital and Operating Funds and Developer Credits.
3. Schedule "C" is a Listing of the Developer Credits.

Respectfully Submitted,

Wes Snarr, BA, CGA, CIM, P.Mgr  
Chief Financial Officer/Treasurer

## Schedule "A" to FIN Report 11-04

Township of Centre Wellington  
Development Charge Reserve Funds Statement  
For January 1, 2010 to December 31, 2010

	Roads	Roads Related	Fire Protection Services	Outdoor Recreation Services	Indoor Recreation Services	Adminis- tration	Urban Area		Total
	Roads	Roads Related	Fire Protection Services	Outdoor Recreation Services	Indoor Recreation Services	Adminis- tration	Wastewater Services	Water Services	Total
Balance as of January 1/10	1,650,591	75,637	81,937	174,424	-522,327	-97,870	1,986,271	207,975	3,556,639
Add:									
Development Charge Proceeds	465,248	67,495	55,633	160,578	299,520	40,722	591,187	273,684	1,954,067
Investment Earnings	14,730	921	882	2,150	-2,656	-519	17,701	2,796	36,005
Sub-Total	479,978	68,416	56,515	162,728	296,864	40,203	608,888	276,480	1,990,072
Deduct:									
Amounts Transferred:	714,014	374,367	21,160		284,754	85,451	273,055	280,313	2,033,114
Deduct:									
Development Credits:									
Elora Meadows	5,100						3,221	15,190	23,511
Elora Ridge	39,816						7,460	2,661	49,937
Total Development Credits	44,916	0	0	0	0	0	10,681	17,851	73,448
Sub-Total	758,930	374,367	21,160	0	284,754	85,451	283,736	298,164	2,106,562
Balance as of Dec. 31/10 Before Funds Committed	1,371,639	-230,314	117,292	337,152	-510,217	-143,118	2,311,423	186,291	3,440,149
Committed to Capital as of Dec. 31/10	175,000			40,500		100,853			316,353
Balance as of Dec. 31/10 After Funds Committed	1,196,639	-230,314	117,292	296,652	-510,217	-243,971	2,311,423	186,291	3,123,796

## Schedule "B" to FIN Report 11-04

Township of Centre Wellington  
Development Charge Reserve Funds Statement  
For January 1, 2010 to December 31, 2010  
Reserve Fund Transfers Addendum

Capital Project	DC Reserve Funding	Operating Funding	Debt	Total
DC Study Update	13,701	1,522		15,223
Long Term Water Plan	65,901			65,901
Official Plan Update	9,397	1,044		10,441
Bill 175 Water & Wastewater Study	2,353	23,791		26,144
Fergus Fire Hall Expansion-Debt	21,160	12,892		34,052
Flusher Truck	374,367			374,367
Centre Wellington Community Sportsplex (Parks and Recreation) (Debt)	284,754	296,768		581,522
Middlebrook Road Bridge	114,102	1,026,918		1,141,020
8th Line Flats Bridge	282,900	2,546,100		2,829,000
Sideroad 19	117,807	117,807		235,614
Sidewalk 1st Line to CNR ROW	42,700	42,700		85,400
High & McNab Street				
- Water	81,300	189,700		271,000
- Roads	90,400	90,400		180,800
Fergus Mill Project (S/F):				
- Water	3,771			3,771
- Sewer	59,553			59,553
- Roads	7,246			7,246
UGDSB Project (Scotland St and MacQueen Blvd) (S/F)				
- Water	7,287	1,837		9,124
- Sewer	7,625	1,922		9,547
- Roads	46,596	11,744		58,340
Wellington Place Project (S/F)				
- Water	23,620	23,620		47,240
- Sewer	66,671			66,671
Wellington Place Project (Debt) - Water	19,962	26,461		46,423
David Street, Elora (Debt)				
- Water	6,132	6,132		12,264
- Roads	12,263	12,263		24,526
Allardice Well F7 (Water) (Debt)	25,226	6,307		31,533
Elora Water Tower (Water) (Debt)	36,088	36,088		72,176
Cottontail Well E4 (Water) (Debt)	67,445	20,146		87,591
St. David to Mathieson Water Main	3,582	896		4,478
Fergus WPCP Expansion (Sewer) (Debt)	139,206			139,206
sub-total amounts transferred	2,033,115	4,497,058	0	6,530,173
Elora Meadows - DC Credits				
- Roads	5,100			5,100
- Water	15,190			15,190
- Sewer	3,221			3,221
Elora Ridge - DC Credits				
- Roads	39,816			39,816
- Water	2,661			2,661
- Sewer	7,460			7,460
sub-total developer credits	73,448	0	0	73,448
Grand Total	2,106,563	4,497,058	0	6,603,621

## Schedule "C" to FIN Report 11-04

Township of Centre Wellington  
Development Charge Reserve Funds Statement  
For January 1, 2010 to December 31, 2010  
Listing of Credits Addendum

				Credits Used by Holder During Year			
Credit Holder	Applicable DC Reserve Fund	Credit Balance @ January 1, 2010	Additional Credits Granted During Year	Assigned to Centre Wellington	Not Assigned	Total	Credit Balance @ December 31, 2010
Elora Meadows	Water	520,258		15,190		15,190	505,068
	Wastewater	156,477		3,221		3,221	153,256
	Roads	277,801		5,100		5,100	272,701
	sub-total	954,535	-	23,511	-	23,511	931,024
Elora Ridge	Water	20,533		371	2,290	2,661	17,872
	Wastewater	67,684		922	6,538	7,460	60,224
	Roads	394,332		5,215	34,601	39,816	354,516
	sub-total	482,549	-	6,508	43,429	49,937	432,612
	Grand Total	1,437,084	-	30,019	43,429	73,448	1,363,636
Re-cap by Fund	Water	540,791	-	15,561	2,290	17,851	522,940
	Wastewater	224,161	-	4,143	6,538	10,681	213,480
	Roads	672,133	-	10,315	34,601	44,916	627,217
	Grand Total	1,437,084	-	30,019	43,429	73,448	1,363,636

## REPORT TO COMMITTEE OF THE WHOLE

**TO:** Mayor Joanne Ross-Zuj and Members of Council

**FROM:** BRETT SALMON, MCIP, RPP  
Director of Planning

**AGENDA DATE:** August 8, 2011

**SUBJECT:** Proposed Zoning Amendment Application RZ03/11 to Allow  
an Expansion of an Existing Home Industry

---

### Recommendation

*That application RZ03/11 be approved and that a zoning by-law amendment be given three readings; and,*

*That site plan approval be obtained prior to the issuance of a building permit for any addition to the existing home industry.*

### Commentary

Creekbank Welding is a business that has operated from a farm located at 7111 Noah Road since the 1960's. They manufacture farm wagons and other farm implements such as bale racks. Over the years the business has grown. The most recent expansion was approved by minor variance in 2000. The current floor area of the business use is approximately 6,800 square feet. There are currently six employees that do not live on the subject land. An addition of approximately 2,000 square feet is presently contemplated by the owner, which would bring the total floor area to approximately 8,800 square feet. Staff recommended to the owner that a zoning amendment application be filed.

### Policy Review

The 2005 Provincial Policy Statement (PPS) allows home industries in a prime agricultural area. The PPS specifically permits agricultural uses, secondary uses and agriculture-related uses. Secondary uses are *uses secondary to the principal use of the property, including but not limited to, home occupations, home industries, and uses that produce value-added agricultural products from the farm operation on the property.* There is no definition of home industry, but the PPS further states that *new secondary uses and agriculture-related uses shall be compatible with, and shall not hinder, surrounding agricultural operations. These uses shall be limited in scale, and criteria for these uses shall be included in municipal planning documents...*

The subject land is designated Prime Agricultural by the County of Wellington Official Plan. In the Prime Agricultural designation, the permitted uses include home businesses that are secondary to the principal use of the property, as a means of supplementing farm incomes and providing services in agricultural areas. Home industries which are small in scale with a limited number of employees, and minimal off-site impacts, are permitted in Prime Agricultural areas.



Based on the foregoing, Creekbank Welding is a Home Industry pursuant to both the County of Wellington Official Plan and the PPS, and is therefore a permitted use within the Prime Agricultural designation, provided the Township is satisfied that the business is small in scale, with a limited number of employees, and minimal off-site impacts.

