



Corporation of the County of Wellington

Planning Committee

Minutes

November 9, 2023
County Administration Centre
Keith Room

Present: Warden Andy Lennox
Councillor James Seeley (Chair)
Councillor Mary Lloyd
Councillor Michael Dehn

Regrets: Councillor Shawn Watters

Also Present: Councillor Diane Ballantyne
Councillor Matthew Bulmer
Councillor Gregg Davidson

Staff: Jennifer Adams, County Clerk
Ken DeHart, County Treasurer
Meagan Ferris, Manager of Planning and Environment
Curtis Marshall, Manager of Development Planning
Jackie Lee Macchiusi, Capital Budget and Accounting Manager
Jameson Pickard, Senior Policy Planner
Zachary Prince, Senior Planner, Development
Jessica Rahim, Senior Planner
Aldo Salis, Director, Planning and Development
Scott Wilson, CAO

1. Call to Order

At 10:38 am, the Chair called the meeting to order.

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Planning Financial Statements as of October 31, 2023

1/9/23

Moved by: Warden Lennox

Seconded by: Councillor Dehn

That the Planning Financial Statements as of October 31, 2023 be received for information.

Carried

4. Planning 2024 User Fees and Charges

2/9/23

Moved by: Councillor Lloyd

Seconded by: Councillor Dehn

That the 2024 User Fees and Charges for Planning be approved.

Carried

5. Planning 2024-2033 Preliminary Ten-Year Plan

3/9/23

Moved by: Councillor Dehn

Seconded by: Warden Lennox

That the preliminary 2024-2033 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 Ten-Year Plan.

That the motion be amended to add the following sentence.

4/9/23

Moved by: Councillor Lloyd

Seconded by: Warden Lennox

That the Planning Revenues be increased by 4% over 2023 budget.

Carried

The main motion 3/9/23, as amended, carried.

6. Broadcast Intrusive Alert Ready Standard Operating Procedure (SOP) Update

5/9/23

Moved by: Warden Lennox

Seconded by: Councillor Dehn

That the Broadcast Intrusive Alert Ready SOP and Draft Messaging Update Report be received for information; and

That the County Community Emergency Management Coordinator (CEMC) or alternate be authorized to issue a broadcast intrusive alert on behalf of the County or its member municipalities if the appropriate criteria outlined by the Government of Ontario is met.

Carried

7. County Trails - Accessibility Review

6/9/23

Moved by: Councillor Lloyd

Seconded by: Councillor Dehn

That the County Trails Accessibility Review report be received for information; and

That the County Trails Accessibility Review be forwarded to the County's Accessibility Advisory Committee.

Carried

8. Bill 136 - Greenbelt Statute Law Amendment Act, 2023

7/9/23

Moved by: Councillor Lloyd

Seconded by: Councillor Dehn

That the report Bill 136 – Greenbelt Statute Law Amendment Act, 2023 be received for information; and

That staff be directed to file this report in response to ERO# 019-7739 posting by the Ministry of Municipal Affairs and Housing which seeks input on proposed legislation to return lands to the Greenbelt; and

That the Clerk forward the report to member municipalities in Wellington County.

Carried

9. County Official Plan Review - Provincial Reversal of OPA 119 Modifications

8/9/23

Moved by: Councillor Lloyd

Seconded by: Councillor Dehn

That the County Official Plan Review – Provincial Reversal of OPA 119 Modifications report be received for information; and

That the report be circulated to Member Municipalities so that they have the report to assist if responding to the Ministry under separate cover; and

That staff work with the Province to recover municipal costs.

Carried

10. County Official Plan Review - Progress Report 10

9/9/23

Moved by: Councillor Dehn

Seconded by: Councillor Lloyd

That the County Official Plan Review – Progress Report #10 be received for information; and

That the County Clerk forward the report to Member Municipalities; and

That staff make any necessary changes to draft Official Plan Amendment 123 to implement the reversal of Provincial modifications to Official Plan Amendment 119 (once approved by the Ministry) and to respond to the changing Provincial policy environment.

Carried

11. Adjournment

At 11:50 am, the Chair adjourned the meeting until January 11, 2024 or at the call of the Chair.

James Seeley
Chair
Planning Committee



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Ken DeHart, County Treasurer
Date: Thursday, November 9, 2023
Subject: **Preliminary 2024-2033 Ten-Year Plan: Planning Department**

Background:

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 ten-year plan will be considered by the Administration, Finance and Human Resources Committee on November 21, 2023, and the forecast will be updated at the time the budget is approved early in the new year.

Major Operating Budget Impacts

Staff are in the process of compiling the detailed 2024 operating budgets for each department. Major items expected to be reflected in the 2024 Planning Operating Budget include the following:

Planning

- Staffing changes include:
 - The addition of a co-op student to assist with various tasks within the Planning Department
 - Annualization of positions added in 2023 including the Energy Data and Engagement Assistant under Climate Change and the Forestry Sustainability Officer
 - The Sustainability Programme Assistant position that was split between Climate Change and Economic Development (Smart Cities) will move to be fully under Economic Development beginning in 2024 resulting in a decrease of \$50,500

Climate Change

Climate Change operating includes an allocation for ongoing maintenance costs in relation to the Energy Management software that will be implemented in 2023 (\$29,000).

Source Water Protection

The transfer payment line has been increased by \$80,000 to provide additional funding towards Source Water Protection in 2024. The proposed funding change includes work towards stream flow monitoring of the Eramosa River, additional support of the Waterloo Wellington Children's Groundwater Festival, well analysis, and the annualization of the Coordinator position.

Green Legacy:

- There are no major operating impacts within Green Legacy identified in the 10-year forecast

Community Emergency Management:

- Included in the budget is an amount for the Rural Green Sign replacement project endorsed by Council in October (\$7,500)

The detailed 2024 operating budget and revised ten-year plan will be presented to the Committee in January. Attached to the report is the current proposed ten-year operating and capital budgets for the Planning Department.

Capital Budget Forecast

In accordance with the Budget Management 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. Where applicable, capital budgets are presented as inflated by 10% for 2024, 5% for 2025 and 3.5% for 2026-2033. The inflation factor for 2024 represents the current non-residential building construction price index. It is anticipated that inflation will return to historical levels and the future forecast reflects this expectation. Highlights of the capital forecast are as follows:

Planning:

- Capital spending includes additional budget to the existing Official Plan / MCR Update project that primarily covers the Municipal Comprehensive Review (MCR) component of the project. Additional Official Plan updates include conformity/consistency with the Greenbelt Plan (2017), the Provincial Policy Statement (2020), and changes related to Source Water Protection Plans in Wellington County. Updates to the Official Plan are included in 2025. An Economic Development Area Study is included in 2024 to identify areas for future employment and other uses in Puslinch. This study will address transportation, servicing, agriculture, and the environment. These initiatives are primarily funded from development charges.
- Climate Change Initiatives projects as identified in the Corporate Climate Change Mitigation Plan are included in the forecast. Corporate items reflected in this budget total \$2.0 million and are funded through a mix of subsidies and the Climate Change Mitigation Reserve.
Note: subsidies are included in this forecast; however, no grant funding is secure at this time. Staff will evaluate project feasibility, as grant application results are communicated.

Climate change initiatives affecting other departments are summarized below and are budgeted within departmental budgets.

Department	Project	Year	Cost	Incremental Cost
Social Housing	GHG Initiatives	2024 - 2033	2,500,000	2,500,000
Roads	Pickup Truck EV Replacements	2024, 2027	1,070,000	265,000
Solid Waste Services	Pickup Truck EV Replacements	2025-2032	1,080,000	290,000
Property	Pickup Truck & Van EV Replacements	2025, 2031, 2032	685,000	170,000
Green Legacy	Pickup Truck & Van EV Replacements	2028, 2030,2031	415,000	100,000
CAO and Clerks	IT Van EV Replacement	2025, 2030	230,000	55,000
Library Services	Van EV Replacement	2030	105,000	30,000
Emergency Management	Pickup Truck EV Replacement	2028	95,000	20,000
Total			\$6,280,000	\$3,430,000

Green Legacy:

- End of lifecycle vehicle and equipment replacements are included throughout the forecast for a total of \$800,000.

Community Emergency Management:

- The Emergency Management capital forecast includes paging site battery replacements in 2026, a vehicle replacement and the Emergency Management Portable and Mobile Radios replacement in 2028, and funding for the generator replacement programme in 2028.

Recommendation:

That the preliminary 2024-2033 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 Ten-Year Plan.

Respectfully submitted,



Ken DeHart, CPA, CGA
County Treasurer



COUNTY OF WELLINGTON

Committee Report

To: Chair and Members of the [Choose an item.](#)
From: Hurania Melgar, Emergency Manager CEMC
Date: Thursday, November 09, 2023
Subject: **Broadcast Intrusive Alert Ready SOP and Draft Messaging Update Report**

Background:

Alert Ready is Canada's emergency alerting system. Alert Ready delivers critical and potentially life-saving alerts to Canadians through television, radio and LTE-connected and compatible wireless devices. In Ontario, The Provincial Emergency Operations Centre (PEOC) through the 24/7 Duty Officer manages the system that allows municipalities to send out emergency alerts to the public. Environment and Climate Change Canada are responsible for (most) weather related alerts, and the OPP handles public safety alerts.

While this system is critical, the option to send out notification through wireless devices was only introduced in 2018. The Government of Ontario has developed specific requirements that need to be met in order to send out an alert. The emergency must be on their list of hazards, and there are technical specifications that apply to the emergency message. For wireless devices, the message must be in English and French, and total the message must not exceed 600 characters (including spaces). For television and radio, the message must be in English and French and total the message must not exceed 900 characters (including spaces).

The County of Wellington Emergency Management has developed a Standard Operating Procedure (SOP) for authorized requesting officials to issue, update and/or cancel a Broadcast Intrusive alert for the County and its member municipalities. We have developed draft messaging for the most likely emergencies that would require the use of this system. County Emergency Management is leading the Province in the creation of this SOP and draft messaging. Perth County also has an SOP in the works. We are working with the County Communications Division to have the messages translated into French. The SOP and emergency draft emergency messages were developed in 2022 in collaboration with key partners in the County including; OPP, Guelph-Wellington Paramedic Services, local Fire departments, conservation authorities and Wellington-Dufferin-Guelph Public Health.

The creation of the SOP and draft messages in both official languages will allow the County Emergency Management to be as prepared as possible if, and when, an emergency occurs.

The SOP clearly outlines that the responsibility for issuing a broadcast intrusive alert lies with the County Community Emergency Management Coordinator (CEMC) or alternate. There is clear criteria for issuing an alert and clear guidelines of direct communication with the affected municipality's CAO and/or Mayor for confirmation.

An alert can only be issued if it meets all three of the following criteria:

- A confirmed incident (through municipal, ministry or other officials).
- There is an immediate or imminent threat to life, or a serious threat to public health, safety and security, or substantial damage to property; and
- An immediate broadcast with a call to action may help reduce the potential threat to life, public safety, security, or damage to property.

If the current situation does not meet the 3 criteria above, then a broadcast intrusive alert cannot be issued at that time.

