



# Township of Centre Wellington

## Council Agenda

Monday, June 29, 2026

Closed Session 5:00 pm

6:00 pm

Council Chamber, 1 MacDonald Square, Elora

Attend in person or watch the meeting remotely

<https://centrewellington.civicweb.net/portal/>

Live streaming may not be available for all meetings.

Page

## 1. CALL TO ORDER

## 2. LAND ACKNOWLEDGEMENT

- 2.1 The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee.

With increasing encroachment by non-Indigenous settlers in the Township of Centre Wellington, the Anishinaabe and Haudenosaunee could not continue their traditional lifestyle and settled in their villages along the Credit River and in the Grand River Valley. These Indigenous nations uphold their Treaty Rights within our jurisdiction.

Today, the Township of Centre Wellington remains home to Indigenous peoples from across Turtle Island. We are grateful to have the opportunity to share and respect Mother Earth and are committed to building constructive and cooperative relationships with Indigenous nations.

## 3. ADDENDUMS AND CORRECTIONS TO THE AGENDA

## 4. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT

## 5. CLOSED SESSION

- 5.1 THAT the Council of the Township of Centre Wellington convene in closed session in accordance with section 239(2)(b) of the *Municipal Act 2001*, as amended to consider:
- (b) personal matters about an identifiable individual, including municipal or local board employees

## 6. RECONVENE IN OPEN SESSION

## 7. MATTERS ARISING FROM CLOSED SESSION

## 8. PUBLIC MEETINGS TO CONSIDER ZONING AMENDMENTS

## 9. PRESENTATIONS AND ANNOUNCEMENTS

- 9.1 Fergus Whalers - Schmalz Cup Champions
- 9.2 Mayor's County Council Report
- 9.3 Councillor's Committee Updates

## 10. DELEGATIONS

- 10.1 Catherine Pan, Senior Development Manager of Sorbara Development Group - re: Agenda Item 11.3 - Heritage Designation Recommendation - 8076 Wellington Road 19, Fergus

*Recommendation:*

*THAT Council receives the delegation from Catherine Pan, Senior Development Manager of Sorbara Development Group regarding Agenda Item 11.3 for information.*

## 11. CONSENT ITEMS

Consent Agenda Items are considered routine in nature and are voted on collectively. However, any Member of Council may request one or more items be removed from the Consent Agenda for separate action.

- 11.1 Approval and Receipt of Minutes 7 - 25  
[Council - 15 Jun 2026 - Minutes - Pdf](#)

*Recommendation:*

*That the minutes of the Council Meeting held June 15, 2026 be approved as circulated.*

- 11.2 Heritage Designation Recommendation - 250 Garafraxa Street East, Fergus 26 - 34  
Report from Deanna Maiden, Senior Development Planner  
[PLN2026-27 - Pdf](#)

*Recommendation:*

*THAT the Council of the Township of Centre Wellington states a Notice of Intention to Designate the property municipally known as 250 Garafraxa Street East, Fergus under Section 29, Part 4, of the Ontario Heritage Act.*

- 11.3 Heritage Designation Recommendation - 8076 Wellington Road 19, Fergus 35 -  
194

Report from Deanna Maiden, Senior Development Planner  
[PLN2026-26 - Pdf](#)

*Recommendation:*

*THAT the Council of the Township of Centre Wellington states its Notice of Intention to Designate the property municipally known as 8076 Wellington Road 19, Fergus, as a property of cultural heritage value or interest pursuant to Section 29 (Part 4) of the Ontario Heritage Act.*

- 11.4 Notice of Study Commencement for an Environmental Assessment Addendum - Fergus Golf Course Redevelopment 195 - 197

Report from Colin Baker, Managing Director of Infrastructure Services  
[IS2026-19 - Pdf](#)

*Recommendation:*

*THAT the Council of the Township of Centre Wellington receives for information an update on the servicing strategy for the Fergus Golf Course Redevelopment and related Notice of Study Commencement for an Environmental Assessment Addendum.*

- 11.5 Notice of Study Completion - Transit Feasibility Study 198 - 201

Report from Colin Baker, Managing Director of Infrastructure Services  
[IS2026-20 - Pdf](#)

*Recommendation:*

*THAT the Council of the Township of Centre Wellington endorse the Transit Feasibility Study and direct staff to publish the Notice of Study Completion.*

- 11.6 Appointment of Environmental Protection Officer 202 - 204

Report from Gerry Atkinson, Manager of Wastewater Services  
[IS2026-18 - Pdf](#)

*Recommendation:*

*THAT the Council of the Township of Centre Wellington execute a by-law to appoint Andrew Marshall as an Environmental Protection Officer for the Township.*

*Recommendation:*

*THAT the Council of the Township of Centre Wellington approve consent agenda items 11.1 through 11.6.*

## **12. CONSIDERATION OF REPORTS**

- 12.1 2026-2030 Joint Compliance Audit Committee 205 - 225

Report from Natalia Teplicki, Elections Coordinator  
[COR2026-29 - Pdf](#)

*Recommendation:*

*THAT the Council of the Township of Centre Wellington receives Report COR2026-29 regarding the Joint Compliance Audit Committee for the 2026-*

2030 term of Council; and

*THAT Council approves the Terms of Reference for a Joint Compliance Audit Committee with the Wellington County municipalities, attached as Schedule A, for the 2026-2030 term of Council; and*

*THAT Council directs the Mayor and Clerk execute the corresponding by-laws to establish a Joint Compliance Audit Committee for the 2026-2030 term of Council and to appoint the members of the Joint Compliance Audit Committee.*

- 12.2 Provision of Naloxone for Centre Wellington Fire Rescue 226 -  
236  
Report from Jason Benn, Fire Chief  
[CS2026-22 - Pdf](#)

*Recommendation:*

*THAT the Council of the Township of Centre Wellington receives for information Report No. CS2026-22;*

*AND THAT Council delegates authority to the Managing Director of Community Services to execute the Agreement attached to Report No. CS2026-22, which establishes the provision of Naloxone kits from Wellington-Dufferin-Guelph Public Health to the Township of Centre Wellington.*

- 12.3 Technical Rescue Services Agreements with Neighbouring Municipalities 237 -  
256  
Report from Jason Benn, Fire Chief  
[CS2026-23 - Pdf](#)

*Recommendation:*

*THAT the Council of the Township of Centre Wellington receives Report No. CS2026-23 for information;*

*AND THAT the Council of the Township of Centre Wellington delegates authority to the Managing Director of Community Services to execute Technical Rescue Services Agreements between the Township of Centre Wellington and participating municipalities for the provision of specialized technical rescue services by Centre Wellington Fire Rescue;*

*AND THAT Council delegates authority to the Fire Chief to finalize operational procedures, deployment protocols, and service level standards associated with the Technical Rescue Services Agreements.*

- 12.4 Zoning Amendment RZ05-2026 Decision Report - 7010 Third Line, West Garafraxa 257 -  
266  
Report from Deanna Maiden, Senior Development Planner

[PLN2026-28 - Pdf](#)

*Recommendation:*

*THAT the Council of the Township of Centre Wellington approves rezoning application RZ05/2026 for the property at 7010 Third Line, West Garafraxa, and that the corresponding amending by-law be given three readings.*

- 12.5 Request for Tender #43-26 / Reconstruction of Smith Street and Victoria Crescent, Elora 267 - 270  
Report from Adam McNabb, Chief Financial Officer & Treasurer

[FIN2026-14 - Pdf](#)

*Recommendation:*

*THAT the Council of the Township of Centre Wellington award Request For Tender #43-26 regarding the reconstruction of Smith Street and Victoria Crescent, Elora to 410754 Ontario Limited, o/a Sousa Concrete, at a contract price of \$1,777,490.28, including contingency, excluding HST.*

*AND THAT the Council of the Township of Centre Wellington direct staff to explore options for funding the proposed parkette.*

*AND FURTHER THAT project funding be updated as shown in report FIN2026-14 dated 29 June 2026.*

- 12.6 Reserve and Reserve Fund Policy Update 271 - 294  
Report from Adam McNabb, Chief Financial Officer & Treasurer  
[FIN2026-04 - Pdf](#)

*Recommendation:*

*THAT the Council of the Township of Centre Wellington adopt the Reserve and Reserve Fund Policy outlined in report FIN2026-04 dated June 29, 2026.*

*AND THAT the Council of the Township of Centre Wellington authorize the Mayor and Clerk to sign a by-law with respect to this Policy.*

*AND THAT any transfers between reserves required as a result of 2026 transactions relating to the updated policy be made by staff.*

**13. BY-LAWS**

- 13.1 2026-49 a Bylaw to Establish a Compliance Audit Committee  
2026-50 a Bylaw to Appoint Members to the Compliance Audit Committee  
2026-51 a Bylaw to Establish a Reserve and Reserve Fund Policy and to Repeal Bylaw 2025-29

2026-52 a Bylaw to Amend the Township of Centre Wellington Zoning By-law 2009-045 as amended, to change the zoning (Zoning Amendment RZ05-2026) to certain lands from "A" to "A.28.9"

2026-53 a Bylaw to Appoint an Environmental Protection Officer for the Township of Centre Wellington for the purpose of enforcing the Township's Sewer Use Bylaw 2022-66 and Stormwater Management Facilities Bylaw 2026-05

*Recommendation:*

*THAT By-laws 2026-49 through 2026-53 be read a first, second and third time and passed, signed by the Mayor and Clerk and the Corporate Seal affixed.*

#### **14. NOTICE OF MOTIONS**

#### **15. MOTIONS (WHERE NOTICE HAD BEEN GIVEN)**

#### **16. CONFIRMATORY BY-LAW**

16.1 A By-law to confirm the actions of Council

*Recommendation:*

*THAT By-law 2026-54 to Confirm the Proceedings of Council at its meeting held June 29, 2026 be introduced a first, second and third time and passed in open Council.*

#### **17. ADJOURNMENT**



**Township of Centre Wellington  
Council Minutes  
Monday, June 15, 2026  
Council Chamber  
2:00 PM**

**PRESENT:**

Mayor Shawn Watters  
Councillor Lisa MacDonald  
Councillor Kimberley Jefferson  
Councillor Barbara Lustgarten-Evoy  
Councillor Jennifer Adams  
Councillor Bronwynne Wilton  
Councillor Denis Craddock

**REGRETS:**

**STAFF:**

Chief Administrative Officer, Dan Wilson  
Managing Director of Legislative Services & Municipal Clerk, Tyler Sager  
Manager of Legislative Services & Deputy Municipal Clerk, Rachel Cannon  
Legislative Coordinator, Devlin Schellenberger  
Managing Director of Corporate Services & Treasurer, Adam McNabb  
Managing Director of Community Services, Adam Gilmore  
Managing Director of Infrastructure Services, Colin Baker  
Manager of Planning Services, Mariana Iglesias  
Senior Development Planner, Deanna Maiden  
Supervisor of Bylaw and Licensing, Satnam Chauhan  
Engineering Technologist, Emily Alessio  
Risk Management Official for Wellington Source Water Protection, Kyle Davis  
Manager of Finance and Deputy Treasurer, Mark Bradey  
Manager of Water Services and Environmental Sustainability, Dino Masiero  
Water Conservation Coordinator, Ian Duncan  
Executive Coordinator, Sally Litchfield  
Manager of Communications and Engagement, Kendra Martin

**1. Call to Order**

Mayor Watters called the meeting to order.

**2. Land Acknowledgement**

Councillor Wilton read the land acknowledgement.

**3. Addendums and Corrections to the Agenda**

**3.1 Reorder:**

Move Agenda Item 12.1 - 2025 Audited Financial Statements to 12.11.

Move Agenda Item 12.7 - Stormwater Rate Study to 12.1 and reorder all other reports accordingly.

**Additions:**

Item 5.1 - Closed Session - a matter pertaining to the security of the property of the municipality [s. 239(2)(a)]

Item 10.2 - Delegation: Hugh Handy, Vice President of GSP Group, re: Agenda Item 12.4, Zoning Amendment RZ07-2025 Decision Report - 191 Wellington Road 7 & 290 South Street, Salem

Item 10.3 - Delegation: Randall Howard, re: Agenda Item 12.4, Zoning Amendment RZ07-2025 Decision Report - 191 Wellington Road 7 & 290 South Street, Salem

Item 10.4 - Delegation: Bob Jackson, re: Agenda Item 12.4, Zoning Amendment RZ07-2025 Decision Report - 191 Wellington Road 7 & 290 South Street, Salem

**Removal:**

Item 9.1 - Update on Groves Memorial Community Hospital and Physician Recruitment

Item 13.1 - 2026-48 A By-law to regulate and prohibit activity in and around stormwater management facilities

**Renumber:**

Item 16.1 - A By-law to confirm the actions of Council - 2026-48

T. Sager, Managing Director of Legislative Services & Municipal Clerk responded to a question from Council regarding the removal of item 13.1 noting that the by-law had been brought forward at an earlier meeting.

**4. Disclosure of Pecuniary Interest Under the Municipal Conflict of Interest Act**

None.

**5. Closed Session**

- 5.1 Moved by Councillor Bronwynne Wilton, Seconded by Councillor Jennifer Adams.

*THAT the Council of the Township of Centre Wellington convene in closed session in accordance with sections 239(2)(a),(c),(i) and (k) of the Municipal Act 2001, as amended to consider:*

*(a) the security of the property of the municipality*

*(c) a proposed or pending acquisition or disposition of land by the municipality*

*(i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;*

*(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.*

CARRIED

**6. Reconvene in Open Session**

- Moved by Councillor Bronwynne Wilton, Seconded by Councillor Lisa MacDonald.

*THAT the Council of the Township of Centre Wellington reconvene in open session.*

CARRIED

**7. Matters Arising from Closed Session**

- 7.1 THAT direction was provided to the Chief Administrative Officer with respect to the matters considered in closed session; and

THAT the matters shall remain confidential pending execution of the agreements/the lifting of confidentiality obligations, at which time staff are directed to report back to Council in open session.

**8. Public Meetings to Consider Zoning Amendments**

**9. Presentations and Announcements**

- 9.1 Removed from the Agenda:  
Update on Groves Memorial Community Hospital and Physician Recruitment

9.2 Mayor's County Council Report

Mayor Watters expressed condolences to the families involved in the Mapleton accident.

9.3 Councillor's Committee Updates

Councillor MacDonald provided an update that the Victoria Seniors Committee met last week and advised that they are currently working on updates to their constitution, in time for the upcoming Annual General Meeting (AGM). She congratulated the Elora Lawn Bowling Club on its 120th anniversary and thanked Mayor Watters for attending.

Councillor Wilton shared that she recently attended the Federation of Canadian Municipalities (FCM) conference in Edmonton, which brought together close to 3,000 delegates and elected officials from across the country. The conference offered some excellent presentations, workshops, and study groups, providing valuable learning and networking opportunities.

Councillor Lustgarten-Evoy noted that most Committees are not meeting at this time leading up to the election.

**10. Delegations**

- 10.1 Mackenzie Meek, Elora Mill Hotel and Spa re: Agenda Item 12.8, Elora South TIEG Phase Order Update Information Report

M. Meek provided a brief overview of the building phases that have been completed to date and detailed the timeline of the overall project under the existing Elora Mill South TIEG agreement, between the Elora Mill, Township of Centre Wellington and the County of Wellington.

She noted that the intent of the TIEG program is to support development on priority sites identified in the Township's Community Improvement Plan (CIP) by providing partial property tax relief for a defined period following the completion of eligible projects. The Elora Mill agreement was structured to include all planned phases within the Elora Mill South property. Prepared in 2022, the agreement included an anticipated order of building phases along with estimated construction start and completion

timelines for each phase. Flexibility was incorporated into the agreement to allow for adjustments to the phasing order, subject to Council approval through a formal report.

M. Meek stated that there is now a clearer understanding of how the remaining phases are expected to proceed and respectfully requested Council's support for the proposed update to the phasing order within the existing Elora Mill South TIEG agreement.

M. Meek responded to questions from Council regarding the public access trail on the south side of the Grand River, the timelines within the TIEG agreement, the proposed parking structure and the Carlton Place reconstruction.

Moved by Councillor Bronwynne Wilton, Seconded by Councillor Lisa MacDonald.

*THAT Council receives the delegation from Mackenzie Meek regarding Agenda Item 12.8 for information.*

*CARRIED*

- 10.2 Hugh Handy, Vice President of GSP Group re: Agenda Item 12.4, Zoning Amendment RZ07-2025 Decision Report - 191 Wellington Road 7 & 290 South Street, Salem

H. Handy spoke on behalf of Tom Keating, a representative of Keating Construction. He thanked Council for the opportunity to address them and expressed support for the staff recommendation regarding the application at South Street and Wellington Road. He noted that the proposed development is appropriate for the site and represents a reasonable density, highlighting that revisions were made to reduce the number of front-facing units from 25 to 23.

H. Handy responded to comments and questions from Council regarding the front facing units on South Street.

Moved by Councillor Bronwynne Wilton, Seconded by Councillor Barbara Lustgarten-Evoy.

*THAT Council receives the delegation from Hugh Handy, Vice President of GSP Group, regarding Agenda Item 12.4 for information.*

*CARRIED*

- 10.3 Randall Howard, re: Agenda Item 12.4, Zoning Amendment RZ07-2025 Decision Report - 191 Wellington Road 7 & 290 South Street, Salem

R. Howard expressed concerns with the proposed development, noting that the level of intensification does not align with the existing character of the neighbourhood and the surrounding heritage area. While he acknowledged that some degree of urban development is necessary, he noted that the alternative proposal put forward by residents was not meaningfully considered.

He highlighted concerns about the overall process, describing it as lacking transparency, with an incomplete public record and insufficient responses to citizen feedback. He asked that Council defer this decision.

Moved by Councillor Lisa MacDonald, Seconded by Barbara Lustgarten-Evoy.

*THAT Council receives the delegation from Randall Howard regarding Agenda Item 12.4 for information.*

CARRIED

- 10.4 Bob Jackson, re: Agenda Item 12.4, Zoning Amendment RZ07-2025 Decision Report - 191 Wellington Road 7 & 290 South Street, Salem

B. Jackson thanked Council and staff for the opportunity to speak and requested that this planning matter be deferred with specific requirements and direction.

He noted that residents support appropriate, compatible growth and modest-density infill in stable residential areas. However, Council's decision should be based on consistent application of planning policy and precedent, particularly providing the example of the Sideroad 19 approval on January 26, where 7–8 units per acre was deemed appropriate. The current proposal at approximately 11 units per acre exceeds that benchmark, raising concerns of over-intensification that is not supported by the Official Plan or by past Council decisions.

B. Jackson stated the request is that Council ensure its decision reflects a consistent application of planning policy and well-supported planning analysis. He urged Council to consider whether the proposed density is compatible with the character of the existing stable residential area and aligned with prior planning approvals such as Sideroad 19.

Moved by Councillor Bronwynne Wilton, Seconded by Councillor Denis Craddock.

*THAT Council receives the delegation from Bob Jackson regarding Agenda Item 12.4 for information.*

**CARRIED**

Councillor Wilton clarified that the information regarding Agenda Item 12.4 is publicly available.

**11. Consent Items**

Mayor Watters indicated Consent Agenda Items are considered routine in nature and are voted on collectively. However, any Member of Council may request one or more items be removed from the Consent Agenda for separate action.

11.1 Approval and Receipt of Minutes

*THAT the minutes of the Special Council Meeting held May 21, 2026, and the Council Meeting held May 25, 2026, be approved as circulated;*

*AND that the Healthy Communities Advisory Committee minutes from May 6, 2026, the Diversity, Equity and Inclusion Advisory Committee Minutes from April 9, 2026, and the Heritage Centre Wellington Minutes from May 12, 2026, be received for information.*

11.2 Restricted Acts - The "Lame Duck" Period

Report from Natalia Teplicki, Elections Coordinator

*THAT Council receives the "Restricted Acts - The 'Lame Duck' Period" report for information.*

11.3 Toll Booth - Fergus Fire Fighters

Report from Devlin Schellenberger, Legislative Coordinator

*THAT the Council of the Township of Centre Wellington authorizes the Mayor and Clerk to execute a by-law authorizing a fundraising activity in the form of soliciting by a toll booth on the Tower Street Bridge in Fergus, on Saturday, September 19, 2026 from 8:00 a.m. to 4:00 p.m. by the Fergus Firefighters Association on behalf of Muscular Dystrophy Canada.*

11.4 Consolidated Delegation of Authority Report for 2025

Report from Adam McNabb, Chief Financial Officer & Treasurer

Moved by Councillor Lisa MacDonald, Seconded by Councillor Kimberly Jefferson

*THAT the Council of the Township of Centre Wellington approves consent items 11.1 to 11.4*

*CARRIED*

**12. Consideration of Reports**

12.1 Item 12.7 Stormwater Rate Study

Report from Adam McNabb, Chief Financial Officer and Treasurer

A. McNabb, Chief Financial Officer and Treasurer introduced the report, he stated that the Draft Stormwater Rate Study responds to recommendations from the Stormwater Management Master Plan. The Rate Study has been facilitated through the Township's Capital Plan via the water, wastewater, stormwater rate study project as part of the 2025 budget process.

Daryl Abbs, Managing Partner of Watson & Associates Economists Ltd. presented the Draft Stormwater Rate Study outlining stormwater management, progress of the Stormwater Rate Study, the costs involved in providing stormwater service and funding sources, stormwater polices, public engagement strategies and implementation.

D. Abbs responded to comments and questions from Council regarding water usage, benefit programs and public engagement, the Infrastructure for Jobs and Prosperity Act, low impact development, and how green infrastructure factors into the study and rural property exemptions.

A. McNabb responded to a question from Council regarding the 2027 budget.

Moved by Councillor Bronwynne Wilton, Seconded by Councillor Jennifer Adams.

*THAT the Council of the Township of Centre Wellington receive report FIN2026-09 and associated Draft Stormwater Rate Study for Information;*

*AND THAT the Council of the Township of Centre Wellington direct staff to post the Draft Stormwater Rate Study on ConnectCW for input and defer any future public information sessions related to this topic until the next term of Council.*

*CARRIED*

12.2 Centre Wellington Hydro Annual General Meeting  
Report from Dan Wilson, CAO

Wayne Dyce, President of Centre Wellington Hydro gave a presentation reviewing the Energies Company structure, Centre Wellington Hydro's overall performance & rates, capital project investment, customer engagement, reviewed the financials and he noted the requirements of the Annual General Meeting.

W. Dyce responded to comments and questions from Council regarding servicing areas of Centre Wellington experiencing substantial growth.

Moved by Councillor Bronwynne Wilton, Seconded by Councillor Lisa MacDonald.

*THAT Council receives Report CAO2026-14 Centre Wellington Hydro Annual General Meeting; and*

*THAT Council approves the 2025 Shareholder Direction as outlined in the "Resolution of the Shareholder" and "Resolution of the Sole Shareholder" for Centre Wellington Energy Inc; and*

*THAT Council approves the 2025 Annual Report and Approved Audited Financial Statements for Centre Wellington Hydro, Centre Wellington Energy Innovations and Centre Wellington Energy Inc.*

**CARRIED**

12.3 Water Softener Rebate Program  
Report from Ian Duncan, Water Conservation Coordinator

Ian Duncan, Water Conservation Coordinator provided a brief overview of the water softener rebate program, outlined the 10-year cost comparison, impact on sodium and chloride usage areas, and the application process for residents.

I. Duncan responded to comments and questions from Council regarding the NAC/TAC systems relating to water hardness levels.

Moved by Councillor Lustgarten-Evoy, Seconded by Councillor Jennifer Adams.

*THAT the Council of the Township of Centre Wellington endorse the Water Softener Rebate Program.*

*CARRIED*

- 12.4 Zoning Amendment RZ07-2025 Decision Report - 191 Wellington Road 7 & 290 South Street, Salem  
Report from Deanna Maiden, Senior Development Planner

Deanna Maiden, Senior Development Planner provided a summary of the application to rezone lands from R1A to R3.49.2 Residential Exception to permit 23 residential units, 4 street townhouses and 19 cluster townhouses with private road access from South St. She noted that the existing dwelling at 290 South Street will remain (garage removed) and that the property of 191 Wellington Rd 7 is vacant.

D. Maiden highlighted that the existing proposal supports housing supply and maintains neighbourhood compatibility with the detailed design to be addressed through site plan approval.

D. Maiden responded to comments and questions from Council regarding Wellington County, road access, density, design, and Planning Act timelines; confirmed that all required information had been received.

Moved by Councillor Bronwynne Wilton, Seconded by Councillor Kimberly Jefferson.

*THAT the Council of the Township of Centre Wellington approves application RZ07/25 for a zoning amendment and gives three readings to the necessary by-law.*

*CARRIED*

- 12.5 Amendment to By-law 2025-81, Administrative Monetary Penalty System (AMPS) By-law  
Report from Satnam Chauhan, Supervisor of Bylaw and Licensing

Satnam Chauhan, Supervisor of Bylaw and Licensing outlined the proposed amendments to the AMPS By-law, including restructuring operational provisions and general housekeeping updates such as the removal of duplicated information, renumbering, and reflecting expanded service methods.

Moved by Councillor Barbara Lustgarten-Evoy, Seconded by Councillor Denis Craddock.

*THAT Council receives report COR2026-30 respecting amendments to By-law 2025-81, being a by-law to establish an Administrative Monetary Penalty System (AMPS); and*

*THAT Council enacts the amending by-law to update and expand the Township's AMPS framework.*

*CARRIED*

12.6 RFT#17-26 Compact Pickup Truck (By-law Enforcement)  
Report from Samoya Smith, Manager of Purchasing and Risk

Adam McNabb, Chief Financial Officer and Treasurer provided an overview of the report, noting that the RFT was issued in accordance with the Township's Procurement By-law. The report proposes awarding the tender to Trillium Ford Lincoln Ltd as the lowest bid, requiring a budget top-up of \$2,535.54 beyond what has been approved to date.

A. McNabb responded to comments and questions from council regarding hybrid vehicle use in other municipalities and any associated fuel cost savings.

Moved by Councillor Denis Craddock, Seconded by Councillor Bronwynne Witlon.

*THAT the Council of the Township of Centre Wellington authorize the award of Request for Tender #17-26 for One (1) compact Pickup Truck to Trillium Ford Lincoln Ltd for a total upset limit of \$43,695.00 exclusive of HST.*

*AND That the funding for this procurement be revised as outlined in report FIN2026-11 dated June 15, 2026.*

*CARRIED*

Mayor Watters called for a brief recess at approximately 3:51 p.m.

Council resumed at approximately 4:00 p.m.

12.7 Speed Limit Bylaw Update  
Report from Emily Alessio, Engineering Technologist, Transportation

Emily Alessio, Engineering Technologist provided a brief overview of the report recommending reducing speed limits on Middlebrook Rd., Noah Rd., Parkside Dr. W., Woodside St., and St. Andrew St. E. to improve safety, with new signs to be installed this summer and fall.

E. Alessio responded to comments and questions from Council regarding speed reduction in other areas of the Township.

C. Baker responded to a question regarding the overall blanket approach to speed reduction, as seen in neighbouring municipalities.

Moved by Councillor Barbara Lustgarten-Evoy, Seconded by Councillor Bronwynne Wilton.

*THAT the Council of the Township of Centre Wellington authorize the Mayor and Clerk to execute a By-law to Regulate Speed in the Township of Centre Wellington and to repeal By-law 2025-46 as outlined in Report No. IS2026-16.*

**CARRIED**

12.8 Elora South Inc. Tax Increment Equivalent Grant Update  
Report from Dan Wilson, CAO

Dan Wilson, CAO stated that the report pertains to the TIEG Agreement between the Township and Elora South Inc., who have requested a change to the sequencing of the development phasing. In accordance with the agreement, this change requires a written report to Council outlining the proposed changes.

He noted that the request has been reviewed and that six phases remain to be completed within the 15-year timeframe. Under the existing TIEG Agreement, the Township provides annual grant payments equivalent of up to 80% of the municipal tax increment resulting from increased assessment following the completion of each phase, over a period of 10 years. He further clarified that this amendment pertains only to the timing of the development and does not alter any other terms of the agreement.

D. Wilson responded to comments and questions from Council regarding the development including affordable housing, parking garage, water and wastewater and 10-year capital forecast.

Moved by Councillor Denis Craddock, Seconded by Councillor Bronwynne Wilton.

*THAT the Council of the Township of Centre Wellington receive report CAO2026-17 relating to the "Elora South Inc. Tax Increment Equivalent Grant Update" for information.*

*AND THAT Council delegates authority to the Township Chief Administrative Officer and Chief Financial Officer / Treasurer to sign an amendment to the Elora South Inc. Tax Increment Equivalent Grant Agreement reflecting the proposed changes to the development phasing.*

**CARRIED**

12.9 Item 12.10 - Review of Township Road Salt Management Programs  
Report from Colin Baker, Managing Director of Infrastructure

Colin Baker, Managing Director of Infrastructure provided an overview of the Salt Management Programs, noting Environment and Climate Change Canada's mandate to manage road salt use while ensuring effective winter maintenance to protect public safety, in accordance with provincial legislation, with an emphasis on minimizing the adverse environmental impacts associated with road salt.

Kyle Davis, Risk Management Official for Wellington Source Water Protection gave a presentation outlining the risk management plans required under the Clean Water Act to protect municipal drinking water sources. He also noted the importance of implementing voluntary salt management plans in areas subject to Planning Act approvals, along with ongoing public education initiatives.

K. Davis responded to comments and questions from Council regarding requirements risk management plans for private properties.

C. Baker responded to questions from Council regarding snow removal in municipally owned properties and training.

Moved by Councillor Lisa MacDonald, Seconded by Councillor Bronwynne Wilton.

*THAT the Council of the Township of Centre Wellington receive the 2026 Township of Centre Wellington Salt Management Plan for information AND;*

*Whereas road salt is a known toxic substance designated under the Canadian Environmental Protection Act because of tangible threats of serious or irreversible environmental and health damage from road salt; and*

*Whereas salt levels in Ontario's groundwater aquifers, creeks, rivers, and lakes have increasingly worsened since the 1970s, seriously affecting municipal drinking water sources and aquatic life; and*

*Whereas the Township of Centre Wellington takes actions to minimize salt impacts, local salt concerns and economic damages from salt, etc., and*

*Whereas the Ontario and Canadian governments have taken many actions over the past 25 years including setting water quality guidelines, developing voluntary codes of practice, signing the Canada-Ontario Great Lakes Agreement, and holding workshops, yet still the salt problem continues to grow; and*

*Whereas numerous situation analyses have recommended salt solutions liability protection, contractor certification, government-approved Best Management Practices (BMPs) and salt management plans; and*

*Whereas increased numbers of slips and falls claims, and other injury/collision claims related to snow and ice, are resulting in salt applicators overusing salt beyond levels considered best practices; and*

*Whereas unlimited contractor liability is making it difficult or expensive for snow and ice management contractors to obtain insurance coverage, resulting in contractors leaving the business, thereby making it difficult for municipalities and private owners to find contractors; and*

*Whereas the Snow and Ice Management Sector (SMS) of Landscape Ontario is working with the Ontario government to institute a limited liability regime for snow and ice management, including enforceable contractor training/certification and government-approved BMPs for salt application; and*

*Whereas many Ontario municipalities have Salt Management Plans, but these often require updating in light of improved science and better salt management practices now available; and*

*Whereas environmentally friendly and pet friendly alternatives to road salt and sidewalk have been widely available for decades and are used successfully world wide;*

*Therefore Be It Resolved That:*

*1. The Township of Centre Wellington urges the Province of Ontario to work urgently with key stakeholders to develop limited liability legislation, including enforceable contractor training and a single set of provincially-endorsed standard Best Management Practices (BMPs) for snow and ice management including incorporating the enforcement and BMPs into Risk Management Plans and Source Protection Plans pursuant to the Clean Water Act where applicable; and*

*2. The Township of Centre Wellington urges the province of Ontario to create and fund an expert stakeholder advisory committee to advise the province and municipalities on the best courses of action to protect freshwater ecosystems and drinking water from the impacts of salt pollution; and*

*3. The Township of Centre Wellington investigate and implement, where feasible and cost-effective, measures to reduce the use and impacts of winter maintenance materials on the environment, infrastructure, pets, and the community, while maintaining safe and accessible roads, sidewalks, and parking lots; and*

*4. This resolution be sent to all municipalities within the County of Wellington, the City of Guelph, the Regional Municipality of Waterloo, the Association of Municipalities of Ontario (AMO), local MPPs, Conservation Ontario, Minister Todd McCarthy (MECP), Attorney General Doug Downey, and Premier Doug Ford.*

**CARRIED**

- 12.10 Item 12.11 - Development Charge Reduction Program  
Report from Adam McNabb, Chief Financial Officer and Treasurer

Adam McNabb, Chief Financial Officer and Treasurer provided an overview of the report outlining the Ontario Development Charge Reduction Program (DCRP). The program is a one-time, competitive intake that provides up to 90% funding for eligible housing-enabling municipal infrastructure projects, conditional upon the municipality reducing residential development charges (DCs) by at least 30% and maintaining the reduction for three years.

He stated that, for an application to be considered, projects must support the creation of new housing units, be included in the Township's most recent Development Charges Background Study, align with the capital

plan, commence no later than July 31, 2030, and be completed by October 31, 2035.

Dan Wilson, CAO advised that staff are proposing new calculations based on additional information received from the Ministry regarding the Development Charge Reduction Program (DCRP). Noting that, based on Ministry guidelines, eligible costs are limited to growth-related construction expenses.

He advised that some projects are already underway and that soft costs are ineligible toward the Township's required 10% contribution, placing additional pressure on municipal funding for growth-related costs. He further noted that the post-period benefit component of the wastewater treatment plant is ineligible and identified significant growth-related capital project that directly supports new housing construction.

D. Wilson responded to comments and questions from Council regarding DC rates beyond the 3 year reduction period, funding and 30% reduction in DC rates.

Moved by Councillor Bronwynne Wilton, Seconded by Councillor Jennifer Adams.

*THAT the Council of the Township of Centre Wellington extends the council meeting for one (1) hour.*

**CARRIED**

Moved by Councillor Bronwynne Wilton, Seconded by Councillor Denis Craddock.

*THAT the Council of the Township of Centre Wellington receives report FIN2026-12 for information;*

*AND THAT the Council of the Township of Centre Wellington directs staff to submit an application to Ontario's Development Charge Reduction Program (DCRP), including identifying eligible projects, quantifying the financial impact of a residential development charge reduction;*

*AND THAT the Council of the Township of Centre Wellington delegates authority to the Chief Administrative Officer and Chief Financial Officer and Treasurer to execute any associated agreements if successful with the application process.*

*CARRIED*

Mayor Watters called for a brief recess at approximately 5:20 p.m.

Council resumed at approximately 5:23 p.m.

- 12.11 Item 12.1 2025 Audited Financial Statements  
Report from Mark Bradey, Manager of Finance and Deputy Treasurer

Adam McNabb, Chief Financial Officer and Treasurer introduced  
Brendan Hall, KPMG LLP Chartered Professional Accountants.

Brendan Hall, KPMG re Audited Financial Statements provided an  
overview of the audited financial statements. He indicated that as of June  
3, 2026, they have completed the audit of the financial statements, with  
the exception of certain remaining procedures. He indicated no  
significant control deficiencies were identified throughout the audit.

Mark Bradey, Manager of Finance and Deputy Treasurer provided a brief  
update with regard to the report and associated financials.

Moved by Councillor Bronwynne Wilton, Seconded by Councillor Lisa  
MacDonald.