A Notice of Public Meeting was circulated to the required public agencies such as the County of Wellington (the County) and the Grand River Conservation Authority (GRCA), and to all property owners within 120 metres of the subject land on June 17<sup>th</sup>. The public meeting was held on July 11<sup>th</sup>. All written comments received on the application are attached. No oral submissions in opposition to the application were heard at the public meeting.

### **Conclusion**

Creekbank Welding is a home industry under the County of Wellington Official Plan provisions. A home industry must be "small in scale, with a limited number of employees, and minimal off-site impacts".

With the proposed expansion, the floor area of Creekside Welding will be less than 9,000 square feet. This floor area represents a site coverage of less than 0.2% of the lot area. For comparison purposes, another home industry in Pilkington Township has a floor area of approximately 3,425 square feet. An existing rural welding and fabrication business in West Garafraxa has a floor area of 8,100 square feet, and two manufacturing operations on Wellington Road 18 in Salem each have approximately 16,000 square feet of floor area. Based on these comparisons I am satisfied that Creekside Welding qualifies as "small scale".

The proposed zoning by-law amendment limits the area within which the home industry can operate, limits the proposed floor area to 9,000 square feet, and limits the number of employees to eight (8). Should the business wish to expand again in the future, beyond these parameters, a further zoning amendment or minor variance would be required. Other regulations applying to farm businesses as per our currently zoning provisions, which address screening of outdoor storage, and off-site impacts due to noise, odour and vibration are included in the site specific zoning. It is also recommended that site plan approval be applied. It should be noted that the zoning envelope proposed is 210 metres from the property line of nearby rural residential properties that front onto Wellington Road 18.

Subject to the measures incorporated into the proposed zoning amendment, and the application of site plan approval, it is my opinion that the application is consistent with the PPS and conforms with the County of Wellington Official Plan.

**THE CORPORATION OF  
THE TOWNSHIP OF CENTRE WELLINGTON  
BY-LAW NO. 2011 -- xx**

A by-law to amend By-law No. 2009-045,  
the Zoning By-law of the Township of  
Centre Wellington, to change the zoning of  
lands from "A" to "A.2.3".

**WHEREAS** the Council of the Corporation of the Township of Centre Wellington deems it desirable to amend By-law No. 2009-045, as amended, pursuant to Section 34 of the Planning Act, R.S.O. 1990;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON HEREBY ENACTS AS FOLLOWS:**

1. Schedule "A" Map 2 to By-law No. 2009-045 is hereby amended in accordance with the attached Schedule "A" which forms part of this by-law.
2. Section 15 of By-law No. 2009-045, as amended, is hereby further amended by adding the following Exception 15.2.3:

15.2.3	A.2.3	<i>Notwithstanding any other provision of this by-law, on lands zoned A.2.3, a home industry that manufactures farm implements such as bale racks, bale carts and multi-purpose wagons is permitted subject to the following special provisions:</i> <ul style="list-style-type: none"><li>• <i>The maximum floor area of a home industry use shall be 836.1 m<sup>2</sup> (9,000 ft<sup>2</sup>)</i></li><li>• <i>The maximum number of employees of the home industry who are not residents of the subject land shall be eight (8).</i></li><li>• <i>Outdoor storage shall be visually screened from the street.</i></li></ul> <i>For the purposes of this by-law, a home industry shall mean an occupation or business conducted for gain or profit as a secondary use to the main permitted use.</i>
--------	-------	--

3. All other applicable provisions of By-law No. 2009-045 shall continue to apply to the lands affected by this amendment.
4. This by-law shall come into effect on the date of final enactment by the Council pursuant to Section 34 of the Planning Act, R.S.O., 1990.,

READ A FIRST AND SECOND TIME THIS xx<sup>th</sup> DAY OF xxx, 2011.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

READ A THIRD TIME AND PASSED THIS xx<sup>TH</sup> DAY OF xxx, 2011.

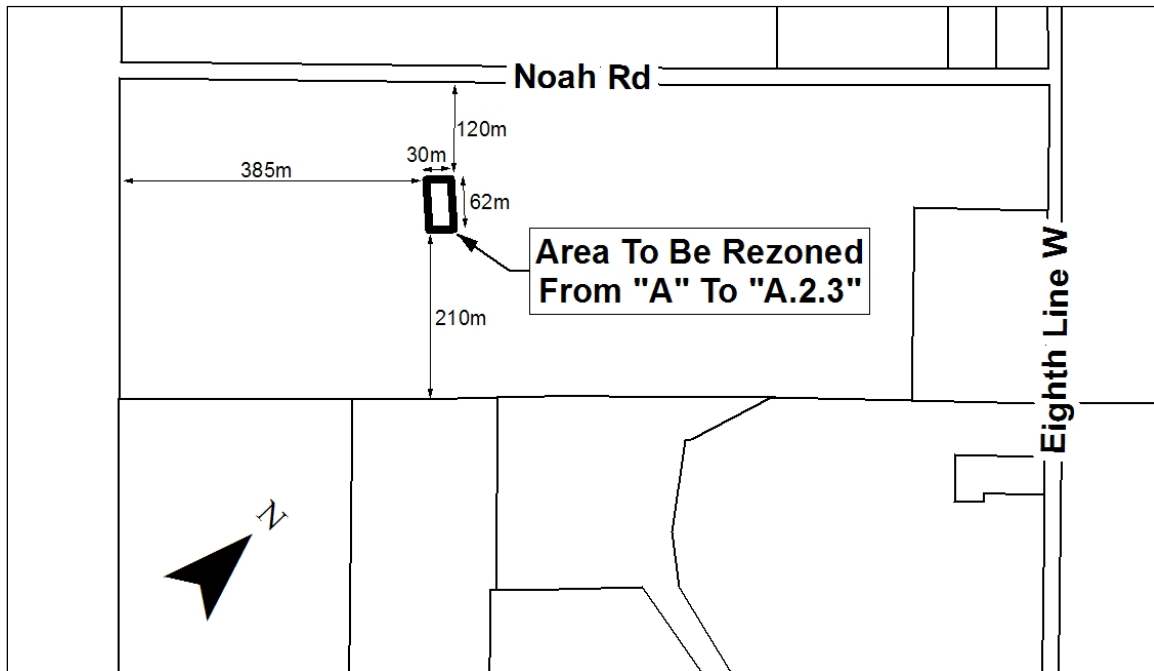
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

# TOWNSHIP OF CENTRE WELLINGTON SCHEDULE "A"

## BY-LAW NO. 2010 – xx

An Amendment to Township of Centre Wellington  
Zoning By-law No. 2009-045 as amended



THIS IS SCHEDULE "A" TO BY-LAW NO. 2011 – xx  
PASSED THIS xx<sup>th</sup> DAY OF xx, 2011

---

Mayor

---

Clerk



## COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT  
GARY A. COUSINS, M.C.I.P., DIRECTOR  
TEL: (519) 837-2600  
FAX: (519) 823-1694  
1-800-663-0750

ADMINISTRATION CENTRE  
74 WOOLWICH STREET  
GUELPH, ONTARIO  
N1H 3T9

July 14, 2011

Marion Morris, AMCT, Clerk  
Township of Centre Wellington  
1 MacDonald Square  
Elora, Ontario  
N0B 1S0

Dear Ms. Morris,

**Re: Proposed Zoning By-law Amendment - Township File #RZ03/11  
To permit expansion of an existing farm business  
7111 Noah Road  
Lot 14, Concession 6, Twp. of Centre Wellington (Pilkington)**

We have reviewed the above-noted application and provide the following comments for Council's consideration.

It is our understanding that the proposed re-zoning is to permit the expansion of a home industry which manufactures farm wagons on the subject property. It is also our understanding that the home industry is already well established, having existed on the property for several years.

### Provincial Policy Statement (PPS)

Within the PPS, secondary uses are defined as: "uses secondary to the principal use of the property, including but not limited to, home occupations, home industries, and uses that produce value-added agricultural products from the farm operation on the property." The home industry in current operation would therefore qualify as a secondary use under the PPS.

Secondary uses are addressed in Section 2.3.3.1 which states: "*In prime agricultural areas, permitted uses and activities are: agricultural uses, secondary uses and agriculture-related uses. The policy further refines these other uses as follows: "Proposed new secondary uses and agriculture-related uses shall be compatible with, and shall not hinder, surrounding agricultural operations. These uses shall be limited in scale, and criteria for these uses shall be included in municipal planning documents as recommended by the Province, or based on municipal approaches which achieve the same objective".*

Although the PPS specifically mentions new uses, an expansion of this size could be addressed within this policy since it provides direction as to evaluating the scale and impacts in relation to the surrounding agricultural area.