The draft messaging has been created for the following potential emergency situations:

- 9-1-1 Outage
- Shelter-in-place
- Evacuation
- Do Not Drink Water Advisory
- Winter Weather*

*Winter Weather is not currently approved as a hazard that could require a Broadcast Intrusive alert, it is being reviewed by Senior Officials Responsible for Emergency Management (SOREM) a Federal/Provincial/Territorial body that works to harmonize and improve emergency practices across the country.

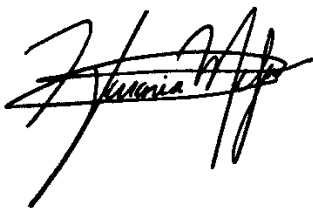
Recommendation:

That the Broadcast Intrusive Alert Ready SOP and Draft Messaging Update Report be received for information;


and

That the County Community Emergency Management Coordinator (CEMC) or alternate be authorized to issue a broadcast intrusive alert on behalf of the County or its member municipalities if the appropriate criteria outlined by the Government of Ontario is met.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Hurania Melgar', with a horizontal line drawn across it.

Hurania Melgar
Emergency Manager/CEMC

Broadcast Intrusive Alerts	
	<p>County of Wellington Emergency Management Division Standard Operating Procedure</p>
Title: Issuing, updating, and cancelling a Broadcast Intrusive alert	
Number:	Category: Planning
Issue Date:	Revised Date: November 2, 2023
Prepared by: Nathan Latulippe <div style="border: 1px solid black; height: 40px; width: 100%; display: flex; align-items: center; justify-content: center;"> X </div> <div style="border-top: 1px solid black; margin-top: 5px;">Prepared By</div>	Approved by: Hurania Melgar <div style="border: 1px solid black; height: 40px; width: 100%; display: flex; align-items: center; justify-content: center;"> X </div> <div style="border-top: 1px solid black; margin-top: 5px;">Emergency Manager Signature</div>
Related SOP's: N/A	

1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to define the process for authorized requesting officials to issue, update and cancel a Broadcast Intrusive alert for the County of Wellington and its member municipalities. This document acts as a guide to ensure authorized personnel follow the proper process and procedures when issuing, updating, and cancelling an alert.

A Broadcast Intrusive alert, commonly referred to as an emergency alert, is a message designed to deliver critical and potentially life-saving emergency information to Canadians in both official languages. Broadcast Intrusive alerts are distributed on radio, TV, and compatible LTE wireless devices to ensure that Ontarians have information they need in emergencies. Broadcast Intrusive alerts will interrupt all/any TV and radio programs being broadcast at the time, including people using a wireless compatible device who are in or entering the area of concern. This alert will provide the public with information on the situation, background information, the areas affected, protective actions to take, and directions for more information.

2.0 SCOPE

The procedures in this document pertain to authorized alerting issuers however, it may be used by partner municipalities and agencies to facilitate operational understanding.

3.0 ACRONYMS

EMD	Emergency Management Division
EOC	Emergency Operations Centre
ERP	Emergency Response Plan
HAM	Hazard Advisory Message
OPP	Ontario Provincial Police
MECG	Municipal Emergency Control Group
PEOC	Provincial Emergency Operations Centre
SOP	Standard Operating Procedure
BI	Broadcast Intrusive
CAO	Chief Administrative Officer
CEMC	Community Emergency Management Coordinator
PEOC DO	Provincial Emergency Operations Centre Duty Officer
MEMC	Municipal Emergency Management Coordinator
FO	Field Officer

4.0 GENERAL

At times an emergency may occur that causes a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property; and will require information and alerts to be shared with the public to protect their health and safety.

When issuing, updating, or cancelling a BI alert, it is crucial for the authorized requesting official to follow a specific process with a set of procedures to ensure all relevant information is being shared in a timely and effective manner to protect the health and safety of the public. If there are any questions during the process, please contact the Provincial Emergency Operations Centre (PEOC) Duty Officer (DO) as the PEOC maintains the subject matter expertise for alert Ready alerts in Ontario. For more information otherwise go to www.alertready.ca for more information.

5.0 AUTHORIZED REQUESTING OFFICIALS

For the County of Wellington and member municipalities, according to Emergency Management Ontario (EMO), authorized requesting officials that can request BI alerts through the PEOC include the Community Emergency Management Coordinator (CEMC) and Alternates, Mayors, Ministry Emergency Management Coordinator (MEMC) and Alternates, or senior government official (e.g., Chief Administrative Officer (CAO)).

For the County of Wellington and member municipalities the CEMC/alternates will be the primary authorized requesting official. If an authorized requesting official that is not the CEMC or alternate intends to issue an alert the authorized requesting official should contact the CEMC/Alternate to confirm that a BI alert should be issued. The CEMC will be the primary point of contact for the PEOC DO to verify the alert authenticity.

Authorized officials will specify the type of alert (e.g., evacuation, do not drink) including the content of the message. They will specify why and when the alert should be sent, the geographical areas covered by the alert and when the alert should end

The County of Wellington authorized requesting official can issue alerts for any of the premade templates or any of the alert types listed in Annex C. The OPP is responsible for Amber alerts and policing alerts; and Environment and Climate Change Canada is responsible for tornados, severe thunderstorms, and extreme weather events.

6.0 CRITERIA FOR ISSUING A BI ALERT

In order to issue a BI alert, the current situation must meet all 3 criteria:

- A confirmed incident (through municipal, ministry or other officials).
- There is an immediate or imminent threat to life, or a serious threat to public health, safety and security, or substantial damage to property; and
- An immediate broadcast with a call to action may help reduce the potential threat to life, public safety, security, or damage to property.

If the current situation does not meet the 3 criteria above, then a BI alert cannot be issued at that time.

7.0 CONTENT REQUIREMENTS OF A BI ALERT

When creating a BI alert, the alert must follow the requirements listed below.

7.1 Character amount

- Wireless text (600 characters total for both languages combined)
- Broadcast such as T.V. and radio (900 characters each individual language)

7.2 Languages

When issuing a broadcast alert, the alert must be translated in both English and French to ensure majority of the population is able to understand the alert being issued. The requestor is responsible for providing both French and English text to the PEOC DO at the time of the request. If the PEOC DO is required to get the message translated, there will be a delay in issuing the French message.

7.3 Information

When issuing a broadcast alert, the alert must contain the following information.

- Issuer - Who is issuing the alert.
- Situation - Description of the current situation.
- Background Information – Relevant background information of the situation.

- Area Affected – The area being affected by the current hazard/threat.
- Actions to take – Specific actions the public should take to protect their health and safety/property.
- Directions for more information –Instructions for where the public can get more information about the current situation.

7.4 Dates and times

- Current date and time will be used when issuing alerts (if a future date and time is required, the alert will not meet the immediacy requirements for a BI alert).
- BI alerts can be “active” for a minimum duration of 30 minutes up to 24 hours. However, it is recommended alerts be active for 2-4 hours.

7.5 Other Requirements

- Do not use contractions (example: it’s, there’s, can’t) in message content.
- Do not use symbols, or special characters in message content.
- Do not use acronyms.
- It is recommended that web links are not included in the message as this means that recipients must have access to the internet in order to access additional information. However, if web links are used, they must be spelled out in their entirety.
- Ensure that the website included has the capabilities to withstand a high influx of visitors to the site. If not, the authorized requesting official should consider including an alternate form of contact, website or none at all.

An alert cannot be issued if it does not meet all of the requirements listed above.

8.0 CONSIDERATIONS WHEN ISSUING A BI ALERT

Before issuing a BI alert, the authorized alerting requester should consider the following:

8.1 Limited cellular coverage

Areas within the County may lack cellular coverage. This means that it is not possible to receive alerts through wireless devices in these areas which could prevent people from receiving or acting on BI alerts.

8.2 Limited access to LTE-connected wireless devices

Wireless devices must be connected to an LTE-network, 5G, or 4G network to receive an alert. This means that some devices like older flip phones will not receive alerts which prevents people from receiving or acting on BI alerts.

8.3 Reaching vulnerable populations

Barriers like disabilities, income status and access to technology may prevent people from receiving or acting on BI alerts.

8.4 Alerting fatigue

When the public receives too many alert messages, they are less likely to trust alert messages or respond appropriately during an emergency. It is important not to over-use public alerting tools.

8.5 Alert boundaries

- Location areas can vary depending on the affected municipality identified for the target message.
- When constructing an alert message, be aware that it may be distributed beyond the borders of the affected area due to the locations of telecommunication towers and the broadcast footprint of T.V and radio stations. Consider communicating with neighbouring municipalities before issuing an alert.
- When issuing an alert to the entire County of Wellington, the Alert Ready system will automatically include The City of Guelph. Always communicate with The City of Guelph to determine if they will be included in the alert or not and communicate this with the DO.

9.0 ISSUING A NEW ALERT USING A TEMPLATE

9.1 Background

When creating a new BI alert for a do not drink advisory, shelter in place advisory, or an evacuation notice, the authorized requesting official should follow the process below using one of the templates included in Annex A. Any questions can be directed to the PEOC Duty Office (Phone: 416-314-0472 or Email: peocdo01@ontario.ca). See Annex B for a checklist for the process below.

9.2 Process

- 9.2.1 Gather detailed information about the hazard/threat. Possible information can include but is not limited to:
- Threat or Incident – A description of the threat or incident.
 - Urgency – If the threat or incident is immediate or imminent.
 - Severity – A description of the severity of the threat/incident.
 - Certainty – A description of how likely the threat/hazard is to occur.
 - Area at risk – What areas are expected to be impacted by the threat/hazard.
 - Possible impacts – A description of expected impacts and duration of impact.
 - Evacuation/Shelter locations – Safe locations people can access if needed.
 - Any additional information.
- 9.2.2 Confirm the current situation meets the criteria to issue a BI alert (Section 6.0). In order to issue an alert, the incident must meet all 3 of the criteria.

- 9.2.3 Contact the member municipality's CAO and/or Mayor to confirm issuing of a BI alert, as applicable
- Provide an explanation of the current situation.
 - Discuss the alert you'd like to issue and the information you'd like to include.
 - Confirm the area you'd like to issue the alert to.
 - Gain approval to issue a BI alert before proceeding
- 9.2.4 Contact the County of Wellington's CAO and/or Warden to confirm issuing of BI alert, as applicable. If BI alert is member municipality specific please, contact the CAO and/or Warden to advise of BI alert.
- 9.2.5 Contact 211 and notify them that an alert is being issued and provide them with as much information as possible that you would like them to share with the public. Information you can provide them with:
- Who to contact for updates, questions, or concerns.
 - Information about the current situation; type of hazard, duration, area of impact.
 - Areas to receive the BI alert.
 - Protective actions the public should take.
 - Where 211/the public can get more information.
 - Any other additional information (shelters, community contacts, etc.).
- 9.2.6 Contact an authorized requesting official for the City of Guelph (CEMC or Mayor, if applicable)
- Provide a summary of the current situation.
 - Inform them of the alert that will be issued.
 - Ask if the City of Guelph would like to be included in the alert. If the City of Guelph decides to be included in the alert the authorized requesting official from both regions must jointly contact the PEOC either by phone or email (must include contact information).
- 9.2.7 Contact neighbouring municipalities (where possible)
- Provide a summary of the current situation.
 - Inform them of the alert that will be issued.
- 9.2.8 Select a BI alert template (See annex A for possible templates).
- 9.2.9 Make a draft of the BI alert using the BI alert template selected in step 9.2.7.
- Ensure the alert meets the content requirements for a BI alert (Section 7.0).
- 9.2.10 Contact the County of Wellington communications department. Do not issue an alert without speaking to County Communications first.