*THAT the Council of the Township of Centre Wellington approve the  
December 31, 2025 audited draft consolidated financial statements as  
presented by KPMG LLP Chartered Professional Accountants.*

*CARRIED*

**13. By-laws**

- 13.1 2026-44 a Bylaw to authorize a fund raising activity in the form of soliciting  
by toll booth on the Tower Street Bridge in Fergus

2026-45 a Bylaw to Amend By-law 2025-81 being a By-law to establish  
an Administrative Monetary Penalty System (AMPS)

2026-46 a Bylaw to amend the Township of Centre Wellington Zoning  
Bylaw 2009-045, as amended to change the zoning of certain lands from  
"R1A" to "R3.49.Z"

2026-47 a Bylaw to regulate speed in the Township of Centre Wellington  
and to repeal Bylaw 2024-67

Removed from the Agenda:

2026-48 a Bylaw to regulate and prohibit activity in and around stormwater management facilities

Moved by Councillor Jennifer Adams, Seconded by Councillor Denis Craddock.

*THAT By-laws 2026-44 through 2026-47 be read a first, second and third time and passed, signed by the Mayor and Clerk and the Corporate Seal affixed.*

*CARRIED*

**14. Notice of Motions**

**15. Motions (where Notice had been given)**

**16. Confirmatory By-law**

16.1 A By-law to confirm the actions of Council

Moved by Councillor Lisa MacDonald, Seconded by Councillor Kimberley Jefferson.

*THAT By-law 2026-48 to Confirm the Proceedings of Council at its meeting held June 15, 2026, be introduced a first, second and third time and passed in open Council.*

*CARRIED*

**17. ADJOURNMENT**

17.1 Adjournment

Moved by Councillor Bronwynne Wilton, Seconded by Councillor Jennifer Adams.

*THAT this meeting be adjourned.*

*CARRIED*

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Mayor

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Municipal Clerk



## Report to Council

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**To:** Mayor Watters and Members of Council

**Report:** PLN2026-27

**Prepared By:** Deanna Maiden, Senior Development Planner

**Date:** 29 Jun 2026

**RE:** Heritage Designation Recommendation - 250 Garafraxa Street East, Fergus

---

### **Recommendation:**

THAT the Council of the Township of Centre Wellington states a Notice of Intention to Designate the property municipally known as 250 Garafraxa Street East, Fergus under Section 29, Part 4, of the Ontario Heritage Act.

### **Report:**

The owners of the property at 250 Garafraxa Street East have requested designation of the property under Part 4 of the Ontario Heritage Act. Photos are provided in Appendix A to this report. Staff and Heritage Centre Wellington have reviewed the request and evaluated the property against the prescribed criteria set out in Ontario Regulation 9/06 of the Ontario Heritage Act with the conclusion that the property merits designation as it meets at least two of the prescribed criteria as required. Specifically, the property is considered to meet four of the prescribed nine criteria, as outlined in the attached evaluation table (Appendix B).

A Statement of Cultural Heritage Value or Interest (CHVI) upon which the future designation by-law will be based can also be found as Appendix C to this report. It outlines a description of the property, its cultural heritage value, and heritage attributes that are to be conserved, as well as attributes to be excluded. The owners have reviewed the Statement of CHVI and have no concerns or objections.

At its meeting on June 9, 2026, Heritage Centre Wellington recommended designation of the property to Council. Should Council decide to state its Notice of Intention to Designate (NOID) the property, staff will issue the required legislated notices and the prescribed process will ensue, including preparation of the designation by-law for future enactment if no appeals are received.

### **Corporate Strategic Plan:**

Managing growth while enhancing the community's unique character

### **Financial Implications:**

Costs associated with heritage plaques and legal fees will ensue should the recommendation in this report be approved by Council.

**Consultation:**

As per Ontario Heritage Act requirements.

Attachments:

- [Appendix A - Photos of 250 Garafraxa Street East](#)
- [Appendix B - 09.06 Evaluation Table](#)
- [Appendix C - Statement of Cultural Heritage Value or Interest](#)

**Approved By:**

Mariana Iglesias, Manager of Planning Services, Manager of Planning Services  
Dan Wilson, Chief Administrative Officer

**Photos of 250 Garafraxa Street East, Fergus**



Photos 1 & 2: Front façade facing north (Spring 2026)



Photo 3: Northwest corner of the dwelling



Photo 4: East facing façade

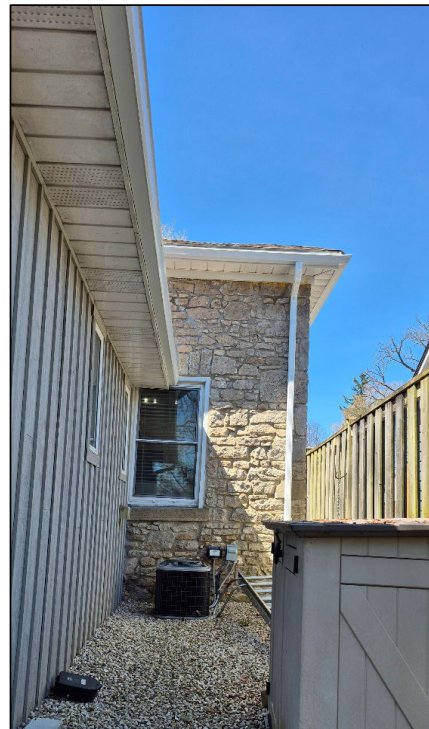


Photo 5: Rear façade and board and batten addition



Photo 6: Approximately 130 year old Silver Maple tree in rear yard

## Evaluation Under Ontario Regulation 9/06

| Regulation 9/06 Criteria  | Evaluation  | Criteria Met (Y/N) |
|---|---|--------------------|
| <i>The property has design value or physical value because it:</i>  |   |                    |
| 1. is a rare, unique, representative or early example of style, type, expression, material or construction method;                        | Early example of a modest 19 <sup>th</sup> century one-and-a-half storey limestone Ontario cottage. | Y                  |
| 2. displays a high degree of craftsmanship or artistic merit;   |   | N                  |
| 3. demonstrates a high degree of technical or scientific achievement.   |   | N                  |
| <i>The property has historical value or associative value because it:</i>   |   |                    |
| 4. has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community; | The property is associated with the Gow family, prominent early settlers and business owners.       | Y                  |
| 5. yields, or has the potential to yield, information that contributes to an understanding of a community or culture;                     | The property is connected to new immigrants and early settlers from Ireland, Scotland and England.  | Y                  |
| 6. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.   |   | N                  |
| <i>The property has contextual value because it:</i>  |   |                    |
| 7. is important in defining, maintaining or supporting the character of an area;  | The property supports the surrounding historic neighbourhood character of Garafraxa Street East.    | Y                  |
| 8. is physically, functionally, visually or historically linked to its surroundings;  |   | N                  |
| 9. is a landmark.   |   | N                  |

## STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST

Township of Centre Wellington

Plan 55, Pt Lot 175, Township of Centre Wellington (former Town of Fergus)

### *Description of Historic Place*

The subject property is located at 250 Garafraxa Street East, on Plan 55, Part Lot 175, in the Township of Centre Wellington, County of Wellington (former Town of Fergus). The property is 0.08 acres (approximately 325 square metres) in size and supports a one-and-a-half storey stone cottage thought to have been built between 1861 and 1876, with a modern rear addition. The property is located on the south side of Garafraxa Street East, facing northwest and also contains a large silver maple tree in the rear yard. It lies within the Fergus Historic Village Core Cultural Heritage Landscape and is surrounded by residential properties, some of similar age.

*Statement of Cultural Heritage Value:* The cultural heritage value of 250 Garafraxa Street East resides in its design/physical value, its historical/associative value, and its contextual value.

Current Image (April, 2026):



### Historical or Associative Value:

The property is significant for its association with early immigration to Fergus, as well as the development of the former Town. In the early-mid 1800s, the property was owned by James Webster and Alexander Harvey; both land speculators who owned a significant amount of land

in Centre Wellington. In 1859, Robert Gow, thought to be a cousin of prominent local quarry owner James Gow Jr., bought the property and sold it shortly thereafter in 1861.

The dwelling is believed to have been built by William Logan between 1861 & 1876, an early immigrant from Ireland along with his wife, Margaret Kelley, and at least three daughters. William Logan was a local mason and laborer in Fergus.

Several new immigrants owned the property through the 19<sup>th</sup> and 20<sup>th</sup> centuries, mostly labourers and tradesmen. James Hartley Barton, owner between 1966-89, was also a labourer who became a Councillor for the Town of Fergus during his later retirement.

The current owners Barb Lustgarten-Evoy & Don Evoy purchased the property in 2006. Barb Lustgarten-Evoy was elected to Township Council in 2022 and Don Evoy is an educator and volunteer member of Heritage Centre Wellington.

#### Design or Physical Value:

The subject property is significant because it contains a representative example of a modest 19<sup>th</sup> century one-and-a-half storey early stone cottage of a simple design in a vernacular style. The original section is constructed of rough-cut limestone in uneven courses; however, the courses straighten out toward the soffit, potentially suggesting that they were added at a later date in order to provide additional living space above the first floor. This was a typical practice in many parts of North America as the family grew, or prosperity increased. The roof is a low hipped style, currently clad in asphalt shingles.

Other typical elements of this style include the three bay symmetrical front façade with two windows on each side of the front door that feature stone sills and voussoirs. The front door features a 3-lite transom above with stone voussoirs. All windows and doors have been replaced, though openings appear to be original. The corners of the dwelling have large limestone quoins. Each side of the original structure has two hung windows on the second storey. The windows may have been added at a later date or the openings modified over time as evidenced by their intrusion into the soffit/fascia above. The original owner's employment as a mason further supports this hypothesis.

A board and batten addition was added to the rear of the dwelling in 2010 to allow for additional living space. The current owners exposed the rear stone wall during construction of the addition and the second floor retains the original wood flooring. In the interior, hand hewn beams can be seen supporting the second floor and log beams can be seen in the basement. The foundation is rubblestone construction.

#### Contextual Value:

The property is significant for its contextual value as it contributes to the historic streetscape of Garafraxa Street East and the historic fabric of the former Town of Fergus. This side of Garafraxa Street East contains several one or one-and-a-half storey dwellings of similar age and scale. As part of the broader historic context, the house contributes to the architectural continuity and character of this part of Fergus and highlights the community's characteristic limestone construction. The area features numerous mature trees and the silver maple located

in the rear yard, estimated to be at least 130 years old, contributes to the overall tree canopy and is visible from the street.

Description of Heritage Attributes to be Protected

- Height, scale and massing of the one-and-a-half storey stone dwelling, including rear board and batten addition
- Limestone construction of original section of the dwelling
- The low pitch and overhang of the roof
- Fenestration pattern of doors and windows in their original locations
- Limestone quoins at the corners of the dwelling
- Stone sills and voussoirs
- Hand hewn exposed beams in original (front) section of the dwelling (currently kitchen and front room)
- Exposed log beams in the basement
- Exposed stone walls on the interior of the dwelling (currently kitchen and north wall of later addition)
- Rubblestone foundation
- Silver Maple tree in rear yard

Excluded from the Heritage Attributes to be Protected

- Interior elements other than those listed above



## Report to Council

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**To:** Mayor Watters and Members of Council

**Report:** PLN2026-26

**Prepared By:** Deanna Maiden, Senior Development Planner

**Date:** 29 Jun 2026

**RE:** Heritage Designation Recommendation - 8076 Wellington Road 19, Fergus

---

### **Recommendation:**

THAT the Council of the Township of Centre Wellington states its Notice of Intention to Designate the property municipally known as 8076 Wellington Road 19, Fergus, as a property of cultural heritage value or interest pursuant to Section 29 (Part 4) of the Ontario Heritage Act.

### **Report:**

The property municipally known as 8076 Wellington Road 19 currently contains a 2-storey stone farmhouse, thought to have been constructed by James Skeoch and his sons in approximately 1880 -1890, and accessory structures (garage buildings). The property is owned by a developer who intends to redevelop this parcel together with the larger parcel surrounding it at 6490 First Line West for a new residential subdivision. A Notice of Intent to Demolish the main dwelling and accessory structures at the subject property was received by staff on December 10, 2025. In support of the proposed demolition, a Cultural Heritage Evaluation Report (CHER), prepared by MHBC Planning was also submitted and is appended to this report. The CHER concluded that the property did not meet more than one of the criteria outlined in O.Reg 09/06 required for designation under Part IV of the *Ontario Heritage Act* and was therefore not worthy of designation. This matter proceeded to Heritage Centre Wellington for consideration at its regular meeting on January 15th, 2026.

For any property that is listed on the Register as a non-designated property, the owner is required to provide Council 60 days' notice in writing of an intent to demolish any structure(s) on the listed property. This provides opportunity for the municipality to review the request to determine if the demolition should be halted through designation, which is the only means by which formal protection from demolition can be accomplished.

Township staff and Heritage Centre Wellington reviewed the demolition request, conducted research, and prepared a separate evaluation which concluded that the property met at least two of the designation criteria, but may meet up to six criteria required for designation. The Committee did not agree with the consultant's evaluation

in the CHER. As such, at its January 15th, 2026 meeting, Heritage Centre Wellington recommended that Council state its intention to designate the property under Part IV of the Ontario Heritage Act, as it merited designation. The owner/agent for the property heard the committee's concerns and expressed interest in preserving the original dwelling. After the meeting, the Notice of Intent to Demolish was formally withdrawn on January 15, 2026, thus halting the prescribed process to halt demolition.

Since this time, Township staff and Heritage Centre Wellington have been working with the owner/agent to refine the Statement of Value which will form the basis of a future designation by-law. A Heritage Impact Assessment (HIA) has also recently been prepared by Biglieri Group on behalf of the property owner, which evaluates the previous consultant's CHER, as well as the Heritage Centre Wellington evaluation, and concludes that the property meets three of the designation criteria (summarized in Table 2, page 60 of the HIA), and therefore warrants protection under the *Ontario Heritage Act*. The HIA has been appended to this report for Council's information. Staff and Heritage Centre Wellington have reviewed the HIA and concur with the conclusions and revised Statement of Cultural Heritage Value and/or Interest.

On April 28, 2026, the Township received an Official Plan amendment for the larger property, including the subject lands. Under the Heritage Act, when a "prescribed event" takes place, such as an Official Plan Amendment application being received, Council has 90 days to issue a Notice of Intention to Designate (NOID) the property, so long as the property is listed on the Township's Heritage Register. As such, staff would find it expedient to move forward with the designation prior to the 90 day time limit expiring on July 27, 2026, to ensure protection of the farmhouse. Staff have consulted with the owner's planner and all parties are in agreement to proceed with designation at this time.

The updated Statement of Cultural Heritage Value or Interest upon which the future designation by-law will be based can also be found appended. It outlines a description of the property, its cultural heritage value, and heritage attributes that are to be conserved, as well as attributes to be excluded. Please note that the later addition and detached outbuilding(s) are excluded and are proposed to be demolished. The owner's planner has reviewed the revised Statement of CHVI and is in agreement. Should Council decide to state its Notice of Intention to Designate (NOID) the property, staff will issue the required legislated notices and the prescribed process will ensue, including preparation of the designation by-law for future enactment if no appeals are received.

**Corporate Strategic Plan:**

Managing growth while enhancing the community's unique character

**Consultation:**

As per Ontario Heritage Act requirements.

Attachments:

- [Appendix A - Photos of Existing](#)
- [Appendix B - Cultural Heritage Evaluation Report \(CHER\)](#)
- [Appendix C - Heritage Impact Assessment \(HIA\)](#)
- [Appendix D - Statement of Cultural Heritage Value or Interest](#)

**Approved By:**

Mariana Iglesias, Manager of Planning Services, Manager of Planning Services  
Dan Wilson, Chief Administrative Officer



PHOTO 1: 2-Storey Dwelling Front (South) Elevation (Township 2026)



PHOTO 2: 2-Storey Dwelling Front (South) Elevation (Township 2017)



PHOTO 3: 2-Storey Dwelling East Elevation (Township 2017)



PHOTO 4: 2-Storey Dwelling Side (East) Elevation (MHBC 2025)



PHOTO 5: 2-Storey Dwelling Rear (North) Elevation (MHBC 2025)



PHOTO 6: 2-Storey Dwelling Side (West) Elevation (MHBC 2025)



PHOTO 7: Metal Clad Frame Garage (MHBC 2025)



PHOTO 8: Concrete Block Garage (MHBC 2025)

# Cultural Heritage and Heritage Evaluation Report

8076 Wellington Road, 8076 Wellington Road, Kitchener, Ontario

Date: Date:

August 2025

Prepared for: Prepared for:

Herthana Siva Herthana Siva

Manager Development Development

Sorbara Group of Companies Sorbara Group of Companies

Prepared by: Prepared by:

MacNaughton Hermsen Britton Clarkson Planning MacNaughton Hermsen Britton Clarkson Planning  
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Project No. 11156L Project No. 11156L



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## Project Personnel

Dan Currie, MA, MCIP, RPP, Dan *Managing Director of Cultural / Senior Review*  
CAHPCAHP *Heritage*

Gillian Smith, MSc, MA, RPP, M *Heritage Planner* Research, Author

## Prepared For

Herthana Siva  
Manager, Development  
Sorbara ~~Group~~ of Companies

## Land Acknowledgement

This report acknowledges that the subject property is located on the territory of the Mississaugas of the Mississauga First Nation, which is part of the Ajetance Purchase of 1818 (Treaty 19) between the Crown and the Mississaugas (Crown-Indigenous Relations and Northern Affairs, 2016)

# 1.0 Introduction

## 1.1 Report Overview

MHBC Planning Ltd (MHBC) has been retained to complete a Cultural Heritage Evaluation Report (CHER) for the lands addressed as 8076 Wellington Road 19, Centre Wellington (8076 Wellington Road 19). The subject property has been listed on the Township of Centre Wellington's Municipal Heritage Register. The purpose of this CHER is to evaluate the subject property for cultural heritage value or interest in accordance with the prescribed evaluation criteria of the Ontario Heritage Act. Listing a heritage property is a tool for municipalities to identify potential cultural heritage resources, indicating that a property may require further heritage evaluation. A designated heritage property is a protected property that is subject to a designation by the subject municipality, listed before the Ontario Heritage Act for designation.

## 1.2 Context

The subject property is located at 8076 Wellington Road 19, located in the Township of Centre Wellington. The subject property is a Part 1 Agricultural (A1) Zoning. It has an area of 8,070.78 m<sup>2</sup> and a lot frontage of 132 metres. The property is on the north side of Wellington Road 19, west of Anderson Street North, east of Robinson Road, and south of the Elora Cataract Trail. The Anderson Street North immediately outside of the urban area of Fergus and across the street from a low density residential neighbourhood to the west. To the west is a low density residential neighbourhood, and to the north is an industrial neighbourhood.

The surrounding context is agricultural. The property is accessed from a driveway on Wellington Road 19 and contains several mature trees that are located around the driveway. The property is accessed from a driveway on Wellington Road 19 and contains several mature trees that are located around the driveway.



Figure 1 Context map

### 1.3.1 Heritage Status

In order to confirm the presence of identified cultural heritage resources, several databases were consulted such as: the Town of Thornhill Register of Cultural Heritage Resources, Register of Official Heritage Places, Ontario Heritage Act Register (Ontario Heritage Trust), Ontario Heritage Act Register (Ontario Place Trust), as well as the Township's Cultural Heritage Landscape study.

The subject property is listed on the Township's heritage register, which notes:

*"2 storey dwelling built in 1900 with cut stone, medium hip roof, large quoins and voussoirs, restored windows and front porch/balcony"*

The property is not designated under Part V of the OHA, nor located within a Heritage Conservation District, Cultural Heritage Landscape, or other identified heritage area.

# 2.0 Policy Framework

## 2.1 The Planning Act and Provincial Planning Statement

The Planning Act is provincial legislation that guides land use planning in Ontario. It makes a number of provisions respecting cultural heritage. In Section 2, The Act outlines 18 spheres of provincial interest that must be considered by appropriate authorities in the planning process. One of the intentions of the Planning Act is to “encourage the co-operation and co-ordination among the various interests”. Regarding cultural heritage, Subsection 2(d) of the Act provides that:

“The Minister, the council of a municipality, a local board, a planning board and the Municipal Board, in carrying out their responsibilities under this Act, shall have regard to, among other matters, matters of provincial interest such as, ...”

(d) the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest;

The Planning Act therefore provides for the overall broad consideration of cultural heritage resources through the land use planning process.

The *Provincial Planning Statement* (PPS) was issued under Section 3 of the *Planning Act* and came into effect October 20, 2024 (replacing the 2020 PPS). The PPS provides policy direction on matters of land use planning in Ontario, and sets the policy foundation for regulating the development and use of land. The PPS encourages a coordinated and integrated approach to planning matters across levels of government, agencies and boards.

The PPS establishes policies for cultural heritage under policy 4.6, providing that:

*4.6.1 Protected heritage property, which may contain built heritage resources or cultural heritage landscapes, shall be conserved*

*4.6.3 Planning authorities shall not permit development and site alteration on adjacent lands to protected heritage property unless the heritage attributes of the protected heritage property will be conserved.*

*4.6.4 Planning authorities are encouraged to develop and implement proactive strategies for conserving significant built heritage resources and cultural heritage landscapes*

The PPS also includes key terminology when interpreting the cultural heritage policies:

- **Built heritage resource:** *means a building, structure, monument, installation or any manufactured or constructed part or remnant that contributes to a property’s cultural heritage value or interest as identified by a community, including an Indigenous community.*

- **Conserved:** means the identification, protection, management and use of built heritage resources, cultural heritage landscapes and archaeological resources in a manner that ensures their cultural heritage value or interest is retained. This may be achieved by the implementation of recommendations set out in a conservation plan, archaeological assessment, and/or heritage impact assessment that has been approved, accepted or adopted by the relevant planning authority and/or decision-maker. Mitigative measures and/or alternative development approaches should be included in these plans and assessments.
- **Heritage attributes:** means, as defined under the Ontario Heritage Act, in relation to real property, and to the buildings and structures on the real property, the attributes of the property, buildings and structures that contribute to their cultural heritage value or interest.
- **Protected heritage property:** means property designated under Part IV or VI of the Ontario Heritage Act; property included in an area designated as a heritage conservation district under Part V of the Ontario Heritage Act; property subject to a heritage conservation easement or covenant under Part II or IV of the Ontario Heritage Act; property identified by a provincial ministry or a prescribed public body as a property having cultural heritage value or interest under the Standards and Guidelines for the Conservation of Provincial Heritage Properties; property protected under federal heritage legislation; and UNESCO World Heritage Sites.
- **Significant:** means (e) in regard to cultural heritage and archaeology, resources that have been determined to have cultural heritage value or interest. Processes and criteria for determining cultural heritage value or interest are established by the Province under the authority of the Ontario Heritage Act.

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## 2.2 Ontario Heritage Act

The Ontario Heritage Act, R.S.O, 1990, c.0.18 remains the guiding legislation for the conservation of significant cultural heritage resources in Ontario. The Ontario Heritage Act provides under section Part IV that Municipalities are to maintain public registers of listed or designated properties. Under Part V municipalities can designate entire areas as Heritage Conservation Districts, thereby designating properties within the boundaries of the district. Municipalities are also able to define specific areas referred to as Cultural Heritage Landscapes. Also issued under the Ontario Heritage Act are regulations to be used when assessing for cultural heritage value or interest including regulation 10/06 and 9/06.

---

## 2.3 County of Wellington Official Plan

The Wellington County Official Plan provides policies under section 4.1, which includes policies for identifying cultural heritage resources. The policy notes the criteria under Ontario Regulation 9/06 of the Ontario Heritage Act.

Policy 4.1.5 addresses the policy direction of cultural heritage. Applicable policies include:

- *Built heritage resources and significant cultural heritage landscapes shall be conserved. Conserved means the identification, protection, use and/or management of heritage and archeological resources in such a way that their heritage values, attributes and integrity are retained. This may be addressed through a conservation plan or heritage impact assessment*

- *The need for a Heritage Impact Assessment and/or Conservation plan will be based on the heritage attributes or reasons for which the resource is identified as significant, and will normally be identified in pre-consultation on development applications*
- *Wellington will encourage the conservation of significant built heritage resources through heritage designations and planning policies which protect these resources.*
- *Where a property has been identified as a protected heritage property, development and site alteration may be permitted on adjacent lands where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved. Mitigative measures and/or alternative development approaches may be required in order to conserve the heritage attributes of the protected heritage property affected by the adjacent development or site alteration*





Figure 2: 1875 Atlas for the Township of West Garafraxa (McGill University Digital Library)

James Skeoch was born in Scotland in 1834 and moved to Garafraxa in 1844. He married Margaret Davidson and had eight children. He is listed on the 1871 Census as living in West Garafraxa and working as a farmer.



Figure 3: Portraits of James Skeoch c. 1893 (Wellington County Museum and Archives)

James Skeoch died in 1910 and the property was granted to his son Hugh for \$9,000. Hugh is listed in the 1911 Census as head of the household, which included his mother and sisters. He is noted as a farmer. Hugh owned the property until his death at which time it was granted to his son, Robert, in 1967 for \$13,000. The existing parcel was created through a consent in 1990 by Robert Skeoch. Robert passed away in 2012 and the property transferred to his son.

The 1875 Atlas (figure 2) shows that James Skeoch owned the property, however, no structures are indicated on the property. There are early photographs of the existing farmhouse (figures 4 and 5),

from approximately the 1860s to 1930. According to family records, the existing dwelling was constructed by James Skeoch and his sons in 1890.



Figure 4: Farmhouse at subject property with Margaret Skeoch in the yard c. 1890 (Wellington County Museum and Archives)



Figure 5: Farmhouse at subject property with Margaret Skeoch and company with family dog c. 1890 (Wellington County Museum and Archives)

# 4.04 Description of Description Property Property

The subject property is a residential parcel with an area of 8876077. The property was severed from the larger agricultural parcel with a consent in 1990, which severed the lot from the larger agricultural parcel. The property is surrounded a consent in by agricultural fields to the east, west and north. There are some mature trees scattered across the property, with the balance of the lands consisting of open space. The property was formerly in agricultural use, however, the property contains three structures:.

- 1.1.Stone FarmhouseStone Farmhouse
- 2.2.Block garageBlock garage
- 3.3.Frame garageFrame garage

## 4.14 Farmhouse Farmhouse

The farmhouse on the property is two storeys in height, constructed of stone with a hip roof. It is estimated that the house was built in 1889. The farmhouse was built in the Italianate architectural style, which was most popular from 1850 to 1900 (Ontario Architecture). The farmhouse demonstrates this style through its hip roof, paired brackets, quoins, voussoirs over the windows with keystone, and a large front verandah. The photographs from the 1890s show the house with two chimneys on either side of the house. The chimney on the west side of the house has since been removed. There is a small storey on the west elevation of the house, as well as a one storey of the house, there is a small storey on the west elevation. The roof material is steel, however, according to the early photographs would have been wood shingles. The window and door openings are original. The window and door openings are



Figure 66: Front façade (south elevation) front façade (south elevation)

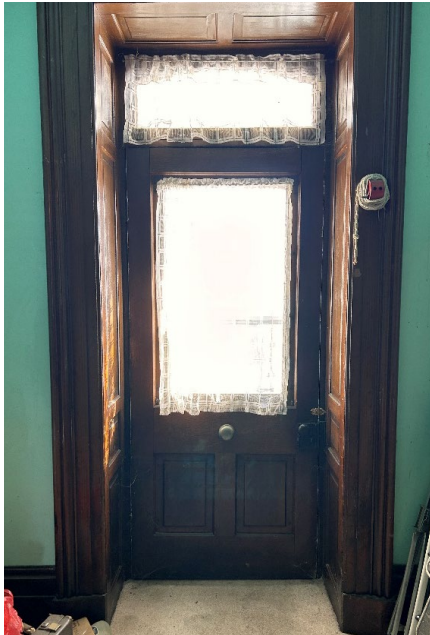


Figure 81 original front doororiginal front door



Figure 82 side façade (east elevation)side façade (east elevation)



Figure 10. Rear facade (north elevation) rear facade (north elevation)



Figure 11. Side facade (west elevation) side facade (west elevation)



Figure 11: Original side entrance (now accessed through porch addition) original side entrance (now :

## 4.24 Block Garage

There is a garage constructed of concrete block located to the north west of the garage. It has two west of the loading doors and a gable loading doors and a gable roof. The garage is not original to the property and was a 1950's 1950's man was once located where the garage stands, however, it was elevated when the garage stand to date the garage.



Figure 12: Concrete block garage

---

## 4.34.3 Frame Garage

Located to the rear of the house, to the east of the concrete block garage is a frame structure. It is clad in metal siding with a front gable roof and two loading doors. This is a contemporary structure, likely metal siding built in the 1990's and is not original to the property. The original farm structures including the shed and silos were removed to accommodate the garage structure. and silos were removed to accommodate the garage



Figure 4.34.3 Frame garage

---

## 4.44 Landscape

The landscape of the property consists of several trees. The landscape throughout the property consists of several trees, a cluster of small deciduous trees in the south-west front yard. There is a mature tree in front of the dwelling, and several other shrubs and small trees across the property. The balance of the property consists of lawn.



Figure 4.44.1 View of front yard of the property



Figure 15-1 Cluster of trees behind the block garage

# 5.0 Cultural Heritage Evaluation

## 5.1 Evaluation Criteria

The Ontario Heritage Act establishes the policies for cultural heritage in Ontario. The Act also sets out the criteria for cultural heritage value or interest. This criteria is as follows:

- 1.1. *Is a rare, unique, representative or early example of a style, type, expression, material or construction method,*
- 2.2. *Displays a high degree of craftsmanship or artistic merit,*
- 3.3. *Demonstrates a high degree of technical or scientific achievement.*
- 4.4. *Has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,*
- 5.5. *Yields, or has the potential to yield, information that contributes to an understanding of a community or culture,*
- 6.6. *Demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.*
- 7.7. *Is important in defining, maintaining or supporting the character of an area,*
- 8.8. *Is physically, functionally, visually or historically linked to its surroundings,*
- 9.9. *Is a landmark.*

## 5.2 Ontario Regulation 9/06 Evaluation

- 1) *Is a rare, unique, representative or early example of a style, type, expression, material or construction method*

The property contains a c.1880's farmhouse that is representative of the Italianate architectural style. The Italianate style was most prominent in Ontario from 1850 to 1900 and was featured in the April 1865 issue of Canada Farmer magazine. The farmhouse on the property is representative of this style, most visible with its hip roof, paired brackets, projecting window sills, paired brackets, windows along the front façade, verandah at the front façade, and stone construction.

The property contains structures that are a rare, unique, representative or early example of the Italianate style. The Italianate style was a rare, unique, representative or early example of the Italianate style used for farmhouses in Ontario.

in the context of the Township considering that the area had been settled well before the house was built. The 1875 Assessment of 1875 that many farmhouses had already been established by the late 19th century.

**2) ~~Displays a high degree of craftsmanship or artistic merit~~ *Displays a high degree of craftsmanship or artistic merit***

There is no evidence of exemplary craftsmanship or artistic merit in the design or construction of any structures on the property. The farmhouse is of the Italianate architectural style which was common for the time period and Centre for Wellington. In reviewing the Township's heritage register and Centre there are several listed farmhouses that are very similar to the design of the subject farmhouse, representing a somewhat vernacular Italianate style. These other listed farmhouses include 6430 East West Garafraxa Townline West Garafraxa 6229 Second Line, 7122 Wellington Road 16, and 6229 Second Line, 7122. These similarly constructed farmhouses contain much more detailing, including dichromatic brickwork with quoins, voussoirs and intricate ginger breading. In comparing to similar farmhouses brickwork in the area, the subject reflects basic construction methods typical of the area and does not have or unique characteristics that notably exemplify the Italianate style. or unique characteristics that notably exemplify typical construction and design methods.



6430 East West Garafraxa Townline West Garafraxa 6229 Second Line



6268 Third Line



7122 Wellington Road 16

**3) ~~Demonstrates a high degree of technical or scientific achievement~~ *Demonstrates a high degree of technical or scientific achievement***

The property does not contain features which demonstrate a high degree of technical or scientific achievement beyond that which could be expected of a traditional farmhouse. The property does not meet this criteria.

**4) ~~Has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community~~ *Has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community***

The property is associated with the Skeoch family which contributed to the agricultural production and growth of the community. However, the Skeoch family is not known to have a significant impact and growth on the community beyond their agricultural contributions. The property does not have a significant community association and does not meet this criteria.

**5) Yields, or has the potential to yield, information that contributes to an understanding of a community or culture of a community or culture**

The property does not have the potential to yield further information which contributes to an understanding of the community. The property does not meet this criteria.

**6) Demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community**

The original builder of the farmhouse was James Skeoch. The original builder of the property does not meet this criteria.

**7) Is important in defining, maintaining or supporting the character of an area**

The subject property is bounded by agricultural fields to the north, east and west. While the immediate surrounding area can be characterized as agricultural, there is a varied context of the broader area. Additionally, the property has not been maintained as agricultural and is not representative of its former agricultural use. There are no other buildings, structures or other property that suggest its former agricultural use or its potential for agricultural use as all original ancillary agricultural buildings, such as barns, have been removed. Considering that the property does not represent an agricultural farmstead and the surrounding varied context, the property does not support a character of the area and does not meet this criteria.

**8) Is physically, functionally, visually or historically linked to its surroundings**

The property has been severed from its original historic context and is no longer connected to the original farm. The property is not representative of a historic farmstead due to its loss of original agricultural buildings. The property does not have a physical, visual or historic link to its surroundings. This link was severed when the property became a residential lot. The property does not meet this criteria.

**9) Is a landmark**

The property is not considered a landmark and does not meet this criteria.

---

## 5.3.5 Summary

The evaluation of cultural heritage value of the property determined that the property meets one of the criteria outlined in Ontario Regulation 9/06, specifically relating to its design value, being representative of the Italianate architectural style. The property does not meet any of the other criteria.

## 6.0 Conclusion

The subject property at 8076 Wellington Road 19 has been evaluated for heritage value or interest in accordance with the Ontario Regulation 9/06 issued under the *Ontario Heritage Act*. The *Ontario Heritage Act* states that in order for a property to be designated under Part IV, a property must meet a minimum of two 9/06 criteria.

The heritage evaluation concludes that the property meets one of the nine criteria. The property retains value as follows:

- Criterion 1: The farmhouse is representative of the Italianate architectural style

The subject property does not meet the criteria for designation under Part IV of the *Ontario Heritage Act*. It is our professional opinion that the Township would not have justification for designating the subject property should an application for demolition or development be received.

Yours Truly,  
**MHBC**



Dan Currie MA, MCIP, RPP, CAHP  
Partner



Gillian Smith, MSc, MCIP, RPP  
Senior Planner

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# HERITAGE IMPACT ASSESSMENT REPORT

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**Address**

8076 Wellington Road 19,  
Fergus, Ontario

**Client**

Sorbara Development Group

**Project No.** 26413

**Date** April.02.2026

**Biglieri**

## Acknowledgements

### Land Acknowledgements

As heritage professionals in Canada, one of our responsibilities is to meaningfully engage with the Country's settler colonial history. Indigenous peoples have lived in North America since time immemorial and there is a multiplicity of histories that predate European settlement. Today, the Township of Centre Wellington is recognized as the traditional territory of the Petun, Odawa, Anishinaabe, Haudenosaunee, the Mississauga and the Mississaugas of the Credit First Nation. The lands encompassing the Township of Centre Wellington are governed by Treaty #4, Crown Grant to the Six Nations (Haldimand Tract) signed on 1793.

The lands are also governed by the more recent Mississaugas of the New Credit First Nation – Consultation Protocol Agreement, signed in 2018, which establishes a coordinated approach to consultation on actions or decisions that may adversely impact asserted or established Aboriginal and Treaty rights. We acknowledge that the establishment of early treaties was often not done in good faith and that the in many cases obligations of the colonial government have not been upheld. We are all treaty people. Many of us have come here as settlers, immigrants, and newcomers in this generation or generations past.