### County Official Plan

The property is currently designated PRIME AGRICULTURAL and GREENLANDS in the County of Wellington Official Plan.

The Official Plan provides for secondary uses in Prime Agricultural Areas, such as Home Businesses. Section 6.4.4 describes these as: *"Home businesses are home occupations and home industries that are secondary to the principal use of the property and may be allowed, subject to zoning provisions, as a means of supplementing farm incomes and providing services in agricultural areas and may include:*

- *home industries which are small in scale with a limited number of employees, and minimal off-site impacts – examples include minor equipment repair, woodworking, crafts, and welding."*

It would appear that the use is located sufficiently removed from the designated Greenlands areas.

#### Zoning

The property is currently zoned Agricultural (A) and Environmental Protection (EP) in the Centre Wellington zoning by-law.

In the Agricultural zone, an accessory Farm Business is permitted in accordance with Section 4.6 which is defined in the by-law as: *"an occupation or business conducted for gain or profit as a secondary use to the main permitted use in accordance with the provisions of this by-law."*

It is our understanding that the accessory building used for the farm business is already oversized at 630m<sup>2</sup> (6786ft<sup>2</sup>) and that this use is recognized as having been legally established prior to the current by-law. Under the current by-law, the maximum size for an accessory building for a Farm Business is 185.9m<sup>2</sup> (1,991ft<sup>2</sup>) and it is also our understanding that the expansion will result in an accessory building of 816m<sup>2</sup> (8,783ft<sup>2</sup>).


#### Planning Comments

The purpose of the policies which provide for a home industry is to further support the agricultural industry to be more financially viable, the agricultural industry being the primary focus of the agricultural area. After a visit to the subject property, we are satisfied that no loss of prime agricultural land will result from expansion of the current accessory structure used for the business. However given the size and scale of the proposed, we would suggest the following be considered:

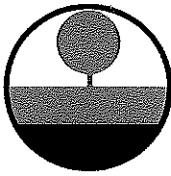
1. Council should be satisfied that the home industry meets the criteria under the policies, including that it is small in scale, secondary to the principal use of the property which is agricultural and that the number of employees is limited.
2. Council should be also satisfied that the size of the expansion is warranted considering the type of products manufactured and the process thereof.
3. The establishment or implementation of mitigating measures to ensure that traffic, noise, environmental or other nuisance impacts to the surrounding area are minimized.

We trust that these comments are of assistance. If Council approves this rezoning, we would appreciate a copy of the amending by-law and subsequent declarations for our records.

Sincerely,



Denise Whaley (Hons) B.A.  
Junior Planner



Grand River Conservation Authority  
Resource Management Division  
Jamie Ferguson, Resource Planner

46 Clyde Road, P.O. Box 729  
Cambridge, Ontario N1R 5W6  
Phone: 519-621-2763 x2238  
Fax: 519-621-4945  
E-mail: jferguson@grandriver.ca

**PLAN REVIEW REPORT TO:** Township of Centre Wellington  
Marion Morris, Clerk

**DATE:** June 27, 2011  
**GRCA FILE:** Centre Wellington/2011/ZC

**YOUR FILE:** RZ03/11

Clerk's

JUL - 6 2011

**RE:** Lot 14, Concession 6 WOGR, former Township of Pilkington  
7111 Noah Road

**GRCA COMMENT:**

The Grand River Conservation Authority (GRCA) has no objection to the proposed zone change from Agriculture to Agriculture Exception to allow for the expansion of the existing farm business.

**BACKGROUND:**

**1. Resource Issues:**

Information currently available at this office indicates that the subject lands contain Carroll Creek, a portion of the provincially significant Central Carroll Creek Wetland Complex, floodplain, slopes and the associated allowances to these features.

**2. Legislative/Policy Requirements and Implications:**


Due to the above mentioned features, portions of the subject lands are regulated by the Grand River Conservation Authority under the *Development, Interference, with Wetlands, and Alterations to Shorelines and Watercourses Regulation (Ontario Regulation 150/06)*.

**3. Additional Information/Suggestions provided in an advisory capacity:**

A minor zone change review fee is required for our review of this application. The required fee is \$380. The applicant will be invoiced in the amount of \$380.00 for the review of this application.

We trust these comments are of assistance. Should you have any further questions, please contact me at 519-621-2763 x2238.

Yours truly,

  
Jamie Ferguson  
Resource Planner  
Grand River Conservation Authority

Encl. (1)

cc. Martha & Cleon Horst, 7111 Noah Road, RR #1 Stn Main, Elmira, ON N3B 2Z1



## Grand River Conservation Authority

Map created: June 22, 2011

Prepared by: JRF

### 7111 Noah Road, CentWell

#### LEGEND

- WATERSHED BOUNDARY (GRCA)
- UTILITY LINE (NRVIS)
- ROADS-ADDRESSED (MNR)
- RAILWAY (NRVIS)
- CLASSIFIED STREAMS-POLY - NEW (NRVIS)
- COLD WATER
- COOL WATER
- UNKNOWN
- WARM WATER
- Other
- CLASSIFIED STREAMS - NEW (NRVIS)
- COLD WATER
- COOL WATER
- UNKNOWN
- WARM WATER
- DRAINAGE-NETWORK (GRCA)
- PARCELS-ASSESSMENT (MPAC)
- FLOODPLAIN (GRCA)
- ENGINEERED
- APPROXIMATE
- ESTIMATED
- WETLAND (GRCA)
- SLOPE VALLEY (GRCA)
- STEEP
- OVERSTEEP
- SLOPE EROSION (GRCA)
- STEEP
- OVERSTEEP
- TOE
- WETLAND (NRVIS)
- PROVINCIALLY SIGNIFICANT
- OTHER
- PARKS (GRCA)
- REGULATION LIMIT (GRCA)
- DRAINAGE-POLY (NRVIS)

#### GRCA Disclaimer

This map is for illustrative purposes only. Information contained hereon is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.

The source for each data layer is shown in parentheses in the map legend.

For a complete listing of sources and citations go to:

<http://grims.grandriver.ca/docs/SourcesCitations1.htm>

0 120 240 360 480 m.

NAD 1983, UTM Zone 17

Scale 1:10,270



## Chantalle Pellizzari

---

**From:** Brett Salmon  
**Sent:** Friday, July 08, 2011 4:09 PM  
**To:** Chantalle Pellizzari  
**Subject:** FW: Horst Property

FYI

-----Original Message-----

**From:** Harry Panjer [<mailto:hpanjer@uwaterloo.ca>]  
**Sent:** Friday, July 08, 2011 2:26 PM  
**To:** Brett Salmon  
**Subject:** Re: Horst Property

Brett: Sorry for the delay in responding. We've been on a driving trip across the US and Canada without regular email contact.

My concerns are listed below. They relate primarily to the scale of the operation, the nature of the operation and the the appropriate property taxation.

1. If there are 3 or 4 employees now, increasing the size of the building would create space for more employees. It is not clear what the extra space is needed for. It would be appropriate to limit the number of employees to the actual number back in 2000. Because I hear the level of activity, it is apparent to the that the amount of activity has increased significantly in the past few years. At 10,000 square feet, the permitted floor area is large enough for many more employees. (I am familiar with this kind of operation as it is similar to my own family's past business where more employees worked in a smaller modern shop.)

2. At what point does a farm business become in industrial operation?  
At 10,000 square feet, the permitted floor area is probably larger than many businesses in the Fergus industrial park. Those operations pay appropriate levels of property tax based on industrial taxation levels, which is significantly more the residential/farm rate. Allowing larger industrial operations on farms is unfair to other industries.

3. When does a "welding shop" become a manufacturer? The term "welding shop" implies repairs and metal fabrication. However, when the operator manufactures specific products on a repetitive basis for sale, I would suggest that "manufacturer" is a better term. In the case of the Horst property, I believe that they have been manufacturing farm equipment, in particular farm wagons for several years. I believe that this manufacturing is more properly done in an industrial location. If the space is required for storage of completed inventory, and not for additional employees, then it is clearly a manufacturing operation.