- Provide a summary of the current situation.
 - Provide County communications with the BI alert. Have the alert approved before proceeding.
 - If applicable, determine the information you would like to release to the public and where the information should be available to the public.
- 9.2.11 Once all previous steps have been completed, contact the PEOC Duty Office (Phone: 416-314-0472 or Email: peocdo01@ontario.ca). Be prepared to remain on the phone until the alert has been issued.
- Tell them you want to send out a BI alert.
 - Tell the PEOC DO your Full name, Title/Position, 24/7 contact phone number and e-mail address.
 - Provide the PEOC DO 24/7 contact information of an alternate official who can authenticate the authorized requesting official's identity.
 - Remain on the phone until the process of issuing the alert has been completed.
- 9.2.12 Email the PEOC DO a formal request to issue a new BI alert using the content of the alert you created in step 9.2.8. This email should include
- Your draft BI alert
 - The regions the alert will be issued to. If issuing to the County of Wellington and the City of Guelph does not want to be included in the alert, specifically tell the PEOC DO not to include the City of Guelph.
 - The event type.
 - The duration of the alert
- 9.2.13 Confirm the content to be included in the BI alert.
- Verbal confirmation of the entire alert should be provided to the alert requester. Listen carefully that the alert says exactly what you want it to say.
 - If needed, make any necessary changes, or edits to the BI alert.
- 9.2.14 Approve the BI alert to be issued.
- 9.2.15 Continue to monitor the situation and notify Emergency Support Services (ESS) providers in the event they need to be activated.
- 9.2.16 Stay in touch with the PEOC about your emergency in case the alert needs to be updated or cancelled.

10.0 ISSUING A NEW ALERT NOT USING A TEMPLATE

10.1 Background

When creating a new BI alert that does not use one of the pre-made templates, the authorized requesting official should follow the process below. Authorized requesting official should also use the cheat sheet in Annex C to guide their creation of a new BI alert. Any questions can be directed to the PEOC DO (Phone: 416-314-0472 or Email: peocdo01@ontario.ca). See Annex B for a checklist for the process below.

10.2 Process

10.2.1 Gather detailed information about the hazard/threat. Possible information can include but is not limited to:

- Threat or Incident – A description of the threat or incident.
- Urgency – If the threat or incident is immediate or imminent.
- Severity – A description of the severity of the threat/incident.
- Certainty – A description of how likely the threat/hazard is to occur.
- Area at risk – What areas are expected to be impacted by the threat/hazard.
- Possible impacts – A description of expected impacts and duration of impact.
- Evacuation/Shelter locations – Safe locations people can access if needed.
- Any additional information.

10.2.2 Confirm the current situation meets the criteria to issue a BI alert (Section 6.0). In order to issue an alert, the incident must meet all 3 criteria.

10.2.3 Contact the regions CAO, Mayor, or Warden to confirm issuing of a BI alert, as applicable.

- Provide an explanation of the current situation.
- Discuss the alert you'd like to issue and the information you'd like to include.
- Confirm the area you intend to issue the alert to.
- Wait for approval to issue a BI alert before proceeding.

10.2.4 Contact 211 and notify them that an alert is being issued and provide them with as much information as possible that you would like them to share with the public. Information you can provide them with:

- Who to contact for updates, questions, or concerns.
- Information about the current situation; type of hazard, duration, area of impact.
- Areas to receive the BI alert.
- Protective actions the public should take.

- Where 211/the public can get more information.
 - Any other additional information (shelters, community contacts, etc.).
- 10.2.5 Contact an authorized requesting official for the City of Guelph (CEMC or Mayor), as applicable.
- Provide a detailed summary of the current situation.
 - Inform them of the alert that you intend to issue.
 - Confirm if the City of Guelph would like to be included in the alert.
 - If the City of Guelph decide to be included in the alert authorized requesting official from both regions must jointly contact the PEOC.
- 10.2.6 Contact neighbouring municipalities (where possible)
- Provide a summary of the current situation.
 - Inform them of the alert that will be issued.
- 10.2.7 Make a draft of the BI alert using Annex C, this will guide you on the information you should include in the alert
- Ensure the alert meets the content requirements for a BI alert (Section 7.0)
- 10.2.8 Contact the County of Wellington communications department. Do not issue an alert without speaking to County Communications first.
- Provide a summary of the current situation.
 - Provide County communications with the BI alert. Have the alert approved before proceeding.
 - If applicable, determine the information you would like to release to the public and where the information should be available to the public.
- 10.2.9 Once all previous steps have been completed, contact the PEOC Duty Office (Phone: 416-314-0472 or Email: peocdo01@ontario.ca)
- Tell them you want to send out a BI alert.
 - Tell the PEOC DO your Full name, Title/Position, 24/7 contact phone number and e-mail address.
 - Provide the PEOC DO 24/7 contact information of an alternate official who can authenticate the authorized requesting official's identity.
 - Remain on the phone until the process of issuing the alert has been completed.
- 10.2.10 Email the PEOC DO a formal request to issue a new BI alert using the content of the alert you created in step 10.2.8. This email should include:
- Your draft BI alert.
 - The regions the alert will be issued to. If issuing to the County of Wellington and the City of Guelph does not want to be included

in the alert, specifically tell the PEOC DO not to include the City of Guelph.

- The event type.
- The duration of the alert.

10.2.11 Confirm the BI alert message to be included in the BI alert

- Verbal confirmation of the entire alert should be provided to the alert requester. Listen carefully that the alert says exactly what you want it to say.
- If needed, make any necessary changes, or edits to the BI alert.

10.2.12 Approve the BI alert to be issued.

10.2.13 Continue to monitor the situation and notify Emergency Support Services (ESS) providers in the event they need to be activated.

10.2.14 Stay in touch with the PEOC about your emergency in case the alert needs to be updated or cancelled.

11.0 PROCESS FOR UPDATING AN ALERT

11.1 Background

When updating a previous BI alert, the authorized requesting official should follow the process below. Any questions can be directed to the PEOC Duty Office (Phone: 416-314-0472 or Email: peocdo01@ontario.ca). See Annex B for a checklist for the process below.

11.2 Process

11.2.1 Clearly identify the updates/changes of the current situation (information, actions that should be taken, etc.).

11.2.2 Confirm the updates/changes to the situation still meet the criteria of a BI alert (Section 6.0).

11.2.3 Confirm the event type has not changed. If the alert type has changed then a new alert must be issued. See annex C for possible event types

11.2.4 Contact the regions CAO, Mayor, or Warden to confirm issuing the updated BI alert, as applicable.

- Provide an explanation of the current situation.
- Explain the changes/updates since the original alert.
- Confirm the area you intend to update the alert for.
- Ask for confirmation for the alert that you intend to update.

11.2.5 Contact 211 and notify them that an alert is being updated and provide them with as much information as possible that you would like them to share with the public. Information you can provide them with:

- All changes or updates to the current situation.
- Who to contact for updates, questions, or concerns.

- Information about the current situation; type of hazard, duration, area of impact.
 - Protective actions the public should take.
 - Where 211/the public can get more information.
 - Any other additional information (shelters, community contacts, etc.)
- 11.2.6 Contact an authorized requesting official for the City of Guelph (CEMC or Mayor), if applicable.
- Provide a summary of any updates/changes.
 - Ask if the City of Guelph would like to be included in the updated alert.
 - If the City of Guelph would like to be included in the updates both authorized requesting official must jointly contact the PEOC to issue the alert to both regions.
- 11.2.7 Contact neighbouring municipalities (where possible).
- Provide a summary of the current situation.
 - Inform them of the updates for the BI alert.
- 11.2.8 Create a BI alert draft with the updated information. Use Annex C for guidance on how to create the BI alert.
- Ensure the alert meets the content requirements for a BI alert (Section 7.0).
- 11.2.9 Contact the County of Wellington communications department. Do not issue an alert without speaking to County Communications first.
- Provide a summary of the current situation.
 - Provide County communications with the BI alert. Have the alert approved before proceeding.
 - If applicable, determine the information you would like to release to the public and where the information should be available to the public.
- 11.2.10 Once all previous steps have been completed, contact the PEOC Duty Office (Phone: 416-314-0472 or Email: peocdo01@ontario.ca). Be prepared to remain on the phone until the alert has been issued.
- Tell them you want to update out a BI alert.
 - Tell the PEOC DO your Full name, Title/Position, 24/7 contact phone number and e-mail address .
 - Provide the PEOC DO 24/7 contact information of an alternate official who can authenticate the authorized requesting official's identity.
 - If applicable, remain on the phone until the alert has been issued.

- 11.2.11 Email the PEOC DO a formal request to update an alert. This should include:
- The new alert that you'd like to be sent out.
 - The area's the alert should be issued to.
 - The alert type.
 - The duration of the new alert.
- 11.2.12 Confirm the new alert with the updated content.
- Verbal confirmation of the entire alert should be provided to the alert requester. Listen carefully that the alert says exactly what you want it to say.
 - If needed, make any necessary changes, or edits to the BI alert.
- 11.2.13 Approve the updates to the BI alert.
- 11.2.14 Continue to monitor the situation and notify Emergency Support Services (ESS) providers in the event they need to be activated.
- 11.2.15 Stay in touch with the PEOC about your emergency in case the alert needs to be updated or cancelled.

12.0 PROCESS FOR CANCELLING AN ALERT

12.1 Background

When cancelling an alert, an alert is not sent out it just changes the end time/duration of the alert. To cancel an alert the authorized requester should follow the process below. Any questions can be directed to the PEOC Duty Office (Phone: 416-314-0472 or Email: peocdo01@ontario.ca). See Annex B for a checklist for the process below.

12.2 Process

- 12.2.1 Gather updates on the current situation.
- 12.2.2 Confirm that the current situation no longer meets the criteria of a BI alert (Section 6.0)
- 12.2.3 Contact the regions CAO, Mayor, or Warden to confirm cancelling a BI alert, as applicable.
- Provide an explanation of the current situation and why the alert should be cancelled.
 - Explain the changes/updates since the original alert.
 - Confirm the areas you will be cancelling an alert for.
 - Wait for approval before proceeding.
- 12.2.4 Contact 211 and notify them that an alert is being cancelled and provide them with as much information as possible that you would like them to share with the public. Information you can provide them with:
- Any changes or updates.