We would also like to acknowledge those who came here involuntarily, particularly as descendants of people brought here through enslavement and those that endured prejudices. Prior to Scottish settlement, the area surrounding Fergus was settled by Black Loyalists led by Richard Pierpoint east of Fergus. James Webster who settled Fergus with Fergusson became good friends with Pierpoint. Upon Pierpoint's death, the Scots in the settlement refused to bury him in the Presbyterian cemetery against Webster's support; instead, it was decided that Pierpoint would receive a pauper's burial with no tombstone. Pierpoint's actual burial remains a mystery. We acknowledge the ill treatment of Pierpoint.

**A**

### Research Assistance and Community Engagement

We would like to acknowledge the research assistance and support that was provided by the Wellington County Museum and Archives and the contributions provide through oral history and documentation by Robert "Bob" Bruce Skeoch, current occupant of the Subject Site.



## Background Information

### Contact Information

The property at 8076 Wellington Road 19, Fergus, Ontario ("Subject Site"), is presently managed by the Sorbara Group ("Client"). This Heritage Impact Assessment has been requested by the Client; their contact information is provided below:

---

Attn: **Catherine Pan**, RPP MCIP, Sr. Manager, Development

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Vaughan, Ontario L4L 8M9  
cpan@sorbara.com

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### Author

This Heritage Impact Assessment was prepared by The Biglieri Group Ltd. ("TBG"). TBG is an urban planning, design, and heritage consulting firm based out of Toronto and Hamilton that specializes in the conservation and stewardship of cultural heritage resources across Ontario.

**Rachel Redshaw M.A., H.E. Dipl.**, CAHP is the author and editor of this Heritage Impact Assessment. Ms. Redshaw is a registered Heritage Professional with the Canadian Association of Heritage Professionals (CAHP) and a member of International Council on Monuments and Sites (ICOMOS). She holds a Bachelor of Arts (BA) in Anthropology and Celtic Studies from Saint Francis Xavier University, a Higher Education Diploma in Cultural Studies from the University of the Highlands and Islands and a Master of Arts (MA) degree in World Heritage and Cultural Projects for Development developed by UNESCO in conjunction with the International Training Centre of the ILO and the Università degli Studi di Torino and the Politecnico di Torino.

## Executive Summary

The Biglieri Group (“TBG”) has been retained by the Sorbara Development Group (the “Owners”) of 8076 Wellington Road 19, Fergus, Ontario (“Subject Site”) to complete a Heritage Impact Assessment (“HIA”). The Subject Site has been identified as a listed, non-designated property on the Township of Centre Wellington’s Municipal Heritage Register. The development proposal includes an Official Plan Amendment (“OPA”) and prospective Zoning By-law Amendment (ZBA) and Draft Plan of Subdivision (“DPOS”).

As part of the scope of this report, a peer review was undertaken in Section 7.0 of a cultural heritage evaluation completed by MHBC Planning Ltd. And Township’s Designation Sub-committee to determine the Cultural Heritage Value or Interest (“CHVI”) of the Site under *Ontario Regulation 9/06* (“O. Reg. 9/06”) of the *Ontario Heritage Act, R.S.O. 1990, c. O. 18* (“OHA”). This HIA concludes that the property meets 3 of the 9 criteria under *Ontario Regulation 9/06: Criteria for Determining Cultural Heritage Value or Interest* and therefore is considered having significant cultural heritage value or interest. A revised Statement of Cultural Heritage Value and associated heritage attributes are included in Section 7.4 of this report.

The impact analysis concluded that the proposal would result in potential impacts of alteration, isolation and land disturbances. No adverse impacts were identified with respect to destruction, shadowing, obstruction of views, or changes in land use. It is of our professional opinion that potential adverse impacts can be mitigated through mitigation and conservation measures including:

- Designation of the stone farmhouse (prior to Draft Plan of Subdivision registration) under Part IV of the OHA.

- A comprehensive Conservation Plan prepared by a qualified heritage professional which will guide short-, medium-, and long-term conservation measures, including documentation, stabilization, risk management, and ongoing maintenance.
- Site planning and new development should consider incorporating appropriate setbacks, compatible but distinguishable architectural design, sensitive landscaping, and thoughtful lighting and parking arrangements to preserve the farmhouse’s setting, visibility, and heritage character.
- A Commemoration Strategy outlining opportunities for commemoration, including subdivision or street naming and complementary signage; these should be explored in consultation with the Skeoch Family to recognize the cultural heritage significance of the property within the new subdivision.

The details of these recommendations, including implementation and monitoring, are included in Section 9.0 of this report.

It is understood that the Notice of Complete Application for the forthcoming Official Plan Amendment will constitute a prescribed event under the *Ontario Heritage Act and Ontario Regulation 385/21*, triggering the statutory 90-day timeline under Section 29(1.2) of the Act. It is recommended that the Township consider extending the designation timeline, as permitted under Section 1(2)2 of Ontario Regulation 385/21, to allow the designation process to occur at a later stage, preferably following Draft Plan approval and prior to registration. Deferring the designation would allow the final development design to be established, ensure the heritage lot is appropriately sized and configured, and enable the designation by-law to accurately define property boundaries and heritage attributes, thereby minimizing the need for future amendments.



This approach would also support the identification of agreed-upon heritage attributes through consultation between the owner, their heritage consultant, and the Township, reducing the potential for conflicts related to cultural heritage value. Overall, this sequencing would facilitate a coordinated and efficient process between the planning application and heritage designation considerations.

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8076 Wellington Road 19, Fergus, Ontario

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# 1. INTRODUCTION



The Biglieri Group (“TBG”) has been retained by Sorbara Development Group (the “Owners”) of 8076 Wellington Road 19, West Garafraxa, Township of Centre Wellington (“Subject Site” or the “Site”) to complete a Heritage Impact Assessment (“HIA”) (see **Figure 1 - Aerial Context Map**). The Subject Site has been identified as a listed (non-designated) property on the Township’s Municipal Heritage Register (the “Register”) and locally referred to as the “Skeoch Farm”; the Site is not located within a Heritage Conservation District, Heritage Area or other officiated Cultural Heritage Landscape.

The overall development proposal includes the Subject Site as well as surrounding lands historically part of the Skeoch Farm; these lands constitute the development site and are proposed for an Official Plan Amendment (“OPA”) to include the lands within the limits of the Fergus Urban Boundary which will implement the County policy direction enacted through OPA 126. The redevelopment consists of multiple and neighbourhood residential uses. The proposal prospectively includes a Zoning By-law Amendment (“ZBA”) Draft Plan of Subdivision (“DPOS”) to redevelop the land into a residential subdivision. The proposal includes the retention of the existing stone house, creation of a separate lot to accommodate the retention of the dwelling and integration into the new subdivision.

Figure 1. **Aerial Context Map**

Google Earth, 2025



8076 Wellington Road 19, Fergus, Ontario

MHBC Planning Ltd. (“MHBC”) completed a Cultural Heritage Evaluation Report (“CHER”) in August 2025 to determine the property’s Cultural Heritage Value or Interest (“CHVI”) under *Ontario Regulation 9/06* (“O. Reg. 9/06”) of the *Ontario Heritage Act, R.S.O. 1990, c. O. 18* (“OHA”). The report determined that the property only met one (1) criterion and therefore did not warrant designation under the OHA. Following the completion of the CHER, the Township of Centre Wellington’s Designation Sub-committee (part of the Heritage Centre Wellington) completed an independent CHER. The Township determined that the property meets six (6) of the nine criteria.

As part of the scope of this report, a peer review will be undertaken of MHBC’s CHER and the Township’s CHER to confirm whether the Site possesses CHVI, and if so, to identify the specific CHVI and the associated heritage attributes of the property. In the instance that the property does meet the minimum threshold to be determined to have CHVI, which includes meeting two of the prescribed criteria, a proposed revised version of the Statement of CHVI and list of attributes will be provided. A clear understanding of the CHVI of the Subject Site can both ensure long-term conservation and identify opportunities for flexibility and change early in the planning process. The conclusions drawn in the evaluation section summarize the research and evaluation that was undertaken for the Subject Site, and any recommendations put forward related to conservation.

Based on the determination of the CHVI of the property, an impact analysis will be required, as per the Township’s Pre-Consultation Notes (October 9, 2024), to determine potential direct and indirect impacts to the identified value. If the impact assessment concludes that there are adverse impacts to identified cultural heritage value as a result of the redevelopment, alternative development options will be explored and mitigation and conservation recommendations provided as necessary.



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8076 Wellington Road 19, Fergus, Ontario

## 2. SITE AND SURROUNDINGS

2.1 The Subject Site

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2.2 Surrounding Context

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2.3 Heritage Status

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## 2.1 The Subject Site

The Subject Site is located at 8076 Wellington Road 19 (known locally as the “Skeoch Farm”) in Fergus (former West Garafraxa), Township of Centre Wellington within the Part Lot 8, Concession 1 of the historic Township of West Garafraxa (see Figure 2). The Site is located on the north side of Wellington Road 19, R.R. 3, north of Legacy Estates and east of the Summerfields subdivision, and west of 1<sup>st</sup> Line, and south Elora Cataract Trailway/ Forfar Recreational Trail. The Site is not located within the Built Boundary or Urban Boundary of Fergus, however, it is located within the County of Wellington’s Primary Urban Centre. The site is 2 acres (0.81 hectares) and legally described as:

PT LT 8 CON 1 WEST GARAFRAXA DESIGNATED AS PART 1 ON 61R21076 TOGETHER WITH AN EASEMENT OVER PT LT 8 CON 1 WEST GARAFRAXA DESIGNATED AS PART 2 ON 61R21076 AS IN RO713778 TOWNSHIP OF CENTRE WELLINGTON

The Subject Site includes an existing two-storey stone building and two accessory buildings (see Figure 3 for general photographs of the Site). Access to the property is off of Wellington Road 19. The existing stone dwelling on site, which at the time of this report is occupied by Robert “Bob” Skeoch, a descendant of the Skeoch Family.

Figure 2. **Location Map**

Google Earth, 2025



Figure 3. **General Photographs of the Subject Site**

TBG, 2026



1. Photograph from the north side of Wellington Road 19 looking northwards towards the front (south) elevation of the existing stone dwelling and accessory building.

2. Photograph of the two accessory buildings to the rear (north) of the stone dwelling. Source: TBG, March 2026



## 2.2 Surrounding Context

The area surrounding the Subject Site features residential, institutional, commercial, recreational and agricultural uses. Urban residential sprawl is apparent to the west and south of the property including the subdivisions of Summerfields and Legacy Estates. The following provides a description of the immediate and broader surrounding area:

**North:** Immediately to the north is an agricultural property leased and actively used as farmlands. This property that was formerly part of the Subject Site as part of the Skeoch Farm. The surrounding/northern property is traversed by the Elora Cataract Trailway/ Forfar Recreational Trail which is followed by an Environmental Protected zone. There are industrial uses further north under M2.

**West:** Immediately to the west of the Subject Site is the Summerfield subdivision and further to the west is the Forfar Park. The south-east corner of the Summerfield subdivision includes some open space/ natural heritage features and a Storm Water Management pond.

**East:** Immediately to the east of the site are agricultural lands, severed properties at the junction of Wellington Road 19 and 1<sup>st</sup> Line and along Wellington Road 19 which are disjointed from the agricultural fields. Commercial businesses include Jeni Mobile Wash Ltd. and Digital Chicks.

**South:** Immediately to the south of the site is the Legacy Estates and Maranatha Christian School. The buildings within the Legacy Estates subdivision are oriented internally within the subdivision and do not front Wellington Road 18. One historic lot, including a brick, Gothic Revival farmhouse has been retained and integrated within the subdivision which faces Wellington Road 19 located at 8077 Wellington Road 19. There are rows of coniferous trees along the south side of the road opposite to the Subject Site that provide screening for the newer homes.

Figure 4. **Photographs of the Surrounding Area**

TBG, 2026



1. Photograph from the north side of Wellington Road 19 from the Subject Site looking south-west towards Legacy Estates and 8077 Wellington Road 19.
2. Photograph from the north side of Wellington Road 19 from the Subject Site looking south-west towards Fergus.

3. Photograph from the north side of Wellington Road 19 from the Subject Site looking north-east towards Subject Site;
4. Photograph from the north side of Wellington Road 19 from the Subject Site looking eastwards towards the junction of Wellington Road 19 and 1st Line. Source: TBG, March 2026



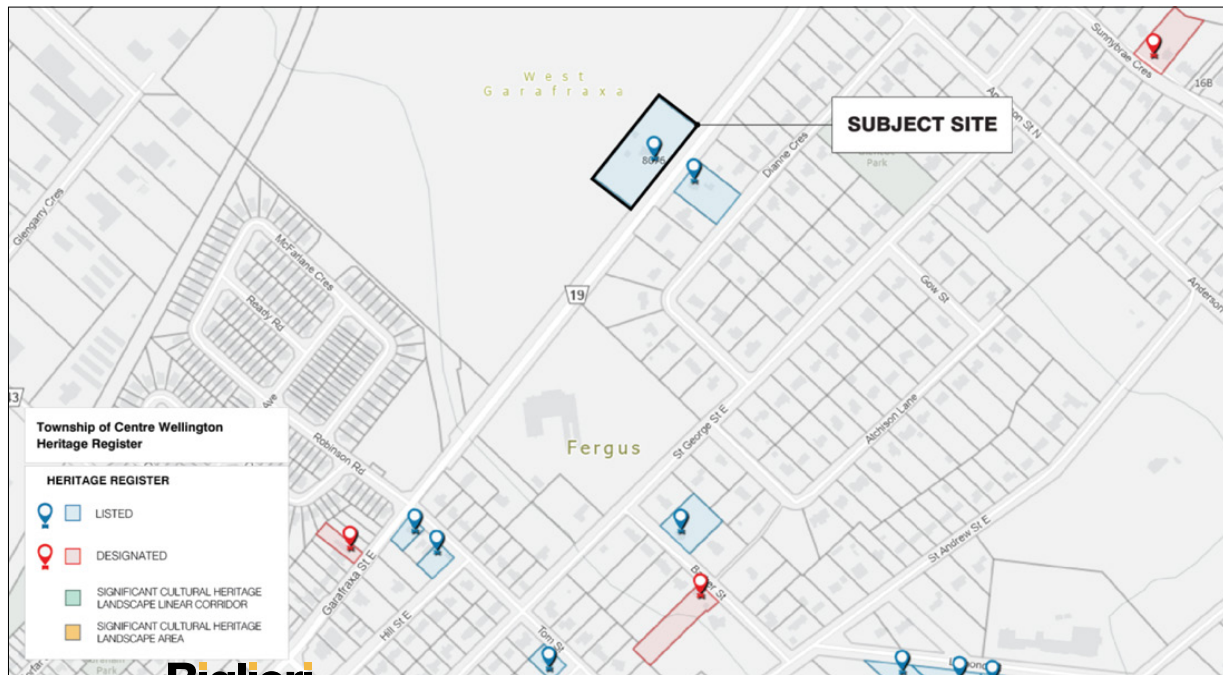
### 2.3 Heritage Status

The heritage status of the Subject Site was determined through a review of municipal, provincial and national databases including: the Township of Centre Wellington’s Municipal Heritage Register (the “Register”) Ontario Heritage Act Register, the Canadian Register of Historic Places and other relevant documents such as the Township’s Official Plan and the Township’s Cultural Heritage Landscape Study.

The Subject Site is identified on the Municipal Heritage Register as, “A two-storey dwelling built in 1900 with cut stone, medium hip roof, large quoins and voussoirs, restored windows and front porch/ balcony”. The property is not designated under Part IV of the OHA nor under Part V within a Heritage Conservation District or other identified Cultural Heritage Landscape. The Subject Site is not within an identified Heritage Area (as per Schedule A-1 (Land Use Plan Fergus, Elora-Salem) of the Official Plan and Appendix Map 2 of the Zoning By-law). The property is adjacent, *non-contiguous* to 8077 Wellington Road 19 which is a listed (non-designated) property (locally known as “Semple Farmstead” or “Belltries”). The Elora Cataract Trailway is identified as “CHL-2” as a cultural heritage landscape (“CHL”) of Centre Wellington, however, this CHL does not traverse the Subject Site.

Figure 5. Heritage Context Map

TBG, 2026



# 3. POLICY CONTEXT

3.1 Planning Act

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3.2 Provincial Planning Statement, 2024

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3.3 Ontario Heritage Act

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3.4 Ontario Heritage Toolkit

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3.5 County of Wellington Official Plan

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3.6 Township of Centre Wellington Official Plan

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3.7 Zoning By-law 2009-045

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### 3.1 Planning Act

The Planning Act, R.S.O. 1990, c. P.13 (the “Planning Act”) is provincial legislation that sets out the ground rules for land use planning in Ontario. It describes how land uses may be controlled, and who may control them. The Planning Act includes several sections that speak to matters relating to cultural heritage, including those matters of provincial interest in Section 2, which among other matters, states that:

*The Minister, the council of a municipality, a local board, a planning board, and the Tribunal, in carrying out their responsibilities under this Act, shall have regard to, among other matters, matters of provincial interest such as,*

*(d) the conservation of features of significant architectural, cultural, historical, archaeological, or scientific interest; [...].*

In order to refine the matters of provincial interest described in Section 2 of the Planning Act, the Minister of Municipal Affairs and Housing, or the Minister together with any other minister of the Crown, issues policy statements on matters relating to municipal planning that are of provincial interest. In this regard, the 2024 Provincial Planning Statement was prepared, which sets the rules for land use planning in Ontario.

### 3.2 Provincial Planning Statement, 2024

On August 20, 2024, the Ministry of Municipal Affairs and Housing (“MMAH”) released a new Provincial Planning Statement (“2024 PPS”), which came into force and effect on October 20, 2024. The 2024 PPS is intended to be a streamlined land use policy framework and replaces the 2020 Provincial Policy Statement and the Growth Plan for the 2019 Greater Golden Horseshoe. It builds on housing-supportive policies from both documents and provides municipalities with the tools and flexibility to increase housing supply, align development with infrastructure for a competitive economy, support rural viability, and protect agricultural lands, the environment, and public health and safety.

In this regard, Section 4 of the 2024 PPS provides policy direction on the wise use and management of resources in Ontario, including cultural heritage and archaeological resources. Section 4.6 specifically provides policy direction on cultural heritage and archaeology, providing the following policies:

1. *Protected heritage property, which may contain built heritage resources or cultural heritage landscapes, shall be conserved.*
2. *Planning authorities shall not permit development and site alteration on lands containing archaeological resources or areas of archaeological potential unless the significant archaeological resources have been conserved.*
3. *Planning authorities shall not permit development and site alteration on adjacent lands to protected heritage property unless the heritage attributes of the protected heritage property will be conserved.*

4. *Planning authorities are encouraged to develop and implement:*
  - a) *archaeological management plans for conserving archaeological resources; and*
  - b) *proactive strategies for conserving significant built heritage resources and cultural heritage landscapes.*
5. *Planning authorities shall engage early with Indigenous communities and ensure their interests are considered when identifying, protecting, and managing archaeological resources, built heritage resources and cultural heritage landscapes.*

Accordingly, the policies of 4.6.1 and 4.6.4 apply to as it relates to understanding the significance of the heritage value that could be tied to the Subject Site, and therefore, have been captured in this report. The focus for heritage conservation in Ontario, as per the 2024 PPS, has now shifted to conserving protected heritage properties (which currently excludes the Subject Site), which means properties inventoried, listed (non-designated) properties are not provincial priorities for conservation.

A protected heritage property is a defined term in the 2024 PPS, and means property designated under Part IV or VI of the Ontario Heritage Act; property included in an area designated as a heritage conservation district under Part V of the Ontario Heritage Act; property subject to a heritage conservation easement or covenant under Part II or IV of the Ontario Heritage Act; property identified by a provincial ministry or a prescribed public body as a property having cultural heritage value or interest under the Standards and Guidelines for the Conservation of Provincial Heritage Properties; property protected under federal heritage legislation; and UNESCO World Heritage Sites.

Significant heritage resource is also a defined term in the 2024 PPS and means, in regard to cultural heritage and archaeology, “resources that have been determined to have cultural heritage value or interest. Processes and criteria for determining cultural heritage value or interest are established by the Province under the authority of the Ontario Heritage Act”.



### 3.3 Ontario Heritage Act

The *Ontario Heritage Act*, R.S.O. 1990, c. O.18 (the "Heritage Act"), is provincial legislation that sets out the ground rules for the protection of heritage properties and archaeological sites in Ontario. The Heritage Act came into force in 1975, and has been amended several times, including in 2005 to strengthen and improve heritage protections in Ontario, and in recent years through Bill 108 in July 2022, in November 2022 through Bill 23, in December 2023 through Bill 139, and then again in June 2024 through Bill 200, (i.e., the Homeowner Protection Act, 2024). Bill 200 extended the timeline from the removal of listed (non-designated) properties from the register to January 1, 2027.

Under the Heritage Act, O. Reg. 9/06 sets out the criteria for determining cultural heritage value or interest for properties that may be designated under Section 29 of the Heritage Act, which were amended following Bill 23 through O. Reg. 569/22. Bill 23 received Royal Assent on November 28, 2022, and has now been enacted as Chapter 21 of the Statutes of Ontario, 2022.

Under Bill 23, "listing" a property on the Register requires that they meet one or more of the prescribed criteria set out in O. Reg. 9/06 (Criteria for Determining Cultural Heritage Value or Interest) under the Heritage Act. Furthermore, to "designate" a property under Part IV of the Heritage Act (i.e., an individual designation), properties must now meet two or more of the nine prescribed criteria set out in O. Reg. 9/06. These criteria are as follows:

1. *The property has design value or physical value because it is a rare, unique, representative, or early example of a style, type, expression, material, or construction method.*
2. *The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.*

3. *The property has design value or physical value because it demonstrates a high degree of technical or scientific achievement.*
4. *The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization, or institution that is significant to a community.*
5. *The property has historical value or associative value because it yields, or has the potential to yield, information that contributes to an understanding of a community or culture.*
6. *The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer, or theorist who is significant to a community.*
7. *The property has contextual value because it is important in defining, maintaining, or supporting the character of an area.*
8. *The property has contextual value because it is physically, functionally, visually, or historically linked to its surroundings.*
9. *The property has contextual value because it is a landmark.*

The criteria are used to evaluate the Subject Site in Section 7.0 of this report and drafted in accordance with *Ontario Regulation 385/21* ("O. Reg. 385/21").

The Council of the municipality may give notice of intention to designate a listed property that is subject to a "prescribed event" under the *Planning Act* if the property is listed at the time of the event and if the notice is issued within 90 days of the event (as per Section 29 (1.2) of the Ontario Heritage Act). If a property is not already listed on the Register at the time of the prescribed event, the Council of the municipality cannot designate the property until after the event is completed. Section 1(1) of O. Reg. 385/21 under the Ontario Heritage Act describes "prescribed events". Prescribed events occur when Council gives notice of the following applicable to the property:

8076 Wellington Road 19, Fergus, Ontario

- A request for an Official Plan Amendment [Planning Act, Section 22(6.4) (a)].
- An application for a Zoning By-law Amendment [Planning Act, Section 34 (10.7) (a)]; and
- An application for a Plan of Subdivision [Planning Act, Section 51(19.4) (a)].

Section 1(2) O. Reg. 385/21 also allows for exemptions to the 90-day prescribed event period, including when agreed upon by the municipality and the owner of the property.

An OPA and prospective ZBA and DPOS are proposed for the Subject Site which are all relevant to the identified prescribed events in the regulation, therefore, the Council will have 90 days to designate the property from the time of the Notice of Completion Application unless otherwise agreed upon. If not, designation cannot occur until the completion of the event. Acknowledging that changes as a result of Bill 200, the property will be removed from the Municipal Heritage Register as of January 1, 2027, if designation does not take place. The property could be re-added five years later in 2032.

Section 27 (9) speaks to the demolition of listed (non-designated) properties on the Municipal Heritage Register. A Notice of Intention to Demolish was submitted to the municipality in the winter of 2025 and considered at Heritage Centre Wellington. Following discussions between the Owner and the Township, the notice was withdrawn by the Owner.

### 3.4 Ontario Heritage Toolkit

The Ontario Heritage Tool Kit (“OHTK”) is a series of guides that are designed to help illustrate the heritage conservation process in Ontario. The OHTK guides explain the steps to undertake the identification and conservation of heritage properties using the Ontario Heritage Act. They also describe the roles that community members can play in municipal heritage conservation, as participants on municipal heritage committees, or through local research conducted by groups with an understanding of heritage. Following recent amendments to the Heritage Act, the OHTK was updated to assist users to understand the changes. The updated OHTK debuted in May of 2025.

The original OHTK consist of five documents. The documents that are entitled “Heritage Property Evaluation,” and “Designating Heritage Properties” are the most applicable to this report. The “Heritage Property Evaluation” document is a guide to listing, researching, and evaluating cultural heritage properties. The “Designating Heritage Properties” document is a guide to municipal designation of individual properties under the Ontario Heritage Act.

Under the Heritage Act, O. Reg. 9/06 sets out the criteria for determining cultural heritage value or interest. Under O. Reg 9/06, a property may be designated under Section 29 of the Heritage Act if it meets two or more of the criteria for determining whether it is of cultural heritage value or interest. However, O. Reg 9/06 does not consider matters that relate to the heritage integrity of buildings or structures.

In this regard, Section 5.3 of the OHTK document “Heritage Property Evaluation” provides that a heritage property does not need to be in original condition, since few survive without alterations between their date of origin and today. Integrity then, becomes a question of whether the surviving physical features (heritage attributes) continue to represent or support the cultural heritage value or interest of the property.



Accordingly, buildings that have been irreversibly altered without consideration for design, may not be worthy of long-term protection. When surviving features no longer represent the design, the integrity has been lost. Similarly, removal of historically significant materials, or extensive reworking of the original craftsmanship, warrants an assessment of integrity. If a building has an association with a prominent owner, or if a celebrated event took place there, it may hold cultural heritage value or interest, but the challenge comes with defining the specific type of association.

Cultural heritage value or interest may also be intertwined with location or an association with another structure or environment. If these have been removed, the integrity of the property may be seriously diminished. As well, cultural heritage value or interest can be found in the evolution of a heritage property, as much can be learned about social, economic, technological, and other trends over time. The challenge again, is being able to differentiate between alterations that are part of the historic evolution of a property, and those that are expedient and offer no informational value.

Section 5 of the document “Designating Heritage Properties” provides draft guidance on conserving the heritage value of a designated property. While the Subject Site is not a designated property under the Heritage Act, the guidance provided in this section is still helpful, as it speaks to matters regarding the loss of heritage integrity.

Accordingly, if a property is noted as being important for its architectural design or original details, and that design has been irreparably changed, it loses its heritage value and its integrity. Likewise, if a property is designated for its association with a significant person or event, but the physical evidence from that period has disappeared, the property’s cultural heritage value is diminished. For example:

*What a difference it makes to see the symbols and hideaway places associated with the Underground Railroad in a building, compared with only the ability to say, “this happened here.”*

As well, the same consideration applies to contextual qualities. A building, structure or other feature that has lost its context, has lost an important part of its heritage value.

### 3.5 County of Wellington Official Plan

Section 4.1 of the Wellington County Official Plan outlines policies for the identification and conservation of cultural heritage resources. These policies reference the criteria established under *Ontario Regulation 9/06 of the Ontario Heritage Act*, which guide the evaluation of properties for cultural heritage value or interest. Specifically, Policy 4.1.5 provides direction on the protection and management of cultural heritage, reinforcing the County's commitment to heritage conservation within the broader planning framework. These policies are as follows:

- a) *Significant built heritage resources and significant cultural heritage landscapes shall be conserved. Conserved means the identification, protection, use and/or management of heritage and archeological resources in such a way that their heritage values, attributes and integrity are retained. This may be addressed through a conservation plan or heritage impact assessment in accordance with Section 4.6.7.*
- b) *The need for a Heritage Impact Assessment and/or Conservation plan will be based on the heritage attributes or reasons for which the resource is identified as significant, and will normally be identified in pre-consultation on development applications*
- c) *Wellington County will work with its local municipalities to identify significant cultural heritage landscapes. The identification of significant cultural heritage landscapes shall be implemented through at least one of the following options:*
  - i. *Added to an Official Plan through an Amendment that shows the resource as an overlay designation on the Schedule, and adds site-specific policies where needed;*

- ii. *Included in the municipal register of properties that Council considers to be of cultural heritage value or interest but have been designated;*
- iii. *Designated under the Ontario Heritage Act.*
- d) *The need for a Heritage Impact Assessment.*
- e) *Wellington will encourage the conservation of significant built heritage resources through heritage designations and planning policies which protect these resources.*
- f) *The re-use of heritage buildings is often a valid means of ensuring their restoration, enhancement or future maintenance. Projects to re-use heritage buildings may be given favourable consideration if the overall results are to ensure the long term protection of a heritage resource and the project is compatible with surrounding land uses and represents an appropriate use of land.*
- g) *Where a property has been identified as a protected heritage property, development and site alteration may be permitted on adjacent lands where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved. Mitigative measures and/or alternative development approaches may be required in order to conserve the heritage attributes of the protected heritage property affected by the adjacent development or site alteration.*

The Township has requested that a Cultural Heritage Evaluation Report and Heritage Impact Assessment be completed for the development proposal. Through the planning process further recommendations may be considered such as the designation of the property under Part IV of the OHA and the completion of a Conservation Plan.



### 3.6 Township of Centre Wellington Official Plan

The Township's Official Plan includes the preservation of cultural heritage as one of the key priorities of the community. Section 4.1 speaks to the urban area expansions and the review of impact on archaeology, cultural heritage landscapes and built heritage resources. The policies include the identification and protection of the Township's heritage resources. Other goals and objectives include the support of the functional and economic use of historic buildings, identification and protection of natural areas, to encourage public awareness and appreciation of the Township's cultural heritage resources.

Section 4.1.1. speaks to the identification of heritage properties whereas the Township outlines a series of criteria representing the prescribed criteria under O. Reg. 9/06. Section C.2.7 and C. 2.8 speak to the demolition of designated heritage buildings and structures and the documentation of protected buildings and structures prior to demolition; these policies are for properties that have been designated under Part IV or Part V of the Ontario Heritage Act and are considered Protected Heritage Property under the PPS 2024.

Section 4.1.5 outlines policy direction within the context of cultural heritage. It speaks to the requirement for a Heritage Impact Assessment and/ or Conservation Plan and using designation as a means to protect heritage resources. The adaptive reuse of buildings is acknowledged as a valid means of long-term protection.

Section 4.1.5 (i & j) speaks to archaeological remains; an archaeological assessment has been requested as part of the DPOS application process (Pre-consultation Notes, October 9, 2024). A Stage 1 and 2 Archaeological Assessment ("AA") by Archeoworks Inc. was completed for the Subject Site in July of 2007. Following the Stage 2, the report concludes, "No archaeological remains were encountered while undertaking the field assessment, thus, the entire study area is now considered free from further archaeological concern" (i).

The responsibilities of the Township's Municipal Heritage Committee (Heritage Centre Wellington) to assist Council on cultural heritage resource. Municipal authority, outlined in 4.1.3 (b) includes passing by-laws for the purposes of:

- i. To ensure the protection of heritage features;
- ii. To regulate development so that it is sympathetic in height, bulk, location and character to heritage resources;
- iii. To control demolition of heritage buildings and structures.

Centre Heritage Wellington met in January of 2026 to review the findings of both the evaluation by MHBC and the Designation Sub-Committee to determine the CHVI of the Subject Site. As part of the responsibilities of the Committee, the Township completed an independent evaluation of the property determining that it met the minimum criteria to be determined to be a significant cultural heritage resource.

This section speaks to the legislative authority that the Township's holds to satisfy heritage conservation objectives. This includes undertaking by-laws or easement agreements for conserving, protection and preserving the heritage features of the property. The Subject Site is not located within the Urban Boundary or Built Boundary as per Schedule A-1 *Land Use Plan Fergus, Elora-Salem*.

### 3.7 Zoning By-law 2009-045

The Site is currently zoned “Agricultural” (A Zone) within the Township’s Zoning By-law 2009-045. The permitted uses include an agricultural use, single detached dwelling, group home (in accordance with Section 4.16), commercial kennel (in accordance with Section 4.9), lawfully existing institutional use, wayside pit or quarry, temporary portable asphalt plant and a variety of accessory uses with limitations. Section 6.1.3 discusses reduced lot area regulations for existing or new lot created by consent having an area less than 10 hectares (minimum lot area of 0.4 hectares) which includes the Subject Site. Surrounding zones include residential, agricultural, industrial, institutional, recreational and open space/ environmentally protected areas.

Figure 6. Zoning Map





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8076 Wellington Road 19, Fergus, Ontario

# 4. PROPOSED DEVELOPMENT



The Site is proposed for an Official Plan Amendment (“OPA”) and forthcoming Zoning By-law Amendment (“ZBA”) and Draft Plan of Subdivision (“DPOS”) to include the Subject Site and northern lands within the limits of the Fergus Urban Boundary, which will implement the County policy direction enacted through OPA 126. The intent is to redevelop the land as a residential subdivision. The lands in total include 39.06 hectares with an estimate net developable area of 30.07 hectares. The Concept Plan provides 24.8 hectares designated Neighbourhood Residential intended for low-density residential uses. Five percent of the site has been allocated for a park and an additional 5% for a Storm Water Management pond.

The stone farmhouse would be located within an area proposed for “Neighbourhood Residential” Land Use.

The mature tree to the front of the house and open front yard are intended to be retained and integrated as part of the development of this block. Similarly to 8077 Wellington Road 19, which includes a severed lot with a historic dwelling opposite to the Subject Site, the farmhouse will continue to have a presence along the historic land route.

The proposal includes the retention of the existing stone farmhouse (Skeoch Farmhouse), creation of a separate lot to accommodate the retention of the dwelling and integration into the new subdivision.

Figure 7. **Proposed Redevelopment - Land Uses**

Weston Consulting Ltd.



# 5. HISTORICAL OVERVIEW

## 5.1 Indigenous Communities

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## 5.2 Township of West Garafraxa and Village of Fergus

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## 5.3 Subject Site

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## 5.1 Indigenous Communities

*It is acknowledged that the history reviewed in this subsection is from a colonial perspective.*

Indigenous peoples have occupied the northern shores of Lake Ontario for time immemorial. The first known human occupation of the area occurred during the Paleoindian Period dating back approximately 11,000 to 10,500 years ago (Ontario Archaeology Society [OAS], n.d.). Subsequent periods of human occupation include the Archaic Period (9,500 to 2,900 Years Ago) and the Woodland Period (900 Years Ago - 1500 A.D./European Contact) (OAS, n.d.). The current historic period dates from approximately 450 years ago and is marked by first European contact and settlement (OAS, n.d.). During euro-colonial settlement, many Indigenous groups in Southern Ontario were forced into relocation through European treaty purchases, land survey, and lot consolidation.

In October 1818, a tract of land consisting of 648,00 acres of land was purchased from the Mississaugas by the Government of Upper Canada which included the Townships of Nichol and Garafraxa. Local histories including *The History of Wellington County* by Jean. F. Hutchinson identifies two Indigenous trails through Garafraxa Township that intersected near Metz. One of the trails came from the direction of Goderich and it is claimed that "Many [Indigenous] artifacts were found on the Walter Quarrie farm, E ½ lot 1, Concession 7. Gara" (Hutchinson, 1998, p. 245). The second trail came from south-west which leads to Collingwood. It is stated that the "The early settlers used these [Indigenous] trails until travel began to interfere with the settlers' crops" (Hutchinson, 1998, p. 245).