4. If the rezoning occurs, how much outside industrial activity is allowed? Currently and for many years, the outside areas around the current and former buildings are used for manufacturing activities including storage of manufactured wagons. (You should see them on the overhead computer image that you showed me.)

5. While the non-farm related noise is not outrageous, we can hear the daily (six days per week) clanging and banging of metal material as work is conducted outside the buildings. (We are the nearest neighbours.) Increasing the scale of the operations would only increase the level of non-farm noise.



There is an obvious correlation between the number of employees and the building size. Increasing the building size suggest that there will be more employees. If the number of employees is already in excess of the 2 or 3 or 4 non-resident employees that are allowed, then they are already in violation and should be required to reduce the level of operations, not allowed to increase it even further.

I think it would be desirable for the township to inspect the operations unannounced in order to satisfy itself of the nature of those operations.

Thanks for listening,  
Harry

On 28/06/11 8:43 AM, Brett Salmon wrote:

> Hi Harry  
>  
> The minor variance did not include a restriction on the number of employees. Our current farm business regulations restrict the number of employees who do not live on the property to two. I believe there are 3 or 4 non-resident employees there now. The business predates these regulations so it is likely to be legal non-complying.

>  
> I am thinking of capping the permitted floor area at 10,000 square feet and defining the business area, and perhaps requiring it to be fenced off or defined with landscaping.

>  
> Brett

>  
>  
>  
>  
> -----Original Message-----  
> From: Harry Panjer [<mailto:hpanjer@uwaterloo.ca>]  
> Sent: Monday, June 27, 2011 10:36 PM  
> To: Brett Salmon  
> Subject: Re: Horst Property

>  
> Thanks for this. Was there a restriction on the number of employees  
> imposed in 2000?

>  
> On 27/06/11 3:07 PM, Brett Salmon wrote:

>> Hi Harry  
>>  
>> I've reviewed the file on the previous minor variance issued for the  
>> Horst's welding/machine shop business.  
>>  
>> They received a variance in the year 2000 to allow a total floor area  
>> of 6,786 square feet for the shop.

>>  
>> They intend to build a 2,000 square foot addition which would bring  
>> the total floor area to 8,786 square feet.

>>  
>> Brett Salmon, MCIP, RPP  
>>  
>> Director of Planning

*Parking By-law*  
*# 5008-05*  
*Schedule "E"*

**NO PARKING ZONES**  
**FORMER TOWN OF FERGUS**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>	<b><u>COLUMN 3</u></b>
<b>Road</b>	<b>Side</b>	<b>Between</b>
Black Street	North	St David Street to the south intersection of Revell Drive
Black Street	East & South	From a point 63 metres north from the projection of the north easterly curb of the south intersection of Revell Drive to the north intersection of Revell Drive
Black Street	South	From a point 70 metres east from the projection of the easterly curb at the north intersection of Revell Drive to a point 100 metres east from the said projection
Black Street	North	From a point 20 metres east from the projection of the easterly curb of the north intersection of Revell Drive to a point 70 metres east from the said projection
Black Street	West	From the projection of the north curb of the south intersection of Revell Drive to a point 65 metres north
Millage Lane	North	Beatty Line to Black Street
Revell Drive	North & West	From Black Street to a point 170 metres east and north of Black Street
Revell Drive	East	From a point 183 metres from the projection of the easterly curb of Black Street to a point 343 metres north and east of the said projection
Revell Drive	West	From the north intersection of Black Street to a point 123 metres south from the projection of the south westerly curb of the north intersection of Black Street

**NO PARKING ZONES****FORMER VILLAGE OF ELORA**

*Parking  
By-law #5005-05  
Schedule "E"*

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>	<b><u>COLUMN 3</u></b>
<b>Road</b>	<b>Side</b>	<b>Between</b>
Bricker Avenue	East	Stumpf Street to a point 120 metres north from the projection of the north curb of Stumpf Street
Bricker Avenue	South	From a point 115 metres west from the projection of the west curb of Marr Drive to Irvine Street
Clegg Road	East	Marr Drive to Bricker Avenue
Healey Street	West	McGowan Street to Spencer Drive
Keating Drive	East	Steven Way to the north intersection of Stanley Crescent
Keating Drive	West	From the north intersection of Stanley Crescent to Walser Street
Marr Drive	North & East	Irvine Street to Bricker Avenue
Marr Drive	South	From a point 62 metres west from the projection of the west curb of Irvine Street and a point 98 metres west from the said projection
McGowan Street	North & West	Spencer Drive to Stafford Street
Spencer Drive	East & South	First Line to McGowan Street
Stafford Street	Both	Bridge Street to Spencer Drive
Stafford Street	North	Spencer Drive to McGowan Street
Stanley Crescent	Inside	Entire road length of crescent
Stumpf Street	North	Geddes Street to Marr Drive
Walser Street	North	Irvine Street to Keating Drive

Township of Centre Wellington

COMMITTEE REPORT

To: **Mayor Ross-Zuj and Councilors**  
From: **Bob Foster, Chief Building Official**  
Department: **Building & Development Services**  
Date: **August 8, 2011**  
Subject: **Heritage Permit Application**  
**Former Fergus Swimming Pool**  
**190 St David St. S.**

---

**RECOMMENDATION**

"That the Township of Centre Wellington Council approve the issuance of a Heritage Permit to allow the removal of a 15'-0" section of the decorative brick privacy fence designated under Part IV of the Ontario Heritage Act to facilitate the widening of the existing driveway access to the property at 190 St David St. S. being Plan 55 Lot 6 and Part Lot 7, N/S Queen Street East (formerly in the Town of Fergus) now in the Township of Centre Wellington pursuant to Sub-sections 33.(1) of the Ontario Heritage Act."

**COMMENTARY**

An application has been received to allow the removal of a 15'-0" section of the decorative brick privacy fence designated under Part IV of the Ontario Heritage Act R.S.O. 1990 as amended to facilitate the widening of the existing driveway access to the property. As this structure is an attribute which has been designated the owner requires the permission of Council prior to the issuance of a Building Permit to authorize this demolition.

The applicant is proposing to convert the existing building into a commercial retail location along with an apartment on the second floor. In order to comply with the zoning bylaw off-street parking requirements the existing swimming pool is to be filled and converted to a parking lot and landscaped area. Approximately 3.865m of the easterly section of the decorative brick wall (immediately adjacent to the existing driveway entrance to the property off Queen St) is required to be removed in order to accommodate an overall driveway entrance width of 25'-0" as shown on the attached plan and photographs.

Heritage Centre Wellington committee considered this application at their June 28, 2011 meeting and recommended approval of this heritage Permit to Township Council without conditions.

**CONCLUSION**

Staff concurs with Heritage Centre Wellington's recommendation that Council approve the issuance of a Heritage Permit to allow the partial demolition of the decorative brick privacy wall as per the submitted drawings and documentation.