- The areas that the alert is being cancelled for.
 - Who to contact for updates, questions, or concerns.
 - Information about the current situation; type of hazard, duration, area of impact.
 - Where 211/the public can get more information.
 - Any other additional information (shelters, community contacts, etc.).
- 12.2.5 Communicate with an authorized requesting official for The City of Guelph (CEMC or Mayor), if applicable.
- Inform them of the alert that is being cancelled and for what regions.
 - If applicable ask if the City of Guelph would also like their alert to be cancelled for their region.
 - If The City of Guelph would like to cancel their alert, the authorized requesting official from both regions must jointly contact the PEOC to cancel the alert.
- 12.2.6 Contact neighbouring municipalities (where possible).
- Provide a summary of the current situation.
 - Inform them of the alert that will be cancelled.
- 12.2.7 Contact the County of Wellington communications department. Do not issue an alert without speaking to County Communications first.
- Provide a summary of the current situation.
 - Provide County communications with the BI alert. Have the alert approved before proceeding.
 - If applicable, determine the information you would like to release to the public and where the information should be available to the public.
- 12.2.8 Once all previous steps have been completed. Contact the PEOC Duty Office (Phone: 416-314-0472 or Email: peocdo01@ontario.ca). Be prepared to remain on the phone until the process is complete.
- Tell them you want to cancel a BI alert.
 - Tell the PEOC DO your Full name, Title/Position, 24/7 contact phone number and e-mail address.
 - Remain on the phone until the alert is cancelled.
- 12.2.9 Email the Duty Officer a formal request to cancel a BI alert. In this email it should include:
- The regions you'd like the alert to be cancelled for (must be an entire municipality/municipalities or County).
 - The specific alert you'd like cancelled.
- 12.2.10 Verify with the PEOC DO the alerts you are cancelling.

12.2.11 Approve the cancelation of a BI alert.

DRAFT

Annex A: BI Templates

BROADCAST IMMEDIATE ALERT REQUEST – SHELTER IN PLACE	
The Municipality of _____ is requesting the issuance of a Broadcast Immediate Alert to warn people of an imminent or occurring threat due to _____	
Message (Fill in all missing information before sending to PEOC)	
<u>English:</u> SHELTER-IN-PLACE ISSUED BY COUNTY OF WELLINGTON EMERGENCY MANAGEMENT INDIVIDUALS IN THE AREA OF _____ ARE INSTRUCTED TO SHELTER-IN-PLACE DUE TO _____. DO NOT LEAVE YOUR BUILDING OR HOME UNTIL YOU RECIEVE NOTIFICATION THAT IT IS SAFE TO DO SO. FOR MORE INFORMATION _____.	
<u>French:</u>	
Draft Message:	
Character Count:	
Requested by: NAME: _____ TITLE: _____ CONTACT: _____	Authorized by: NAME: _____ TITLE: _____ CONTACT: _____
Submitted to PEOC by: NAME: _____ DATE: _____ TIME: _____	

Submit completed form to the PEOC Duty Officer PEOCDO01@ontario.ca then follow-up by phone 416-314-0472 or 866-314-0472

BROADCAST IMMEDIATE ALERT REQUEST – 9-1-1 OUTAGE

The _____ is requesting the issuance of a Broadcast Immediate Alert to warn people of an imminent or occurring threat due to _____

Message (Fill in all missing information before sending to PEOC)

English:

A 911 INTERRUPTION NOTICE HAS BEEN ISSUED BY COUNTY OF WELLINGTON EMERGENCY MANAGEMENT.

THE COUNTY OF WELLINGTON IS CURRENTLY EXPIRIENCING AN OUTAGE TO THEIR 9-1-1 SERVICES. IF YOU HAVE AN EMERGENCY AND ARE UNABLE TO CONNECT TO 9-1-1 SERVICES CALL THE FOLLOWING TELEPHONE NUMBERS:

_____.

French:

Draft Message:

Character Count:

Requested by:

NAME:

TITLE:

CONTACT:

Authorized by:

NAME:

TITLE:

CONTACT:

Submitted to PEOC by:

NAME: _____ **DATE:** _____ **TIME:** _____

Submit completed form to the PEOC Duty Officer PEOCDO01@ontario.ca then follow-up by phone 416-314-0472 or 866-314-0472

BROADCAST IMMEDIATE ALERT REQUEST – WINTER STORM (9-1-1 SERVICE)

The _____ is requesting the issuance of a Broadcast Immediate Alert to warn people of an imminent or occurring threat due to _____

Message (Fill in all missing information before sending to PEOC)

English:

COUNTY OF WELLINGTON EMERGENCY MANAGEMENT IS REQUESTING THAT ALL NON-EMERGENCY TRAVEL BE AVOIDED DUE TO _____. TRAVELLING IN THESE CONDITIONS COULD PUT YOU IN EXTREME DANGER. EMERGENCY FIRST RESPONDERS LIKE POLICE, FIRE, AND EMS MAY BE PHYSICALLY UNABLE TO RESPOND TO CALLS.

French:

Character Count:

Requested by:

NAME:

TITLE:

CONTACT:

Authorized by:

NAME:

TITLE:

CONTACT:

Submitted to PEOC by:

NAME: _____ **DATE:** _____ **TIME:** _____

Submit completed form to the PEOC Duty Officer PEOCDO01@ontario.ca then follow-up by phone 416-314-0472 or 866-314-0472

BROADCAST IMMEDIATE ALERT REQUEST – DO NOT DRINK WATER ADVISORY

The _____ is requesting the issuance of a Broadcast Immediate Alert to warn people of an imminent or occurring threat due to _____

Message (Fill in all missing information before sending to PEOC)

English:

DO NOT DRINK WATER ADVISORY ISSUED BY WELLINGTON DUFFERIN GUELPH PUBLIC HEALTH UNIT.

DO NOT DRINK WATER ADVISORY FOR THE AREA OF _____. DO NOT USE TAP WATER FOR DRINKING, COOKING OR SANITARY PURPOSES DUE TO _____. USE AN ALTERNATIVE SOURCE OF WATER. FOR MORE INFORMATION _____.

French:

Draft Message:

Character Count:

Requested by:

NAME:

TITLE:

CONTACT:

Authorized by:

NAME:

TITLE:

CONTACT:

Submitted to PEOC by:

NAME: _____ **DATE:** _____ **TIME:** _____

Submit completed form to the PEOC Duty Officer PEOCDO01@ontario.ca then follow-up by phone 416-314-0472 or 866-314-0472

BROADCAST IMMEDIATE ALERT REQUEST – EVACUATION

The _____ is requesting the issuance of a Broadcast Immediate Alert to warn people of an imminent or occurring threat due to _____

Message (Fill in all missing information before sending to PEOC)

English:

EVACUATION NOTICE ISSUED BY COUNTY OF WELLINGTON EMERGENCY MANAGEMENT

PLEASE LEAVE THE AREA OF _____ IMMEDIATELY DUE TO _____. AN EVACUATION CENTRE HAS BEEN OPENED UP AT _____. IF YOU ARE UNABLE TO EVACUATE CALL 9-1-1 AND REPORT YOUR LOCATION. FOR MORE INFORMATION _____.

French:

Draft Message:

Character Count:

Requested by:

NAME:

TITLE:

CONTACT:

Authorized by:

NAME:

TITLE:

CONTACT:

Submitted to PEOC by:

NAME: _____ **DATE:** _____ **TIME:** _____

Submit completed form to the PEOC Duty Officer PEOCDO01@ontario.ca then follow-up by phone 416-314-0472 or 866-314-0472

Annex B – CHECKLISTS

ISSUING A NEW ALERT USING A TEMPLATE

For a more detailed process on how to issue an alert using a template, see Section 9.

- ☐ Gather detailed information about the threat/hazard.
- ☐ Confirm the incident meets the criteria to issue a BI alert.
- ☐ Contact the regions CAO, Mayor, or Warden, as applicable.
- ☐ Contact 211.
- ☐ Contact an authorized requesting official for the City of Guelph, if applicable.
- ☐ Contact neighbouring municipalities (where possible).
- ☐ Select a BI alert template.
- ☐ Make a draft of the BI alert using a BI alert template.
- ☐ Contact the County of Wellington communications department.
- ☐ Contact the PEOC Duty Office (Phone: 416-314-0472 or Email: peocdo01@ontario.ca)
- ☐ Email the PEOC DO a formal request to issue a new BI alert using the content of the alert
- ☐ Confirm the alert message.
- ☐ Approve the BI alert to be issued.
- ☐ Continue to monitor the situation and notify Emergency Support Services (ESS) providers in the event they need to be activated.
- ☐ Stay in touch with the PEOC about your emergency in case the alert needs to be updated or cancelled.

ISSUING AN ALERT WITHOUT A TEMPLATE

For a more detailed process on how to issue an alert using a template, see Section 10.

- ☐ Ensure the incident meets the criteria to issue a BI alert.
- ☐ Contact the regions CAO, Mayor, or Warden, as applicable.
- ☐ Contact 211.
- ☐ Contact an authorized requesting official for the City of Guelph (CEMC or Mayor), if applicable.
- ☐ Contact neighbouring municipalities (where possible).
- ☐ Make a draft of the BI alert.
- ☐ Contact the County of Wellington communications department.
- ☐ Contact the PEOC Duty Office (Phone: 416-314-0472 or Email: peocdo01@ontario.ca)
- ☐ Email the PEOC DO a formal request to issue an alert.
- ☐ Confirm the alert message.
- ☐ Approve the BI alert to be issued.
- ☐ Continue to monitor the situation and notify Emergency Support Services (ESS) providers in the event they need to be activated.
- ☐ Stay in touch with the PEOC about your emergency in case the alert needs to be updated or cancelled.

UPDATING AN ALERT

For a more detailed process on how to issue an alert using a template, see Section 11.

- ☐ Clearly identify the changes/updates of the current situation.
- ☐ Confirm the current situation still meets the criteria of a BI alert.
- ☐ Confirm the event type has not changed.
- ☐ Contact the regions CAO, Mayor, or Warden.
- ☐ Contact 211.
- ☐ Contact an authorized requesting official for the City of Guelph (CEMC or Mayor), if applicable.
- ☐ Contact neighbouring municipalities (where possible).
- ☐ Contact the County of Wellington communications department.
- ☐ Create an updated BI alert draft with the updated information.
- ☐ Contact the PEOC Duty Office (Phone: 416-314-0472 or Email: peocdo01@ontario.ca)
- ☐ Email the PEOC DO a formal request to update an alert.
- ☐ Confirm the new alert with the updated content.
- ☐ Confirm the time the alert is to be distributed by the PEOC with the PEOC DO
- ☐ Approve the updates to the BI alert.
- ☐ Continue to monitor the situation and notify Emergency Support Services (ESS) providers in the event they need to be activated.
- ☐ Stay in touch with the PEOC about your emergency in case the alert needs to be updated or cancelled.

CANCELLING AN ALERT

For a more detailed process on how to issue an alert using a template, see Section 12.

- ☐ Gather updates on current situation.
- ☐ Confirm the current situation no longer meets the criteria of a BI alert.
- ☐ Contact the regions CAO, Mayor, or Warden, as applicable.
- ☐ Contact 211.
- ☐ Communicate with an authorized requesting official for The City of Guelph (CEMC or Mayor), if applicable.
- ☐ Contact neighbouring municipalities (where possible).
- ☐ Contact County communications department.
- ☐ Contact the PEOC Duty Office (Phone: 416-314-0472 or Email: peocdo01@ontario.ca)
- ☐ Email the PEOC DO with a formal request to cancel an alert.
- ☐ Verify the alert/alerts you are ending and for what regions.
- ☐ Approve cancelation of the BI alert.