## 5.2 Township of West Garafraxa and Village of Fergus

The Subject Site is located within the historic township of West Garafraxa now part of the Township of Centre Wellington and on the periphery of the Township of Nichol. The historic Township of Garafraxa was surveyed in 1821 by Samuel Ryckman (Hutchinson, 1998, pp. 4-5). The earliest settlers are claimed to have arrived in 1826 and included Louis and Mary Felker, Francis and Ann Headley and Jesse and Hulda Meredith who were United Empire Loyalist from the Niagara Peninsula (Hutchinson, pp. 249). Several other United Empire Loyalist families arrived a few years later.

In 1833, James Webster and Adam Ferguson immigrated to the Wellington County and purchased 7, 367 acres in the northern part of Nichol Township. It should be noted that they were not the earliest settlers in the area, that a group of Black Loyalists led by Richard Pierpoint had settled a decade earlier as part of the Pierpoint Settlement which were freed Black Loyalists led by Richard Pierpoint. A book by Lucille H. Campey entitled *The Scottish Pioneers of Upper Canada, 1784-1855: Glengarry and Beyond* states the following:

*The Scottish communities at Bon Accord and Fergus, in Nichol Township (Wellington County) were also established by prominent Scots who, having purchased their site, led families from their homeland to who, having purchased their sites, led families from the homeland them. Fergus was founded by the Perthshire-born landowner, Adam Fergusson and James Webster, a lawyer from Angus. Following a visit to the area in 1831, Fergusson, a prominent agriculturalist, had produced his Practical notes made during a tour in Canada... in 1831 which struck a chord with many Scottish farmers who were impressed by the opportunities to be realized in western Upper Canada. Fergusson's guidebook came out at time of declining economic and agricultural prospects in Scotland and thus had a major impact.*

8076 Wellington Road 19, Fergus, Ontario

*Most of the influx of the Fergus settlement came from Perthshire, Fergusson's home country and from Aberdeenshire (pp. 139-141)*

The Township of West Garafraxa opened for settlement in 1821 after being surveyed by the government; the majority of the settlers were United Empire Loyalists, War of 1812 veterans and emigrants from the British Isles (Scotland, England, Ireland). In the 1830s, there was a steady flow of Scottish immigrants, 1836 being the year of the highest influx of Scottish settlers.

However, many settlers did not arrive to the Township until the 1840s when Garafraxa Road was constructed, which connected Fergus to Owen Sound (Ontario Genealogy, 2024). In the 1849 Smith's Gazetteer, Fergus' population was 184 and "principally Scotch"; occupations within the village are described in Figure 7. In 1869, the Township of Garafraxa was divided into two separate Townships: one to the east and one to the west. Small hamlets within West Garafraxa included Reading, Metz and Garafraxa (now Dufferin County). In 1999, West Garafraxa amalgamated with the Town of Fergus, Village of Elora, and the Townships of Nichol and Pilkington.



Figure 8. **Historical excerpts related to the early settlement of Fergus, Ontario**

TBG, 2025



**2**

**FERGUS.**

A Village in the township of Nichol, situated on the Grand River, thirteen miles from Guelph, was laid out in 1833, by the Hon. A. Fergusson and Mr. Webster, on the road to the government settlement at Owen Sound. The situation is hilly and cold, and the soil in the neighbourhood of the village is poor and stoney. Population, 184, who are principally Scotch. Fergus contains a Presbyterian church.

Post Office, post three times a-week.

*Professions and Trades.*—One physician and surgeon, one grist and saw mill, one distillery, one tannery, three stores, one baker, one watchmaker, three shoemakers, one brewery, two blacksmiths, two carpenters, one cabinet maker and turner, one tailor.

1. Early Fergus by Miss J. Fordyce including (from left to right) mill, distillery, pig pen, gramary, Webster's Stores, Baker Walker's House, log school and first church (Source: Metropolitan Toronto Reference Library);
2. Excerpt from Smith's Canadian Gazetteer, 1849.

## 5.3 Subject Site

The following sub-section provides a review of the history of the property including the historical ownership and physical evolution. Sub-section 5.3.2 provides the Chain of Title related to the historical ownership.

### 5.3.1 Historical Overview

*This section considered information that was provided through oral history from Robert "Bob" Bruce Skeoch, current resident on the Subject Site. We acknowledge the importance of oral history in the evaluation of cultural heritage value and appreciate his contributions.*

The Subject Site is part of Lot 8, Concession 1 of the historic Township of West Garafraxa. The Site was originally part of the east half of a 200-acre parcel which was patented by the Crown on June 13, 1836, as a "Clergy Reserve" or "Glebe" for the Presbyterian Church. *The History of Wellington County* states,

*The Auld Kirk" was the first church built between Guelph and Georgian Bay, it was built on Glebe property, a gift of land from the Clergy Reserve, to which was added a grant of 171 acres, from the Government of Canada in 1836. This piece of property is now the Bruce Skeoch farm on Garafraxa Street, East on E ½ Lot 8, Concession 1, West Garafraxa Township (Hutchison, pp.222).*

In *The History of Wellington County*, it is stated that in 1866, the property was sold to James and Margaret (Davidson) Skeoch, however land registry records identify 1872 as the purchase year (LRO). Between 1863 and 1872, the property changed ownership between the Elmslie, Hewitt and Shortreed families until the purchase was registered in 1872 for the Skeoch Family. A few years later in 1875, the Credit Valley Railway purchased land for the railway line that is now the Elora Cataract Trailway that traverses north-east across the northern parcel formerly part of the Skeoch Farm.

It is noted in local history that the sale of the property to the Skeoch Family, which consisted of 171 acres of Glebe land including the east half of Lot 8, Concession 1, financed the construction of St. Andrew's Church in Fergus (Hutchinson, 1998, p. 223). John Skeoch and his wife Agnes (née Watt) emigrated from Kilwinning, Ayrshire, Scotland. They emigrated with their children: Robert, Thomas, Jean/Jane and Alexander (Sandy) leaving Scotland in April of 1846 and arrived in Quebec where they purchased a farm at Fergus (Hutchinson, 1998, p.157). In *A History of West Garafraxa Township* it states, "They travelled from Hamilton by horse and wagon, to join her parents and a brother and two sisters who had bought a store in Fergus in 1836". John and Agnes originally settled in Lower Nichol on Lot 13, Concession 1 and 2 (Lower Nichol Farm) and they had two other children, Margaret and Hugh who were born on the family farm on Lot 11, Concession 1, and 2, Lower Nichol (Hutchinson, 1998, p. 157). Two older sons of the family, James (born in 1834) and John, had come to Fergus in 1844. In the fall of 1844, James and John Skeoch arrived in Fergus with their maternal grandfather James Watt of Ayrshire, Scotland. The following is noted in *A History of West Garafraxa Township* regarding the James Skeoch and the Subject Site:

*James Skeoch hauled merchandise from Hamilton to his grandfather's store in Fergus for a time. He married Margaret Davidson of Upper Nichol, and lived on O.S.R. north of Fergus until 1866, when they purchased E ½, Lot 8, Concession1, West Garafraxa which had been set aside by the Crown, as a Clergy Reserve, or 'Glebe, for the support of the Presbyterian Church. From sale of this farm, St. Andrew's Stone Church was financed (Hutchinson).*

James Skeoch and Margaret Davidson married on March 5th, 1858 in Wellington County. James and his wife Margaret lived in Upper Nichol on the Owen Sound Road for 8 years before moving to the Belwood Road to the "Glebe" Farm. Margaret had emigrated from Scotland with her father James Davidson in 1834 and settled on the Upper Nichol Farm in 1835 (Skeoch Family Notes- From Templins Fergus Paper).



Margaret was born in 1831 and was only 3 when she arrived in Canada and met Honourable Adam Ferguson recalling when he would visit her log school and give the children candy. In 1925 upon her death, she was the last surviving person who came to Fergus in the first few years of its existence (Skeoch Family Notes). James was born in Scotland; records have birth dated between 1833-1835 and identified in census records as a "Farmer" and "Scotch". According to the oral history of family members, James rented the lands first, constructing a log cabin on the property for the family to live in and when he saved enough money, he purchased the property. The *Illustrated Historical Atlas of the County of Wentworth* identifies "J. Skeough" as the property owner, however, does not identify any buildings or structures; note that this does not confirm absence of built features. Additional lands are shown under the ownership of "J. Skeough" on Lot 6 (east half), Concession 1 within the Township to the south of the property; the map shows a building to the west of the concession line between the first and second concessions.

Eventually, the log house was replaced by the existing stone farmhouse on the Subject Site. Based on local histories, the existing stone house was constructed by the Skeoch Family c.1900 and the barn (later removed) was constructed in 1883 (Hutchinson, 1998, p.67 & Township of Centre Wellington Inventory of Rural Heritage Buildings, 2005). However, photographs at the Wellington County Museum and Archives include historical photographs dating to c. 1890. According to family records, the existing dwelling was constructed by James Skeoch and his sons in 1890.

Figure 9. **Illustrated Historical Atlas of the County of Wellington 1880 and Photograph of Skeoch Farm c. 1890**

TBG, 2025



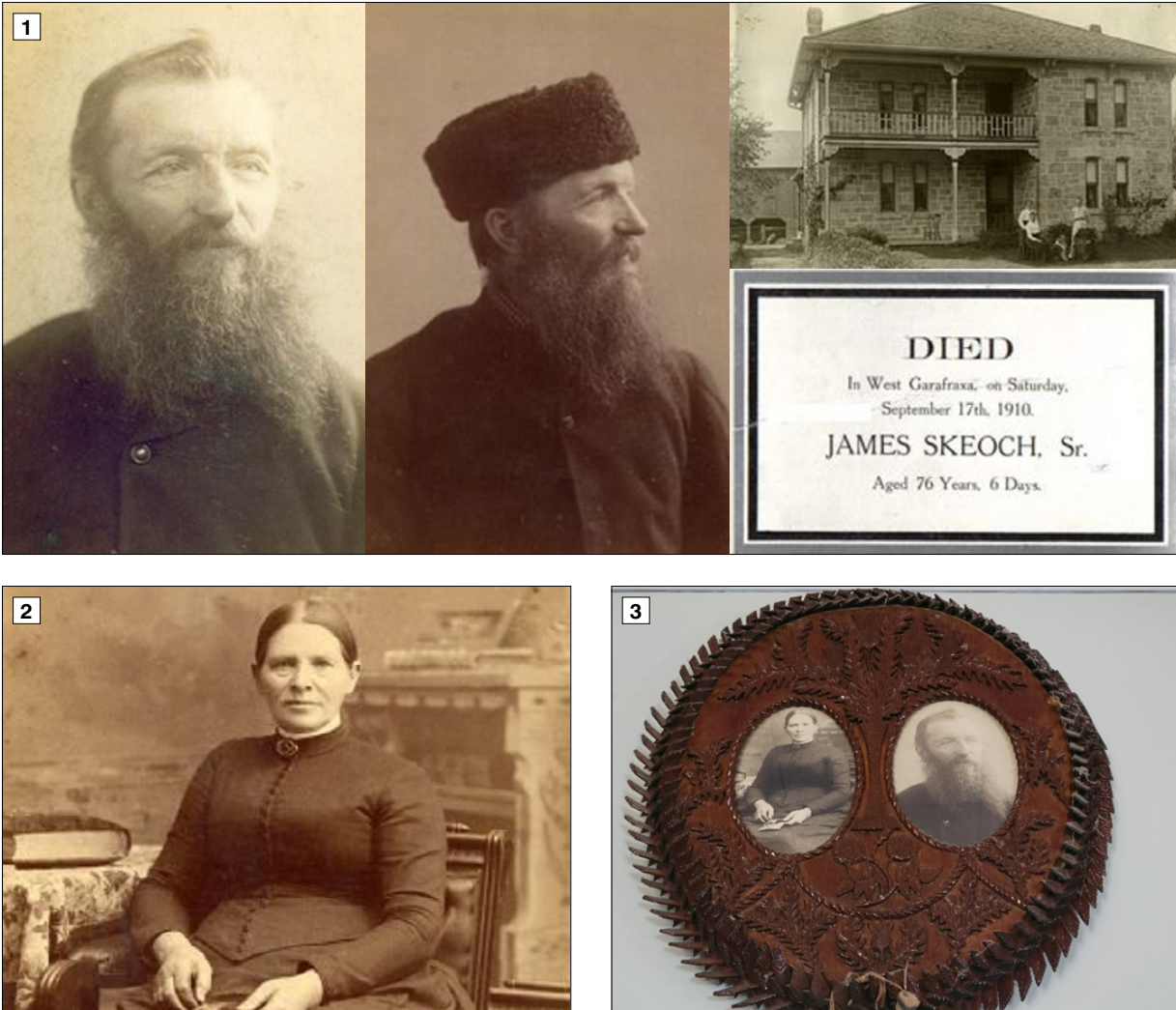
1. Excerpt of the Illustrated Historical Atlas of Wentworth County, 1880 (Courtesy of McGill University);

2. Photograph of the Skeoch Family Farm c. 1890 (Courtesy of Wellington County Museum and Archives, PH 46972).



Figure 10. **James Skeoch (Sr) and Margaret Davidson and the Skeoch Farm**

TBG, 2025



1. Image collage of James Skeoch Sr. including Portrait of James Skeoch of West Garfraxa Township, c.a. 1893, photograph by Philip Dobereiner (Courtesy of Wellington County Museum and Archives, 1988.47 and Find a Grave);
2. Cabinet card of Mrs. Skeoch, mother of Hugh Scheoch of Fergus Mrs. Skeoch, Fergus, ca. 1880 (Courtesy of Wellington County Museum and Archives, A1989.8).
3. Image of James Skeoch and Margaret Davidson as displayed in the stone farmhouse during site visit (Source: TBG, 2026)

Figure 11. **Historical Skeoch Family Photographs of Margaret Davidson, Hugh and Minnie Skeoch and James Jr.**

TBG, 2025



1. Portrait of Hugh Skeoch in the early 20th century (Ancestry.ca);
2. Early 19th century photograph of Agnes, Robert, Elizabeth, Hugh, Margaret and Jean Skeoch (Ancestry.ca);
3. Photograph from 1925 of Robert, sister Jean, Hugh and wife Minnie and baby James Hubert Skeoch (Ancestry.ca);
4. Hugh and his wife Minnie and James (Jr) and Bruce c. 1930 sitting on the front step of the Fergus Farm Home.
5. Skeoch/Edmiston family records, c. 1922 James Skeoch, his mother Margaret Skeoch Sr. (nee Davidson) and Gordon Metcalf's son of "Greta" Annie Marguerite Metcalfe (nee Skeoch 1894-1995) (Courtesy of Wellington County Museum and Archives, 2007.52).
6. Photograph of Margaret Davidson described in local history as "last of the original settlers (Hutchinson)



James and Margaret had nine children including John who had a bake shop in Fergus, James (Jr), who was a Reeve for the County of Wellington in 1927, and their youngest son Hugh who stayed living on the Garafraxa Farm (Subject Site).

Hugh took over the farm in 1910 (registration of the grant was not made until 1949) and in the same year, James Sr. passed away (Skeoch Family records note 1911 as the year of passing, however, tombstone identifies as 1910) (LRO, Skeoch Family Notes). In the 1911 Census of Canada, it identifies Hugh as the head of the household at the age of 35 living with his sisters Agnes and Annie and his mother Margaret.

Hugh, 48 years old at the time, married Minnie Gardner, at the age of 33, in 1923; the marriage certificate indicates that they resided on the Subject Site when they married. Hugh is identified as a 'farmer' and Minnie is identified as a 'Stenographer', a person who specializes in shorthand writing. In Minnie's case, being listed as a stenographer suggests she likely worked in an office or administrative role, which was a skilled and relatively modern occupation for women at the time and often indicates a certain level of education. Two year later in 1925, Hugh's mother, Margaret (Davidson) passed away. Hugh and Minnie had three children including James Hubert, Margaret and Bruce.

Historical topographic maps from 1935 and 1939 identify the stone house and a barn to the rear. The house located at 8077 Wellington Road 19 is shown on the map and what appears to be a barn to the east of the house. In a 1949 Voter's List, Hugh, his wife and Bruce are listed as residing on the property; both Bruce and Hugh are identified as 'farmers'.

Bruce took over the farm in 1957 and it was deeded to him in 1967 (LRO). At the time the stone house was divided into two units for his parents' retirement (with the exception of a shared wall space to access a telephone) (Bob Skeoch, 2026). In the 1958 Voter's List, Hugh, his wife Minnie and Bruce and his wife Jean are listed as residing on the property. In 1965, Hugh passed away and five years later his wife Minnie died.

In 1951, Bruce married Jean Summerfield and they had five children: Betty, Robert (Clerk of Maryborough Township), Gordon, John, and Barbara (Hutchinson). Bruce was one of the last Trustees of the West Garafraxa No.2 School (Cull's) (Hutchinson, 1998, p. 75). In 1990, the existing parcel constituting the Subject site, was created through a consent and the barn removed. In 2012, Bruce passed away and in 2015 his wife Jean passed away. The property was taken over by his son Robert "Bob" and later was sold to Sorbara Group.

The Skeoch Family continues to occupy the Subject Site although the property has been purchased. The legacy of the Skeoch Family associated with the property spans over 150 years. The local historian Hutchinson identified the farm as one of the "Century Farms" of West Garafraxa Township (Hutchinson, 1998, p.255).

Aerial photographs between 1954 and 2024 demonstrate the changes surrounding context. By 2006, a residential subdivision is present to the south of the property and by 2019, residential subdivisions and commercial/ industrial subdivision appear to the south and west of the property.

Figure 12. James Skeoch (Sr) and Margaret Davidson and the Skeoch Farm

TBG, 2025



172 Sharer, Mrs. Albert — R.R. No. 4, Fergus  
 173 **Skeoch, Hugh**, farmer, R.R. No. 3, Fergus  
 174 Skeoch, Mrs. Hugh — R.R. No. 3, Fergus  
 175 Skeoch, Bruce, farmer, R.R. No. 3, Fergus

123582

|                        | BRIDEGROOM      | BRIDE           |
|------------------------|-----------------|-----------------|
| NAME IN FULL           | Hugh Skeoch     | Minnie Davidson |
| OCCUPATION             | Farmer          | Stenographer    |
| CONDITION IN LIFE      | Bachelor        | Spinster        |
| AGE                    | 48 yrs          | 33 yrs          |
| RELIGIOUS DENOMINATION | Presbyterian    | Methodist       |
| RESIDENCE              | R.R. 3 - Fergus | Wellington      |
| MARRIED                |                 |                 |

1. James Skeoch Jr., Reeve of Wellington County Council, photograph, 1928 (Courtesy of the Wellington County Museum and Archives, A1976.52.4

2. Voter's List of 1949 (Library and Archives Canada);  
 3. Marriage Certificate of Hugh and Minnie Skeoch in 1923 (Library and Archives Canada).



Figure 13. **Late 19th Century Photograph of the Skeoch Farm**

Courtesy of the Skeoch Family

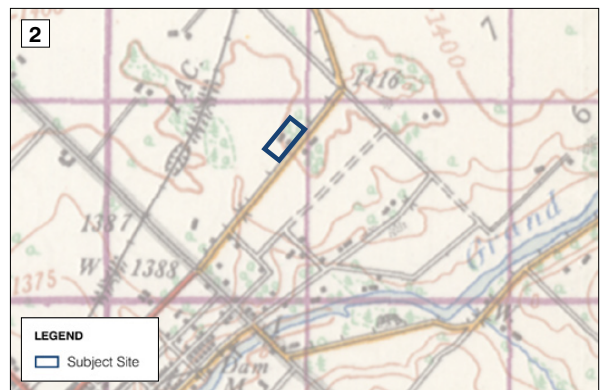


Figure 14. **Historical Topographic Maps**

TBG, 2025



1. 1935



2. 1939

Figure 15. **Historical Aerial Photographs**

Courtesy of University of Toronto Digital Archives and Google Earth Pro.



**LEGEND**  
[Blue outline box] Subject Site



### 5.3.2 Chain of Title

The following table provides a review of the chain of titles for the Subject Site identifying the historical ownership since the Crown.

Table 1. **Historical Chain of Title of Subject Site**

| No. of Instrument | Instrument/ Type of Transaction | Instrument Date     | Date of Registry   | Parties From   | Parties To  | Quantity of Land |
|-------------------|---------------------------------|---------------------|--------------------|--|---|------------------|
| -                 | Patent                          | March 15, 1835      | -                  | The Crown  | Honourable Ferguson and others in trust as an endorsement for the Presbyterian Church of the Township of Nichol | All 200 acres    |
| 18173             | B&S                             | March 3, 1862       | May 16, 1862       | James Webster and trustees   | John C., and his Trustees- Robert P., G. Hamilton and Matteo Anderson.  | All 200 a        |
| 19829             | B & S                           | September 26, 1860* | September 30, 1863 | James Webster and W. Valentine, John Brookie, Robert P, G. Hamilton, Matteo Anderson | John, James and Robert Elmslie  | E /2 100 acres   |
| 21906             | B& S                            | June 29, 1864       | June 30, 1864      | John, James and Robert Elmslie   | John Hewitt   | "                |
| 22029             | B&S                             | July 16, 1864       | July 22, 1864      | John Hewitt  | Robert Shortreed  | "                |
| 570               | B&S                             | June 26, 1872       | July 6, 1872       | Robert Shortreed   | James Skeoch  | "                |
| 1276              | Agreement                       | May 13, 1875        | July 21, 1875      | James Skeoch   | Credit Valley Railway   | Pt of E ½        |

8076 Wellington Road 19, Fergus, Ontario

|       |                    |                  |                   |   |                                     |  |
|-------|--------------------|------------------|-------------------|---|-------------------------------------|--|
| 2828  | B & S              | October 30, 1880 | November 11, 1880 | James Skeoch and wife   | George Stephen and Edmund B. Oster* | "  |
| 13972 | Grant              | August 1, 1910   | July 11, 1949     | James Skeoch and Wife   | Hugh Skeoch                         | E ½, 100 acres, \$9,000  |
| 14964 | Agreement for sale | March 1, 1957    | March 29, 1957    | Hugh Skeoch and his wife Minnie Skeoch  | Robert B. Skeoch                    | N. E ½, \$13,000   |
| 9736  | Executors Deed     | March 13, 1967   | March 23, 1967    | Minnie Skeoch and Robert B. Skeoch, Executors of Hugh Skeoch and Minnie Skeoch 'personally' | Robert B. Skeoch                    | E 1/2, 100 acres, \$13,000   |
| 99021 | Transfer           | August 7, 1990   | "                 | Robert Bruce Skeoch   | "                                   | Firstly- Parts 2 & 4 on 60R-217, Secondly- Par 1 on 60R-3215, Subject to ROW, Consent RE: The Planning Act |



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# 6. EXISTING CONDITIONS

## 6.1 General Overview

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## 6.2 Built Features

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## 6.3 Heritage Integrity

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## 6.4 Landscape Features

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## 6.1 General Overview

A site visit was conducted by TBG Staff on March 6, 2026, to review the conditions of the Subject Site and surrounding area. The Subject Site consists of a two-storey stone building and two outbuildings for accessory use. The two-acre parcel includes tree plantings along the west side of the driveway off of Wellington Road 19, some low-lying vegetation/shrubbery along the front façade of the house and fruit trees along the rear property line. The property includes an open front lawn with a large, mature oak tree that is located immediately south of front façade of the house.

## 6.2 Built Features

The following sub-section reviews the existing conditions of the three (3) buildings on-site including the two-storey stone dwelling and two outbuildings that are used for accessory uses.

### 6.2.1 Stone Dwelling

The existing stone farmhouse is two storeys in height with a T-shaped floor plan. The building is constructed of a combination of fieldstone and cut stone (limestone), with cut stone features such as voussoirs, keystones and quoining and includes a stone foundation. The dwelling has a low-pitched green, cross-hipped metal roof with deep extended eaves supported by paired wood brackets below the soffits. Overall, it appears that the original openings, including door and window, have been retained and that most of the original window frames remain which are supplemented with storm windows. The farmhouse includes two additions located on the west and north elevations.

Figure 16. Existing Context

TBG, 2026



## EXTERIOR

### South (Front) Elevation

The front elevation is asymmetrical due to the T-shaped floor plan of the house and protruding eastern bay. The eastern bay includes four narrow window openings with stone lug sills and decorative keystone stone headers that are continuous between window openings on each level. The windows are one-over-one, double hung windows with painted frames. This set of four windows is mimicked on the west side of the façade. Central to the façade are door openings; one located on the main level with a transom light and a second located on the upper-level balcony supported by the verandah below. The verandah is constructed of window, with chamfered wooden posts with decorative brackets and railings and balusters; the verandah is supported by a stone foundation. The extended eaves of the house are supported by decorative wooden brackets/ corbels and included painted wood fascia and soffits.

### West (Side) Elevation

The west (side) elevation includes two primary bays. The first bay correlates with the primary footprint of the dwelling and includes four window openings with segmental arches composed of fieldstone and stone lug sills. There are two sill window openings along this façade which are shielded by metal siding. There is some minor discolouration in the vicinity of the foundation which indicates potential water damage.

The recessed northern bay includes a brick veneered addition or 'sunroom' with poured concrete foundation and lean-to metal roof.

This addition includes contemporary windows and door and acts as the main entrance. The upper level shows the exposed original bay with two window openings with segmental arches below paired brackets supporting the roof eaves.

### North (Rear) Elevation

The north (rear) elevation provides a clear view of the form of the T-shaped floor plan of the original footprint of the house. Two additions can be seen along this elevation. The addition along the west elevation and along the south-east elevation. The addition includes two window openings with contemporary windows. The primary façade of the original dwelling, which consists of the northern wing of the house, includes a singular window opening with the original two over two window frames. Double hung window frame and fieldstone voussoir. A corbelled brick chimney is present along this elevation along the hipped metal roof.

The recessed bay of the original house is the location of the other addition which appears to be a joint construction between a stone structure and wooden, shiplap structure on the north end. The addition includes two over two window frames; the window openings for the stone addition includes stone segmental arches and lug sills. The roof of the addition is a lean-to roof that converges between additions. There are some areas of significant darkening which may indicate possible failure of the existing flashing.

### East (Side) Elevation

The east (side) elevation includes a rear view of the easterly addition included the shiplap, wood structure and the stone addition with two window openings. The east elevation of the northern wing of the house exhibits one window opening with a stone lug sill. Discolouration along the flashing indicates signs of water damage. The southern bay includes four window openings with stone segmental arches and stone lug sills. Three of the windows include one-over-one wood, double hung frames. The fourth window located on the east side on the first level includes a two-over-two, double hung window frame. Decorative paired brackets line the extended roofline. There are some areas central to this façade that appear discoloured shows signs of poor drainage/ water run-off possibly due to a piece of equipment that formerly was located on this elevation.



Figure 17. **Photographs of the Front (South) Elevation of the Stone Dwelling**

TBG, 2026



1. View of front façade facing northwards;
2. View of front façade showing front entrance.
3. Perspective view of front façade exhibiting verandah and upper balcony.

4. Detailed View of verandah profile, posts and brackets.
5. Detailed view of the condition of the verandah;
6. Detailed view of eastern bay.

Figure 18. **Photographs of the West (Side) Elevation of the Stone Dwelling**

TBG, 2026



1. View of full west elevation;
2. Perspective view of side elevation with focus on the southern bay;
3. Detail view of the addition along this elevation;
4. Detailed view foundations along this elevation and northern sill opening.



Figure 19. **Photographs of the North (Rear) Elevation of the Stone Dwelling**

TBG, 2026



1. View of full west elevation;
2. Perspective view of side elevation with focus on the southern bay;
3. Detail view of the addition along this elevation;
4. Detailed view foundations along this elevation and northern sill opening.

Figure 20. **Photographs of the East (Side) Elevation of the Stone Dwelling**

TBG, 2026



- 1. View of east (side) elevation;
- 2. Perspective view of east elevation showing north addition;
- 3. Perspective view of south and east elevation;
- 4. Detailed view of rear stone addition. Source:



## **INTERIOR**

The interior of the home retains the majority of the original wood flooring and trim, including baseboards. The wood central staircase, door frames and panelling are present in the front foyer of the house. For privacy reasons, photographs of the interior were excluded from this report but are available upon request and at the discretion of the owner and the tenant.

## 6.2.2 Outbuildings

### Outbuilding No. 1

The Site includes a one storey outbuilding used as a two-car, detached garage composed of cinder block and metal, standing seam, cross hipped roof. Each elevation includes a pair of window openings.

### Outbuilding No. 2

The Site includes a one and half storey wood frame outbuilding used as a detached garage clad in metal siding with a metal, low-pitched open gabled roofline.

Figure 21. **Photographs of Outbuildings**

TBG, 2026



1. View of front façade of Outbuilding No.1;
2. View of north elevation of Outbuilding No.1.;
3. Perspective view of rear stone addition looking south-east.
4. View of the front façade of Outbuilding No. 2 .



### 6.3 Heritage Integrity

The Ontario Heritage Toolkit discusses the importance of heritage integrity as part of the rigorous review of a property within the context of a heritage designation. The following provides an excerpt of this discussion:

*Cultural heritage value or interest may also be intertwined with location or an association with another structure or environment. If these have been removed, the integrity of the property may be seriously diminished. As well, cultural heritage value or interest can be found in the evolution of a heritage property, as much can be learned about social, economic, technological, and other trends over time. The challenge again, is being able to differentiate between alterations that are part of an historic evolution, and those that are expedient and offer no informational value.*

This sub-section reviews the extant building on-site, available historical visuals to assess its heritage integrity. Historical photographs are used to provide a comparative analysis to understand and gauge the level of heritage integrity of the existing building.

Based on a review of photographs from approximately 1880 to the present day, there have been very few changes to the building limited primarily to the removal of the flanking chimneys. The remaining features including the windows, design and profile of the decorative brackets both as part of the verandah and extended eaves and railing and balustrades of the upper balcony all retain the appearance and integrity from the 19<sup>th</sup> century.

The stone addition on the north-east part of the house was likely the original summer kitchen of the dwelling, and the shiplap add on to the stone addition on the north side appears to have be from the early 20<sup>th</sup> century. The other addition consists of an enclosure of an original side verandah.

Overall, the Skeoch Farmhouse appears to have retained its heritage integrity over the century.

8076 Wellington Road 19, Fergus, Ontario

Historical Photographs Courtesy of the Wellington County Museum and Archives.

Figure 22. **A Comparative Analysis of Heritage Integrity**





## 6.4 Landscape Features

The Site includes a long, asphalt driveway off of Wellington Road 19 that curves eastwards towards Outbuilding No.2. There are parking locations south of Outbuilding No.1 and west of Outbuilding No.2.

The Site includes a range of young and mature, coniferous and deciduous trees with low-lying vegetation along the dwelling. In particular, there are mature spruce trees located within the vicinity of Outbuilding 1 and a large, mature oak tree located within a few metres of the front façade.

Figure 23. **Landscape Features**

TBG, 2026



1. View of the Site from Wellington Road 19 looking along the asphalt driveway towards the stone dwelling;
2. View of existing tree plantings along the west side of the driveway;

3. View of spruce trees located to the west of Outbuilding No. 1;
4. View of tree plantings along the rear property line looking towards Outbuildings No.1 and No.2.

# 7. EVALUATION OF CULTURAL HERITAGE VALUE OR INTEREST

7.1 Ontario Regulation 9/06 and Ontario Regulation 385/ 21

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7.2 Evaluation Criteria

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7.3 Cultural Heritage Evaluation

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7.4 Statement of Cultural Heritage Value of Interest

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7.5 Long-Term Protection

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## 7.1 Ontario Regulation 9/06 and Ontario Regulation 385/ 21

The following section provides an evaluation of the remaining potential cultural heritage value of the subject site as per *Ontario Regulation 9/06: Criteria for Determining Cultural Heritage Value or Interest* under the *Ontario Heritage Act*, R.S.O. 1990, c. O.18. O. Reg. 9/06 is the legislated criteria for determining cultural heritage value or interest as outlined below. If the property is determined to have cultural heritage value or interest, a Statement of Cultural Heritage Value is required and the identification of heritage attributes which are mandated to be compliant with O. Reg. 385/21, Section 3. The updated Ontario Heritage Toolkit (“OHTK”) provides guidance on the drafting of Statements of Cultural Heritage Value or Interest and identified of heritage attributes. The following sections will review the drafted Statement and attributes within the framework of the OHTK.

## 7.2 Evaluation Criteria

The criteria for determining Cultural Heritage Value or Interest (“CHVI”) under O. Reg 9/06 is as follows:

1. The property has design value or physical value because it is a rare, unique, representative, or early example of a style, type, expression, material, or construction method.
2. The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.
3. The property has design value or physical value because it demonstrates a high degree of technical or scientific achievement.
4. The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization, or institution that is significant to a community.
5. The property has historical value or associative value because it yields, or has the potential to yield, information that contributes to an understanding of a community or culture.
6. The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer, or theorist who is significant to a community.
7. The property has contextual value because it is important in defining, maintaining, or supporting the character of an area.
8. The property has contextual value because it is physically, functionally, visually, or historically linked to its surroundings.
9. The property has contextual value because it is a landmark.

The prescribed criteria were used to prepare the evaluation by MHBC Planning Ltd. and the Township of Centre Wellington's Designation Sub-committee. The following sub-section provides the responses of MHBC and the Township to the prescribed criteria with commentary from TBG. In the circumstance where there is disagreement, TBG responses will provide a justification; responses may also provide clarification in situations where there is agreement.

In addition to the prescribed criteria, the previous Official Plan listed the following criteria of which the Township states a property must meet one or more to be considered for designation by the municipality (cognizant that the prescribed criteria supersede these criteria and are now reflected in the updated Official Plan):

1. *Represents a unique or rare example, or the only (or one of the few) remaining examples of its architectural style or period;*
2. *Constitutes a work of outstanding quality as a result of its plan, proportions, design, construction, materials or details;*
3. *Represents an early or otherwise noteworthy example of the work of a renowned architect, designer or builder;*
4. *Is representative of the early history of the development of the Township;*
5. *Is associated with some historically significant aspect or event in the history of development of the Township, the province or the county;*
6. *Is associated with a person or group of persons who achieved local, provincial or international prominence.*

## 7.3 Cultural Heritage Evaluation

MHBC Planning Ltd. ("MHBC") completed a Cultural Heritage Evaluation Report ("CHER") in August 2025 to determine the property's Cultural Heritage Value or Interest ("CHVI") under *Ontario Regulation 9/06* ("O. Reg. 9/06") of the *Ontario Heritage Act, R.S.O. 1990, c. O. 18* ("OHA"). The report determined that the property only meet one (1) criterion and therefore did not warrant designation under the OHA. Following the completion of the CHER, the Township of Centre Wellington' Designation Sub-committee (part of the Heritage Centre Wellington) completed an independent CHER. The Township determined that the property six (6) of the nine criteria. The following sub-section reviews the determination of both evaluations to determine the validity of their conclusions. The cultural heritage evaluations by MHBC and the Township are included in Appendix 'B' of this report.

### 7.3.1 Peer Review of MHBC and Designation Sub-Committee Evaluations

1. **The property has design value or physical value because it is a rare, unique, representative, or early example of a style, type, expression, material, or construction method.**

*MHBC: Yes. The property contains a c.1880s farmhouse that is representative of the Italianate architectural style. The Italianate style was most prominent in Ontario from 1850 to 1900 and was featured in the April 1865 issue of Canada Farmer magazine. The farmhouse on the property is representative of this style, most evident with its hip roof, paired brackets, projecting eaves cornice, quoins, paired windows along the front façade, verandah at the front façade, and stone construction.*



*The property does not contain structures that are rare, unique, or early. The Italianate style was a popular architectural style used for farmhouses in Ontario. The farmhouse is not considered early in the context of the Township considering that the area had been settled well before the house was built. The 1875 Atlas demonstrates that many farmhouses had already been established by the late 19th century.*

**Designation Sub-Committee:** Yes.  
*Representative example of a 2-storey Italianate fieldstone and cut limestone dwelling. Unique to this Italianate dwelling are the four sets of paired windows on the front façade. This may be a rare example of a stone Italianate structure with paired windows, almost in its original state. Most attributes appear original based on photographic evidence. Strongly meets this criterion.*

**TBG Response:** Yes. Agreed that this criterion is met. The property includes a dwelling representative of the Italianate architectural style constructed in c.1890.