Attachments: Designation Bylaw / Site Plan / Building Drawings

<b>Township of Centre Wellington</b> Building & Development Services Department 1 MacDonald Square, Elora On. N0B 1S0				<b>Application for a Heritage Permit</b>	
Pursuant to the Ontario Heritage Act R.S.O. 1990 c.18 Subsections 30.1(1), 33(1), 35(1) and 42.2(1)					
Application Number:		<u>HP-2011-001</u>		Heritage Permit Number: <u>HP-2011-001</u>	
Date Received:		<u>June 17, 2011</u>		Roll Number:	
<b>This Application is to:</b>		<input type="checkbox"/> Amend Designation Bylaw <input checked="" type="checkbox"/> Alter Heritage Attributes <input type="checkbox"/> Repeal of Designation Bylaw <input type="checkbox"/> Construct a Building in a Heritage District			
<b>Type of Building</b>		<input type="checkbox"/> Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional			
<b>Type of Heritage Designation</b>		<input type="checkbox"/> Part IV Designated Property <input type="checkbox"/> Part V Heritage Conservation District			
<b>Property Location</b>					
Building Number <u>190</u>		Street Name <u>St. David St. S.</u>		Unit No.	
Municipality <u>Fergus</u>		Province <u>ON</u>		Postal Code	
Tel. Number <u>N.A.</u>		Fax Number <u>N.A.</u>		Cell Number <u>N1M 2J6</u>	
E-Mail Address (optional)					
<b>Owner Information</b>					
(if a corporation or partnership, name of person applying on its behalf)					
Owners Last Name <u>Smith</u>		First Name <u>Michael</u>		Middle Initial	
Corporation or Partnership (if applicable)					
Building Number <u>6673</u>		Street Name <u>Wellington Rd. 16</u>		Unit No.	
Municipality <u>Centre Wellington</u>		Province <u>Ont</u>		Postal Code <u>N0B1N0</u>	
<b>Applicant Information</b>					
Applicant is: <input type="checkbox"/> The Owner: or <input checked="" type="checkbox"/> The Authorized agent of the Owner					
Last Name <u>Van Grootheest</u>		First Name <u>Pete</u>		Middle Initial	
Corporation or Partnership (if applicable)					
<u>Sheldon Creek Developments Inc.</u>					
Building Number <u>26</u>		Street Name <u>Robb Blvd.</u>		Unit No.	
Municipality <u>Orangeville</u>		Province <u>ON</u>		Postal Code <u>L9W 3L2</u>	
Tel. Number <u>519-943-0337</u>		Fax Number <u>519-943-0409</u>		Cell Number <u>519-820-4572</u>	
E-Mail Address (optional) <u>mail@sheldoncreek.com</u>					
<b>Builder Information</b>					
(if different from applicant)					
(if a corporation or partnership, name of person applying on its behalf)					
Last Name		First Name		Middle Initial	
Corporation or Partnership (if applicable)					
<u>same as applicant</u>					
Building Number		Street Name		Unit No.	
Municipality		Province		Postal Code	
Tel. Number		Fax Number		Cell Number	

**Nature and Purpose of Request for a Heritage Permit:**

Please provide a written description of the proposal including the conservation methods you plan to use. Provide such detail as materials to be used, measurements, paint colours, decorative details, whether any original building fabric is to be removed, replaced, etc. Use additional pages as required. Scale drawings showing the full scope of the work, including specifications and the elevation(s) to which the work is being done, are required. Enclose additional drawings, photos and/or other material necessary for a complete understanding of the proposed work.

The owner wishes to convert the existing building into a commercial retail location, along with an apartment on the second floor. In order to comply with the parking by-law, the pools will be removed/filled in, and parking and landscaped areas will be provided. The easterly section of the existing brick wall (which is part of the heritage designation) must be removed to provide a driveway access as shown on the attached plan and photo. The existing pier will be maintained, and repaired using reclaimed brick as necessary. The effect of this change will be minimal from the St. David St. perspective.

Attached Documents ☐ Description ☒ Drawings ☐ Specifications ☒ Photographs

Expected Start Date: Sept. 30 2011

Expected Completion Date: NOV. 2011

(Day/Month/Year)

(Day/Month/Year)

Have you made a Building Permit Application for this work?

☐ Yes

☒ No

**Declaration**

The undersigned acknowledges that all of the statements contained in documents filed in support of this application shall be deemed part of this application for all other purposes. The undersigned acknowledges that Council of the Township of Centre Wellington shall determine whether information submitted in this application is sufficient. The undersigned agrees that the proposed work shall be done in accordance with this application and understands that the approval of this application under the Ontario Heritage Act shall not waive of any of the provisions of any Bylaws of the Township of Centre Wellington or legislation including but not limited to the requirements of the Ontario Building Code Act. The undersigned acknowledges that in the event this application is approved, any departure from the conditions imposed by Council of the Township of Centre Wellington or from the plans and specifications approved by the Council of the Township of Centre Wellington is prohibited and could result in a fine being imposed as provided for under the Ontario Heritage Act.

I, the undersigned, (PRINT)

Michael Smith

, declare that the statements contained in this application are true.

Owner's Signature



Date

June 15/11

**Appeal Process****Part IV Designated Properties**

Where the Township Council refuse an application to alter the property or consents to such application upon certain terms and conditions, the owner may, within thirty days after the receipt of the notice of Council's decision, apply to the Council for a hearing before the Conservation Review Board. Where Township Council refuses consent to demolish or remove a building or structure on the property the decision of Council is final. The owner shall not demolish or remove the building or structure or do any work or cause or permit any work to be done to demolish or removal or the building or structure or any part or it, unless, the owner has obtained a Building Permit to erect new building on the site of the building or structure sought to be demolished or removed AND 180 days have elapsed from the date of the Council's decision to refuse the application.

**Part V Heritage Conservation District Properties**

Where the Township Council refuse an application to erect or alter the external portions of a building or structure or grants such permit with terms and conditions attached, the owner may appeal to the Ontario Municipal Board. The owner must give notice of appeal to the Ontario Municipal Board within 30 days the receipt of the notice that the Council is refusing the application or receives a permit with the terms and conditions attached. Where Township Council refuses an application for a Heritage Permit to demolish or Remove a building or structure the decision shall be final and binding. The owner shall not demolish or remove the building or structure or do any work or cause or permit any work to be done to demolish or removal or the building or structure or any part or it, unless, the owner has applied to the Council under Section 42 of the Ontario Heritage Act and been given a Heritage Permit to erect a new building on the site of the building or structure sought to be demolished or removed, AND 180 days have elapsed from the date of the Council's decision to refusing the application for the Heritage Permit.

Personal information contained in this form and schedules is collected under the authority of the Ontario Heritage Act, 1990, and will be used in the administration and enforcement of the Ontario Heritage Act, 1990. Questions about the collection of personal information may be addressed to:

- a) the Chief Building Official of the Township of Centre Wellington.

190 St. David St. S., Fergus (Beatty Pool)



Section of wall to be removed

View of Wall from corner of Bridge & St. David St.



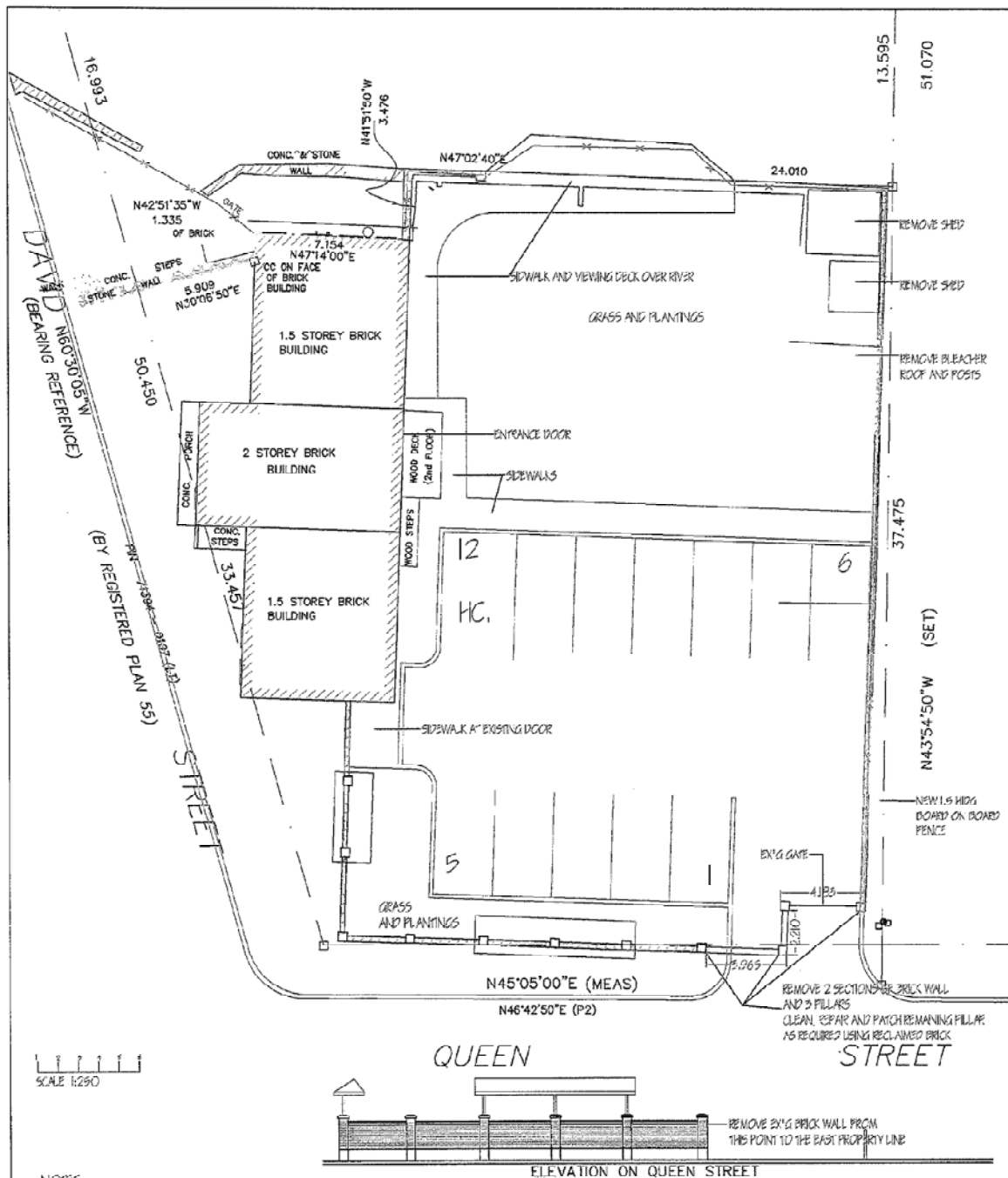
Section of wall to be removed

View of wall from opposite side of Queen St.