Annex C – Cheat Sheet

PEOC DUTY OFFICER 24/7/365 416-314-0472

ALERT CRITERIA (TRIGGERS BI ALERT)

- a) A confirmed and verifiable incident
- b) An immediate or imminent threat to life, or a serious threat to public health, safety and security, or substantial damage to property.

REQUESTING OFFICIAL (OR DESIGNATE)

CEMC	Alternate CEMC	Police Chief	Deputy PC
MEMC	Alternate MEMC	Fire Chief	Deputy FC
Mayor	Deputy Mayor	First Nations Chief	Band Council Mgr. (i.e.)
Senior Gov't Official		PEOC Commander	Deputy Commander

ALERT READY FIELDS

Location: municipality or town/city

Event Type: see alertready.ca/alert-types/ Not all types qualify for BI

Headline: one line

Area Description: specific boundaries

Event Description: exactly what happened

Instructions: what do you want the public to do, where to find further info

BROADCAST MESSAGE

Maximum character count **900** (including spaces) for **each** language.

- If possible, Requesting Official should provide French content.
- If this is not possible, DO will contact our 24/7 translation service.

WIRELESS MESSAGE

Maximum character count **600** (including spaces) for **both** language (combined).

- If possible, Requesting Official should provide French content.
- If this is not possible, DO will contact our 24/7 translation service.

EXPIRY DATE AND TIME

Expiry should be approx. 2 hours after alert issued

Note: The list below indicates the types of alerts that can be issued as BI alerts. If you are considering requesting an alert and wish to consult on the appropriate classification of your emergency alert, please do not hesitate to contact the PEOC Duty Office (416-314-0472 or 1-866-314-0472 peocdo01@ontario.ca).

Policing, Amber and severe weather alerts are not issued by the PEOC.

The following events qualify as BI:

Air Quality	Geophysical
Civil	• Earthquake
• Civil Emergency	• Magnetic Storm
Dangerous Animal	• Meteorite
Fire	Hazardous Material
• Wildfire	• Chemical Hazard
• Industrial Fire	• Biological Hazard
• Urban Fire	• Radiological Hazard
• Forest Fire	• Explosive Hazard
Flood	• Falling Object
• Storm Surge	Health
• Flash Flood	• Drinking water
• Dam Overflow	Utility
	• 9-1-1 Service



COUNTY OF WELLINGTON

Committee Report

To: Chair and Members of the Planning Committee
From: Zach Prince, Senior Planner
Date: Thursday, November 09, 2023
Subject: **County Trails - Accessibility Review**

1.0 Background

Planning staff noted in our Annual Trail Work plan that staff would review our County trails for Accessibility for Ontarians with Disabilities Act (AODA) compliance and the County's Facility Accessibility Design Manual. Staff have reviewed the four (4) trails within the County's responsibility, the Kissing Bridge Trail (KBT), Trestle Bridge Trail, Cottontail Road Trail, and the Wellington Place Trails. Appendix B includes a map indicating the different trails at Wellington Place. The report outlines the areas that staff have reviewed and recommendations regarding trail entrances, trail width/material and road crossings.

2.0 Design Review

Trails Entrances

Kissing Bridge Trail

The Guelph to Goderich (G2G) non-profit has identified the gates along the trail as areas to improve accessibility and access to the trail. The G2G has replaced some gates along the trail and are seeking funding from the Trans Canada Trail and RTO4 to replace more gates along the trail. Staff maintain the Ariss parking area as an accessible entrance for the trail and will help to support the G2G.

Trestle Bridge Trail

Due to the grade changes and existing bridges, not every entrance to the Trestle Bridge Trail is accessible. Beatty Line has the fewest of barriers to park a vehicle and access the Trail. Currently there is no off-street parking area which provides an accessible entrance to the trail. Many trail users park at the commercial parking lot at 725 St Andrew ST W and access the trail informally, an image is included in Appendix A. Staff could evaluate the possibility of recognizing this connection by constructing an accessible path and potentially coming to an agreement for parking from the landowner. If the property redevelops in the future, there may be an opportunity to request an accessible connection to the parking area.

The Township of Centre Wellington has provided a gate detail for their trails including the single gate pictured in Figure 1. The distance between the gate and post is up to 40 cm larger than the existing gates on the County maintained portion of the Trestle Bridge Trail, shown in Appendix A. Additionally, the Township is considering increasing the passable space to 1.5m as a minimum standard (Approximately 2 feet wider than the County's current openings). There are three (3) gates along the Trestle Bridge Trail that could be modified or replaced to increase the passable space. Using the existing Centre Wellington standard would provide the most practical replacement and allow consistency throughout the trail. Staff have estimated the cost to remove and replace the 3 gates to be

\$15,000 (\$5,000) for each gate. Staff can incorporate these costs in the regular maintenance budget for the trails in future years.

Figure 1: Existing Township Gate on Trestle Bridge Trail at Gilkinson Street (Elora)



Cottontail Road Trail

The Cottontail Road trail was constructed in 2015 using the Township's standard at that time, which meets the AODA requirements.

Wellington Place Trails

Except for the Aboyne Trail, which is a wilderness trail and not subject to the same AODA requirements, the access points to the trails at Wellington Place do not have gates or bollards.

Road Crossings

Kissing Bridge Trail

There are three (3) road crossings on County Roads for the KBT. Each crossing has trail crossing signs installed and the daylight triangles are cleared and maintained. There could be an opportunity to improve the crossing at County Road 86 in the Ariss Hamlet where there is an existing walk signal at the lights but no cross walk or shoulder. Staff will consult with the Roads department to determine if improvements can be made to provide a safer pedestrian crossing.

Trestle Bridge Trail

The Township has recently improved the pedestrian crossing at South River Road. This includes a flashing crossing light, line painting and tactile plates. No changes or improvements are proposed for this trail.

Cottontail Road Trail

The trail relies on signage to identify trail crossing locations. The trail includes portions that are on road and off-road grassed sections of the trail. Trail crossings are kept clear of growing grass to maintain sight lines for pedestrians.

Wellington Place Trails

Currently there is work underway to improve the 4 way stop at Charles Allan Way with the Terrace and Museum entrances. This would better connect the Terrace Trail; Museum Trail and a new multi-use trail being constructed to the South of Charles Allan Way.

Trail Materials and Width

The KBT and Trestle Bridge Trails are off road trails completed with stone dust and meet AODA requirements for material and width. Staff add stone dust and regrade the trails, where needed. Improvements could be made to the Trestle Bridge trail to pave the surface to convert the trail to a multi-use pathway with lighting.

Cottontail Road Trail

The Cottontail Road Trail is a combination of on road and off-road portions. A portion of the trail (approximately 3 km) is off road but grass, this was a design change for portions of the trail adjacent to the Agricultural Research Institute (Second Line E). Staff could reevaluate the potential to convert this portion to a gravel trail which may allow for more users of the trail.

Wellington Place Trails

The Terrace Trail was constructed as an accessible trail and generally meets AODA requirements. Currently work is progressing to upgrade the Museum Trail to a 3m wide gravel trail which would better align the trail with the AODA requirements.

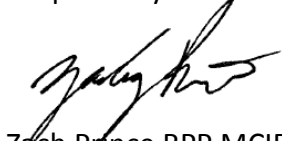
3.0 Conclusion

The County's trails are largely off-road trails that were established prior to the AODA Act (2005). The trails meet many AODA design requirements. Staff have provided recommendations for improvements that can be incorporated with our annual maintenance budget for trails. Staff will continue to monitor and look for opportunities to remove barriers to access County trails where practical.

4.0 Recommendation

That the County Trails Accessibility Review report be received for information; and,
That the County Trails Accessibility Review be forwarded to the County's Accessibility Advisory Committee.

Respectfully submitted,



Zach Prince RPP MCIP, Senior Planner

Appendix A: Photos of existing trail conditions

Appendix B: Map of Wellington Place Trails

Appendix A

Informal trail access to 725 St Andrew ST W

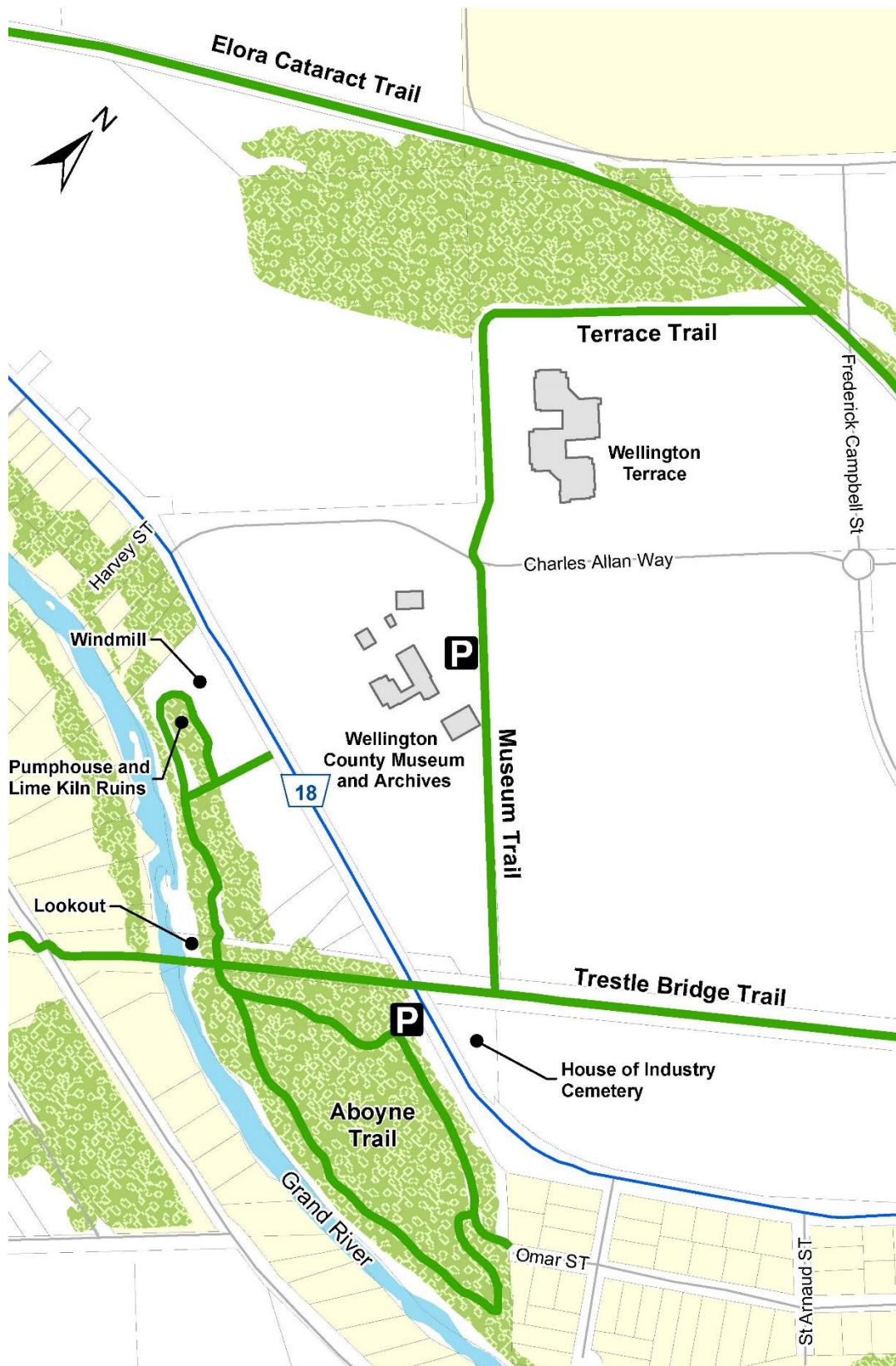


Existing gate at Beatty Line (96cm spacing between gate and bollard)



Appendix B

Map of Wellington Place Trails





COUNTY OF WELLINGTON

Committee Report

To: Chair and Members of the Planning Committee
From: Jameson Pickard, Senior Policy Planner
Date: Thursday, November 09, 2023
Subject: **Bill 136 - Greenbelt Statute Law Amendment Act, 2023**

Purpose

This report is in response to the Provincial government's recently tabled legislation, Bill 136 – Greenbelt Statute Law Amendment Act, 2023, which seeks to return lands back to the greenbelt area that were removed by the Province in December 2022. The Province has also posted an associated Environmental Registry Posting (ERO) regarding the proposed legislation, seeking feedback. There is a 45-day comment period that ends November 30th, 2023 (see Environmental Registry posting [019-7739](#)). A separate report addresses the proposed Provincial reversal of modifications made to Official Plan Amendment 119.