Based on a review of the Centre Wellington Heritage Register within the vicinity of Fergus and broader West Garafraxa, and the *Township of Centre Wellington: Inventory of Rural Heritage Buildings* (Fall 2005, 6<sup>th</sup> Edition), an Italianate stone dwelling is a rare example, particularly those with a T-shaped floor plan. Stone dwellings are primarily representative of workers' cottages and Gothic Revival architectural styles within the West Garafraxa community. While Italianate buildings do exist in the surrounding community with the T-shaped floor plan, they are constructed of brick masonry. Examples include:

- 6430 East-West Garafraxa Townline, c. 1895
- 8432 Eramosa-Garafraxa Towline c. 1897
- 6229 Second Line, c. 1898
- 6891 Seventh Line, c. 1890
- 6268 Third Line, c. 1900

There are only two properties that appear to be an Italianate house, constructed with the T-shaped floor plan and composed of stone within the community's rural inventory of historic buildings within West Garafraxa (see Figure 18). These include:

- 7122 Wellington Road 16, c. 1898
- 6328 Fifth Line, c. 1903

Based on the review of the above-mentioned properties, the proportions and location of window openings differ in addition to the type of stonework to the Subject Site. In conclusion, it is determined that the dwelling should be considered a rare example of its style, form and material within the historic Township of West Garafraxa.

8076 Wellington Road 19, Fergus, Ontario

Figure 24. **Example of T-shaped, Italianate Stone Buildings within West Garafraxa Township**

TBG, 2025



1. View of stone Italianate dwelling located at 7122 Wellington Road 16;

2. View of stone Italianate dwelling located at 6328 Fifth Line (Source: Google Earth Pro, 2025).



**2. The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.**

*MHBC: No, there is no evidence of exemplary craftsmanship or artistic merit in the design or construction of any structures on the property. The farmhouse is of the Italianate architectural style, which was common for the time period and Centre Wellington. In reviewing the Township's heritage register there are several listed farmhouses that are very similar to the design of the subject farmhouse, representing a somewhat vernacular Italianate style. These other listed farmhouses include 6430 East-West Garafraxa Townline, 6229 Second Line, 7122 Wellington Road 16, and 6268 Third Line. These similarly constructed farmhouses contain much more detailing, including dichromatic brickwork with quoins, voussoirs and intricate ginger breading. In comparing to similar farmhouses in the area, the subject farmhouse reflects typical construction methods and does not contain ornate or unique characteristics that notably exemplify the Italianate style. The farmhouse is reflective of typical construction and design methods.*

**Township:** *May display high degree of craftsmanship and artistic merit if built by James Skeoch and sons, as research suggests, given no formal training in building or masonry work. Masonry showcases uniformly squared limestone at corners and on the front façade and demonstrates high level of craftsmanship and technique as each stone would have been squared by hand. Side elevations feature fieldstone. Front and side facades (excluding rear) have been delicately tuck pointed (ribboning) to provide the appearance of ashlar (cut stone), also indicative of the builder's skill and attention to detail. Of note is the early stone rear addition (possibly summer kitchen) with large segmented-arch windows mimicking the main dwelling windows. Has potential to meet this criterion with further investigation.*

**TBG Response:** With the general opinion that constructing a building with stone in itself can be considered a form of craftsmanship, the Ministry's guiding document states that the property must “-demonstrate or present craftsmanship or artistic merit in a *greater than normal quality* or at an intensity well above an industry standard”. Although the construction of the building includes squaring the stone by hand and tuck pointing, these construction techniques are apparent in many buildings throughout the community of West Garafraxa and Township of Centre Wellington with a dominance of stone buildings—one of the emblematic built forms of the greater Township. Within this context, the construction of the building does not demonstrate craftsmanship that is considered greater than normal quality or at intensity well above an industry standard for the time as this appears to be one of the most common construction methods of the era and within the community.

**3. The property has design value or physical value because it demonstrates a high degree of technical or scientific achievement.**

*MHBC: No, the property does not contain features which demonstrate a high degree of technical or scientific achievement beyond that which could be expected of a traditional farmhouse. The property does not meet this criterion.*

*Township: No, the property does not appear to demonstrate a high degree of technical or scientific achievement.*

**TBG Response:** No, this criterion is not met.

**4. The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization, or institution that is significant to a community.**

MHBC: No, the property is associated with the Skeoch family which contributed to the agricultural production and growth of the community. However, the Skeoch family is not known to have a significant impact on the community beyond their agricultural contributions. The property does not have a significant association and does not meet this criterion.

Township: *James Skeoch married Margaret Davidson and had 9 children. Margaret was a member of one of the earliest pioneering families in the Fergus area, emigrating from Scotland in 1835, and was one of the first pupils to attend a log schoolhouse in the village where James McQueen taught. Her father John was a highly regarded Clerk in neighbouring Eramosa Township. She lived to 94 as "one of the last original pioneers of Fergus" and was the matriarch of the family. Son Hugh was a council appointed overseer of highways and member of Melville Church missionary committee. Strongly meets this criterion.*

**TBG Response:** Yes, this criterion is met. While associations with John Davidson are considered indirect and therefore not applicable, there are direct associations with Margaret Davidson, who is recognized in local histories as a significant member of one of the Township's pioneering families. In 1925, she was identified as the last surviving original settler and contributed valuable oral histories describing early settlement life. Her accounts are particularly significant as they provide a woman's perspective, offering insight into aspects of early community life that are often underrepresented in historical records and contributing to a more comprehensive understanding of the settlement period.

There are also direct associations with Hugh Skeoch, who served as Overseer of Highways, and James Skeoch, who held a position on Wellington County Council in 1927. The Skeoch family has maintained continuous ownership and occupancy of the property for over 150 years, and the farm is recognized in local histories as one of the Township's Century Farms, further supporting its cultural heritage significance.

**5. The property has historical value or associative value because it yields, or has the potential to yield, information that contributes to an understanding of a community or culture.**

MHBC: *No, the property does not have the potential to yield further information which contributes to an understanding of the community. The property does not meet these criteria.*

Township: *The property forms part of what was once a larger farm parcel (200 acres, to 100 acres, to the current severed parcel configuration). James Skeoch was a tenant farmer initially, renting the lands and constructing a log cabin for the family. Then purchased the property and built the house in 1890. The property transferred through the Skeoch family who owned it until 2012. It exhibits the prosperity of farmers in this area in the mid-to-late 19th century. Strongly meets this criterion.*

**TBG Response:** No. This criterion is not met. This has to be knowledge that is not yet known in the community and should be considered significant. Prosperity of farmers in southwestern Ontario in the 19<sup>th</sup> century is too broad to be considered yielding information that is specific and not yet known to the community.

**6. The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer, or theorist who is significant to a community.**



*MHBC: The original builder of the farmhouse was James Skeoch and his sons. The property does not meet this criterion.*

*Township: It is not clear who constructed the dwelling; however, oral history records indicate the family noted James Skeoch and sons constructed the dwelling in 1890.*

**TBG Response:** No, there is no confirmation as to who the builder was. If it were the Skeoch Family, there is no indication that they were considered significant builders within the community.

**7. The property has contextual value because it is important in defining, maintaining, or supporting the character of an area.**

*MHBC: No, the subject property is bounded by agricultural fields to the north, east and west. While the immediate surrounding area can be characterized as agricultural, there is a varied context of the broader area. Additionally, the property has not been maintained as agricultural and is not representative of its former agricultural use. There are no other buildings/structures on the property that suggest its former agricultural use or its potential for agricultural use as all original ancillary agricultural buildings, such as barns, have been removed. Considering that the property does not represent an agricultural farmstead and the surrounding varied context, the property does not support a character of the area and does not meet these criteria.*

*Township: Though the dwelling has been severed from the original 100-acre farm parcel, it supports the historical agricultural context of this part of the*

*Township. It is the last remaining farmhouse on the north side on this stretch of Wellington Road 19 when exiting Fergus and provides a distinct divide between the urban and rural context of this area, soon to be redeveloped. The south side has already been redeveloped, while the original farmhouse remains on that side, directly across the street. Both farmhouses provide a distinct gateway feature when entering Fergus from the east. Strongly meets this criterion.*

**TBG Response:** The surrounding context has significantly changed over time. There are two contemporary subdivisions to the south and east of the property and with the exception of the remaining agricultural lands that have since been severed from the property and to the north, the historic agricultural landscape has since been removed in its immediate surroundings. Therefore, the property does not define, maintain or support the character of the area which is predominately characterized by residential subdivisions.

**8. The property has contextual value because it is physically, functionally, visually, or historically linked to its surroundings.**

*MHBC: No, the property has been severed from its original historic context and is no longer connected to the original farm. The property is not representative of a historic farmstead due to its loss of original agricultural buildings. The property does not have a physical, functional, visual or historic link to its surroundings. This link was severed when the property became a residential lot. The property does not meet this criterion.*

*Township: Was one of the original family farms in the east Fergus area, settled by Scottish immigrants in the mid-to-late 19th century. It is visually linked to its surroundings and the red brick Victorian dwelling directly across the road, providing a reminder of the agricultural past. Has potential to meet this criterion with further investigation.*

8076 Wellington Road 19, Fergus, Ontario

**TBG Response:** The property is not physically or functionally linked to its surroundings particularly as the supporting farmstead buildings, structures and features have been removed and the surrounding area has predominately changed from agricultural use. Although there is a historic dwelling adjacent (non-contiguous) located at 8077 Wellington Road 19, based on the differing setbacks and architectural styles and materials, there was no intention for a visual link, and both properties no longer represent a farmstead to support an agricultural theme. By virtue of the historic properties being situated across from another, this visual relationship should be considered circumstantial and not intentional (see photograph).

The property is, however, historically linked to its surroundings including the former lands of the Skeoch Family Farm (Bruce Skeoch) and additional Skeoch farmsteads within the surrounding area including the historic Skeoch Family Farms in the Township of West Garafraxa and Township of Nichol. Margaret Davidson's significance is relevant to the settlement of Fergus and surrounding area which creates an important historical linkage to the surrounding area and particularly the community of Fergus.

Figure 25. **Visual Analysis of 8077 Wellington Road 19 and 8079 Wellington Road 19 (Subject Site)**

TBG, 2026



### 9. The property has contextual value because it is a landmark.

*MHBC: The property is not considered a landmark and does not meet this criterion.*

*Township: The dwelling, along with the adjacent dwelling at 8077 Wellington Rd. 19, serve as a gateway to the Town of Fergus, noting your arrival to the Town, however this criterion is not strongly met.*

**TBG Response:** No, there is no indication from the community that it is considered a local landmark.

The following **Table 2** provides a summary of the evaluation of the property under the prescribed regulation. Overall, the peer review demonstrates that there is agreement in the criteria that is met under O. Reg. 9/06, however, with some clarification of how the criteria is met.

### 7.3.2 Summary

In summary, it is determined that the property meets three (3) of the prescribed criteria (i, iv, viii/ 1, 4, 8) and therefore the property is considered a significant cultural heritage resource.

Table 2. **Summary of O. Reg. 9/06**

| Criteria of O. Reg. 9/06  | Yes / No | Comments / Response  |
|---|----------|--|
| 1. The property has design value or physical value because it is a rare, unique, representative, or early example of a style, type, expression, material, or construction method. | Yes.     | Yes, the property includes a dwelling that is representative of the Italianate architectural style with an asymmetrical entrance. The dwelling can be considered a rare example of a stone building constructed within this type of style within the Township. |
| 2. The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.  | No.      | No, the property does not demonstrate a high degree of craftsmanship within the context of the West Garafraxa community and broader Township which consists of a dominance of stone buildings.   |
| 3. The property has design value or physical value because it demonstrates a high degree of technical or scientific achievement.  | No.      | No, the property does not demonstrate a high degree of technical or scientific achievement.  |

|   |             |  |
|---|-------------|--|
| <p>4. The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization, or institution that is significant to a community.</p> | <p>Yes.</p> | <p>Yes, the property is the property has direct association with Margaret (Davidson) Skeoch who was one of the last remaining original settlers in the early 20<sup>th</sup> century and provided accounts of the early settlement through oral history. The property is also associated with James Skeoch (Jr) who was a Reeve for Wellington County in 1927-1928 and Bruce Skeoch was one of the last Trustees of the West Garafraxa No.2 School. There is also a claim that Hugh Skeoch was appointed overseer of highways for the County. The Skeoch Farm has been identified as one of West Garafraxa's Century Farms. It has been owned by the Skeoch Family since 1872 until 2012 and continues to be occupied by the Skeoch Family to the present day.</p> |
| <p>5. The property has historical value or associative value because it yields, or has the potential to yield, information that contributes to an understanding of a community or culture.</p>                      | <p>No.</p>  | <p>No, the property does not have the potential to yield information that contributes to an understanding of a community that is not already known.</p>  |
| <p>6. The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer, or theorist who is significant to a community.</p>   | <p>No.</p>  | <p>The builder of the existing dwelling is unconfirmed. If it were the Skeoch Family, there were not known to be significant builders in the community.</p>  |
| <p>7. The property has contextual value because it is important in defining, maintaining, or supporting the character of an area.</p>   | <p>No.</p>  | <p>The property is not important in defining and maintaining the character of the surrounding area, which has significantly evolved over time.</p>   |
| <p>8. The property has contextual value because it is physically, functionally, visually, or historically linked to its surroundings.</p>   | <p>Yes.</p> | <p>Yes, the property is historically linked to the surrounding area relative to Skeoch farmsteads/ properties and Margaret (Davidson) Skeoch's association with the settlement of Fergus and surrounding area.</p>   |
| <p>9. The property has contextual value because it is a landmark.</p>   | <p>No.</p>  | <p>The property is not considered a local landmark by the community.</p>   |



## 7.4 Statement of Cultural Heritage Value of Interest

**Appendix 'B'** of this report includes the Statement of Cultural Heritage Value or Interest completed by the Designation Sub-committee as well as an updated draft. Based on the conclusions in sub-section 7.3.2 of this report and the requirement that the Statement of CHVI and attributes be consistent with O. Reg. 385/21 and the guidance within the Ontario Heritage Tool Kit. It should be noted that although the sub-categories of physical/ design, historical/ associative and contextual value are inherent in the prescribed criteria, these sub-categories no longer exist in the regulation. The Statement should follow the order of the criteria. The updated statement focuses on the historic stone farmhouse which contains the cultural heritage value of the site. Information that is anecdotal and not considered directly associated with the property is omitted. Research completed in Section 5.0 of this report confirmed the validity of historical associative identified by the Township. Description of features of the property that are not considered as contributing to the cultural heritage value of the property are also omitted from the Statement.

The following provides an updated Statement of Cultural Heritage Value or Interest based on that which was provided by the Designation Sub-Committee respecting the evaluation of members of the community.

### *Description of Historic Place*

The subject 0.81-hectare (2 acre) property is located at 8076 Wellington Road 19 and is a rural residential property, formerly part of a larger farm parcel, located in what was historically known as West Garafraxa, Concession 1, Part of Lot 8, now Township of Centre Wellington. The property contains a two-storey stone house which faces in a south-east direction, along Wellington Road 19.

### *Statement of Cultural Heritage Value*

The property has physical design value as it includes a dwelling at 8076 Wellington Road 19, c.1890, which is a representative example of a two-storey Italianate stone dwelling. The stone walls are representative of the use of local materials, with the fieldstone likely derived from the property and the limestone from one of the many nearby quarries. The cut limestone is surrounded by delicate tuck pointing (white ribboning) on the front façade and combined limestone and fieldstone complimented by tuck pointing on all other facades reflective of stone architecture in the area. An early one-storey stone addition, likely a former summer kitchen, exists on the north-east facing façade with large segmented arch windows, mimicking those of the main house. A one-storey, brick addition replaced a former porch on the south-west facing façade. The dwelling also features other Italianate design attributes, including a large, hip roof with overhanging eaves and paired brackets (corbels), and one remaining brick chimney on the rear wing, paired narrow one-over-one segmental arch windows and an asymmetrical front façade with the left wing recessed from the balance to allow for a covered two-storey verandah, with columns and decorative woodwork.

The property is significant for its direct association with early Fergus settlers, specifically the Skeoch family and Margaret Davidson. The owners of the property when the dwelling was built were the Skeoch family, originally from Scotland, who owned the property for approximately 140 years, from 1872 to 2012 and continue to reside on the property. Born in 1834, James Skeoch immigrated to Canada in 1844 and worked with his grandfather at Watt's General Store on Provost Ln. (Fergus). James married Margaret Davidson in 1857 and they had 9 children. Margaret was a member of one of the earliest pioneering families in the Fergus area, emigrating from Scotland in 1835, and was one of the first pupils to attend a log schoolhouse in the village where James McQueen taught.

## 8076 Wellington Road 19, Fergus, Ontario

She was highly regarded in the community and is captured in several early photos of the property. She lived to the age of 94 and was described in local newspapers as "one of the last original pioneers of Fergus". She is noted in local histories including *Fergus: The Story of a Little Town* by Hugh Templin printed in 1933. It was clear that she was highly regarded for her intelligence and contributions. She was the matriarch of the Skeoch family and lived in the home until her death in 1925.

The property is also associated with James Skeoch (Jr) who was a Reeve for Wellington County in 1927-1928 and Bruce Skeoch was one of the last Trustees of the West Garafraxa No.2 School. The Skeoch Farm has been identified as one of West Garafraxa's Century Farms. It has been occupied by the Skeoch Family since 1872 to the present day.

The property is historically linked to the surrounding area relative to other Skeoch properties and Margaret (Davidson) Skeoch's association with the settlement of Fergus and surrounding area.

### Description of Heritage Attributes

The property has cultural heritage value for its representation of Italianate architecture reflective by the following attributes:

- Height, scale and massing of the original two-storey stone dwelling, including one-storey rear stone addition on the north-east side of the rear facade
- Cut limestone and fieldstone construction and materials, including tuck pointing (ribboning) on the front façade and two side elevations
- Fenestration pattern of doors and windows in their original location

- Wooden front door, including limestone voussoirs, transom window and glass
- Limestone voussoirs on all windows with pointed keystones and extended voussoirs on the front façade paired windows
- Original two-storey verandah with squared wooden columns and beveled corners, decorative fretwork and railing on the second storey
- The pitch of the large hip roof and its generous overhanging eaves
- Wood soffit and paired brackets
- Original remaining brick chimney along rear elevation

### Excluded from the Heritage Attributes

- Rear brick (west) and wood siding (east) additions
- Two outbuildings (garages)



## 7.5 Long-Term Protection

The property meets the minimum criteria to warrant protection under the *Ontario Heritage Act*. The property can be protected through a designation, easement or covenant under the Act. The current proposal intends to preserve the extant building and operate as a school which is the building's historic use and no significant alterations are proposed. It is recommended that if Council wishes to pursue designation of the property under Part IV of the Act, that they do so at the time of occupancy.

8076 Wellington Road 19, Fergus, Ontario

# 8. HERITAGE IMPACT ASSESSMENT

## 8.1 Impact Analysis for Subject Site

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This section aims to evaluate the potential impacts of the proposed Official Plan Amendment on the Subject Site. Development impacts can be either direct or indirect, and they may impact resources and landscapes differently over time. Impacts can be adverse, neutral, or beneficial.

The construction process itself can cause effects on resources and landscapes during various stages such as the pre-construction phase when the site is being prepared for construction, the construction phase, and the post-construction phase when protective barriers are removed. The description of adverse impacts, as outlined in the Ontario Heritage Tool Kit, Info Sheet #5 are provided in **Table 3**.

Table 3. **Direct and Indirect Adverse Impacts**

| Direct/<br>Indirect | Adverse Impact                            | Description   |
|---------------------|---|---|
| Direct Impacts      | Destruction                               | Destruction of any, or part of any, significant heritage attributes or features.  |
|                     | Alteration                                | Alterations that are unsympathetic or incompatible with the cultural heritage value or interest of the property.  |
| Indirect Impacts    | Shadows                                   | Shadows or obstruction that alter the appearance of a heritage attribute or change the viability of the attribute (e.g. blocking sunlight to natural features or plantings that have been identified as heritage attributes).   |
|                     | Isolation                                 | Isolation of a heritage attribute from its surrounding environment, context or a spatial/ significant relationship that contributes to cultural heritage value or interest.   |
|                     | Obstruction of Views (Direct or Indirect) | Direct or indirect obstruction of views or vistas within, from, or of built and natural features.   |
|                     | Change in Land Use                        | A change in land use such as a rezoning of a battlefield from open space to residential use, allowing new development or site alteration to fill in the formerly open spaces.   |
|                     | Land Disturbances                         | Land disturbance such as vibrations that occur from construction activity, change in grade that alters soils and drainage patterns and may adversely affect attributes of a cultural heritage resource (built heritage resource or cultural heritage landscape), archaeological resources or areas of archaeological potential. |

The impacts on a cultural heritage resource or landscape can either be specific to the site or widespread, and they can vary in severity from none, negligible, low, moderate, or high. The International Council on Monuments and Sites (ICOMOS) and the Ontario Heritage Tool Kit (OHTK) provide guidance for gauging severity in the publication *Guidance on Heritage Impact Assessments for Cultural World Heritage Properties* (2011) and Info Sheet #5, respectively, which can be applied at a micro-level. The graduation of severity ranges from beneficial, neutral/ no change, negligible adverse, minor adverse, moderate adverse and major adverse impacts. The following **Table 4** provides a description of each level of impact.

The subsequent sub-sections examine the development proposal's potential impact on adverse impacts as outlined in the Ontario Heritage Toolkit including destruction, alteration, shadows, isolation, direct or indirect obstruction of views, shadows, change of land use and land disturbances, within the context of the levels of impact provided above.

Table 4. **Levels of Adverse Impacts to Cultural Heritage Resources**

| <b>Levels of Adverse Impacts to Cultural Heritage Resources</b> |   |
|---|---|
| Major   | Change to key historic building elements that contribute to OUV, such that the resource is totally altered. Comprehensive changes to the setting.   |
| Moderate  | Changes to many key historic building elements, such that the resource is significantly modified. Changes to the setting of an historic building, such that it is significantly modified. |
| Minor   | Change to key historic building elements, such that the asset is slightly different. Change to setting of an historic building, such that it is noticeably changed.                       |
| Negligible  | Slight changes to historic building elements or setting that hardly affect it.  |
| Neutral/ No Impact  | No change to fabric or setting.   |



## 8.1 Impact Analysis for Subject Site

### 8.1.1 Destruction

#### No Impact

The proposal does not include the destruction of identified cultural heritage attributes. The heritage attributes are associated with the built heritage resource constituted by the existing stone farmhouse on the Subject Site; this building will be retained in-situ.

### 8.1.2 Alteration

#### Potential Impact

The proposal includes retention of the existing stone farmhouse in-situ. In order to adequately integrate and conserve the building, it is anticipated some alterations may be required to the building to be consistent with requirements of the Ontario Building Code. It is important that updates to the building are approached within a framework of conservation best practices, otherwise, there is potential that unsympathetic changes could be made to the building as part of its integration.

### 8.1.3 Shadows

#### No Impact

The surrounding area to the east and north of the existing stone farmhouse is proposed for "neighbourhood residential" which is anticipated to accommodate low-density uses and be less than six (6) storeys in height (the proposal includes a maximum of 3 storeys). To the west is a proposed street internal to the subdivision and to the south is Wellington Road 19.

Lots to the south will be oriented to the internal street to the west and will be situated to the rear of the existing stone farmhouse. It is not anticipated that the new construction will result in shadows that negate the cultural heritage value of the property; furthermore, there are no natural features or plantings that have been identified as heritage attributes that would be impacted by potential shadows.

### 8.1.4 Isolation

#### Potential Impact

The proposal includes the retention and integration of the existing stone farmhouse into the residential subdivision. The stone dwelling is intended to be situated on a designated lot fronting Wellington Road 19 facing the historic dwelling opposite on the south side of the road located at 8077 Wellington Road 19. The details of the surrounding lots and associated built features are not yet confirmed. There is potential that the surrounding development could isolate the property within the context of new buildings including massing, form and orientation. There is also potential that a new street and required entry widening could impact the setting of the building which should be presented with appropriate setbacks/ buffers.

### 8.1.5 Obstruction of Views (Indirect or Direct)

#### No Impact

No significant views or vistas were identified in the Statement of Cultural Heritage Value or Interest or within the listed heritage attributes. Typically, the front façade of a building forms part of a significant view, a view often supported by historical photographs, postcards, and other ephemera. Historical photographs within Section 5.0 of this report demonstrates that the front façade was considered the key view of this property. The proposal includes the retention of the yard in front of the existing stone farmhouse which will maintain historical and current views.

### **8.1.6 Change in Land Use**

#### **No Impact**

The proposal includes an Official Plan Amendment and prospective Zoning By-law Amendment relative to a residential subdivision. The existing property was created through a consent in 1990, which severed the lot from the larger agricultural parcel and as so, has functioned for 36 years as a residential property. Although the proposed residential intensification of the surrounding area and change of use of the historic farmlands could be considered an adverse impact, the truth of the matter is that the property legally has been extracted from this function for several decades. The proposed use of lands for residential purposes should not have an impact on the continued use of the Subject Site.

### **8.1.7 Land Disturbances**

#### **Potential Impact**

A Stage 1-2 Archaeological Assessment (AA) was completed for the Skeoch Property in July 2007. The AA concluded the following, "No archaeological remains were encountered while undertaking the field assessment, thus, the entire study area is now considered free from further archaeological concern" (i). The report was accepted into the Provincial register of archeological reports and the Ministry concurred with the conclusions of the report on July 22, 2008 (MCL File 23SP001).

However, there is potential for land disturbances related to the retained stone farmhouse due to the proximity to surrounding development. Potential impacts related to changes in grading, drainage and vibrations as a result of surrounding construction could potentially impact the building.



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# 9. CONSIDERATION OF ALTERNATIVES, MITIGATION & CONSERVATION MEASURES

## 9.1 Alternative Development Options

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## 9.2 Recommendations for Mitigation and Conservation

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## 9.3 Implementation & Monitoring

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## 9.1 Alternative Development Options

Given the limited nature of the proposed development and its potential impacts, the consideration of alternative options is not warranted. The potential adverse impacts can be appropriately mitigated through the mitigation and conservation measures outlined in Sections 9.2 and 9.3.

## 9.2 Recommendations for Mitigation and Conservation

As the impact is limited to potential impacts, the following mitigation and conservation measures are recommended:

### 1. Designation Under Part IV of the Ontario Heritage Act

The property meets the criteria for designation under Section 29 of the OHA. A Part IV designation is recommended prior to registration of the Draft Plan of Subdivision.

The designation by law should:

- Reflect the boundaries of the lot assigned to the stone farmhouse; and
- Be tied to the designated block within the overall subdivision plan.

This will ensure long-term protection of the farmhouse and support the implementation of conservation measures. If alterations are proposed for the stone farmhouse, an assessment of potential impact can accompany a heritage permit application as per Section 33 of the OHA following the designation of the property.

## 2. Conservation Plan

A comprehensive Conservation Plan should be prepared by a qualified Heritage Professional. The Plan must include:

### a. Short-Term (Immediate) and Medium-Term (Construction) Measures

- A Temporary Protection Plan addressing stabilization, weather protection, and security during site work.
- A Risk Management Plan identifying potential construction impacts and mitigation strategies.

### b. Long-Term Conservation Goals

- Recommendations for ongoing maintenance, repair, and monitoring of the stone farmhouse.
- Strategies for sustaining the building's heritage character within the new subdivision context.

### c. Documentation

- Full architectural documentation of the building's existing condition, including measured drawings and high-resolution photography.

### d. Certification

- Written confirmation by a Heritage Professional that all short- and medium-term conservation measures have been implemented.

Designation of the property will reinforce and support the long-term conservation actions outlined in the Plan.

### 3. Site, Building, and Landscape Design Considerations

#### a. Buffer Zones and Setbacks

- Provide an appropriate buffer around the farmhouse to maintain its setting.
- The western side yard setback, likely adjacent to a new internal street, should be no less than 1.2 metres.

#### b. Design Guidelines for New Construction

New adjacent buildings should be compatible with, but not imitative of, the heritage farmhouse.

Key considerations include:

- Respecting the farmhouse's low profile and modest massing.
- Using a natural, subdued colour palette.
- Incorporating gable or hip roof forms consistent with local rural vernacular.
- Avoiding architectural mimicry or faux-historic detailing.

#### c. Landscaping

- Use landscaping along the east and north boundaries of the farmhouse lot to create a soft transition between the heritage property and new development.
- Along new streets or boulevards, use low-lying plantings to maintain visibility of the farmhouse.
- The front lawn should remain open (avoid

buildings or structures) to preserve unobstructed views from Wellington Road 19.

- Avoid new tree plantings along the frontage unless positioned to prevent future view obstruction.
- Retain existing mature vegetation within the farmhouse lot wherever feasible.

#### d. Lighting

- Street lighting should be positioned to avoid obstructing views of the farmhouse's south (front) façade.
- Lighting may be used strategically to highlight the farmhouse as a gateway feature of the subdivision, provided it is subtle and does not introduce glare or visual clutter.

#### e. Street Design and Parking

The existing driveway may intersect or be replaced by a proposed new street. Street design should:

- Maintain an appropriate setback from the farmhouse's west elevation; and

### 4. Commemoration and Signage

The Skeoch Family name should be considered for use in subdivision naming, street names, and/or park naming. A Commemoration Strategy should be developed in consultation with the Skeoch Family to determine appropriate forms of recognition. Any gateway signage, if applicable, near the farmhouse should:

- Draw inspiration from the dwelling's materials (e.g., stone);
- Avoid monolithic or oversized forms; and
- Be designed to complement, not compete with, the heritage setting.



### 9.3 Implementation & Monitoring

Implementation and monitoring should be as follows:

#### 1. Designation under Part IV of the Ontario Heritage Act

- a. Timing: Following Draft Plan of Subdivision Agreement and Prior to Registration.
- b. Responsibility: Owner and Township

#### 2. Implementation of the Conservation Plan (Short-Medium Term Goals)

- a. Timing: Prior to and During Construction (TBD)
- b. Responsibility: Heritage Consultant, Contractor, Owner, Township

#### 3. Certification of Implementation of Short and Medium-term Conservation Goals by Heritage Professional

- a. Timing: Post Construction/ Occupancy
- b. Responsibility: Heritage Consultant, Contractor, Owner, Township

#### 4. Site and Building Design and Landscape Considerations

- a. Timing: Site Design (Draft Plan of Subdivision) and Building Design and Landscape Considerations (Detailed Design)
- b. Responsibility: Heritage Consultant, Architect, Planner, Owner, Township.

#### 5. Commemoration and Signage

- a. Timing: Subdivision Construction
- b. Responsibility: Heritage Consultant, Architect, Planner, Owner, Township.

If there are additions proposed for the existing stone farmhouse, depending on the timing of the designation and proposed construction, the details of the proposal and assessment of impact can be dealt with through a heritage permit application at the building permit stage.

# 10. CONCLUSION



MHBC Planning Ltd. (“MHBC”) and the Township of Centre Wellington’s Designation Sub-committee (part of the Heritage Centre Wellington) have completed Cultural Heritage Evaluations of the Subject Site in to determine the Cultural Heritage Value or Interest (“CHVI”) of the Site under *Ontario Regulation 9/06* (“O. Reg. 9/06”) of the *Ontario Heritage Act, R.S.O. 1990, c. O. 18* (“OHA”). As the Township determined that the Site has CHVI, a Statement of Cultural Heritage Value or Interest and attributes were drafted as part of the Township’s Cultural Heritage Evaluation. For the purposes of this report, a peer review was undertaken in Section 7.0 of both the MHBC cultural heritage evaluation and the Township’s cultural heritage evaluation to confirm whether the Site possesses cultural heritage value or interest (CHVI), and if so, to identify the specific CHVI and the associated heritage attributes of the property.

This HIA concluded that the property meets 3 of the 9 criteria under *Ontario Regulation 9/06: Criteria for Determining Cultural Heritage Value or Interest* and therefore is considered having significant cultural heritage value or interest. A revised Statement of Cultural Heritage Value and associated heritage attributes are included in Section 7.4 of this report. The impact analysis concluded that the proposal would result in potential impacts of alteration, isolation and land disturbances. No adverse impacts were identified with respect to destruction, shadowing, obstruction of views, or changes in land use.

It is of our professional opinion that potential adverse impacts can be mitigated through mitigation and conservation measures including:

- Designation of the stone farmhouse (prior to Draft Plan of Subdivision registration) under Part IV of the OHA.
- A comprehensive Conservation Plan prepared by a qualified heritage professional which will guide short-, medium-, and long-term conservation measures, including documentation, stabilization, risk management and ongoing maintenance.

- Site planning and new development should consider incorporating appropriate setbacks, compatible but distinguishable architectural design, sensitive landscaping, and thoughtful lighting and parking arrangements to preserve the farmhouse’s setting, visibility, and heritage character.
- A Commemoration Strategy outlining opportunities for commemoration, including subdivision or street naming and complementary signage; these should be explored in consultation with the Skeoch Family to recognize the cultural heritage significance of the property within the new subdivision.

The details of these recommendations, including implementation and monitoring, are included in Section 9.0 of this report.

It is understood that the Notice of Complete Application for the forthcoming Official Plan Amendment will constitute a prescribed event under the *Ontario Heritage Act and Ontario Regulation 385/21*, triggering the statutory 90-day timeline under Section 29(1.2) of the Act. It is recommended that the Township consider extending the designation timeline, as permitted under Section 1(2)2 of Ontario Regulation 385/21, to allow the designation process to occur at a later stage, preferably following Draft Plan approval and prior to registration. Deferring the designation would allow the final development design to be established, ensure the heritage lot is appropriately sized and configured, and enable the designation by-law to accurately define property boundaries and heritage attributes, thereby minimizing the need for future amendments. This approach would also support the identification of agreed-upon heritage attributes through consultation between the owner, their heritage consultant, and the Township, reducing the potential for conflicts related to cultural heritage value. Overall, this sequencing would facilitate a coordinated and efficient process between the planning application and heritage designation considerations.