Section of wall to be removed

Close up view of section proposed to be removed.



#### NOTES:

1. THE EXTERIOR OF THE EXISTING BUILDING IS TO REMAIN AS IS IN ACCORDANCE WITH BY-LAW 2006-071 HERITAGE DESIGNATION
2. THE EXISTING SIGN TO BE REPLACED WITH A NEW SIGN. THE NEW SIGN IS TO MATCH THE EXISTING IN SHAPE.
3. REPLACE THE FRONT DOOR WITH A NEW DOOR, STYLE AND SHAPE TO MATCH EXISTING.
4. EXISTING BRICK WALL AND ROOFED AREAS TO REMAIN AS IS, EXCEPT AS SHOWN TO ALLOW FOR A DRIVEWAY ENTRANCE.
5. REMOVE THE CONCRETE SIDEWALKS OVER THE CRAWL SPACE.
6. DAMPROOF THE EXISTING BASEMENT WALL IN THE CRAWL SPACE.

7. FILL IN POOLS AS NEEDED TO RAISE GRADE
8. PROVIDE DRAINAGE FROM THE BOTTOM OF EACH POOL.
9. PROVIDE 1 HC PARKING SPOT AND 11 REG. SPOTS AS SHOWN.

PROJECT NORTH



190 ST. DAVID ST. S.  
FERGUS ONT  
FORMER BEATTY POOL BLDG  
PROPOSED SITE PLAN REVISION

DATE:

JUNE 2011

SCALE:

AS NOTED

DRN

VG

REVISIONS:

A1



**TOWNSHIP OF CENTRE WELLINGTON**

**BY-LAW NO. 2006-071**

Being a By-law to designate 190 St. David Street South (known as the Beatty Pool building) in the former Town of Fergus, to be of cultural heritage value or interest

**WHEREAS** on the advice of the Municipal Heritage Committee, Council has been advised to designate the property attached hereto to be of cultural heritage value or interest to the provisions of the *Ontario Heritage Act*, R.S.O. 1990, c.O.18;

**AND WHEREAS** the provisions of Section 29, Subsections (1), (2), (3) and (4) have been complied with and no objection has been received by the Municipality.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON HEREBY ENACTS AS FOLLOWS:**

1. The lands and premises described as 190 St. David Street South, Plan 55, Lot 6, Part Lot 7, N/S Queen Street East, (Formerly in Town of Fergus), now in Township of Centre Wellington are hereby designated to be a building of cultural heritage value or interest.
2. The reasons for the designation are as follows:

**Cultural Heritage Value or Interest:**

***Design or Physical Value***

This building, known as the Beatty Pool building, is a prominent local landmark built in 1930 as it is, at a key intersection on the Provincial highway. Constructed with a bold yellow brick, contrasting brown mortar, and a distinctive roofline, its unusual design signals its intended recreational usage. The building has been faithfully and carefully maintained by both Beatty Brothers, and later the Town of Fergus and the Township of Centre Wellington, in very close to its original condition.

Unusual features of the building exterior include the decorative parquet brick patterning on the face of the building, the unique (and original) arched entrance door, the unusual gambrel roof shape, and importantly, the brick wall that continues around the west and south sides of the property, complete with similar brick patterns and sections of roofed area that mimic the main building. The original wooden sign survives on the front of the building, standing perpendicular to the building face, and is an important signature for the building to passers-by on the highway. All of these unusual features signal that the building is special, and was designed for a unique, community purpose.

***Historical or Associative Value***

The building was constructed with great pride and with quality materials by employees from the Beatty Brothers factory—the dominant employer in town at that time, and when completed would have been an unusual luxury in a small town like Fergus. For many years, steam from the adjacent factory heated the water, allowing it to be used throughout the winter. It was built to meet a community need, after a drowning in the adjacent Grand River, and would have represented at the time a significant step in the development of the town. That the building has continued to serve its original purpose successfully for 75 years attests both to its being ahead of its time, and to the quality of its original plan and construction. One of the most important features of this building is that for 75 years, so very many people in central Wellington County would have associated it with summer, with fun, and with learning how to swim. It is a building filled with memories.

### **Contextual Value**

The building is a local landmark, and one that is probably well known even to those who have only passed through Fergus on the provincial highway, for the past 75 years. Importantly, it remains directly across the highway from what was the Beatty Brothers factory—the source of the financing and manpower used to construct the swimming pool building. The Beatty Brothers factory, though no longer used for manufacturing, looks much as it did when the swimming pool was constructed, and has itself been recommended for designation by Heritage Centre Wellington. The other two buildings on the remaining corner of Queen and St. David streets are also heritage buildings, and have already been designated.

### **What is to be Protected by Designation**


- All exterior brick work on the building shell, and the attached wall that surrounds part of the property.
  - The original, arched front door.
  - The distinctive roof line.
  - The wooden sign mounted on the façade of the building, though a reproduction would be acceptable.
3. This By-law shall be registered against the title of the lands described as 190 St. David St. South, Plan 55, Lot 6, Part Lot 7, N/S Queen Street East, (formerly in Town of Fergus), now in Township of Centre Wellington.
4. This By-law shall come into force and take effect upon its final passing.


**READ A FIRST AND SECOND TIME** this 5<sup>th</sup> day of June, 2006.

  
Head of Council — Russ Spicer

  
Clerk — Marion Morris

**READ A THIRD TIME AND PASSED** this 5<sup>th</sup> day of June, 2006.

  
Head of Council — Russ Spicer

  
Clerk — Marion Morris



**TOWNSHIP OF CENTRE WELLINGTON  
Heritage Centre Wellington  
MINUTES**

**Veteran's Hall, 1 MacDonald Square, Elora  
Tuesday, April 26<sup>th</sup>, 2011  
2:00 p.m.**

**MEMBERS PRESENT:** K. Baranski, K. Linton, D. Fraser, E. Smith, D. Beynon,  
G. Chalmers, S. Wright, B. Foster, L. Lonsdale

**OTHERS:**

**REGRETS:** N. Brown

**CALL TO ORDER** 2:05 p.m.

**DISCLOSURE OF PECUNIARY INTEREST** - None declared.

**MINUTES** – March 29<sup>th</sup>, 2011

The minutes of the meeting of March 29<sup>th</sup>, 2011, were accepted as circulated.

**DELEGATIONS:** None

**ACTION ITEMS/NEW BUSINESS:**

**Bridges:** Kathy gave an overview of the situation on bridges that are slated for replacement. She noted that there are 10 Bowstring bridges left in our township and that, according to Ken Elder, the main reason for replacing these bridges is to provide adequate access for farm machinery. Kathy further advised that the only one that they can consider saving is the one near Portage.

Discussion ensued regarding current standards for bridges and the cost to save vs. replacement.

Dave noted the Eden Mills bridge replacement several years ago and suggested that they be approached to ask what safety standards etc. they used to construct a sympathetic replacement.

What do do? Possibly recommend designation and maintenance of one good example of this type of bridge such as the Irvine Street bridge.

Don wondered whether there is any validity in closing some of these roads/bridges? A plaque for replacement of each bridge was suggested and the committee agreed to pursue designation of the Irvine Street bridge.

Councillor Linton suggested a letter be sent to Ken regarding the interest and concerns of Heritage Centre Wellington on the replacement of heritage interest bridges and he volunteered to draft this letter.