Background

On December 16, 2022, the Provincial government made changes to the Greenbelt Plan boundary, through an Order-in-Council, which removed 15 parcels of land for development purposes totaling 7,400 ac. At the same time 9,400 ac of land were added to the Greenbelt Plan boundary, primarily in Wellington County, as shown in figure 1 below.

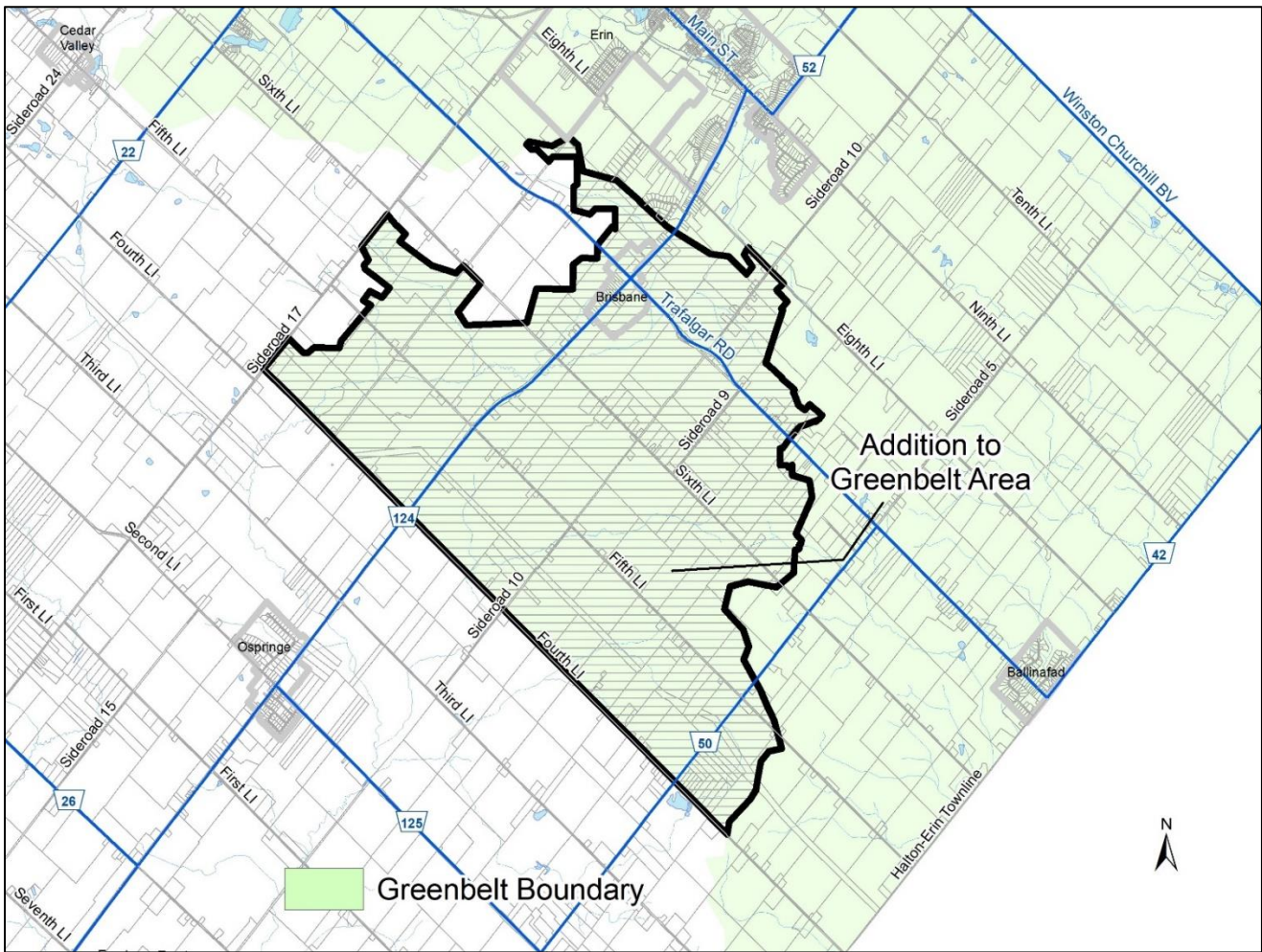
Since the Province established the Greenbelt Plan in 2005, planning staff have reported to Council on several Provincial consultations related to expanding and/or protecting the Greenbelt and the Paris Galt Moraine. This includes:

- Growing the Greenbelt (2008)
- Paris and Galt Moraine Legislative Review (2009)
- Protecting Water by Growing the Greenbelt (2018)
- Paris Galt Moraine Conservation Act (2019)
- Consultation on Growing the Size of the Greenbelt (2021)
- Proposed Amendments to the Greenbelt Plan (2022)

As recently as March 2021, County Council addressed the question of whether the expansion of the Greenbelt was necessary and concluded that there was “no rationale for expanding the Greenbelt.” The basis for this position was that adequate Provincial legislation, regulations, plans, and policies, as well as local plans, policies, are in place to protect the agricultural lands, groundwater resources, and natural features and areas in Wellington.

Staff note that the 2022 Greenbelt boundary expansion further into Erin is currently in effect and was incorporated into the County Official Plan through the Provincial modification of Official Plan Amendment 119.

**Figure 1 – Provincial Greenbelt Expansion
Town of Erin**



Bill 136 – Greenbelt Statute Law Amendment Act, 2023

On October 16th, 2023, Bill 136 – Greenbelt Statute Law Amendment Act, 2023, was tabled in the Provincial Legislature. At the time of preparing this report, the Bill was in its second reading.

The proposed legislation, if approved, would make changes to several pieces of legislation with the primary goal of reversing the decision made by the Province to remove 15 parcels of land from the Greenbelt for development purposes. The legislation also looks to strengthen immunity provisions across three different statutes to insulate the government from any potential legal actions resulting from decisions on the Greenbelt Plan.

It is important to note that the recent expansion of the Greenbelt in Erin, which was done to offset the 15 takeouts, is proposed to be retained (shown above). The offsetting expansion added approximately 2,870 ha (7,100 ac) of land to the Greenbelt in the Town of Erin.

The table below provides an overview of the legislative changes proposed through Bill 136.

Bill 136 - Greenbelt Statute Law Amendment Act, 2023

Impacted Statute	Summary of Changes
Greenbelt Act, 2005	<ul style="list-style-type: none"> • Repeal the authority for the Lieutenant Governor in Council to make regulatory amendment for future additions/removals of Greenbelt boundary • Require any proposed changes to the Greenbelt boundary to require approval through the legislature • Restore the schedules of the Greenbelt Plan to include the 15 areas that were removed or redesignated • Add additional provisions to the Act to ensure that the Province has no legal liability for matters related to the Greenbelt Act • Revoke the existing Greenbelt Area boundary regulation (O.Reg. 59/05)
Ministry of Municipal Affairs Act, 1990	<ul style="list-style-type: none"> • Expand protections for personal liability for employees of the Ministry
Oak Ridges Moraine Conservation Act, 2001	<ul style="list-style-type: none"> • Repeal the authority for the Lieutenant Governor in Council to make regulatory amendment for future additions/removals of land from the Oak Ridges Moraine boundary • Add additional provisions to the Act to ensure that the Province has no legal liability for matters related to the Oak Ridges Moraine Conservation Act • Restore the designation of land that was redesignated in December 2022
*Duffins Rouge Agricultural Preserve Act, 2023	<ul style="list-style-type: none"> • Introduce the Duffins Rouge Agricultural Preserve Act, 2023 to reverse the repeal of the Duffins Rouge Agricultural Preserve Act, 2005 • Restore the same protections and easements that existed in the preserve prior to December 2022 • Strengthen immunity provisions

*The Duffins Rouge Agricultural Preserve Act, 2023 will be created through Bill 136 – Greenbelt Statute Law Amendment Act, 2023.

Implications of Greenbelt Expansion for Wellington County

Within the County there are several existing Provincial and local policies that overlap, particularly those related to agricultural land, natural heritage, and water resource management. At the same time, there are specific policy differences that would affect a range of development proposals in the newly expanded Greenbelt area.

The table below highlights some of the unique planning policies of the Greenbelt Plan, which now apply to landowners within the expansion area.

INSIDE THE GREENBELT		OUTSIDE THE GREENBELT	
Farm Split Consents			
<ul style="list-style-type: none">40 ha minimum lot size		<ul style="list-style-type: none">35 ha minimum lot size in Official Plan	
Surplus Farm Dwelling Consents			
<ul style="list-style-type: none">Requires that the residence that is surplus to the farm operation existed before December 16, 2004		<ul style="list-style-type: none">Official Plan has no date requirement for the existing surplus residence	
Second Units (now referred to as Additional Residential Units)			
<ul style="list-style-type: none">Second units are not permitted in the Greenbelt Natural Heritage System		<ul style="list-style-type: none">Second units may be permitted in existing residences and ancillary buildings	
Secondary Agricultural Area Consents			
<ul style="list-style-type: none">Application of Provincial Agricultural Land Base and Natural Heritage System will constrain rural residential lot creation potential in Secondary Agricultural AreasGenerally, to date, rural residential consent activity has occurred to a slightly lower degree		<ul style="list-style-type: none">Current Secondary Agricultural Areas in Official Plan apply until Provincial mapping is implemented in Official Plan	
Official Plan Amendment to Re-designate Prime Agricultural Area for Non-Agricultural Uses (i.e. Official Plan Amendment to expand Rural Employment or Recreational Areas)			
<ul style="list-style-type: none">This type of Official Plan Amendment is not permitted		<ul style="list-style-type: none">May be considered but must meet Provincial Policy Statement, Growth Plan and Official Plan policies	
Urban Centre Expansion (if justified as a result of Growth Plan Municipal Comprehensive Review)			
<ul style="list-style-type: none">Expansion required to be serviced by <i>existing</i> municipal water and wastewater systemsExpansion into the Natural Heritage System is prohibitedExpansions would also be limited, among other matters, to a 5% increase up to a maximum size of 10 ha, only 50% of which can be residential development		<ul style="list-style-type: none">Urban Centres outside the Greenbelt cannot expand into the GreenbeltAlso applicable to neighbouring cities of Guelph and Cambridge	
Hamlet Expansion			
<ul style="list-style-type: none">Hamlet expansions are not permitted		<ul style="list-style-type: none">Hamlet expansions are limited, but may be considered in the Municipal Comprehensive Review	
Mineral Aggregate Extraction			
<ul style="list-style-type: none">Additional requirements for rehabilitation and maximum disturbed areaRequires municipalities to apply Source Protection Plan and Subwatershed Plan policies		<ul style="list-style-type: none">Rehabilitation required in accordance with Provincial and County policiesOfficial Plan requires new/expanding operations to consider and assess potential impacts to existing and potential municipal water supply resources	

Discussion

Our concern with the proposed legislation is that it does not fully reverse the Province's decision related to Greenbelt boundary changes in December 2022, particularly related to the expansion of the Greenbelt Plan boundary further in the Town of Erin.