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# 12. APPENDICES

Appendix A: Land Use Plan

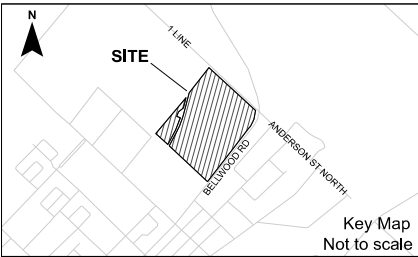
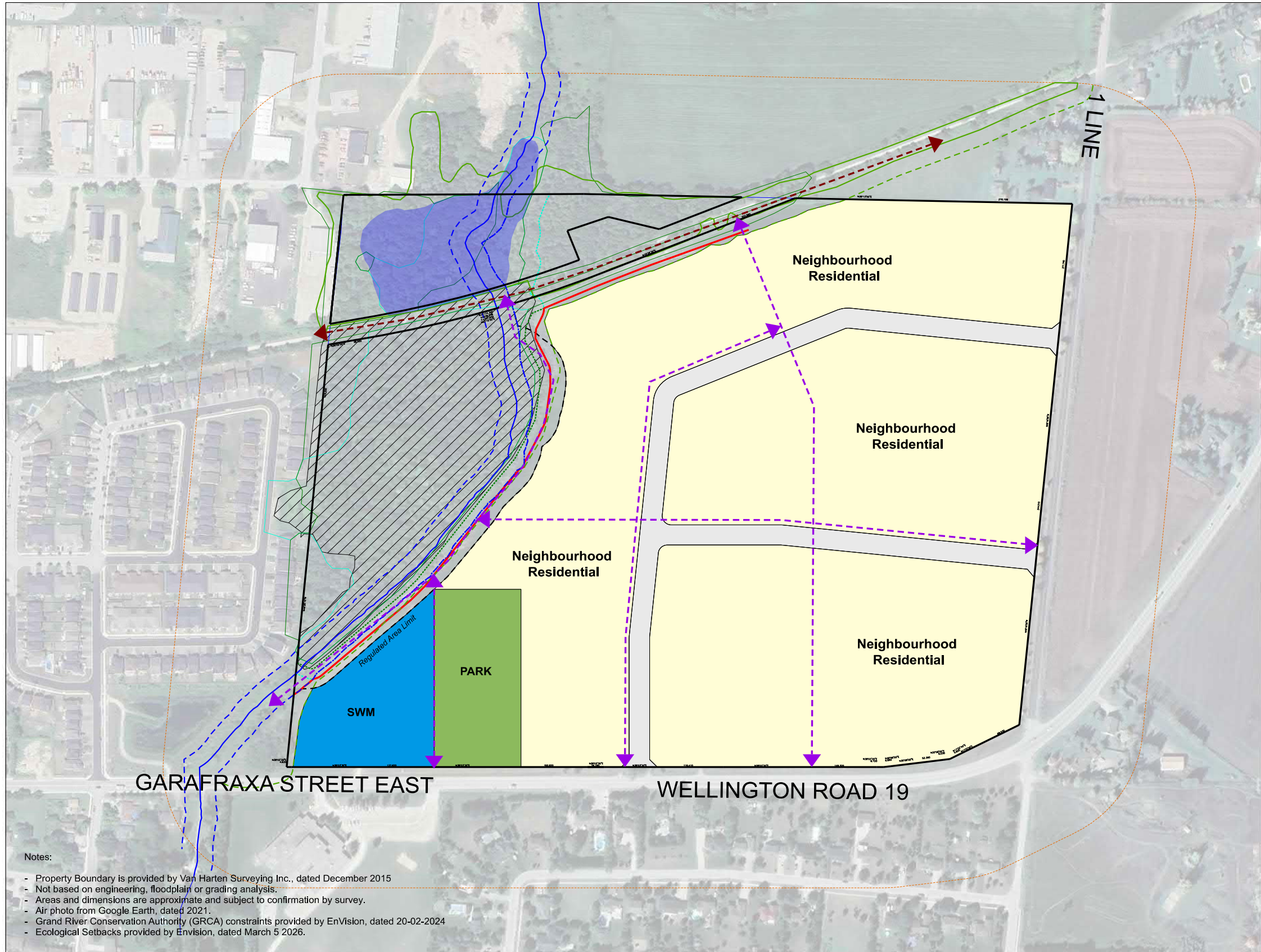
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Appendix B: MHBC And Township's Cultural  
Heritage Evaluations

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# APPENDIX A: LAND USE PLAN



**LEGEND**

- Study Area
- Neighbourhood Residential
- SWM
- Park
- Elora Cataract Trailway
- Potential Trail Connection
- Development Limit (EnVision)
- Proposed Street Network

**Grand River Conservation Authority (GRCA)**

- Environmental Land Classification
- Wetland
- Regulated Watercourse
- Regulated Watercourse Setback
- Woodland
- Woodland Setback

**DEVELOPMENT STATISTICS:**

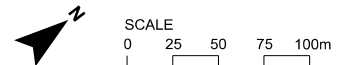
|                                 |                |
|---------------------------------|----------------|
| Gross Study Area:               | 39.0 ha        |
| GRCA Area:                      | 9.0 ha         |
| Estimated Net Developable Area: | <b>30.0 ha</b> |
| - Neighbourhood Residential     | 24.8 ha        |
| - Park                          | 5%             |
| - SWM                           | 5%             |

**DRAWN / REVISED**

|             |                   |
|-------------|-------------------|
| 18 MAR 2026 | Issued for Review |
| 11 MAR 2026 | Issued for Review |
| 17 MAY 2024 | Issued for Review |

**PROPOSED LAND USE PLAN**

PT LT 8 CON 1 WEST GARAFRAXA  
PT 1, 61R11802 TOWNSHIP OF  
CENTRE WELLINGTON  
WELLINGTON COUNTY



File Number: 11630  
Date: 2026-03-18  
Drawn By: NDC  
Planner: RG  
CAD: 11630\_Proposed Land Use Plan\_2026-03-18.dgn

**Notes:**

- Property Boundary is provided by Van Harten Surveying Inc., dated December 2015
- Not based on engineering, floodplain or grading analysis.
- Areas and dimensions are approximate and subject to confirmation by survey.
- Air photo from Google Earth, dated 2021.
- Grand River Conservation Authority (GRCA) constraints provided by EnVision, dated 20-02-2024
- Ecological Setbacks provided by Envision, dated March 5 2026.

# **APPENDIX B: MHBC AND TOWNSHIP'S CULTURAL HERITAGE EVALUATIONS**

# Cultural Heritage and Heritage Evaluation Report

8076 Wellington Road, 8076 Wellington Road, Kitchener, Ontario

Date: Date:

August 2025

Prepared for: Prepared for:

Herthana Siva Herthana Siva

Manager Development Development

Sorbara Group of Companies Sorbara Group of Companies

Prepared by: Prepared by:

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Project No. 11156L Project No. 11156L



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## Project Personnel

Dan Currie, MA, MCIP, RPP, Dan *Managing Director of Cultural / Senior Review*  
CAHPCAHP *Heritage*

Gillian Smith, MSc, MA, RPP, M *Heritage Planner* Research, Author

## Prepared For

Herthana Siva  
Manager, Development  
Sorbara Group of Companies

## Land Acknowledgement

This report acknowledges that the subject property is located on the traditional territory of the Mississaugas of the Credit River. This territory is part of the Ajetance Purchase of 1818 (Treaty 19) between the Crown and the Mississaugas (Crown-Indigenous Relations and Northern Affairs, 2016).

# 1.0 Introduction

## 1.1 Report Overview

MHBC Planning Ltd (MHBC) has been retained to complete a Cultural Heritage Evaluation Report (CHER) for the lands addressed as 8076 Wellington Road 19, Centre Wellington (8076 Wellington Road 19). The subject property has been listed on the Township of Centre Wellington's Municipal Heritage Register. The purpose of this CHER is to evaluate the subject property for cultural heritage value or interest in accordance with the prescribed evaluation criteria of the Ontario Heritage Act. Listing a heritage property is a tool for municipalities to identify potential cultural heritage resources, indicating that a property may require further heritage evaluation. A designated heritage property is a protected property that is subject to a designation by the subject municipality, listed before the Ontario Heritage Act for designation.

## 1.2 Context

The subject property is addressed as 8076 Wellington Road 19, located in the Township of Centre Wellington. The legal description is Part of a description of lots 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000. The property is on the north side of Wellington Road 19, west of Anderson Street North, east of Robinson Road, and south of the Elora Cataract Trail. The Anderson Street North immediately outside of the urban area of Fergus and across the street from a low density residential neighbourhood to the west. To the west is a low density residential neighbourhood, and to the north is an industrial neighbourhood.

The surrounding context is agricultural. The property is accessed from a driveway that was severed from the property is original agricultural lot, which is the property to the north, east and west. The property contains a farmhouse dwelling and two accessory garage buildings. The property is accessed from a driveway on Wellington Road 19 and contains several mature trees that are located around the dwelling and driveway.



Figure 1 Context map

### 1.3.1 Heritage Status

In order to confirm the presence of identified cultural heritage resources, several databases were consulted such as: the Town of Toronto Register of Cultural Heritage Resources, Register of Official Heritage Places, Ontario Heritage Act Register (Ontario Heritage Trust), Ontario Heritage Act Register (Ontario Place Trust), as well as the Township's Cultural Heritage Landscape study.

The subject property is listed on the Township's heritage register, which notes:

*"2 storey dwelling built in 1900 with cut stone, medium hip roof, large quoins and voussoirs, restored windows and front porch/balcony"*

The property is not designated under Part V of the OHA, nor located within a Heritage Conservation District, Cultural Heritage Landscape, or other identified heritage area.

# 2.0 Policy Framework

## 2.1 The Planning Act and Provincial Planning Statement

The Planning Act is provincial legislation that guides land use planning in Ontario. It makes a number of provisions respecting cultural heritage. In Section 2, The Act outlines 18 spheres of provincial interest that must be considered by appropriate authorities in the planning process. One of the intentions of the Planning Act is to “encourage the co-operation and co-ordination among the various interests”. Regarding cultural heritage, Subsection 2(d) of the Act provides that:

“The Minister, the council of a municipality, a local board, a planning board and the Municipal Board, in carrying out their responsibilities under this Act, shall have regard to, among other matters, matters of provincial interest such as, ...”

(d) the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest;

The Planning Act therefore provides for the overall broad consideration of cultural heritage resources through the land use planning process.

The *Provincial Planning Statement* (PPS) was issued under Section 3 of the *Planning Act* and came into effect October 20, 2024 (replacing the 2020 PPS). The PPS provides policy direction on matters of land use planning in Ontario, and sets the policy foundation for regulating the development and use of land. The PPS encourages a coordinated and integrated approach to planning matters across levels of government, agencies and boards.

The PPS establishes policies for cultural heritage under policy 4.6, providing that:

*4.6.1 Protected heritage property, which may contain built heritage resources or cultural heritage landscapes, shall be conserved*

*4.6.3 Planning authorities shall not permit development and site alteration on adjacent lands to protected heritage property unless the heritage attributes of the protected heritage property will be conserved.*

*4.6.4 Planning authorities are encouraged to develop and implement proactive strategies for conserving significant built heritage resources and cultural heritage landscapes*

The PPS also includes key terminology when interpreting the cultural heritage policies:

- **Built heritage resource:** *means a building, structure, monument, installation or any manufactured or constructed part or remnant that contributes to a property’s cultural heritage value or interest as identified by a community, including an Indigenous community.*

- **Conserved:** means the identification, protection, management and use of built heritage resources, cultural heritage landscapes and archaeological resources in a manner that ensures their cultural heritage value or interest is retained. This may be achieved by the implementation of recommendations set out in a conservation plan, archaeological assessment, and/or heritage impact assessment that has been approved, accepted or adopted by the relevant planning authority and/or decision-maker. Mitigative measures and/or alternative development approaches should be included in these plans and assessments.
- **Heritage attributes:** means, as defined under the Ontario Heritage Act, in relation to real property, and to the buildings and structures on the real property, the attributes of the property, buildings and structures that contribute to their cultural heritage value or interest.
- **Protected heritage property:** means property designated under Part IV or VI of the Ontario Heritage Act; property included in an area designated as a heritage conservation district under Part V of the Ontario Heritage Act; property subject to a heritage conservation easement or covenant under Part II or IV of the Ontario Heritage Act; property identified by a provincial ministry or a prescribed public body as a property having cultural heritage value or interest under the Standards and Guidelines for the Conservation of Provincial Heritage Properties; property protected under federal heritage legislation; and UNESCO World Heritage Sites.
- **Significant:** means (e) in regard to cultural heritage and archaeology, resources that have been determined to have cultural heritage value or interest. Processes and criteria for determining cultural heritage value or interest are established by the Province under the authority of the Ontario Heritage Act.

---

## 2.2 Ontario Heritage Act

The Ontario Heritage Act, R.S.O, 1990, c.0.18 remains the guiding legislation for the conservation of significant cultural heritage resources in Ontario. The Ontario Heritage Act provides under section Part IV that Municipalities are to maintain public registers of listed or designated properties. Under Part V municipalities can designate entire areas as Heritage Conservation Districts, thereby designating properties within the boundaries of the district. Municipalities are also able to define specific areas referred to as Cultural Heritage Landscapes. Also issued under the Ontario Heritage Act are regulations to be used when assessing for cultural heritage value or interest including regulation 10/06 and 9/06.

---

## 2.3 County of Wellington Official Plan

The Wellington County Official Plan provides policies under section 4.1, which includes policies for identifying cultural heritage resources. The policy notes the criteria under Ontario Regulation 9/06 of the Ontario Heritage Act.

Policy 4.1.5 addresses the policy direction of cultural heritage. Applicable policies include:

- *Built heritage resources and significant cultural heritage landscapes shall be conserved. Conserved means the identification, protection, use and/or management of heritage and archeological resources in such a way that their heritage values, attributes and integrity are retained. This may be addressed through a conservation plan or heritage impact assessment*

- *The need for a Heritage Impact Assessment and/or Conservation plan will be based on the heritage attributes or reasons for which the resource is identified as significant, and will normally be identified in pre-consultation on development applications*
- *Wellington will encourage the conservation of significant built heritage resources through heritage designations and planning policies which protect these resources.*
- *Where a property has been identified as a protected heritage property, development and site alteration may be permitted on adjacent lands where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved. Mitigative measures and/or alternative development approaches may be required in order to conserve the heritage attributes of the protected heritage property affected by the adjacent development or site alteration*



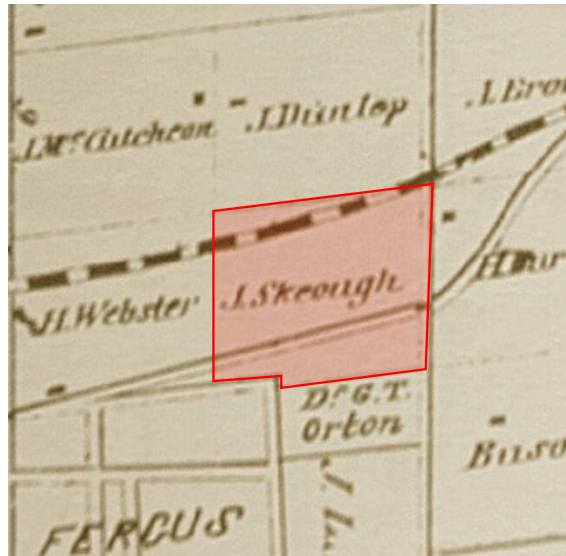


Figure 2: 1875 Atlas for the Township of West Garafraxa (McGill University Digital Library)

James Skeoch was born in Scotland in 1834 and moved to Garafraxa in 1844. He married Margaret Davidson and had eight children. He is listed on the 1871 Census as living in West Garafraxa and working as a farmer.



Figure 3: Portraits of James Skeoch c. 1893 (Wellington County Museum and Archives)

James Skeoch died in 1910 and the property was granted to his son Hugh for \$9,000. Hugh is listed in the 1911 Census as head of the household, which included his mother and sisters. He is noted as a farmer. Hugh owned the property until his death at which time it was granted to his son, Robert, in 1967 for \$13,000. The existing parcel was created through a consent in 1990 by Robert Skeoch. Robert passed away in 2012 and the property transferred to his son.

The 1875 Atlas (figure 2) shows that James Skeoch owned the property, however, no structures are indicated on the property. There are early photographs of the existing farmhouse (figures 4 and 5),

from approximately the 1860s to 1930. According to family records, the existing dwelling was constructed by James Skeoch and his sons in 1890.



Figure 4: Farmhouse at subject property with Margaret Skeoch in the yard c. 1890 (Wellington County Museum and Archives)



Figure 5: Farmhouse at subject property with Margaret Skeoch and company with family dog c. 1890 (Wellington County Museum and Archives)

# 4.04 Description of Description Property Property

The subject property is a residential parcel with an area of 8876077. The property was severed from the larger agricultural parcel with a consent in 1990, which severed the lot from the larger agricultural parcel. The property is surrounded a consent in by agricultural fields to the east, west and north. There are some mature trees scattered across the property, with the balance of the lands consisting of open space. The property was formerly in agricultural use, however, the property contains three structures:.

- 1.1.Stone FarmhouseStone Farmhouse
- 2.2.Block garageBlock garage
- 3.3.Frame garageFrame garage

## 4.14 Farmhouse Farmhouse

The farmhouse on the property is two storeys in height, constructed of stone with a hip roof. It is estimated that the house was built in 1889. The farmhouse was built in the Italianate architectural style, which was most popular from 1850 to 1900 (Ontario Architecture). The farmhouse demonstrates this style through its hip roof, paired brackets, quoins, voussoirs over the windows with keystone, and a large front verandah. The photographs from the 1890s show the house with two chimneys on either side of the house, which had been removed. There is a chimney at the rear of the house, as well as a one storey of the house, as there is a small storey is an addition to the porch and west elevation. The roof material is steel, however, according to the early photographs would have been wood shingles. The window and door openings are original in design. The window and door openings are



Figure 66: Front façade (south elevation) front façade (south elevation)



Figure 81 original front doororiginal front door



Figure 82 side façade (east elevation)side façade (east elevation)



Figure 10.9 rear façade (north elevation) rear façade (north elevation)



Figure 10.10 side façade (west elevation) side façade (west elevation)



Figure 11: Original side entrance (now accessed through porch addition)original side entrance (now :

## 4.24 Block GarageBlock Garage

There is a garage constructed of concrete block located to the north west of the garage. It has two west of the loading doors and a gable loading doors and a gable roof. The garage is not original to the property and was a 1950's 1950's man was once located where the garage stands, however, it was elevated when the garage stand to date the garagegarage



Figure 12: Concrete block garageConcrete block garage

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## 4.34.3 Frame Garage

Located to the rear of the house, to the east of the concrete block garage is a frame structure. It is clad in metal siding with a front gable roof and two loading doors. This is a contemporary structure, likely metal siding built in the 1990's and is not original to the property. The original farm structures including the shed and silos were removed to accommodate the garage structure. and silos were removed to accommodate the garage



Figure 4.34.3 Frame garage

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## 4.44 Landscape

The landscape of the property consists of several trees. The landscape throughout the property consists of several trees, a cluster of small deciduous trees in the south-west front yard. There is a mature tree in front of the dwelling, and several other shrubs and small trees across the property. The balance of the property consists of lawn.



Figure 4.44.1 View of front yard of the property



Figure 15-1 Cluster of trees behind the block garage

# 5.0 Cultural Heritage Evaluation

## 5.1 Evaluation Criteria

The Ontario Heritage Act establishes the policies for cultural heritage in Ontario. The Act also sets out the policies for regulating cultural heritage, including Ontario Regulation 9/06 which is the legislative criteria to be used when evaluating properties, which is the criteria for cultural heritage value or interest. This criteria is as follows:

- 1.1. *Is a rare, unique, representative or early example of a style, type, expression, material or construction method, construction method,*
- 2.2. *Displays a high degree of craftsmanship or artistic merit, Displays a high degree of craftsmanship or artistic merit,*
- 3.3. *Demonstrates a high degree of technical or scientific achievement. Demonstrates a high degree of technical or scientific achievement.*
- 4.4. *Has direct associations with a theme, event, belief, person, activity, organization or institution Has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community, that is significant to a community,*
- 5.5. *Yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or community or culture, or*
- 6.6. *Demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community. who is significant to a community.*
- 7.7. *Is important in defining, maintaining or supporting the character of an area, Is important in defining, maintaining or supporting the character of an area,*
- 8.8. *Is physically, functionally, visually or historically linked to its surroundings, or Is physically, functionally, visually or historically linked to its surroundings,*
- 9.9. *Is a landmark. Is a landmark.*

## 5.2 Ontario Regulation 9/06 Evaluation

- 1) *Is a rare, unique, representative or early example of a style, type, expression, material or construction method or construction method*

The property contains a c.1880's farmhouse that is representative of the Italianate architectural style. The Italianate style was most prominent in Ontario from 1850 to 1900 and was featured in the April 1865 issue of Canada Farmer magazine. The farmhouse on the property is representative of this style, most visible with its hip roof, paired brackets, projecting eaves, paired gables, paired windows along the front façade, verandah at the front façade, and stone construction.

The property contains structures that are a rare, unique, representative or early example of the Italianate style. The Italianate style was a rare, unique, representative or early example of the Italianate style used for farmhouses in Ontario. The farmhouse is a rare, unique, representative or early example of the Italianate style used for farmhouses in Ontario.

in the context of the Township considering that the area had been settled well before the house was built. The 1875 Assessment of 1875 that many farmhouses had already been established by the late 19th century.

**2) ~~Displays a high degree of craftsmanship or artistic merit~~ Displays a high degree of craftsmanship or artistic merit**

There is no evidence of exemplary craftsmanship or artistic merit in the design or construction of any structures on the property. The farmhouse is of the Italianate architectural style which was common for the time period and Centre for Wellington. In reviewing the Township's heritage register and Centre there are several listed farmhouses that are very similar to the design of the subject farmhouse, representing a somewhat vernacular Italianate style. These other listed farmhouses include 6430 East West Garafraxa Townline West Garafraxa 6229 Second Line, 7122 Wellington Road 16, and 6229 Second Line, 7122. These similarly constructed farmhouses contain much more detailing, including dichromatic brickwork with quoins, voussoirs and intricate ginger breading. In comparing to similar farmhouses brickwork in the area, the subject reflects basic construction methods typical of the area and does not have or unique characteristics that notably exemplify the Italianate style. or unique characteristics that notably exemplify typical construction and design methods.



6430 East West Garafraxa Townline West Garafraxa 6229 Second Line



6268 Third Line



7122 Wellington Road 16

**3) ~~Demonstrates a high degree of technical or scientific achievement~~ Demonstrates a high degree of technical or scientific achievement**

The property does not contain features which demonstrate a high degree of technical or scientific achievement beyond that which could be expected of a traditional farmhouse. The property does not meet this criteria.

**4) ~~Has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community~~ Has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community**

The property is associated with the Skeoch family which contributed to the agricultural production and growth of the community. However, the Skeoch family is not known to have a significant impact and growth on the community beyond their agricultural contributions. The property does not have a significant community association and does not meet this criteria.

**5) Yields, or has the potential to yield, information that contributes to an understanding of a community or culture of a community or culture**

The property does not have the potential to yield further information which contributes to an understanding of the community. The property does not meet this criteria.

**6) Demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community**

The original builder of the farmhouse was James Skeoch. The original builder of the property does not meet this criteria.

**7) Is important in defining, maintaining or supporting the character of an area**

The subject property is bounded by agricultural fields to the north, east and west. While the immediate surrounding area can be characterized as agricultural, there is a varied context of the broader area. Additionally, the property has not been maintained as agricultural and is not representative of its former agricultural use. There are no other buildings, structures or features on the property that suggest its former agricultural use or its potential for agricultural use as all original ancillary agricultural buildings, such as barns, have been removed. Considering that the property does not represent an agricultural farmstead and the surrounding varied context, the property does not support a character of the area and does not meet this criteria.

**8) Is physically, functionally, visually or historically linked to its surroundings**

The property has been severed from its original historic context and is no longer connected to the original farm. The property is not representative of a historic farmstead due to its loss of original agricultural buildings. The property does not have a physical, visual or historic link to its surroundings. This link was severed when the property became a residential lot. The property does not meet this criteria.

**9) Is a landmark**

The property is not considered a landmark and does not meet this criteria.

---

## 5.3.5 Summary

The evaluation of cultural heritage value of the property determined that the property meets one of the criteria outlined in Ontario Regulation 9/06, specifically relating to its design value, being representative of the Italianate architectural style. The property does not meet any of the other criteria.

## 6.0 Conclusion

The subject property at 8076 Wellington Road 19 has been evaluated for heritage value or interest in accordance with the Ontario Regulation 9/06 issued under the *Ontario Heritage Act*. The *Ontario Heritage Act* states that in order for a property to be designated under Part IV, a property must meet a minimum of two 9/06 criteria.

The heritage evaluation concludes that the property meets one of the nine criteria. The property retains value as follows:

- Criterion 1: The farmhouse is representative of the Italianate architectural style

The subject property does not meet the criteria for designation under Part IV of the *Ontario Heritage Act*. It is our professional opinion that the Township would not have justification for designating the subject property should an application for demolition or development be received.

Yours Truly,  
**MHBC**



Dan Currie MA, MCIP, RPP, CAHP  
Partner



Gillian Smith, MSc, MCIP, RPP  
Senior Planner

# 7.0 Sources

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PHOTO 1: 2-Storey Dwelling Front (South) Elevation (Township 2026)



PHOTO 2: 2-Storey Dwelling Front (South) Elevation (Township 2017)



PHOTO 3: 2-Storey Dwelling East Elevation (Township 2017)



PHOTO 4: 2-Storey Dwelling Side (East) Elevation (MHBC 2025)



PHOTO 5: 2-Storey Dwelling Rear (North) Elevation (MHBC 2025)



PHOTO 6: 2-Storey Dwelling Side (West) Elevation (MHBC 2025)



PHOTO 7: Metal Clad Frame Garage (MHBC 2025)



PHOTO 8: Concrete Block Garage (MHBC 2025)

# Evaluation Under Ontario Regulation 9/06

## Township of Centre Wellington

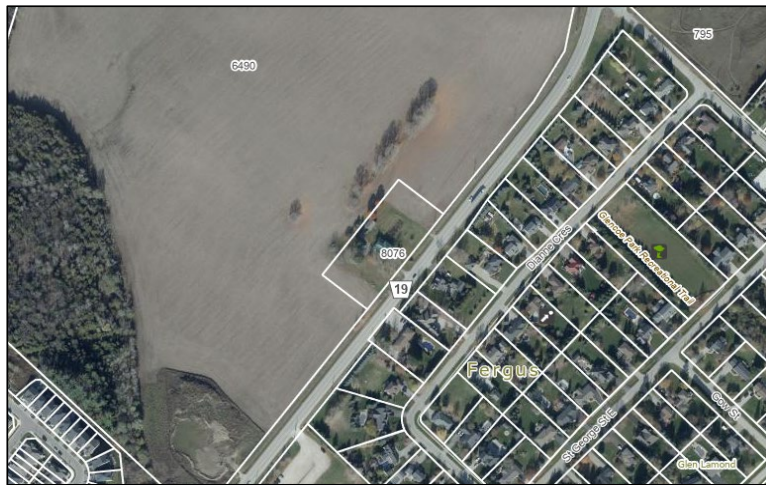
| Ontario Regulation 9/06 Criteria  | Evaluation   | Criteria Met (Y/N) |
|---|--|--------------------|
| <i>A) The property has design value or physical value because it:</i>   |  |                    |
| 1. is a rare, unique, representative or early example of a style, type, expression, material or construction method;                      | Representative example of a 2-storey Italianate fieldstone and cut limestone dwelling. Unique to this Italianate dwelling are the four sets of paired windows on the front façade. This may be a rare example of a stone Italianate structure with paired windows, almost in its original state. Most attributes appear original based on photographic evidence. <b>Strongly meets this criterion.</b>   | Y                  |
| 2. displays a high degree of craftsmanship or artistic merit;   | May display high degree of craftsmanship and artistic merit if built by James Skeoch and sons, as research suggests, given no formal training in building or masonry work. Masonry showcases uniformly squared limestone at corners and on the front façade and demonstrates high level of craftsmanship and technique as each stone would have been squared by hand. Side elevations feature fieldstone. Front and side facades (excluding rear) have been delicately tuck pointed (ribboning) to provide the appearance of ashlar (cut stone), also indicative of the builder's skill and attention to detail. Of note is the early stone rear addition (possibly summer kitchen) with large segmented-arch windows mimicking the main dwelling windows. <b>Has potential to meet this criterion with further investigation.</b> | Y                  |
| 3. demonstrates a high degree of technical or scientific achievement.   | N/A  | N                  |
| <i>B) The property has historical value or associative value because it:</i>  |  |                    |
| 4. has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community; | James Skeoch married Margaret Davidson and had 9 children. Margaret was a member of one of the earliest pioneering families in the Fergus area, emigrating from Scotland in 1835, and was one of the first pupils to attend a log schoolhouse in the village where James McQueen taught. Her father John was a highly regarded Clerk in neighbouring Eramosa Township. She lived to 94 as "one of the last original pioneers of Fergus" and was the matriarch of the family. Son Hugh was a council appointed overseer of highways and member of Melville Church missionary committee. <b>Strongly meets this criterion.</b>   | Y                  |
| 5. yields, or has the potential to yield, information that contributes to an understanding of a community or culture;                     | The property forms part of what was once a larger farm parcel (200 acres, to 100 acres, to the current severed parcel configuration). James Skeoch was a tenant farmer initially, renting the lands and constructing a log cabin for the family. Then purchased the property and built the house in 1890. The property transferred through the Skeoch family   | Y                  |

|   |  |   |
|---|--|---|
|   | who owned it until 2012. It exhibits the prosperity of farmers in this area in the mid-to-late 19 <sup>th</sup> century.<br><b>Strongly meets this criterion.</b>  |   |
| 6. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community. | It is not clear who constructed the dwelling, however, oral history records indicate the family noted James Skeoch and sons constructed the dwelling in 1890.  | N |
| <b>C) The property has contextual value because it:</b>   |  |   |
| 7. is important in defining, maintaining or supporting the character of an area;  | Though the dwelling has been severed from the original 100 acre farm parcel, it supports the historical agricultural context of this part of the Township. It is the last remaining farmhouse on the north side on this stretch of Wellington Road 19 when exiting Fergus and provides a distinct divide between the urban and rural context of this area, soon to be redeveloped. The south side has already been redeveloped, while the original farmhouse remains on that side, directly across the street. Both farmhouses provide a distinct gateway feature when entering Fergus from the east.<br><b>Strongly meets this criterion.</b> | Y |
| 8. is physically, functionally, visually or historically linked to its surroundings;  | Was one of the original family farms in the east Fergus area, settled by Scottish immigrants in the mid-to-late 19 <sup>th</sup> century. It is visually linked to its surroundings and the red brick Victorian dwelling directly across the road, providing a reminder of the agricultural past. <b>Has potential to meet this criterion with further investigation.</b>  | Y |
| 9. is a landmark.   | The dwelling, along with the adjacent dwelling at 8077 Wellington Rd. 19, serve as a gateway to the Town of Fergus, noting your arrival to the Town, however this criterion is not strongly met.   | N |

DRAFT STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST  
Township of Centre Wellington  
Part Lot 8 Concession 1, Fergus (Former West Garafraxa Township)

*Description of Historic Place*

The subject 0.81 hectare (2 acre) property is located at 8076 Wellington Road 19 and is a rural residential property, formerly part of a larger farm parcel, located in what was historically known as West Garafraxa, Concession 1, Part of Lot 8, now Township of Centre Wellington. The property contains a two-storey stone house which faces in a south-east direction, accessed by a driveway from Wellington Road 19. The property also contains two accessory garage buildings and several mature trees. It is currently surrounded on three sides by agricultural fields, with an older estate subdivision located to the south-east across Wellington Road 19.



*Statement of Cultural Heritage Value or Interest:*

The cultural heritage value of 8076 Wellington Road 19 resides primarily in its design/physical value, its historical/associative value, and its contextual value.



Image 1: Front façade, 2025, MHBC



Image 2: Front façade, 1890, Wellington County Museum and Archives

*Historical or Associative Value:*

The property is significant for its direct association with early Fergus settlers, specifically the Skeoch family and Margaret Davidson.

The owners of the property when the dwelling was built were the Skeoch family, originally from Scotland, who owned the property for approximately 140 years, from 1872 to 2012. Born in 1834, James Skeoch emigrated to Canada in 1844 and worked with his grandfather at Watt's General Store on Provost Ln. (Fergus). James married Margaret Davidson in 1857 and they had 9 children. Margaret was a member of one of the earliest pioneering families in the Fergus area, emigrating from Scotland in 1835, and was one of the first pupils to attend a log schoolhouse in the village where James McQueen taught. She was highly regarded in the community and is captured in several early photos of the property. Her father, John Davidson, was a highly regarded Clerk in neighbouring Eramosa Township and her youngest son Hugh, heir to the property, was a council-appointed overseer of highways and member of Melville Church missionary committee. She lived to the age of 94 and was described in local newspapers as "one of the last original pioneers of Fergus". It was clear that she was highly regarded for her intelligence and contributions. She was the matriarch of the Skeoch family and lived in the home until her death in 1925. Although she was never named on the property deed, a common occurrence for women in the 19<sup>th</sup> century, this should not marginalize her significance in the historic record and her contribution to the family that owned this property for over a century.

*Design or Physical Value:*

The dwelling at 8076 Wellington Road 19, c.1890, is significant because it is a representative example of a two-storey Italianate stone dwelling. The stone walls are representative of the use of local materials, with the fieldstone likely derived from the property and the limestone from one of the many nearby quarries. The cut limestone is surrounded by delicate tuck pointing (white ribboning) on the front façade and combined limestone and fieldstone complimented by tuck pointing on all other façades (note the rear façade does not include tuck pointing). An early one-storey stone addition, likely a former summer kitchen, exists on the north-east facing façade with large segmented arch windows, mimicking those of the main house. A one-storey, brick addition replaced a former porch on the south-west facing façade. The dwelling also features other Italianate design attributes, including a large, hip roof with overhanging eaves and paired brackets (corbels), and one remaining brick chimney on the rear wing (the two chimneys flanking each end of the main dwelling have since been removed), paired narrow one-over-one segmental arch windows and an asymmetrical front façade with the left wing recessed from the balance to allow for a covered two-storey verandah, with columns and decorative woodwork. The above elements combine to give the structure elegance and grandeur for a rural farmhouse built by farmers. Such a dwelling would be more commonly found in urban settings built for owners with financial means. The dwelling is a relic of the prosperity of local farmers in the late 19<sup>th</sup> century.

The dwelling exhibits a high degree of craftsmanship in the unique detailing of the front façade, particularly the decorative raised, stone voussoirs with pointed, slightly elevated, keystones. The voussoirs are joined, significantly extended on each end and unified in a lighter appearance, likely through honing and result in a continuous and unique decorative appearance, not readily found elsewhere in the Township, particularly in a rural setting. The front façade is complimented by distinctive paired elements in the brackets and also in the placement of paired windows with unique decorative features for an Italianate stone dwelling. These features would have required greater skill from the builders. Given that the oral history suggests the farmer and his sons constructed this dwelling, likely untrained in the building trades, this dwelling exemplifies a high degree of craftsmanship and artistic merit, especially for a farmhouse. Based on early

photographic evidence, many of the attributes appear to be original and unchanged since their original construction.

*Contextual Value:*

The property is significant for its contextual value because it is important in defining, maintaining and supporting the character of the area. The stone dwelling was originally part of a 100-acre farm, settled by Scottish immigrants in the mid-to-late 19<sup>th</sup> century. It serves as a reminder of this area's agricultural past, particularly when considered along with the two-storey brick dwelling directly across the road at 8077 Wellington Road 19, both constructed circa 1890. These serve as gateway features upon the approach into Fergus from Belwood, after a significant bend in the old Garafraxa Road, and are the last remaining farmhouses between the urban and rural areas east of Fergus. With increasing encroachment of urban development into this rural area, preservation of this farmhouse helps to maintain a direct link to the historic Euro-settlement roots of the Township and helps tell the story of the evolution and prosperity of agricultural operations in the mid-to-late 19<sup>th</sup> century which helped to build the Township.