**Sub-committees:**

Evaluation/Assessment – combined

Don Fraser/Eleanor Smith

Nick Brown

Steve Wright

Dave Beynon

Education/Public Relations

Kelly Linton

Graeme Chalmers

Municipal Register

Don/Eleanor/Bob/Kathy/Linda

**Heritage Community Recognition Program**

The committee agreed to submit a nomination for Raoul Robinson under the Heritage Community Recognition Program. The Chair and Secretary are to complete this with assistance from Don Fraser and Eleanor Smith.

**Neighbourwoods**

Kathy advised that Toni Ellis has approached her regarding partnering with them with respect to a Heritage Tree Program by-law that they are proposing.

A response was suggested to the group that their work is important and that Heritage CW commends their initiative, however, since it is not under legislation of the Ontario Heritage Act and not part of this committee's mandate, that a partnering is not possible. It was further suggested that the group consider the stand of trees in Victoria Park in Fergus (planted by the first High School class).

**2011 Budget & Conference Registration**

It was agreed that since there is \$1,500.00 in the 2011 Heritage CW budget for conferences that three (3) people be registered for the CHO conference at a cost of \$250.00 each (Kathy/Don/Eleanor to attend).

**COMMITTEE REPORTS:**

**Sub-Committee Reports**

**Public Relations**

**BT Corner**

Dave advised that the four (4) benches have been installed; however, that another concrete pad is needed for the fifth bench and the bike rack.

Bob suggested Keith's Contracting to do the job.

Dave will come in to talk with Bob on getting the go ahead.

Donation medallions are to be made of aluminum at a cost of \$31.00 each. Five are to be done to commemorate the bench donors and another five will be done with the BT Logo to go on the opposite side of each bench.

Dave also noted that he is close to having the final text and interpretive panels ready for manufacture very soon with cost anticipated around \$4,500. He showed members the proposed text and layouts. \$4,500.00

Bob cautioned that the Capital budget should be reviewed to ensure that there are funds left to cover these expenses.

**Home Show**

Wed.: Kathy, Graeme

Thurs: Dave, Graeme

Friday: Don/Eleanor – Dave to help with take down.

**Heritage Register**

The sub-committee will set a meeting date as soon as possible to review the work to date and what needs to be done next.

**Other**

**Ministry Workshop:**

Graeme reported that it was very worthwhile; well organized; and helped him to understand what MHC's are & are not.

**UNFINISHED BUSINESS**

Little Folks/Walser building – consider designation. – Bob suggested that an assessment should be done.

Fergus plaque in front of Library requires some tlc to clean it up.

**INFORMATION**

**Communications**

Discussion regarding Vic. Cres. HCD – Don/Eleanor to stay in touch with Brett.

Brownfields initiative – Bob advised of this new initiative through the Economic Development and Planning Departments.

**Next Meeting**

The next meeting is scheduled for **Tuesday, May 24<sup>th</sup>, 2011**, at 2:00 p.m. in Veteran's Hall.

**Adjournment**

The meeting adjourned at 3:45 p.m.



**TOWNSHIP OF CENTRE WELLINGTON  
Heritage Centre Wellington  
MINUTES**

**Veteran's Hall, 1 MacDonald Square, Elora  
Tuesday, May 24<sup>th</sup>, 2011  
2:00 p.m.**

**MEMBERS PRESENT:** K. Baranski, K. Linton, D. Fraser, E. Smith,  
N. Brown, B. Foster, S. Wright

**OTHERS:** Nancy Serafini

**REGRETS:** D. Beynon, G. Chalmers, L. Lonsdale

**CALL TO ORDER**

Bob Foster called the meeting to order at 2:00 p.m.

**DELEGATIONS:** None

**DISCLOSURE OF PECUNIARY INTEREST** - None declared.

**MINUTES** – Minutes of the Meeting of April 26<sup>th</sup>, 2011

The minutes of the meeting of April 26<sup>th</sup>, 2011, were accepted as circulated.

**COMMITTEE REPORTS:**  
**Sub-Committee Reports**

**Other**

**Bridges** – The Committee started with bridges as Councillor Linton had to leave the meeting early.

Kelly Linton stated that the sub-committee was working with Ken Elder, Public Works, to find a bow string bridge to designate. The Irvine St. bridge is a prime candidate to be designated.

There will be a follow up by email or letter to Ken.

**Heritage Register**

Bob Foster reported that they are moving forward with the registry. A draft list has been created but not finalized yet.

The first 3 phases of the process have been done to date. 1) The current inventory 2) Looking at what should be on the inventory list 3) and the Public Open House in August.

A presentation will be made to Council for the Municipal Registry.

### **BT Corner**

The Chair, Kathy Baranski advised that Dave Beynon, Sub-committee Chair was not present however Kathy did state that the plaques were ordered for the benches

### **Public Relations**

The Fergus Lion's Home show was successful and positive feedback was received.

Kelly reported that he and Graeme met as the Education & Public Relations Sub-committee and came up with the idea of creating a three minute "YouTube" style video to promote and focus on readaptive use of Heritage buildings, Heritage features, the Mill being redeveloped and include interviews.

Kelly asked the Committee what the next step is to go to the next level and would work on a cost for the video.

### **Assessments**

The Irvine St. Bridge as mentioned is a good candidate for designation.

### **ACTION ITEMS/NEW BUSINESS:**

Kathy advised that Doors Open will be held on June 25<sup>th</sup> and that volunteers are needed.

A Heritage Summer Student has been hired and will start the beginning of June to work on the register for presentation to Council.

Neighbourwoods is asking for the tallest tree nominations, the largest circumference and the best story about the property where the tree is located. Judges are needed for The Great Tree Hunt.

Nick Brown suggested that a points system be used for how it relates to Heritage i.e.: 60% relates to Heritage significance.

Steve Wright offered that an English teacher or Librarian proofs the story and then suggest to the Heritage Committee for Heritage content.

Nick Brown will help with this.

Kathy is going to request a motion from Council for the Lifetime Achievement Award

### **UNFINISHED BUSINESS**

Kathy stated the Budget will be handed out at the next meeting since Linda was absent.

### **INFORMATION**

#### **Communications**

Nothing to report

### **Next Meeting**

The next meeting is scheduled for **Tuesday, June 28<sup>th</sup>, 2011**, at 2:00 p.m. in Veteran's Hall.

### **Adjournment**

The meeting adjourned at 3:25 p.m.



**TOWNSHIP OF CENTRE WELLINGTON  
Heritage Centre Wellington  
MINUTES**

**Veteran's Hall, 1 MacDonald Square, Elora  
Tuesday, June 28<sup>th</sup>, 2011  
2:00 p.m.**

**MEMBERS PRESENT:** K. Baranski, K. Linton, D. Beynon, G. Chalmers,  
S. Wright, B. Foster, L. Lonsdale

**OTHERS:** Pete Van Grootheest, Bob Jackson, Bev Cairns

**REGRETS:** N. Brown, D. Fraser, E. Smith

**CALL TO ORDER** 2:00 p.m.

**DISCLOSURE OF PECUNIARY INTEREST** - None declared.

**MINUTES** – May 24<sup>th</sup>, 2011

The minutes of the meeting of May 24<sup>th</sup>, 2011, were accepted as circulated.

**DELEGATIONS:** Mr. Pete Van Grootheest of Sheldon Creek Developments Inc.

**ACTION ITEMS/NEW BUSINESS:**

**HP-2011-001 – 190 St. David St. South**

Mr. Pete Van Grootheest was present to answer any questions regarding the Heritage Permit Application to remove a portion of the brick wall in order to provide driveway access to parking. The brick wall surrounding the property is identified as a feature to be protected by the designation by-law No. 2006-071.

Committee members agreed that the request is minor in nature. The only concern raised was the distance of the entrance from the intersection. The entrance as proposed is currently as far away from the intersection as possible.



Mr. Van Grootheest stated that some maintenance work will be done but no other work at this time that would require heritage approvals. He noted that they wanted to get heritage approval for removal of the section of wall prior to proceeding with the site plan process.