According to the Governments own statement, the process related to the 2022 changes to the Greenbelt boundary was too fast, not transparent, and not supported by the people of the Province of Ontario. In our view, these comments apply equally to the expansion area into the County of Wellington. The basis for this expansion was to offset lands removed from the Greenbelt boundary. With the Greenbelt lands being restored, the basis for the expansion area is unclear, and undermines the Province's position of creating a more transparent process for changes to the Greenbelt. We have heard from several County residents within the expansion area that they are not pleased with the Province's process for expanding the boundary onto their properties. To our knowledge there have been no technical assessments or environmental studies completed to support this expansion.

The Greenbelt Plan was primarily developed to contain growth pressures from the Greater Toronto and Hamilton Areas. County Planning Staff are of the opinion that the Greenbelt Plan is doing its job reasonably well and that the expansion area is not under threat of urban development warranting additional protection. Further, the current Provincial and County land use planning framework applicable to the expansion area already achieves a high level of protection for the agricultural lands, the natural environment, and groundwater resources.

County Planning staff continue to maintain that there is no technical rationale for the expansion of the Greenbelt boundary further into Wellington County and request that these lands be removed from the Greenbelt Plan boundary as part of the Bill 136 legislative process. Staff are supportive of the reinstatement of the original Greenbelt Plan areas (15 parcels) that were removed from the Plan in 2022 by the Provincial Government.

Recommendation:

That the report Bill 136 – Greenbelt Statute Law Amendment Act, 2023 be received for information;

That staff be directed to file this report in response to ERO# 019-7739 posting by the Ministry of Municipal Affairs and Housing which seeks input on proposed legislation to return lands to the Greenbelt; and

That the Clerk forward the report to member municipalities in Wellington County.

Respectfully submitted,



Jameson Pickard, B. URPL, RPP, MCIP
Senior Policy Planner



Committee Report



PLANWELL

To: Chair and Members of the Planning Committee
From: Sarah Wilhelm, Manager of Policy Planning
Date: Thursday, November 09, 2023
Subject: County Official Plan Review – Provincial Reversal of OPA 119 Modifications

1.0 Purpose

The purpose of this report is to address the Provincial reversal of their modifications to County Official Plan Amendment 119 (County Growth Structure). A separate report addresses the proposed Provincial reversal of Greenbelt Plan changes that were made in December 2022.

2.0 Background

On October 23, 2023 the Minister of Municipal Affairs and Housing announced that his office has reviewed past Provincial decisions on Official Plans to ensure that they were made “in a manner that maintains and reinforces public trust.” Minister Calandra determined that the Province failed to meet that test and said that they will be introducing legislation to reverse Provincial changes to official plans for several municipalities, including Wellington County. This reversal impacts the Provincial decision on Official Plan Amendment 119 (OPA 119) and would restore it back to the version adopted by County Council. In a related statement (attached), the Province noted that they would consider the following exceptions: where “construction has begun” or where doing so “would contravene existing provincial legislation and regulation”.

The County Planning Director and Manager of Policy Planning participated in a teleconference call with Deputy Minister Greenberg and her Municipal Affairs and Housing senior staff on Friday, October 27, 2023. The Deputy Minister confirmed the following:

- The intent of the Province is to go back and approve OPA 119 as it was originally adopted by County Council without the Provincial modifications.
- The effective date of this new Provincial approval will need to be determined.
- Municipalities have until December 7, 2023 to provide comments regarding the two exceptions noted above.
- Consideration of municipal costs related to Provincial modifications will be considered beyond the 45-day commenting deadline.

A letter of November 2, 2023 from the Minister (attached) clarifies the scope and process for winding back Official Plan Amendment modifications. In it, the Minister reconfirmed that the Ministry will consider information about projects where construction has begun. They will also seek feedback about changes that the municipality would like to see made to the official plan, based on the modifications that the Province had previously made, and which the municipality supports.

The letter further states that “Lower-tier municipal feedback on the original plan submitted to the Province will be important to supporting its implementation.”

The Minister will introduce draft legislation to reverse the modifications. The legislation will be posted on the Environmental Registry of Ontario (ERO). This provides an additional avenue for commenting to the Province.

3.0 OPA 119 – County Growth Structure

OPA 119 set the stage for considering future growth in Wellington County by implementing the recommended growth structure from the technical work completed as part of Phase 1 of the County’s municipal comprehensive review (MCR). The amendment did not include urban expansions or employment conversions as these matters were to be addressed as part of the County’s technical work (Phase 2 land needs assessment and Phase 3 urban expansion review) and implemented through future phased Official Plan Amendments.

OPA 119 was adopted by County Council on May 26, 2022 but required approval of the Minister of Municipal Affairs and Housing (MMAH) prior to coming into force and effect. The Provincial review lasted over 10 months and on April 11, 2023 the Minister issued a decision to approve the OPA, with 33 modifications (link to Provincial decision: ero.ontario.ca/notice/019-5635).

County and Member Municipality staff were not made aware of, or consulted on, several significant modifications primarily dealing with urban boundary expansions. Staff is unaware of any technical evaluations completed by the Province to ensure that the expansions met current Provincial, County and local policy, municipal servicing requirements, etc. The Provincial approach failed to recognize the decision-making authority and accountability of municipal elected officials in the area of community planning. The Provincial decision was final and could not be appealed.

4.0 Discussion

The Province has made it clear that all modifications will be reversed, except where it wouldn’t align with legislation or regulations (e.g. the Greenbelt Act) but that they would accept information about “projects that area already underway”. On this basis, staff advise of the following:

Provincial Modifications to be Reversed	Status of Development
Urban Expansions in Fergus and Elora/Salem	- No development applications filed and no planning approvals have been obtained for any of the affected properties.
Urban Expansion in Rockwood	- No development applications filed and no planning approvals have been obtained for any of the affected properties.
Urban Expansion in Clifford	- Severance application filed, but no planning approval has been obtained for any of the affected properties. - No other development applications filed and no other planning approvals have been obtained.

Provincial Modifications to be Reversed	Status of Development
Employment Conversion in Arthur	<ul style="list-style-type: none"> - No planning approvals have been obtained. - Official Plan Amendment and Zoning By-law Amendment applications appealed to Ontario Land Tribunal. - Employment conversion not supported by MCR Phase 2 Report prepared by Watson & Associates Land Economists Ltd.

Staff's position for the examples above is that each modification should be reversed.

However, there are two circumstances where development approvals have been granted on the assumption of conformity prior to the Government's announcement that should be considered for reinstatement:

Provincial Modifications to be Reinstated	Status of Development
Changes to the existing policy area text and mapping for the Fergus Golf Course Recreational/ Residential Area in Centre Wellington	<ul style="list-style-type: none"> - Rezoning approved in July 2023. - Draft approval of subdivision and condominium applications granted October 5, 2023.
Employment Conversion in Elora (22 Park Road)	<ul style="list-style-type: none"> - Lot line adjustment provisionally approved to amalgamate development lands. - Local Official Plan Amendment for the employment conversion and a Zoning By-law Amendment are under review. - Employment conversion supported by MCR Phase 2 Report prepared by Watson & Associates Land Economists Ltd.

Some of the Ministry's administrative modifications to OPA 119 (numbered 1 through 19) meet existing Provincial policy and staff would support their reinstatement. These modifications deal with matters such as Indigenous consultation, employment area protection, additional urban centre expansion criteria, support for a diverse range and mix of housing and additional definitions.

To meet the Government's stated objective to not contravene existing Provincial legislation (e.g. the Greenbelt Act), staff also support reinstatement of the following modifications in Puslinch:

- Greenbelt Plan removals (and an addition elsewhere) for the Regionally Significant Economic Development Study Area
- Deferral of consideration of identifying the historic Hamlet of Puslinch until a future Greenbelt Plan review

Staff also note that modifications to OPA 119 were made to implement the Provincial expansion of the Greenbelt Plan in Erin to help make up for the removal of 15 parcels of land for development purposes in December 2022. Our commentary on Bill 136 – Greenbelt Statute Law Amendment Act, 2023 and Environmental Registry posting 019-7739 is provided in a separate report (PD2023-33).

There are other areas of impact that will require additional consultation with Provincial staff, such as the effective date of the new Provincial approval and determination of municipal costs. There may also be additional information from the Province or Member Municipalities which becomes available before Committee or Council's consideration of this report. If necessary, staff will advise of such matters.

The implications of the reversal of OPA 119 modifications on the Official Plan Review are highlighted separately in Progress Report 10 (PD2023-35).

5.0 Recommendations

That the County Official Plan Review – Provincial Reversal of OPA 119 Modifications report be received for information;

That the report be circulated to Member Municipalities so that they have the report to assist if responding to the Ministry under separate cover; and

That staff work with the Province to recover municipal costs.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Sarah Wilhelm', with a stylized flourish at the end.

Sarah Wilhelm, RPP, MCIP
Manager of Policy Planning

Attachment 1: October 23, 2023 Statement, Minister of Municipal Affairs and Housing

Attachment 2: November 2, 2023 Letter, Minister of Municipal Affairs and Housing

STATEMENT

Ontario Winding Back Changes to Official Plans

October 23, 2023

Municipal Affairs and Housing

TORONTO — Today, Paul Calandra, Minister of Municipal Affairs and Housing, released the following statement:

“Since becoming Minister of Municipal Affairs and Housing, I have made it a priority to review past decisions, including minister’s zoning orders and official plans, to ensure that they support our goal of building at least 1.5 million homes in a manner that maintains and reinforces public trust.

In reviewing how decisions were made regarding official plans, it is now clear that they failed to meet this test. In response, as soon as I am able, I will be introducing legislation that would reverse the official plan decisions for Barrie, Belleville, Guelph, Hamilton, Ottawa and the City of Peterborough, the Regional Municipalities of Halton, Niagara, Peel, Waterloo and York, as well as Wellington County. This legislation would wind back provincial changes to official plans and official plan amendments, except in circumstances where construction has begun or where doing so would contravene existing provincial legislation and regulation. This includes winding back changes to urban boundaries.