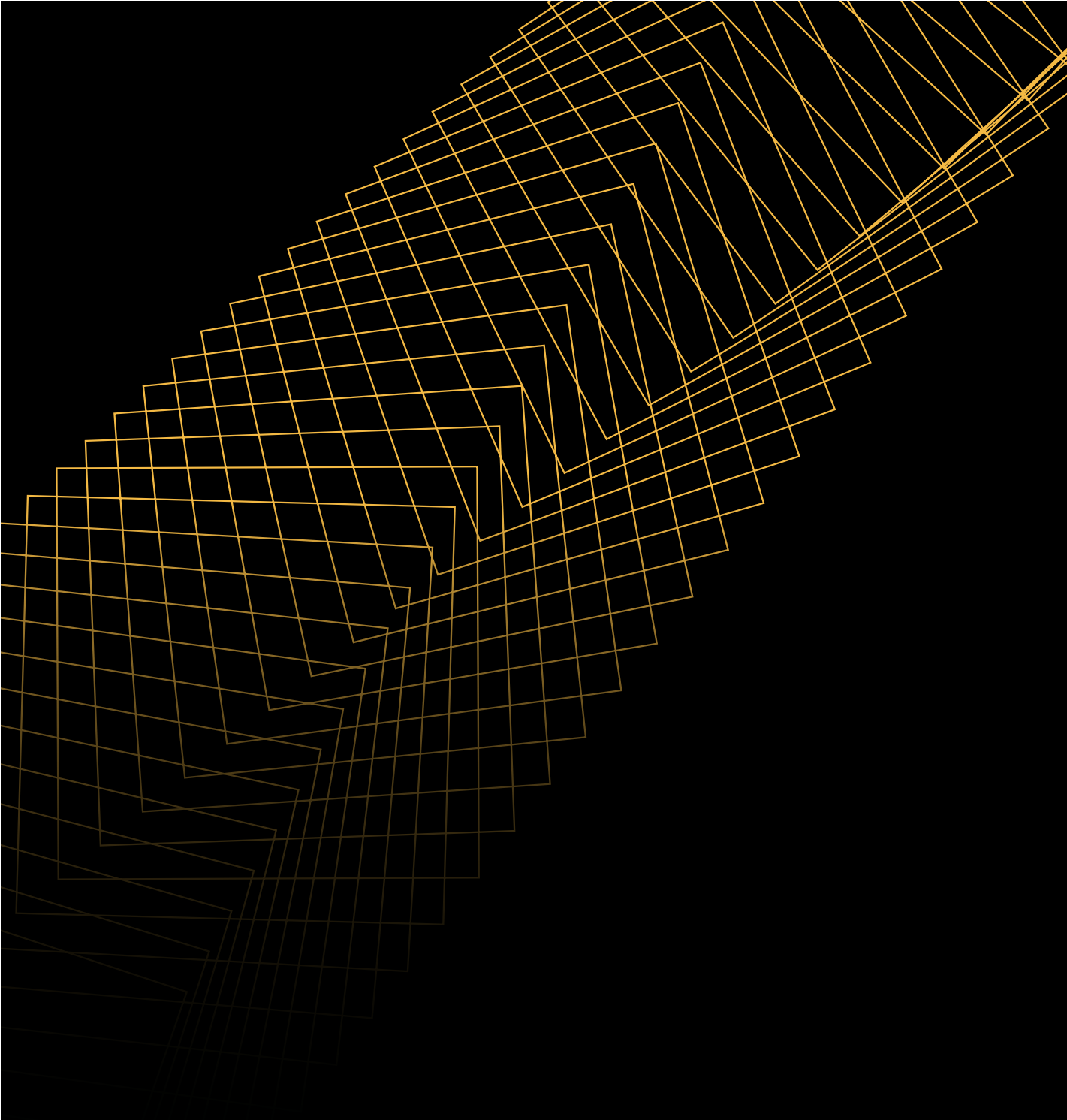
Image 3: View of 2 farmhouses along Wellington Rd 19 approaching Fergus, looking west

Description of Heritage Attributes

- Height, scale and massing of the original two-storey stone dwelling, including one-storey rear stone addition on the north-east side of the rear facade
- Cut limestone and fieldstone construction and materials, including tuck pointing (ribboning) on the front façade and two side elevations
- Fenestration pattern of doors and windows in their original location
- Wooden front door, including limestone voussoirs, transom window and glass
- Limestone voussoirs on all windows with pointed keystones and extended voussoirs on the front façade paired windows
- Original two-storey verandah with squared wooden columns and beveled corners, decorative fretwork and railing on the second storey
- The pitch of the large hip roof and its generous overhanging eaves
- Wood soffit and paired brackets
- Original remaining brick chimney along rear elevation

Excluded from the Heritage Attributes

- Rear brick (west) and wood siding (east) additions
- Two outbuildings (garages)



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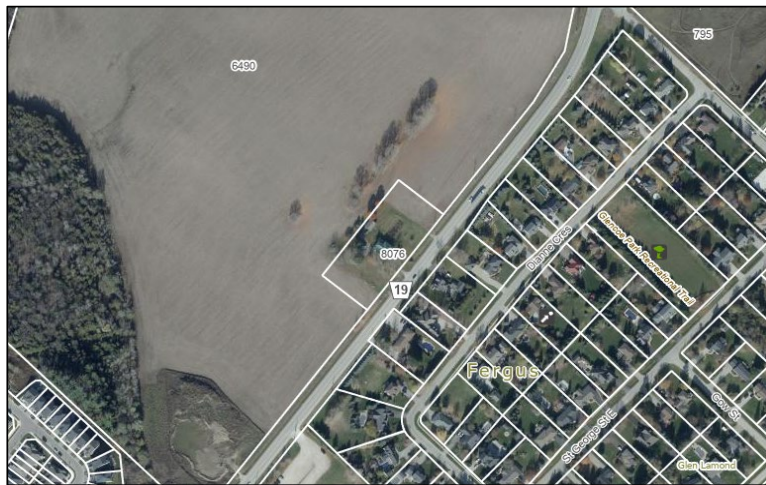
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DRAFT STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST  
Township of Centre Wellington  
Part Lot 8 Concession 1, Fergus (Former West Garafraxa Township)

*Description of Historic Place*

The subject 0.81 hectare (2 acre) property is located at 8076 Wellington Road 19 and is a rural residential property, formerly part of a larger farm parcel, located in what was historically known as West Garafraxa, Concession 1, Part of Lot 8, now Township of Centre Wellington. The property contains a two-storey stone house which faces in a south-east direction, along Wellington Road 19.



*Images of Property:*



Image 1: Front façade, 2025, MHBC



Image 2: Front façade, 1890, Wellington County Museum and Archives

*Statement of Cultural Heritage Value:*

The property has physical design value as it includes a dwelling at 8076 Wellington Road 19, c.1890, which is a representative example of a two-storey Italianate stone dwelling. The stone walls are representative of the use of local materials, with the fieldstone likely derived from the property and the limestone from one of the many nearby quarries. The cut limestone is surrounded by delicate tuck pointing (white ribboning) on the front façade and combined limestone and fieldstone complimented by tuck pointing on all other facades reflective of stone architecture in the area. An early one-storey stone addition, likely a former summer kitchen, exists on the north-east facing façade with large segmented arch windows, mimicking those of the main house. A one-storey, brick addition replaced a former porch on the south-west facing façade. The dwelling also features other Italianate design attributes, including a large, hip roof with overhanging eaves and paired brackets (corbels), and one remaining brick chimney on the rear wing, paired narrow one-over-one segmental arch windows and an asymmetrical front façade with the left wing recessed from the balance to allow for a covered two-storey verandah, with columns and decorative woodwork. The dwelling also features other Italianate design attributes, including a large, hip roof with overhanging eaves and paired brackets (corbels), and one remaining brick chimney on the rear wing (the two chimneys flanking each end of the main dwelling have since been removed). Of note are the paired narrow one-over-one segmental arch windows with pointed keystone and extended voussoir, and an asymmetrical front façade with the left wing recessed from the balance to allow for a covered two-storey verandah featuring columns and decorative woodwork.

The property is significant for its direct association with early Fergus settlers, specifically the Skeoch family and Margaret Davidson. The owners of the property when the dwelling was built were the Skeoch family, originally from Scotland, who owned the property for approximately 140 years, from 1872 to 2012 and continue to reside on the property. Born in 1834, James Skeoch immigrated to Canada in 1844 and worked with his grandfather at Watt's General Store on Provost Ln. (Fergus). James married Margaret Davidson in 1857 and they had 9 children. Margaret was a member of one of the earliest pioneering families in the Fergus area, emigrating from Scotland in 1835, and was one of the first pupils to attend a log schoolhouse in the village where James McQueen taught.

She was highly regarded in the community and is captured in several early photos of the property. She lived to the age of 94 and was described in local newspapers as "one of the last original pioneers of Fergus". She is noted in local histories including *Fergus: The Story of a Little Town* by Hugh Templin printed in 1933. It was clear that she was highly regarded for her intelligence and contributions. She was the matriarch of the Skeoch family and lived in the home until her death in 1925. The property is also associated with James Skeoch (Jr) who was a Reeve for Wellington County in 1927-1928 and Bruce Skeoch was one of the last Trustees of the West Garafraxa No.2 School. The Skeoch Farm has been identified as one of West Garafraxa's Century Farms. It has been occupied by the Skeoch Family since 1872 to the present day.

The property is historically linked to the surrounding area relative to other Skeoch properties and Margaret (Davidson) Skeoch's association with the settlement of Fergus and surrounding area.

Description of Heritage Attributes

The property has cultural heritage value for its representation of Italianate architecture reflective by the following attributes:

- Height, scale and massing of the original two-storey stone dwelling, including one-storey rear stone addition on the north-east side of the rear facade
- Cut limestone and fieldstone construction and materials, including tuck pointing (ribboning) on the front façade and two side elevations
- Fenestration pattern of doors and windows in their original location
- Wooden front door, including limestone voussoirs, transom window and glass
- Limestone voussoirs on all windows with pointed keystones and extended voussoirs on the front façade paired windows
- Original two-storey verandah with squared wooden columns and beveled corners, decorative fretwork and railing on the second storey
- The pitch of the large hip roof and its generous overhanging eaves
- Wood soffit and paired brackets
- Original remaining brick chimney along rear elevation
- The open space between the façade of the dwelling and Wellington Road 19

Excluded from the Heritage Attributes

- Rear brick (west) and wood siding (east) additions
- Two outbuildings (garages)

---

**To:** Mayor Watters and Members of Council

**Report:** IS2026-19

**Prepared By:** Colin Baker, Managing Director of  
Infrastructure Services

**Date:** 29 Jun 2026

**RE:** Notice of Study Commencement for an Environmental Assessment Addendum -  
Fergus Golf Course Redevelopment

---

**Recommendation:**

THAT the Council of the Township of Centre Wellington receives for information an update on the servicing strategy for the Fergus Golf Course Redevelopment and related Notice of Study Commencement for an Environmental Assessment Addendum.

**Report:**

This report provides an update on the servicing strategy and the Notice of Commencement for the Environmental Assessment (EA) Addendum for the Fergus Golf Course Redevelopment. The draft Notice is provided in **Attachment #1**. The EA Addendum is being initiated to evaluate wastewater treatment options for the site and identify a preferred alternative based on a municipally serviced development concept. The EA Addendum will proceed concurrently with a zoning by-law amendment for the property.

The EA Addendum has been structured to ensure that the major technical investigations, servicing evaluations, environmental assessments, and conceptual infrastructure planning are substantially completed before the related planning applications are brought forward for Council consideration. The draft EA Addendum Report and preferred servicing alternative will be presented to Council for information in early 2027. A Public Information Centre will follow with Council consideration of the EA Addendum and preferred servicing alternative in the spring of 2027.

The initial development concept for the site was a Plan of Condominium with communal water supply and wastewater treatment systems, water distribution, wastewater collection, stormwater, and road infrastructure owned and operated by the condominium corporation. As part of their revised development plan, the developer has indicated their desire for the communal water supply and wastewater treatment systems, water distribution, wastewater collection, stormwater, and road infrastructure to be owned and operated by the Township with the systems designed and constructed to the Township's standards.

The EA Addendum is being undertaken with the Township as a co-proponent and with municipal servicing being considered as part of the process. At the same time, staff are preparing to update the Township's portion of the Source Protection Plan including updates to Well Head Protection Areas for new groundwater-based water supply system. The Township has issued a Request for Proposals #38-26 for a Source Protection Plan Update. The RFP includes New Township Well Areas 3 and 7, the higher pumping rate at Well F2R included in the Township's Permit To Take Water, and new water supply wells on the Fergus Golf Course property. A staff report on the preferred servicing alternative and confirmation of the Township ownership and operation of the systems will be presented to Council for consideration in the spring of 2027.

The Developer's website will serve as the primary source of information and public engagement for the EA Addendum, with the Township website serving as a secondary source.

**Corporate Strategic Plan:**

Championing environmental stewardship  
Provide innovative & sustainable governance

**Financial Implications:**

The technical work and related EA Addendum as well as the Source Protection Plan Update for the Fergus Golf Course Redevelopment water supply wells are funded by the Developer.

**Consultation:**

This report was prepared in consultation with Dan Wilson, CAO, Brett Salmon, Managing Director of Planning and Development, and Adam McNabb, CFO and Treasurer.

Attachments:

- [IS2025-19 ATT-1 Fergus Golf Course Redevelopment Notice of EA Addendum - 20260623](#)

**Approved By:**

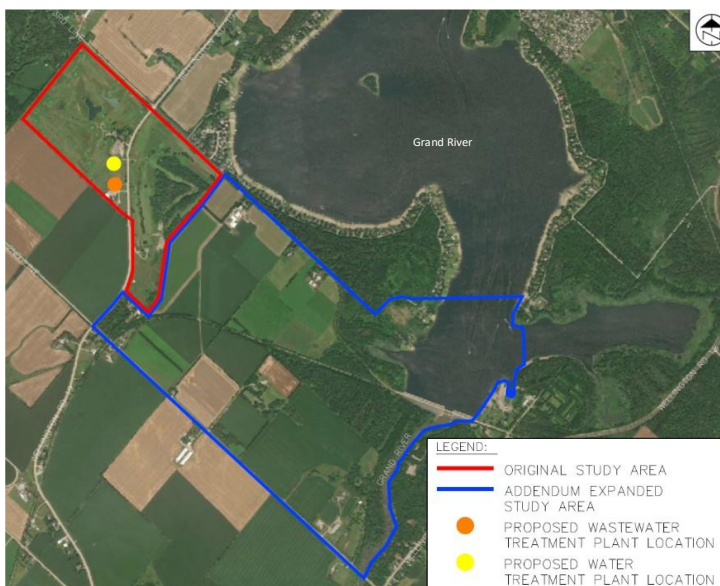
Dan Wilson, Chief Administrative Officer

## Notice of Study Addendum Commencement Municipal Class Environmental Assessment Fergus Golf Club Redevelopment

### **Background**

Fergus Development Inc. (Geranium) completed a Schedule 'C' Municipal Class Environmental Assessment (Class EA) study in April 2024 to evaluate alternatives for water and wastewater servicing required for the redevelopment of a portion of the Fergus Golf Club lands. The Class EA was completed in accordance with the Municipal Class EA process and received approval from the Ministry of the Environment, Conservation and Parks (MECP).

The preferred water servicing solution identified through the Class EA was to construct a new onsite communal water supply and treatment system, and the preferred wastewater servicing solution was to construct a new onsite communal wastewater treatment plant discharging to the existing irrigation ponds at the Fergus Golf Club. The original study area is shown on the Study Area Map.



### **Class EA Study Addendum**

In response to the current market conditions and to advance the Province's policy objectives and municipal desire to provide more attainable housing, the development concept is being revised to include smaller-unit options. Consequently, water and wastewater servicing alternatives must be updated and re-evaluated to accommodate increased needs. In addition, the development proposal has transitioned from a private condominium subdivision to a subdivision with municipal roads and services. The Township of Centre Wellington is a co-proponent on the Class EA Study Addendum with Fergus Development Inc., enabling broader municipal water and wastewater servicing and treatment alternatives to be considered.

To account for these changes, Fergus Development Inc. and the Township of Centre Wellington, are undertaking a Class EA Addendum. The Class EA Addendum will update population, water and wastewater flow forecasts, re-evaluate alternatives for providing additional treatment capacity (including new wells, advanced wastewater treatment technologies, and alternative effluent discharge options), and identify any other measures required to accommodate the increased population. The study area boundary has also been expanded beyond the original study area to include additional lands required to assess broader water and wastewater treatment alternatives, as shown in the study area map.

### **Opportunity to Participate**

Consultation with interested parties is an integral part of the Addendum process. Fergus Development Inc. and the Township of Centre Wellington would like interested parties to participate and provide input into the Class EA Addendum process. Study notices will be posted on the [website] to inform the public, agencies, other stakeholders and Indigenous Communities of updates and engagement opportunities.

If you would like to be added to the mailing list to receive future notices related to this Class EA Addendum, please send your contact information to either of the contacts listed below.

**Theyonasm Manoharan, P.Eng.**  
Project Manager  
Fergus Development Inc. (Geranium)  
3190 Steeles Avenue East, Suite 300  
Markham, ON L3R 1G9  
416-524-8096  
[theyonasm@geranium.com](mailto:theyonasm@geranium.com)

**Colin Baker, P.Eng.**  
Managing Director of  
Infrastructure Services  
Township of Centre Wellington  
1 MacDonald Square  
Elora, ON N0B 1S0  
519-846-9691 x 357  
[cbaker@centrewellington.ca](mailto:cbaker@centrewellington.ca)

**Micheal Mooney, C.E.T.**  
Project Manager  
Ainley & Associates Ltd.  
6299 Airport Rd, Suite 205  
Mississauga, ON L4V 1N3  
437-452-2366  
[micheal.mooney@ainleygroup.com](mailto:micheal.mooney@ainleygroup.com)

Information will be collected in accordance with the *Freedom of Information and Protection of Privacy Act*. With the exception of personal information, all comments provided will become part of the public record.

This Notice first issued on June [day], 2026.



## Report to Council

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**To:** Mayor Watters and Members of Council

**Report:** IS2026-20

**Prepared By:** Colin Baker, Managing Director of Infrastructure Services

**Date:** 29 Jun 2026

**RE:** Notice of Study Completion - Transit Feasibility Study

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### **Recommendation:**

THAT the Council of the Township of Centre Wellington endorse the Transit Feasibility Study and direct staff to publish the Notice of Study Completion.

### **Report:**

Staff are requesting that Council endorse the Transit Feasibility Study and authorize staff to undertake all necessary steps to complete the study process, including issuing the Notice of Study Completion through the Township's public communication channels and to the project contact list.

### **Background**

The Township has completed a Transit Feasibility Study to assess whether and how a future public transit system could be introduced in Centre Wellington in a practical, financially sustainable, and community-responsive manner. The study was undertaken in response to continued population and employment growth, changing mobility needs, increasing travel demand within and beyond the Township, and the role transit can play in accessibility, economic development, social inclusion, and downtown parking management. The Transit Feasibility Study - Final Report ([Report No. IS2026-13](#)) was presented to Council on May 25, 2026.

The study reviewed local travel within Fergus, Elora, and Salem, as well as regional travel to destinations such as Guelph and, to a lesser extent, the Region of Waterloo. It also considered existing transportation services, peer municipal transit systems, ridership potential, community feedback, service delivery alternatives, capital needs, operating considerations, governance options, and implementation requirements.

The purpose of the study was to determine whether a Township transit service is warranted and, if so, what service model would best suit Centre Wellington's context. The study will support budget deliberations, partnership discussions, and future grant funding applications.

The study concludes that there is a growing case for transit in Centre Wellington. It identifies significant local and regional demand, particularly between Fergus and Elora and to Guelph, and indicates that transit could be introduced through a phased model over time.

### **Next Steps**

Subject to Council endorsement, the next steps would be:

1. finalize the Notice of Study Completion for release;
2. issue the Notice of Study Completion on the Township's public communications channels;
3. distribute the Notice to the project contact list; and
4. proceed with any subsequent implementation planning.

The draft Notice of Completion is provided in **Attachment #1**.

### **Corporate Strategic Plan:**

Create the conditions for economic prosperity  
Improve the activity, health & wellness of our community  
Managing growth while enhancing the community's unique character  
Championing environmental stewardship  
Provide innovative & sustainable governance

### **Financial Implications:**

There are no financial implications arising from the report at this time. Growth-related capital projects will be included in the Township's Development Charges Background Study and by-law through minor amendments. Operating and capital budget items will be brought forward for Council consideration through the future budget processes.

### **Consultation:**

This report was prepared in consultation with Dan Wilson, CAO and the Senior Management Team.

Attachments:

- [Notice of Completion Draft - Transit Feasibility Study 20260623](#)

### **Approved By:**

Dan Wilson, Chief Administrative Officer



Centre Wellington

## NOTICE OF STUDY COMPLETION TRANSIT FEASIBILITY STUDY

The Township of Centre Wellington, in collaboration with Dillon Consulting, has completed a Transit Feasibility Study to assess the feasibility of expanding transit services, including local services such as RIDE WELL and the Downtown Shuttle Program, and introducing a public transit service focused on the Township. The study also assessed enhancing regional transit to adjacent urban centres, and ultimately recommended the best servicing options, which included a financial and implementation plan.

### **The Process**

The study was broken up into several phases, including: a background review to collect information on existing conditions and needs of the Township; public consultation activities; an analysis of future transit service opportunities and ridership forecasting; an evaluation of transit alternatives; a financial assessment and implementation plan and final report to demonstrate how the preferred servicing option was selected.

The study commenced in October 2025. The final milestone for this project is the plan's endorsement by Township Council on the feasibility of the Centre Wellington public transit service, which took place on June 29, 2026.

### **Consultation**

Consultation with the public, stakeholders, Council, and Indigenous Communities was conducted to understand priorities and collect feedback on the study. Consultation and engagement activities included but were not limited to: open houses / public information centres, an online survey, technical advisory committee workshops, a targeted youth session and Indigenous invitation letters.

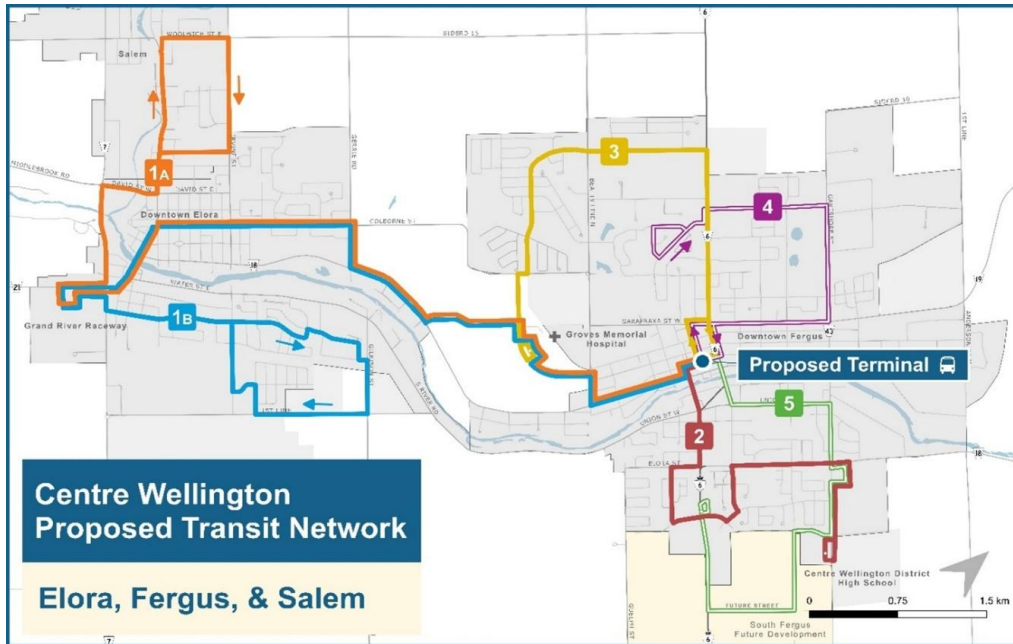
### **Recommended Service Model**

The preferred service model recommended is based on a hybrid of fixed-route and on demand services. This mixed service model most effectively captures transit ridership demand while providing reliable and dependable service levels. The proposed transit servicing network can be seen below. Implementation of the full network will be phased over several years. Ongoing collaboration with the County of Wellington will occur to implement the fixed transit routes, enhanced regional service between Fergus and Guelph, and on-demand service for areas of the Township outside of the fixed-route network.



Centre Wellington

## NOTICE OF STUDY COMPLETION TRANSIT FEASIBILITY STUDY



### For More Information

For further information on what the Transit Feasibility Study entailed, please refer back to the project webpage at <https://www.connectcw.ca/transitstudy> or contact one of the following project team members:

**Colin Baker, P.Eng.**  
Managing Director of Infrastructure Services  
[cbaker@centrewellington.ca](mailto:cbaker@centrewellington.ca)  
519-846-9691, ext. 357

**Dennis Kar, MUP, RPP**  
Project Manager  
Dillon Consulting Limited  
[dkar@dillon.ca](mailto:dkar@dillon.ca)

This notice was first issued on July 2, 2026.

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**To:** Mayor Watters and Members of Council

**Report:** IS2026-18

**Prepared By:** Gerry Atkinson, Manager of Wastewater Services

**Date:** 29 Jun 2026

**RE:** Appointment of Environmental Protection Officer

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**Recommendation:**

THAT the Council of the Township of Centre Wellington execute a by-law to appoint Andrew Marshall as an Environmental Protection Officer for the Township.

**Report:**

The purpose of this report is to obtain Council approval to appoint Andrew Marshall as an Environmental Protection Officer to carry out duties and responsibilities related to the administration and enforcement of environmental protection by-laws and related legislation.

The Township's Environmental Protection Officer is responsible for protecting municipal infrastructure and the natural environment through the administration and enforcement of various environmental programs and by-laws. Key responsibilities include enforcing the Township's Sewer Use By-law and Stormwater Management Facility By-law, investigating and assessing spills and unlawful discharges to municipal sewer systems and the environment, responding to environmental complaints, conducting inspections, monitoring compliance, and undertaking public education and outreach activities. The position also supports the Township's environmental stewardship objectives and compliance with applicable provincial legislation and regulatory requirements.

The appointment of Andrew Marshall as an Environmental Protection Officer will provide the necessary authority to administer and enforce the Township's environmental protection by-laws and programs. Staff therefore recommend that Council approve the appointment through the enactment of the attached by-law.

**Corporate Strategic Plan:**

Championing environmental stewardship  
Provide innovative & sustainable governance

**Financial Implications:**

There are no financial implications resulting from this report.

**Consultation:**

This report was prepared in consultation with Colin Baker, Managing Director of Infrastructure Services.

**Attachments:**

- [2026-xx Appoint Environmental Protection Officer By-law](#)

**Approved By:**

Colin Baker, Managing Director of Infrastructure Services  
Dan Wilson, Chief Administrative Officer

**The Corporation of the Township of Centre Wellington**

**By-law 2026-xx**

A By-law to Appoint an Environmental Protection Officer for the Township Centre Wellington for the purpose of enforcing the Township's Sewer Use B-law 2022-66 and Stormwater Management Facilities By-Law 2025-05

**Whereas** Section 9 of the *Municipal Act, 2001*, S.O. 2001 c. 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

**And Whereas** section 23 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "Municipal Act 2001 ") confers the power to a municipal council to delegate its authority to an officer or employee of the municipality, including the power to issue licenses;

**And Whereas** Section 227 of the *Municipal Act, S.O. 2001, c. 25*, authorizes a Council to pass a By-law to appoint such officers and employees as may be necessary or the purposes of the Corporation, for carrying into effect the provisions of any By-law of Council;

**And Whereas** Section 15 of the *Police Services Act R.S.O. 1990, c. P.15*, as amended, authorizes the appointment of Municipal Law Enforcement Officers who shall be peace officers for the purpose of enforcing the By-laws of the municipality;

**Now Therefore the Council of the Corporation of the Township of Centre Wellington hereby enacts as follows:**

1. That Andrew Marshall be appointed as Environmental Protection Officer for the Township of Centre Wellington for the purpose of enforcing the Township's Sewer Use and Stormwater Management Facilities By-law.
2. This By-law shall come into force and take effect upon its final passing.

**Read a first, second and third time and finally passed** this 29<sup>th</sup> day of June 2026.

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Mayor – Shawn Watters

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Clerk – Tyler Sager

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**To:** Mayor Watters and Members of Council

**Report:** COR2026-29

**Prepared By:** Natalia Teplicki, Election Coordinator

**Date:** 29 Jun 2026

**RE:** 2026-2030 Joint Compliance Audit Committee

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**Recommendation:**

THAT the Council of the Township of Centre Wellington receives Report COR2026-29 regarding the Joint Compliance Audit Committee for the 2026-2030 term of Council; and

THAT Council approves the Terms of Reference for a Joint Compliance Audit Committee with the Wellington County municipalities, attached as Schedule A, for the 2026-2030 term of Council; and

THAT Council directs the Mayor and Clerk execute the corresponding by-laws to establish a Joint Compliance Audit Committee for the 2026-2030 term of Council and to appoint the members of the Joint Compliance Audit Committee.

**Summary:**

The purpose of this report is to establish a Joint Compliance Audit Committee for the 2026-2030 term of Council. Section 88.37(1) of the *Municipal Elections Act, 1996* requires municipalities to establish a Compliance Audit Committee prior to October 1 in an election year. The proposed Joint Committee would allow participating Wellington County municipalities to meet this legislative requirement collaboratively. The Committee's role is to consider compliance audit applications relating to election campaign finances, appoint an auditor where warranted, and determine whether legal proceedings should be commenced following an auditor's report or a Clerk's report respecting contribution limit exceedances.

**Report:**

The *Municipal Elections Act* (the "Act") s.88.33(1) permits any eligible elector who believes, on reasonable grounds, that a candidate has contravened the campaign finance provisions of the Act to apply for a compliance audit. The role of the Compliance Audit Committee is to consider such applications and determine whether an audit is warranted. Where appropriate, the Committee must appoint an independent auditor and determine whether legal proceedings should be commenced based on the auditor's report.

For the 2018–2022 and 2022–2026 terms of Council, the Township satisfied its obligations under Section 88.37(1) of the Act by participating in a Joint Compliance Audit Committee with the lower-tier municipalities in Wellington County, as authorized by Section 202(1) of the *Municipal Act, 2001*. The Joint Committee is comprised of members with ranging qualifications in law, academia, and finance, consistent with the eligibility requirements set out in s.88.37(3) of the Act.

Under the current Terms of Reference, the 2022–2026 Joint Committee will conclude on November 14, 2026. For the 2026–2030 term of Council, the Clerks of the participating Wellington County lower-tier municipalities support establishing a new Joint Committee for the same term as Council for the purpose of addressing any potential by-elections that may ensue. It is of the opinion that re-establishing a Joint Committee remains the most practical and cost-effective approach to meeting legislative requirements, while also providing access to a broader pool of qualified candidates.

**Compliance Audit Process:**

The Act establishes the following process and timelines for compliance audits:

- an application must be filed with the Clerk within 90 days of the applicable filing deadline;
- the Clerk must forward the application to the Committee within 10 days of receipt;
- the Committee must determine within 30 days whether reasonable grounds exist to grant the application;
- where reasonable grounds are found, the Committee must appoint an auditor;
- the auditor must complete the audit and submit a report to the candidate and the Clerk, and the Clerk must forward the report to the Committee within 10 days;
- within 30 days of receiving the report, the Committee must determine whether to commence legal proceedings where an apparent contravention is identified;
- where a matter proceeds, any penalties are determined by the Ontario Court of Justice; and
- where no contravention is found, the Committee must determine whether the application was made on reasonable grounds, failing which Council may recover the auditor's costs from the applicant.

**Clerk's Financial Reporting Responsibilities:**

The Act also requires the Clerk to review the financial statements filed by candidates and registered third parties to determine whether any contributor appears to have exceeded the contribution limits established under the Act. Within 30 days of the filing date, or supplementary filing date, the Clerk must prepare a report for each apparent contravention and forward it to the Committee. The Committee then has 30 days to determine whether legal proceedings should be commenced against the contributor.

**Terms of Reference:**

To support the establishment of the Joint Committee for the 2026–2030 term, staff recommend that Council approve the proposed Terms of Reference attached as

Schedule A. The Terms of Reference have been prepared in consultation with, and are supported by, the Clerks of the participating Wellington County municipalities.

Key provisions include:

- a Committee composition of three to seven members, consistent with the Act;
- membership drawn from individuals with relevant expertise, including auditing, accounting, law, academia, or campaign finance administration;
- recruitment coordinated jointly by the participating municipal Clerks, with the option to reappoint existing members where sufficient interest exists;
- remuneration of \$250 per meeting, plus mileage;
- administrative support to be provided by the Clerk of the municipality initiating the request; and
- all costs associated with meetings, audits, and related proceedings to be the responsibility of the originating municipality.

**Appointments:**

For the 2026–2030 term, three current members of the Joint Committee have indicated their willingness to continue serving, with one new applicant additionally being recommended for appointment. It is recommended to move forward with the appointment of existing members; Jim McQueen, Douglas Auld, and Joseph Servos, together with new applicant, Chris McGravey, as set out in the accompanying By-law attached as Schedule C.

**Corporate Strategic Plan:**

Provides innovative and sustainable governance through a shared, cost-effective, and legislatively compliant approach to election finance oversight, promoting efficient use of municipal resources, improvement in access to qualified expertise, and ensuring the Township is prepared to meet its obligations under the *Municipal Elections Act* throughout the term of Council.

**Financial Implications:**

The Terms of Reference include compensation of \$250 per member and mileage at the current rate of the Township. Compensation and mileage will be paid only if the Committees services are required.

Attachments:

- [Schedule A - CAC Terms of Reference](#)
- [Schedule B - By-law to Establish a Compliance Audit Committee](#)
- [Schedule C - By-law to Appoint Members to the Compliance Audit Committee](#)

**Approved By:**

Tyler Sager, Managing Director of Corporate and Legislative Services /  
Municipal Clerk  
Dan Wilson, Chief Administrative Officer

**Joint Compliance Audit Committee**  
**Terms of Reference**

The Participating Municipalities will select Committee members jointly.

In the event a Participating Municipality receives an application for a compliance audit, that municipality will be solely responsible for meeting administration and covering all costs associated with the Committee, including audits, if required.

**1. Definitions**

“Act” means the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended from time to time.

“Applicant” means the individual who submitted the application requesting a Compliance Audit.

“Auditor” means a person appointed by the Committee, licensed under the *Public Accounting Act, 2004*, to conduct a Compliance Audit of a Candidate's election campaign finances pursuant to Section 88.33(10) of the Act.

“Auditor's Report” means a report prepared by an auditor for the Committee pursuant to Section 88.33(12) of the Act.

“Candidate” means the candidate whose election campaign finances are the subject of an application for a Compliance Audit.

“Clerk” means, as the context provides, the Clerk of any of the Participating Municipalities, or his or her designate.

“Committee” means the Joint Compliance Audit Committee established pursuant to Section 88.37(1) of the Act.

“Compliance Audit” means an audit of a Candidate's election campaign finances conducted by an Auditor appointed by the Committee.

“Council” means, as the context provides, the Council of any of the Participating Municipalities.

“Family Member” means a parent, spouse, or child of a Committee member, as defined in the Municipal Conflict of Interest Act, and shall also include a grandparent, grandchild, brother, sister, uncle, aunt, nephew or niece, whether related by blood, marriage or adoption.

“Meeting” means a meeting of the Committee.

“Municipal Conflict of Interest Act” means the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended from time to time.

“Participating Municipalities” means all or some of the following municipalities participating in the joint compliance audit committee process: The County of Wellington, The Town of Minto, The Township of Mapleton, The Township of Wellington-North, The Township of Guelph-Eramosa, The Town of Erin, The Township of Centre Wellington and the Township of Puslinch.

“Pecuniary Interest” means a direct or indirect interest within the meaning of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50.

“Selection Committee” means the committee, composed of the Clerks of the Participating Municipalities that will choose the members of the Committee.

“Registered Third Party” means an individual resident in Ontario, a corporation carrying on business in Ontario or trade union who has filed with the Clerk of the municipality responsible for conducting an election a notice of registration to be a registered third party for the election pursuant to Section 88.6 of the Act.

“Trade Union” means a trade union as defined in the *Labour Relations Act, 1995* or the *Canada Labour Code* (Canada) and includes a central, regional or district labour council in Ontario.

## **2. Enabling Legislation**

Section 88.37(1) of the Act requires that before October 1st in an election year, Council establish a compliance audit committee for the purposes of Section 88.33 of the Act relative to a possible contravention of the Act’s election campaign finance provisions.