***Heritage Centre Wellington recommends approval of Heritage Permit Application No. HP-2011-001 for removal of one section of the perimeter brick wall on the property known as 190 St. David St. South, Fergus.***

#### **COMMITTEE REPORTS:**

##### **Sub-Committee Reports**

##### **Doors Open/BT Corner**

Dave advised of positive comments received from the public at the Doors Open event on Saturday. The park had approximately 45 visitors. Volunteers for the day included Kathy, Linda, Dave, Nick and the student, Christie. Dave noted that the donation plaques for the benches should be ready around July 1<sup>st</sup> and that the text for the interpretive panels is now done. He will meet with Stasia next week to finalize and place the order.

##### **Heritage Register**

The secretary circulated to members by email a draft letter to owners of property being considered to add to the Municipal Register along with submission requirements and an application to remove/correct a listed property.

Kathy gave an overview of the process to date and the proposed timeline.

Bob advised that letter and information needs to go to Council first so that the purpose of sending the letter to Council first and advising of the proposed Open House to give them the info prior to release.

##### **Public Relations/Education**

Graeme Chalmers and Councillor Linton gave a report regarding a concept to create a promo video in a "You Tube" type format.

Phase I – showing good stewardship of old buildings

Phase II – showing bad stewardship – lost buildings (i.e. Royal Bank, Drill shed)

Cost may be approximately \$1,000.00 to produce. This is something that can be attached to our website."

Graeme suggested some style sheets to use for hand-outs to educate regarding the different building styles – "The Ontario Cottage"

##### **Evaluation/Assessment**

Still to pursue: Templin Gardens, Irvine bridge, Walser building

##### **Other**

The CHO conference was attended by Kathy, Don and Eleanor in Coburg, Ontario at the beginning of June. Don & Eleanor submitted a written report on the conference. Kathy gave a verbal report on the conference.

**Victoria Cres. HCD**

Kathy advised that she contacted Brett Salmon for update on progress with the Victoria Cres. HCD; however, he indicated that he had not had time. She will continue to request updates from Brett prior to every meeting.

**Neighbourwoods**

Kathy noted that any stories submitted do not have to be grammatically correct. Steve & Dave volunteered to review/judge any stories that may be submitted.

**UNFINISHED BUSINESS**

**INFORMATION**

**Communications**

**Next Meeting**

The next meeting is scheduled for **Tuesday, July 26<sup>th</sup>, 2011**, at 2:00 p.m. in Veteran's Hall.

The secretary requested that members advise on their availability for the July meeting as soon as possible to determine whether a quorum may be achieved.

Graeme is available.

Councillor Linton is not available.

Don & Eleanor will not be available.

**Adjournment**

The meeting adjourned at 3:00 p.m.

## Report To Council

File No. Council Report

To: To: Committee of the Whole  
From: Bob Foster, CBCO, Chief Building Official  
Department: Building & Development Services  
Date: 03-Aug-11  
Subject: **July 2011 Monthly Building Activity Report**

### **Recommendation:**

That Council of the Township of Centre Wellington accept the July 2011 Building Activity Report for information.

### **Summary Report**

The following tables summarize the July 2011 year to date Building Construction Activity in the Township of Centre Wellington.

#### **Number of Permits by permit type**

	Permit Type	July 2011	July 2010	Year To Date 2011	Year To Date 2010
1	Accessory Apartment	5	5	9	14
2	Agricultural	5	4	20	19
3	Building	0	0	0	0
4	Change of Use	0	1	1	1
5	Commercial	3	3	25	20
6	Demolition	1	0	7	4
7	Garage and Carport	0	1	0	4
8	Garden Suite/Farm Help	0	0	0	0
9	Industrial	2	0	4	2
10	Institutional	0	1	6	3
11	Material Change	0	0	0	0
12	Plumbing	3	0	7	21
13	Pool Above Ground	4	1	7	5
14	Pool In ground	2	2	7	9
15	Pool On Ground	3	0	4	1
16	Recreational/Trailers	7	3	11	20
17	Residential	2	8	39	46
18	Residential Misc	33	33	132	155
19	Septic	3	2	13	13
20	Sign	13	8	84	33
21	Site Alteration	0	1	1	2
22	Special Occasion	4	2	7	9
23	Transfer of Ownership	0	0	0	0
24	Use of Equivalent	0	0	0	0
	<b>Total</b>	<b>90</b>	<b>75</b>	<b>384</b>	<b>381</b>

#### **Notes to Table**

- 1 - Miscellaneous Residential includes residential additions, renovations, decks, accessory buildings, etc.
- 2 - Plumbing Permits are issued for plumbing work which does not involve any other construction.
- 3 - 39 Residential Units have been created to date.

## Total Construction Value by permit type

	Permit Type	July 2011	July 2010	Year To Date 2011	Year To Date 2010
1	Accessory Apartment	\$111,000.00	\$95,000.00	\$168,000.00	\$331,500.00
2	Agricultural	\$228,000.00	\$195,000.00	\$2,621,000.00	\$2,324,350.00
3	Building	\$0.00	\$0.00	\$0.00	\$0.00
4	Change of Use	\$0.00	\$2,000.00	\$1,000.00	\$2,000.00
5	Commercial	\$368,000.00	\$128,800.00	\$9,717,500.00	\$2,855,234.00
6	Demolition	\$5,000.00	\$0.00	\$205,000.00	\$24,500.00
7	Garage and Carport	\$0.00	\$15,000.00	\$0.00	\$113,500.00
8	Garden Suite/Farm Help	\$0.00	\$0.00	\$0.00	\$0.00
9	Industrial	\$177,000.00	\$0.00	\$399,100.00	\$255,000.00
10	Institutional	\$0.00	\$70,000.00	\$1,292,800.00	\$5,120,000.00
11	Material Change	\$0.00	\$0.00	\$0.00	\$0.00
12	Plumbing	\$10,000.00	\$0.00	\$65,537.00	\$250,800.00
13	Pool Above Ground	\$14,300.00	\$7,500.00	\$25,800.00	\$49,500.00
14	Pool In ground	\$75,000.00	\$65,000.00	\$304,000.00	\$315,000.00
15	Pool On Ground	\$53,000.00	\$0.00	\$73,000.00	\$10,000.00
16	Recreational/Trailers	\$172,000.00	\$21,000.00	\$236,000.00	\$525,500.00
17	Residential	\$990,000.00	\$1,977,200.00	\$10,923,700.00	\$17,126,618.00
18	Residential Misc	\$1,291,488.01	\$907,208.00	\$3,607,528.01	\$2,315,923.00
19	Septic	\$51,000.00	\$22,500.00	\$181,200.00	\$185,500.00
20	Sign	\$30,865.00	\$15,400.00	\$119,355.00	\$112,800.00
21	Site Alteration	\$0.00	\$32,000.00	\$115,000.00	\$882,000.00
22	Special Occasion	\$15,500.00	\$9,000.00	\$22,500.00	\$31,000.00
23	Transfer of Ownership	\$0.00	\$0.00	\$0.00	\$0.00
24	Use of Equivalent	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total</b>	<b>\$3,592,153.01</b>	<b>\$3,562,608.00</b>	<b>\$30,078,020.01</b>	<b>\$32,830,725.00</b>

Notes to Table

1 - Miscellaneous Residential includes residential additions, renovations, decks, accessory buildings, etc.

## YTD Summary of ICI Construction (Total Square Feet)

	Permit Type	New	Additions	Renovation	Total
1	Commercial	95594.29	0	41721.46	137315.75
2	Industrial	0	2464	5719	8183
3	Institutional	0	0	9147.71	9147.71

ICI Construction includes Tenant Finishes for the New Source Store and Reconstruction of Damaged Storage Bldg.

Trusting the forgoing information to be of assistance

Respectfully submitted

Bob Foster CBCO  
Chief Building Official

COMMITTEE OF THE WHOLE/COUNCIL TRACKING LIST				
Meeting date	Subject for Action	Assigned Department	Requested/Anticipated Response Date	Comments
July 14, 2008	Report re downtown parking strategy	EcoDev/Subcommittee		
March 15, 2010	Greenlands Landscape Analysis	Planning		staff to review document and report back to Committee
May 10, 2010 and August 23, 2010	Fair Trade Town	Economic Dev		Deferred for additional information
June 14, 2010	Community Improvement Plan	Economic Dev		
April 11, 2010	Janet Morton Community Art Project	CAO		Additional Information Required
June 13, 2011	Downtown Revitalization			Item added at request of Council
June 13, 2011	Termite Monitoring Program	Building		Item added at request of Council