To ensure that the reset plans match our shared ambitions to build more homes, especially now that municipalities have made their housing pledges, we will be asking impacted municipalities to submit changes and updates to those plans to ministry staff within 45 days of today, including information on projects that are already underway.

In recognition of the costs incurred by municipalities arising out of this decision, the province will work with impacted municipalities to assist with related planning and staffing costs.”

Related Topics

Government

Learn about the government services available to you and how government works.

[Learn more](#)

Home and Community

Information for families on major life events and care options, including marriage, births and child care. Also includes planning resources for municipalities. [Learn](#)

[more](#)

Media Contacts

Alexandru Cioban

Minister's Office

Alexandru.Cioban@ontario.ca

Communications Branch

MMA.media@ontario.ca

Accessibility

Privacy

Contact us

© King's Printer for Ontario, 2012-2023

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2023-5307

November 2, 2023

**Re: Announcement Impacting Provincial Decisions on Municipal Official Plans/
Official Plan Amendments**

Dear Sir, Madam:

Since becoming the Minister of Municipal Affairs and Housing, I have made it a priority to review past decisions related to land use planning, including official plans and minister's zoning orders, to ensure that these earlier decisions support our goal of building at least 1.5 million homes in a manner that maintains and reinforces public trust.

In November 2022 and April 2023, the ministry issued decisions on official plans impacting the cities of Barrie, Belleville, Guelph, Hamilton, Ottawa and Peterborough, the regional municipalities of Halton, Niagara, Peel, Waterloo and York, and Wellington County. As a result of my review of these decisions, on October 23, 2023, I announced my intent to introduce legislation as soon as possible that would reverse the province's changes to these plans.

For clarity, the proposed legislation will, if passed, bring into effect the official plans or official plan amendments as adopted by municipal council without provincial modifications, except for any modifications that are necessary to protect matters of public health and safety, or which are required to align with legislation or regulations.

The ministry appreciates that the decisions that were made in November 2022 and April 2023 are currently in effect, and I understand that many municipalities are working to actively implement the decisions. I also appreciate that productive collaboration and coordination between the ministry and your municipality is going to be needed to ensure clarity going forward.

As stated in my announcement on October 23, 2023, we are providing 45 days for municipalities to submit information about the modifications to the official plans that were originally submitted to the Ministry, including:

1. Circumstances or projects where construction has already begun in relation to the official plan or official plan amendment decisions, particularly those projects that are directly reliant on the modifications made to the plan through the ministry's decision; and

2. If there are changes that the municipality would like to see made to the official plan, based on the modifications that the province had previously made, and which you support. Lower-tier municipal feedback on the original official plan submitted to the province will be important to supporting its implementation.

We are asking mayors of impacted single and lower tier municipalities to submit this feedback, including proposed changes and updates to the official plans/official plan amendments, to ministry staff **by December 7, 2023**. Please submit feedback to the following email address: MMAHOfficialPlans@Ontario.ca.

To ensure the province receives the necessary feedback within the 45-day window, we will accept changes directly from heads of council of single and lower-tier municipalities, including to official plans that were originally submitted with council endorsements from upper-tier municipalities. Heads of council may choose to seek a council endorsement of their proposed changes, but that is not required.

While I intend to introduce legislation prior to the conclusion of the 45-day period, please rest assured that municipal feedback received during the 45-day window, and through consultation on the legislation, will be carefully considered to determine the best approach for moving forward, including if further legislative steps or the use of other provincial tools are required.

We are also interested in receiving information and supporting documentation that outlines related planning costs that may have been incurred by your municipality arising out of the provincial decisions. This information can be submitted to the ministry outside of the 45-day window through municipal staff.

Official plans are an important tool for addressing Ontario's shortage of housing. To that end, as you prepare your feedback, I encourage you to ensure your proposed approach to meet your housing targets is ambitious and reflective of the serious need to get more homes built quickly. In particular, I encourage you to look for opportunities to systematically increase density and align this density with existing and planned transit within your municipality. Getting more homes built faster will help more people in your municipality find a home that meets their needs and budget and help municipalities access funding under Ontario's all-new \$1.2 billion Building Faster Fund.

If your staff have questions or concerns, ministry staff are available to discuss this matter further. Please have municipal staff contact the ministry at the email address above and we will connect you with the relevant staff in my ministry.

Thank you,



Hon. Paul Calandra
Minister of Municipal Affairs and Housing



Committee Report

To: Chair and Members of the Planning Committee
From: Sarah Wilhelm, Manager of Policy Planning
Date: Thursday, November 09, 2023
Subject: **County Official Plan Review – Progress Report #10**



PLANWELL

1.0 Purpose

This progress report for the County Official Plan Review covers the period from July to November 2023.

2.0 Key Updates

- On October 23, 2023 the Province announced plans to reverse Ministry modifications to County Official Plan Amendment 119 (County Growth Structure), including urban boundary expansions that were not part of the original Council adopted Amendment. See report PD2023-34 for additional information.
- County Future Development Lands – Official Plan Amendment 123 has been circulated for comment. This is the third amendment as part of the County's phased municipal comprehensive review (MCR). No public consultation has been scheduled at this time.
- The comment period for the Draft Provincial Planning Statement closed August 4, 2023. The Draft document proposes significant changes to the Provincial land use planning framework. The Ministry has not provided any further additional information or the timing on the approval of this Provincial initiative.
- County Growth Forecast – Official Plan Amendment 120 was adopted by County Council on February 23, 2023. The amendment extends the growth horizon in Wellington from 2041 to 2051 and allocates the additional population, household and employment growth to Member Municipalities. The Amendment was submitted to Ministry of Municipal Affairs and Housing on March 1, 2023. No decision has been made by the Province and there is no update from the Ministry on the likely approval of this amendment.
- The following County Planning Committee Reports have been brought forward to Council since the last progress report:

PD2023-22	County Official Plan Review – Progress Report #9
PD2023-23	New Provincial Housing Fund – Building Faster Fund
PD2023-24	County Official Plan Review – OPA 123 Future Development Lands
PD2023-29	Bill 134 – Affordable Homes and Good Jobs Act

3.0 Work Plan

In the last update report, staff provided an overview of changes to the Official Plan Review work plan in response to the release of the proposed Provincial Planning Statement. Staff is now dealing with the reversal of Provincial modifications to the approval of OPA 119. The uncertain Provincial policy and legislative environment has clearly caused significant delays, wasted staff time and undermined our Official Plan Review process. We will be seeking compensation from the Government for lost time and wasted resources.

3.1 Key Areas to Continue with Official Plan Review

Staff recommends that the following areas of our work plan be continued at this time:

Phase 3A – Official Plan Amendment 123

- Official Plan Amendment 123 implements part of the County’s Phase 2 technical work pertaining to Future Development land redesignations and other matters.
- OPA 123 implements some of the Provincial modifications to OPA 119 such as urban expansions in Rockwood and Clifford and an employment conversion in Arthur. The draft amendment will need to be revised to reflect the reversal of those modifications, once approved by the Ministry.

Phase 3A – Review of Candidate Urban Boundary Expansions

Mapleton	<ul style="list-style-type: none">• Mapleton retained consultants to complete additional technical work and is the only Member Municipality with a Council-endorsed approach to urban boundary expansions based on the County’s Phase 2 Land Needs Assessment Report.• To expedite consideration of requests in Mapleton, staff recommend that the technical review of candidate boundary expansions proceed immediately using Provincial, County and local policy criteria to evaluate the requests received to date.• The submission window for boundary expansion requests in Mapleton is now closed.• The County will work with Municipal and Provincial staff to determine the most appropriate and timely approach to implement the results of this review (e.g. through an in progress Official Plan Amendment or a separate amendment to the Official Plan).
Erin and Minto	<ul style="list-style-type: none">• To consider options for relatively minor expansions in Erin and Minto based on the results of the County’s Phase 2 Land Needs Assessment, staff recommend completion of a technical review using Provincial, County and local policy criteria to evaluate the requests received to date.• The submission window for boundary expansion requests in Erin and Minto is now closed.

Phase 3A – Review of Candidate Urban Boundary Expansions (continued)

Centre Wellington	<ul style="list-style-type: none">• The County will need to consider the results of the Township’s urban land needs scenarios prepared by Watson & Associates and finalize the Phase 2 Land Needs Assessment results for Centre Wellington.• For Centre Wellington, staff recommend preparing a more detailed evaluation framework and criteria (including phasing) based on Provincial, County and local policies in consultation with Township staff.• Staff will extend the submission window for urban expansion requests in Centre Wellington until Wednesday, January 3, 2024 after which it will be closed.
Guelph/Eramosa and Wellington North	<ul style="list-style-type: none">• The MCR Phase 2 Report followed the Provincial policies and methodology for determining land need to 2051.• There was no need for urban expansion identified in Guelph/Eramosa or Wellington North and therefore, no requests will be evaluated for those areas.
Puslinch	<ul style="list-style-type: none">• Requests in the Township of Puslinch will be dealt with as part of rural Phase 3B.

Phase 3B – Regionally Significant Economic Development Study Area

- Puslinch Council would like to proceed with the study. Staff have agreed to work with the Township to identify the scope for the study and initiate the process to retain consultants.

4.0 Overview of Housing Supply in Wellington

As stated above, the County will continue to move forward with the Phase 3A urban boundary expansion review to bring additional lands into urban centres to meet land needs to 2051. Until that work is completed, it is important to note that the County continually monitors the short term and long term housing supply in the development pipeline.

While the County does not currently have a Provincial housing target like large and fast-growing municipalities, the County is exceeding other Provincial requirements for short term and long term housing supply under section 1.4.1 of the Provincial Policy Statement (2020).

Wellington County Short Term Residential Land Supply

There are potentially 5,803 residential units currently zoned for residential purposes in draft approved and registered plans. This represents an approximate 8-year supply of units based on the forecasted annual 730 units/year needed to meet the 2051 household forecast from 2021.

This exceeds the Provincial minimum of a 3-year supply.

**Short Term
Residential Supply**

**5,800 units
(8 years)**

Wellington County Long-Term Residential Land Supply

There are potentially 14,105 residential units available in lands designated for urban residential use. When adjusted for the South Fergus Secondary Plan (including increased residential lands and residential densities), there are approximately 16,000 residential units. This translates to an estimated 22-year supply of potential units based on the forecasted annual 730 units/year needed to meet the 2051 household forecast from 2021.

**Long Term
Residential Supply**

**16,000 units
(22 years)**

This exceeds the Provincial minimum of a 15-year supply.

The County will continue to work with Provincial staff to ensure that we complete the necessary review(s) to determine the feasibility and most appropriate location for proposed expansions where they are needed.

5.0 Recommendations

That the County Official Plan Review – Progress Report #10 be received for information;

That the County Clerk forward the report to Member Municipalities; and

That staff make any necessary changes to draft Official Plan Amendment 123 to implement the reversal of Provincial modifications to Official Plan Amendment 119 (once approved by the Ministry) and to respond to the changing Provincial policy environment.

Respectfully submitted,



Sarah Wilhelm, RPP, MCIP
Manager of Policy Planning