## **3. Mandate**

The mandate of the Committee is to carry out the functions of a Compliance Audit Committee as set out in the Act.

**4. Roles and Responsibilities**

The Committee shall:

|  | <b>Timeline/Section of the Act</b>   |
|--|--|
| Consider Compliance Audit applications for Candidates and/or Registered Third Parties and decide whether they should be granted or rejected.   | Within 30 days after receipt of the application - s. 88.33(7)              |
| Provide written reasons for the decision to grant or reject the applications.  | s. 88.33(8)  |
| If an application is granted, appoint an Auditor to conduct a Compliance Audit of the Candidate's election campaign finances.  | s. 88.33(10) and (11)  |
| Receive the Auditor's Report.  | s. 88.33(14)   |
| Once the Auditor's Report is received, consider the Auditor's Report if it contains a conclusion of apparent contravention of the Act, and decide whether to commence a legal proceeding against the candidate for the apparent contravention.   | Within 30 days of receipt of the Auditor's Report - s. 88.33(17)           |
| Receive a Clerk's Report identifying any contributor to a Candidate or Registered Third Party who appears to have contravened established contribution limits.   | s. 88.34(4)<br>s. 88.36(4)   |
| Once the Clerk's Report is received, consider the Clerk's Report and decide whether to commence a legal proceeding against the Contributor for the apparent contravention.   | Within 30 days of receipt of the Clerk's Report - s. 88.34(8), s. 88.36(5) |
| In addition, the Committee shall:  |  |
| <ul style="list-style-type: none"> <li>- Participate through the Chair in the selection of an Auditor in response to the request for proposal prepared by staff from the Participating Municipalities;</li> <li>- Provide instructions to the selected Auditor about the scope of each Compliance</li> </ul> |  |

|  |
|--|
| Audit, as needed;<br>- Determine a timeline for the Auditor to complete each Compliance Audit. |
|--|

**5. Term**

The term of the appointment is concurrent with the term of Council that takes office following the next regular election. Upon the term's expiry, Committee members may reapply to the Selection Committee to serve additional terms.

**6. Composition**

The Committee shall be composed of not fewer than three (3) and not more than seven (7) members and shall not include:

- (a) employees or officers of the Participating Municipalities;
- (b) members of Council of the Participating Municipalities;
- (c) any persons who are Candidates in the election for which the Committee is established, or Family Members of same, or any person connected to a candidate through an employment, contractual, business or partnership relationship;
- (d) any persons who have participated as a Candidate for an office or Registered Third Party in the Participating Municipalities in the past two regular elections, or who have conducted audits or provided financial or legal advice in respect of such campaigns;
- (e) any persons who do or intend to assist any Candidate or Registered Third Party, as a volunteer or for compensation, in the election for which the Committee is established.

**7. Selection of Members**

Some or all of the previous Compliance Audit Committee members may be requested to serve again. In the event that sufficient membership is obtained, the participating municipalities are not required to complete a recruitment process so long as the members meet the criteria listed below.

Information pertaining to the Committee, including the terms of reference and an application for appointment to the Committee will be posted on the websites of the Participating Municipalities.

Committee membership will be drawn from the following groups:

Joint Compliance Audit Committee  
Terms of Reference

- accounting and audit – accountants or auditors, preferably with experience in preparing or auditing the financial statements of municipal candidates;
- academic – college or university professors with expertise in political science or local government administration;
- legal; and
- other individuals with knowledge of the campaign financing provisions of the Act.

The following criteria may be considered in the selection of members:

- demonstrated knowledge and understanding of the Act's municipal election campaign financing provisions;
- experience in administrative law;
- proven analytical and decision-making skills;
- experience working on a committee, task force or in a similar setting;
- availability and willingness to attend meetings;
- demonstrated oral and written communication skills; and
- any other criteria as may be prescribed under the Act.

A Participating Municipality Clerk will be responsible for the recruitment of applicants. All applicants will be required to submit an application form outlining their qualifications and experience to the designated Participating Municipality Clerk by a specified deadline. After the deadline has passed, the Selection Committee will meet to review the applications, and make the recommendation to all Participating Municipality Clerk's for the appoint Committee members.

The Selection Committee shall be comprised of three the Participating Municipality Clerk responsible for recruitment and two other Participating Municipality Clerk's as agreed upon by all Participating Municipality Clerks.

To avoid possible conflicts of interest, any auditor or accountant appointed to the Committee must agree in writing that they have not undertaken and shall not undertake the audits or preparation of financial statements of any Candidates seeking election to Councils or Registered Third Parties in the Participating Municipalities during the term of the Committee. In addition, any lawyer or other legal professional appointed to the Committee must agree in writing that they have not provided and will not provide legal advice to any Candidates seeking election to Councils or to any Registered Third Parties or Contributors to Candidates and Registered Third Parties in the election in the Participating Municipalities during the term of the Committee.

## **8. Notice**

Posting of the Committee meeting agenda on the website of the Participating Municipality requiring the services of the Committee shall constitute notice of a Committee meeting.

The Clerk shall give notice of a Committee meeting to the Committee by email, telephone or by regular mail.

Where an application will be considered at the meeting, the Clerk shall give reasonable notice by email, telephone or by regular mail to the Applicant and Candidate or Registered Third Party, as applicable, of the time, place and purpose of the Committee meeting, and of the fact that if either party fails to attend the meeting, the Committee may proceed in the party's absence and the party will not be entitled to further notice concerning the meeting.

Where a Clerk's Report regarding contribution limit exceedances will be considered at the meeting, the Clerk shall give reasonable notice by email, telephone or by regular mail to the Contributor and Candidate or Registered Third Party as applicable, of the time, place and purpose of the Committee meeting, and of the fact that if either party fails to attend the meeting, the Committee may proceed in the party's absence and the party will not be entitled to further notice concerning the meeting.

#### **9. Meetings**

The Clerk shall call a meeting of the Committee when he or she receives an application for a Compliance Audit and where he or she prepared a report under Section 88.34. The Applicant and the Candidate or their representative will be provided with an opportunity to address the Committee and provide written submissions.

Meeting dates, start times and locations shall be set by the Clerk.

Committee meetings will be open to the public but the Committee may deliberate in private, as noted in Section 88.33(5.1). No votes may be taken in private session.

#### **10. Quorum**

A quorum shall be a majority of Committee members.

If a quorum is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee meeting will be rescheduled to a future date.

#### **11. Selection of the Chair**

The Chair shall be selected from among the Committee members at the first meeting of the Committee. If there is no consensus on a Chair, selection will be carried out by way of nomination and vote of the Committee members present.

## **12. Duties of the Chair**

The Chair shall:

- (i) call Committee meetings to order when there is a Quorum, preside over Committee discussions, facilitate Committee business, follow meeting procedures, identify the order of proceedings and speakers and rule on points of order.
- (i) participate as an active member.
- (ii) encourage participation by all members.

If the Chair is not present within the first ten minutes of a Committee meeting or is absent through illness or otherwise, the Committee shall select another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair.

## **13. Duties of Committee Members**

The duties of Committee members are as follows:

- (i) carry out all statutory obligations of the Committee in accordance with the Act.
- (ii) attend all Committee meetings, sending regrets otherwise.
- (iii) understand their role, the Committee's mandate and meeting procedures.
- (iv) declare any pecuniary interest in any matter prior to consideration by the Committee and refrain from discussion and voting on the matter. If the declaration relates to a matter being discussed during a closed portion of the meeting, the member must leave the meeting during all discussion on the matter.
- (v) where the pecuniary interest of a member has not been disclosed by reason of the member's absence from the meeting, the member shall disclose the pecuniary interest and otherwise comply with subsection (iv) at the first meeting of the Committee attended by the member after the meeting referred to in subsection (iv).
- (vi) participate as an active and voting member, asking questions, and seeking clarification through the Chair.
- (vii) assist in drafting the reasons for a decision, as applicable.

- (viii) develop and maintain a climate of mutual support, trust, courtesy and respect.
- (ix) work together to utilize the knowledge, expertise and talents of all members.
- (x) respect the decisions of the Committee and that such decisions reflect the majority view.

**14. Selection of an Auditor**

Committee members will participate in the selection of an Auditor in response to a request for proposal prepared by staff. The Auditor as required by the legislation will be appointed by the Committee. The engagement letter will indicate that the Auditor has been engaged by the Committee and will be prepared and executed by the Clerk of each Participating Municipality, or other officer of each of the Participating Municipality as may be designated, on behalf of the Participating Municipality.

**15. Resources**

The Clerk will provide administrative support to the Committee, including the taking of minutes, the distribution of minutes and agendas, and the coordination of meetings.

**16. Committee Records**

The Clerk will co-ordinate and retain Committee records including agendas and minutes.

**17. Declaration of Interest**

Legislated requirements as set out in the *Municipal Conflict of Interest Act* shall apply to all Committee members. It is the responsibility of each member to disclose any pecuniary interest prior to discussion of a particular matter. Members are encouraged to seek independent legal advice if they are unsure of whether or not they have a pecuniary interest in a matter. Staff from the Participating Municipalities will not provide advice or interpretation related to declarations.

**18. Compensation**

\$250 per meeting plus mileage.

**19. Practices and Procedures**

The Clerks of the Participating Municipalities shall establish any additional administrative practices and procedures for the Committee in accordance with Section 88.37(6) of the Act and shall carry out any other duties required under the Act to implement the Committee's decisions.

The Clerks of the Participating Municipalities are delegated the authority to make administrative changes to these Terms of Reference that may be required from time to time due to legislative changes, or if, in the opinion of the Clerks, the amendments do not change the intent of the Terms of Reference.

**The Corporation of the Township of Centre Wellington**

**By-law 2026-xx**

A By-law to Establish a Joint Municipal Election  
Compliance Audit Committee.

**Whereas** subsection 88.37 of the *Municipal Elections Act, 1996*, as amended requires Council to establish a Compliance Audit Committee;

**And Whereas** the County of Wellington member Municipalities deem it expedient to establish a Joint Municipal Election Compliance Audit Committee for all municipalities in the County of Wellington;

**Now Therefore** the Council of the Corporation of the Township of Centre Wellington hereby enacts as follows:

- 1) That the Township of Centre Wellington establishes a Joint Municipal Election Compliance Audit Committee with the County of Wellington Member Municipalities in accordance with the Terms of Reference (Schedule A) for the 2026-2030 term of Council.

**Read a first, second and third time and finally passed this 29<sup>th</sup> day of June, 2026.**

\_\_\_\_\_  
Mayor – Shawn Watters

\_\_\_\_\_  
Clerk – Tyler Sager

**Joint Compliance Audit Committee**  
**Terms of Reference**

The Participating Municipalities will select Committee members jointly.

In the event a Participating Municipality receives an application for a compliance audit, that municipality will be solely responsible for meeting administration and covering all costs associated with the Committee, including audits, if required.

**1. Definitions**

"Act" means the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended from time to time.

"Applicant" means the individual who submitted the application requesting a Compliance Audit.

"Auditor" means a person appointed by the Committee, licensed under the *Public Accounting Act, 2004*, to conduct a Compliance Audit of a Candidate's election campaign finances pursuant to Section 88.33(10) of the Act.

"Auditor's Report" means a report prepared by an auditor for the Committee pursuant to Section 88.33(12) of the Act.

"Candidate" means the candidate whose election campaign finances are the subject of an application for a Compliance Audit.

"Clerk" means, as the context provides, the Clerk of any of the Participating Municipalities, or his or her designate.

"Committee" means the Joint Compliance Audit Committee established pursuant to Section 88.37(1) of the Act.

"Compliance Audit" means an audit of a Candidate's election campaign finances conducted by an Auditor appointed by the Committee.

"Council" means, as the context provides, the Council of any of the Participating Municipalities.

“Family Member” means a parent, spouse, or child of a Committee member, as defined in the Municipal Conflict of Interest Act, and shall also include a grandparent, grandchild, brother, sister, uncle, aunt, nephew or niece, whether related by blood, marriage or adoption.

“Meeting” means a meeting of the Committee.

“Municipal Conflict of Interest Act” means the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended from time to time.

“Participating Municipalities” means all or some of the following municipalities participating in the joint compliance audit committee process: The County of Wellington, The Town of Minto, The Township of Mapleton, The Township of Wellington-North, The Township of Guelph-Eramosa, The Town of Erin, The Township of Centre Wellington and the Township of Puslinch.

“Pecuniary Interest” means a direct or indirect interest within the meaning of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50.

“Selection Committee” means the committee, composed of the Clerks of the Participating Municipalities that will choose the members of the Committee.

“Registered Third Party” means an individual resident in Ontario, a corporation carrying on business in Ontario or trade union who has filed with the Clerk of the municipality responsible for conducting an election a notice of registration to be a registered third party for the election pursuant to Section 88.6 of the Act.

“Trade Union” means a trade union as defined in the *Labour Relations Act, 1995* or the *Canada Labour Code* (Canada) and includes a central, regional or district labour council in Ontario.

**2. Enabling Legislation**

Section 88.37(1) of the Act requires that before October 1st in an election year, Council establish a compliance audit committee for the purposes of Section 88.33 of the Act relative to a possible contravention of the Act’s election campaign finance provisions.

**3. Mandate**

The mandate of the Committee is to carry out the functions of a Compliance Audit Committee as set out in the Act.

**4. Roles and Responsibilities**

The Committee shall:

|  | <b>Timeline/Section of the Act</b>                            |
|--|---|
| Consider Compliance Audit applications for Candidates and/or Registered Third Parties and decide whether they should be granted or rejected. | Within 30 days after receipt of the application - s. 88.33(7) |
| Provide written reasons for the decision to grant or reject the applications.  | s. 88.33(8)   |
| If an application is granted, appoint an Auditor to conduct a Compliance Audit of the Candidate’s election campaign finances.                | s. 88.33(10) and (11)   |

|   |  |
|---|--|
| Receive the Auditor's Report.   | s. 88.33(14)   |
| Once the Auditor's Report is received, consider the Auditor's Report if it contains a conclusion of apparent contravention of the Act, and decide whether to commence a legal proceeding against the candidate for the apparent contravention.  | Within 30 days of receipt of the Auditor's Report - s. 88.33(17)           |
| Receive a Clerk's Report identifying any contributor to a Candidate or Registered Third Party who appears to have contravened established contribution limits.  | s. 88.34(4)<br>s. 88.36(4)   |
| Once the Clerk's Report is received, consider the Clerk's Report and decide whether to commence a legal proceeding against the Contributor for the apparent contravention.  | Within 30 days of receipt of the Clerk's Report - s. 88.34(8), s. 88.36(5) |
| In addition, the Committee shall:   |  |
| <ul style="list-style-type: none"> <li>- Participate through the Chair in the selection of an Auditor in response to the request for proposal prepared by staff from the Participating Municipalities;</li> <li>- Provide instructions to the selected Auditor about the scope of each Compliance Audit, as needed;</li> <li>- Determine a timeline for the Auditor to complete each Compliance Audit.</li> </ul> |  |

#### 5. Term

The term of the appointment is concurrent with the term of Council that takes office following the next regular election. Upon the term's expiry, Committee members may reapply to the Selection Committee to serve additional terms.

#### 6. Composition

The Committee shall be composed of not fewer than three (3) and not more than seven (7) members and shall not include:

- (a) employees or officers of the Participating Municipalities;
- (b) members of Council of the Participating Municipalities;
- (c) any persons who are Candidates in the election for which the Committee is established, or Family Members of same, or any person connected to a candidate through an employment, contractual, business or partnership relationship;
- (d) any persons who have participated as a Candidate for an office or Registered Third Party in the Participating Municipalities in the past two regular elections, or who have conducted audits or provided financial or legal advice in respect of such campaigns;
- (e) any persons who do or intend to assist any Candidate or Registered Third Party, as a volunteer or for compensation, in the election for which the Committee is established.

## **7. Selection of Members**

Some or all of the previous Compliance Audit Committee members may be requested to serve again. In the event that sufficient membership is obtained, the participating municipalities are not required to complete a recruitment process so long as the members meet the criteria listed below.

Information pertaining to the Committee, including the terms of reference and an application for appointment to the Committee will be posted on the websites of the Participating Municipalities.

Committee membership will be drawn from the following groups:

- accounting and audit – accountants or auditors, preferably with experience in preparing or auditing the financial statements of municipal candidates;
- academic – college or university professors with expertise in political science or local government administration;
- legal; and
- other individuals with knowledge of the campaign financing provisions of the Act.

The following criteria may be considered in the selection of members:

- demonstrated knowledge and understanding of the Act's municipal election campaign financing provisions;
- experience in administrative law;
- proven analytical and decision-making skills;
- experience working on a committee, task force or in a similar setting;
- availability and willingness to attend meetings;
- demonstrated oral and written communication skills; and
- any other criteria as may be prescribed under the Act.

A Participating Municipality Clerk will be responsible for the recruitment of applicants. All applicants will be required to submit an application form outlining their qualifications and experience to the designated Participating Municipality Clerk by a specified deadline. After the deadline has passed, the Selection Committee will meet to review the applications, and make the recommendation to all Participating Municipality Clerk's for the appoint Committee members.

The Selection Committee shall be comprised of three the Participating Municipality Clerk responsible for recruitment and two other Participating Municipality Clerk's as agreed upon by all Participating Municipality Clerks.

To avoid possible conflicts of interest, any auditor or accountant appointed to the Committee must agree in writing that they have not undertaken and shall not undertake the audits or preparation of financial statements of any Candidates seeking election to Councils or Registered Third Parties in the Participating Municipalities during the term of the Committee. In addition, any lawyer or other legal professional appointed to the Committee must agree in writing that they have not provided and will not provide legal advice to any Candidates seeking election to Councils or to any Registered Third Parties or Contributors to Candidates and Registered Third Parties in the election in the Participating Municipalities during the term of the Committee.

## **8. Notice**

Posting of the Committee meeting agenda on the website of the Participating Municipality requiring the services of the Committee shall constitute notice of a Committee meeting.

The Clerk shall give notice of a Committee meeting to the Committee by email, telephone or by regular mail.

Where an application will be considered at the meeting, the Clerk shall give reasonable

notice by email, telephone or by regular mail to the Applicant and Candidate or Registered Third Party, as applicable, of the time, place and purpose of the Committee meeting, and of the fact that if either party fails to attend the meeting, the Committee may proceed in the party's absence and the party will not be entitled to further notice concerning the meeting.

Where a Clerk's Report regarding contribution limit exceedances will be considered at the meeting, the Clerk shall give reasonable notice by email, telephone or by regular mail to the Contributor and Candidate or Registered Third Party as applicable, of the time, place and purpose of the Committee meeting, and of the fact that if either party fails to attend the meeting, the Committee may proceed in the party's absence and the party will not be entitled to further notice concerning the meeting.

**9. Meetings**

The Clerk shall call a meeting of the Committee when he or she receives an application for a Compliance Audit and where he or she prepared a report under Section 88.34. The Applicant and the Candidate or their representative will be provided with an opportunity to address the Committee and provide written submissions.

Meeting dates, start times and locations shall be set by the Clerk.

Committee meetings will be open to the public but the Committee may deliberate in private, as noted in Section 88.33(5.1). No votes may be taken in private session.

**10. Quorum**

A quorum shall be a majority of Committee members.

If a quorum is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee meeting will be rescheduled to a future date.

**11. Selection of the Chair**

The Chair shall be selected from among the Committee members at the first meeting of the Committee. If there is no consensus on a Chair, selection will be carried out by way of nomination and vote of the Committee members present.

**12. Duties of the Chair**

The Chair shall:

- (i) call Committee meetings to order when there is a Quorum, preside over Committee discussions, facilitate Committee business, follow meeting procedures, identify the order of proceedings and speakers and rule on points of order.
- (i) participate as an active member.
- (ii) encourage participation by all members.

If the Chair is not present within the first ten minutes of a Committee meeting or is absent through illness or otherwise, the Committee shall select another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair.

**13. Duties of Committee Members**

The duties of Committee members are as follows:

- (i) carry out all statutory obligations of the Committee in accordance with the Act.

- (ii) attend all Committee meetings, sending regrets otherwise.
- (iii) understand their role, the Committee's mandate and meeting procedures.
- (iv) declare any pecuniary interest in any matter prior to consideration by the Committee and refrain from discussion and voting on the matter. If the declaration relates to a matter being discussed during a closed portion of the meeting, the member must leave the meeting during all discussion on the matter.
- (v) where the pecuniary interest of a member has not been disclosed by reason of the member's absence from the meeting, the member shall disclose the pecuniary interest and otherwise comply with subsection (iv) at the first meeting of the Committee attended by the member after the meeting referred to in subsection (iv).
- (vi) participate as an active and voting member, asking questions, and seeking clarification through the Chair.
- (vii) assist in drafting the reasons for a decision, as applicable.
- (viii) develop and maintain a climate of mutual support, trust, courtesy and respect.
- (ix) work together to utilize the knowledge, expertise and talents of all members.
- (x) respect the decisions of the Committee and that such decisions reflect the majority view.

**14. Selection of an Auditor**

Committee members will participate in the selection of an Auditor in response to a request for proposal prepared by staff. The Auditor as required by the legislation will be appointed by the Committee. The engagement letter will indicate that the Auditor has been engaged by the Committee and will be prepared and executed by the Clerk of each Participating Municipality, or other officer of each of the Participating Municipality as may be designated, on behalf of the Participating Municipality.

**15. Resources**

The Clerk will provide administrative support to the Committee, including the taking of minutes, the distribution of minutes and agendas, and the coordination of meetings.

**16. Committee Records**

The Clerk will co-ordinate and retain Committee records including agendas and minutes.

**17. Declaration of Interest**

Legislated requirements as set out in the *Municipal Conflict of Interest Act* shall apply to all Committee members. It is the responsibility of each member to disclose any pecuniary interest prior to discussion of a particular matter. Members are encouraged to seek independent legal advice if they are unsure of whether or not they have a pecuniary interest in a matter. Staff from the Participating Municipalities will not provide advice or interpretation related to declarations.

**18. Compensation**

\$250 per meeting plus mileage.

**19. Practices and Procedures**

The Clerks of the Participating Municipalities shall establish any additional administrative practices and procedures for the Committee in accordance with Section 88.37(6) of the Act and shall carry out any other duties required under the Act to implement the Committee's decisions.

The Clerks of the Participating Municipalities are delegated the authority to make administrative changes to these Terms of Reference that may be required from time to time due to legislative changes, or if, in the opinion of the Clerks, the amendments do not change the intent of the Terms of Reference.

**The Corporation of the Township of Centre Wellington**

**By-law 2026-xx**

A By-law to Appoint Members to the Wellington County Joint Municipal Election Compliance Audit Committee and to Repeal By-law 2022-50

**Whereas** subsection 88.37(1) of the *Municipal Elections Act, 1996*, as amended, requires Council to establish a Compliance Audit Committee prior to October 1<sup>st</sup> of an election year;

**And Whereas** Section 202(1) of the *Municipal Act, 2001, S.O. 2001, c.25*, permits two or more municipalities to establish joint municipal service boards and provide for those matters which, in the opinion of the participating municipalities, are necessary or desirable to facilitate the establishment and operation of the joint municipal service board;

**And Whereas** Section 11(2) of the *Municipal Act, S.O. 2001, c. 25*, authorizes a municipality to pass by-laws respecting the governance structure of the municipality and its local boards;

**Now Therefore** the Council of the Corporation of the Township of Centre Wellington hereby enacts as follows:

- 1) That the following persons are hereby appointed to the Wellington County Joint Compliance Audit Committee for the 2026-2030 term of Council:
  - i. Jim McQueen;
  - ii. Douglas (Doug) Auld;
  - iii. Joseph (Joe) Servos; and
  - iv. Chris McGravey.
- 2) By-law 2022-50 is hereby repealed on November 14, 2026.
- 3) This By-law shall come into force and take effect on the day of its final passing.

**Read a first, second and third time and finally passed** this 29<sup>th</sup> day of June, 2026.

\_\_\_\_\_  
Mayor – Shawn Watters

\_\_\_\_\_  
Clerk – Tyler Sager



## Report to Council

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**To:** Mayor Watters and Members of Council

**Report:** CS2026-22

**Prepared By:** Jason Benn, Fire Chief

**Date:** 29 Jun 2026

**RE:** Provision of Naloxone for Centre Wellington Fire Rescue

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### **Recommendation:**

THAT the Council of the Township of Centre Wellington receives for information Report No. CS2026-22;

AND THAT Council delegates authority to the Managing Director of Community Services to execute the Agreement attached to Report No. CS2026-22, which establishes the provision of Naloxone kits from Wellington-Dufferin-Guelph Public Health to the Township of Centre Wellington.

### **Report:**

The opioid crisis continues to present significant challenges for communities across Ontario. Timely administration of Naloxone has been proven to reverse the effects of opioid overdoses and can significantly improve patient outcomes while awaiting the arrival of paramedic services.

Participation in a Public Health Naloxone program will ensure that firefighters have continued access to Naloxone kits for emergency response purposes. Wellington-Dufferin-Guelph Public Health (WDGPH) administer a Public Health Naloxone program which Centre Wellington Fire Rescue (CWFR) can use to obtain free Naloxone for operational purposes. In order to secure supply from WDGPH, an Agreement is required. Note that CWFR personnel currently receive training in the recognition of opioid overdose symptoms and the administration of Naloxone in accordance with approved medical directives, and as such the use and administration of Naloxone will be done exclusively by CWFR.

The Agreement between the Township of Centre Wellington and WDGPH will allow CWFR to obtain Naloxone kits at no cost to the municipality, ensuring frontline responders have access to this critical lifesaving medication. Participation in the program supports CWFR's commitment to protecting life, reducing preventable deaths, and enhancing emergency medical response capabilities within the community.

The Agreement is included as Attachment #1 to this report.

**Corporate Strategic Plan:**

Improve the activity, health & wellness of our community

**Financial Implications:**

There are no financial implications resulting from this report. Naloxone kits are provided through Public Health programs at no cost to the Township. Existing staff training is incorporated into ongoing departmental medical training programs.

**Consultation:**

Adam Gilmore, Managing Director of Community Services

Attachments:

- [Public Health Naloxone Program User Agreement](#)

**Approved By:**

Adam Gilmore, Managing Director of Community Services, Managing Director  
of Community Services

Dan Wilson, Chief Administrative Officer

## Provision of Naloxone Agreement

**THIS AGREEMENT** made the XX day of June, 2026 (this “**Agreement**”).

BETWEEN:

**THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON**

(hereinafter called the “**Township**”)

-and-

**WELLINGTON-DUFFERIN-GUELPH PUBLIC HEALTH**

(hereinafter called the “**WDGPH**”)

(each a “**Party**” and, collectively, the “**Parties**”)

**WHEREAS:**

- A. The Township administers Naloxone through Centre Wellington Fire Rescue as part of emergency response involving opioids;
- B. Under the Ontario Harm Reduction Distribution Program (OHRDP) and the Ontario Naloxone Program (ONP), WDGPH is responsible for the distribution of harm reduction supplies, Naloxone and training to eligible organizations. Once trained, eligible organizations will have the authority to distribute harm reduction supplies and Naloxone to eligible clients upon the terms and conditions set out herein. Centre Wellington Fire Rescue is an eligible organization;
- C. The procurement of goods or services financed primarily from donations is exempt from the purchasing and reporting methods as described in the Procurement Policy made under the Township’s By-law 2023-65;

**NOW THEREFORE**, in consideration of the matters agreed to herein and in consideration of Two (\$2.00) Dollars paid by each party to the other, the receipt and sufficiency of which are hereby acknowledged, the Donor and the Township hereto covenant and agree as follows:

## **1.0 DEFINITIONS**

When used in the Agreement, the following words or expressions have the following meanings:

**"AGREEMENT"** means this Agreement including any and all attached schedules, as the same may be supplemented, amended, restated or replaced in writing from time to time.

**"BUSINESS DAY"** means any working day, Monday to Friday inclusive, but excluding statutory holidays and other days on which the parties may be closed for business.

**"CLIENT"** means a recipient of Services.

**"CONFLICT OF INTEREST"** means the commitments, relationships or financial interests of either party that (i) could or could be seen to exercise an improper influence over the objective, unbiased or impartial exercise of its independent judgment or (ii) could or could be seen to compromise, impair or be incompatible with the effective delivery of the services.

**"MOH"** means the Medical Officer of Health of WDGPH.

**"HARM REDUCTION SUPPLIES"** means a range of equipment that support people who use substances to provide safer injecting, smoking and snorting practices.

**"NALOXONE"** means Naloxone Hydrochloride Nasal Spray 2 mg/0.1 mL or Naloxone Hydrochloride Injection 0.4mg/ml.

**"NARCAN"** means Naloxone.

**"NALOXONE DISTRIBUTION"** means the distribution and education surrounding the administration of naloxone and the collection of statistics regarding these actions. Naloxone distribution will be based on the Ontario Ministry of Health (Ministry) criteria.

**"PARTIES"** means WDGPH and Centre Wellington Fire Rescue collectively, and "PARTY" means one of them.

**"SERVICES"** means the services to be provided by Centre Wellington Fire Rescue pursuant to this Agreement.

**"OHRDP"** means Ontario Harm Reduction Distribution Program.

**"ONP"** means the Ontario Naloxone Program.

**"ONOR"** means Online Naloxone Ordering and Registration

**"Ministry"** means the Ontario Ministry of Health.

**"NEO360"** means Ontario Harm Reduction Database

## **2.0 SERVICES**

2.1 Centre Wellington Fire Rescue will perform the following:

- (a) Collect required information from clients requesting equipment or supplies under this program as specified by the Ministry. Centre Wellington Fire Rescue must specify a contact person for data entry who will enter client data into the Ontario Harm Reduction Database (NEO360). Data must be entered into the online data collection system on a monthly basis.
- (b) Comply with all instructions provided by WDGPH, relating to:
  - i. training staff in the use of naloxone and harm reduction supplies;
  - ii. distribution of supplies to individuals for personal use, rather than to organizations for broad distribution;
  - iii. administrative accountabilities for naloxone and supplies provided; and,
  - iv. storage of harm reduction supplies.
- (c) Ensure that staff members from Centre Wellington Fire Rescue complete the online Naloxone Enrolment training with WDGPH staff prior to distributing or administering any Naloxone and/or Naloxone kits to clients. Trained Centre Wellington Fire Rescue staff must train other Centre Wellington Fire Rescue staff prior to those staff distributing or administering Naloxone or Naloxone kits.
- (d) Order harm reduction supplies and Naloxone supplies following the current process outlined by WDGPH (Appendix A).
- (e) Pick up the ordered supplies from any WDGPH office during business hours as negotiated.

- (f) When appropriate, refer clients to relevant support, health and treatment services.

2.2 WDGPH will perform the following:

- (a) Provide harm reduction supplies and Naloxone to Centre Wellington Fire Rescue free of charge.
- (b) Provide Centre Wellington Fire Rescue with required training pertaining to the use and distribution of harm reduction supplies and Naloxone.
- (c) Provide Centre Wellington Fire Rescue with required training for Ministry reporting of harm reduction supplies and Naloxone in the NEO database.
- (d) WDGPH assumes no responsibility for any unauthorized use of the harm reduction supplies or Naloxone by Centre Wellington Fire Rescue.
- (e) WDGPH will notify Centre Wellington Fire Rescue should the Ministry make any changes to OHRDP or ONP that may affect the type of or delivery of harm reduction supplies and/or Naloxone.

**3.0 INDEMNIFICATION**

- 3.1 The Indemnifying Party agrees to defend, indemnify and save the “Indemnified Party harmless, along with their respective councillors, officers, employees and agents from any liability, action, claim, loss, damage, payment, cost, fine, fine surcharge, recovery or expense, including assessable legal fees arising out of the performance of the Indemnifying Party’s obligations under this Agreement, save and except in respect of any liability, action, claim, loss, damage, payment, cost, fine, fine surcharge, recovery or expense, including assessable legal fees, directly attributable to, arising from, or caused by the negligence or breach of contractual obligation hereunder by the Indemnified Party.”

**4.0 COMMUNICATION**

- 4.1 Each party will ensure its availability and responsiveness to the other party in the course of delivery of the services. Should any changes to the delivery of the services be required, communication is best done via email. If further communications are required, an online meeting will be arranged.

## **5.0 DISPUTES**

- 5.1 Disputes that a client has with any party will be resolved using each party's own dispute resolution process.
- 5.2 Disputes involving parties to this Agreement that impact on service delivery will be addressed as follows:
- a) Should issues arise in regard to service delivery or program oversight and administration, these will initially be addressed at the level at which they occur. Where disagreements cannot be resolved through initial conversation amongst front-line staff and managers/supervisors, a meeting of the Directors representing the respective Parties will occur.
  - b) It is understood by the Parties that this process will be carried out in a timely manner in the best interest of all Parties involved.
  - c) Failing resolution through the aforementioned process, and in situations where the conflict is impacting the program, the termination process may be invoked.

## **6.0 PRIVACY, CONFIDENTIALITY AND SECURITY**

All processes, documents, data, plans, materials, policies or information including information, knowledge or data of a personal, medical, intellectual, technical, scientific, commercial or industrial nature, or relating to the operations of a Party or its clients or patients, that is obtained by the other Party ("**Receiving Party**") or furnished to the Receiving Party in connection with this Agreement, including the terms of this Agreement ("**Confidential Information**"), shall be maintained by the Receiving Party in strict confidence and shall not be disclosed to any person or entity for any reason or used by the Receiving Party except as necessary for it to perform its obligations under this Agreement.

The limitations contained in this section shall not apply to (a) Confidential Information which is in the public domain at the time of disclosure; (b) Confidential Information that becomes part of the public domain after disclosure through no fault of the Receiving Party; (c) Confidential Information that the Receiving Party can prove was known by the Receiving Party at the time of disclosure; (d) Confidential Information that the Receiving Party can prove was supplied to the Receiving Party by a third party or was independently developed by the Receiving Party; or (e) Confidential Information

required to be disclosed pursuant to judicial process (only in connection with disclosure relating to such judicial process).

## **7.0 INSURANCE**

7.1 Each party will hold Comprehensive General Liability Insurance naming the other party as Additional Insured, in an amount of not less than five million dollars (\$5,000,000) per occurrence, against damages arising from third party bodily injury, personal injury, property damage and personal injury (including death).

Such policies shall be issued by an insurance company licensed to conduct business in the Province of Ontario and shall remain in full force and effect for the Term of this Agreement. Such certificates shall provide that the insurance is cancellable only upon thirty (30) days prior written notice to the other party.

Both parties shall provide one another with evidence of such an insurance policy, before either party commences its obligations under this Agreement.

## **8.0 SUCCESSION**

8.1 This Agreement is binding upon the parties and their successors, executors, administrators and their permitted assigns.

## **9.0 CONFLICT OF INTEREST**

9.1 Both parties shall: (a) avoid any Conflict of Interest in the delivery of the Services; (b) disclose without delay any actual or potential Conflict of Interest that arises during the delivery of the Services and (c) comply with any requirements prescribed by either party to resolve any Conflict of Interest. Either party may immediately terminate the Agreement upon giving notice where there is a: (a) failure to disclose an actual or potential Conflict of Interest; (b) failure to comply with any requirements prescribed by either party to resolve a Conflict of Interest; or (c) the Conflict of Interest cannot be resolved to the satisfaction of either party. This paragraph shall survive any termination or expiry of the Agreement.

## **10.0 AMENDMENTS**

10.1 Changes to the Agreement shall be by written amendment signed by the parties. No changes shall be effective or shall be carried out in the absence of such an amendment.

## **11.0 TERMINATION**

- 11.1 Either party reserves the right to terminate this Agreement upon sixty (60) calendar days prior written notice to the other party.
- 11.2 WDPGH reserves the right to terminate this Agreement in the event that the Ontario Government cancels OHRDP or ONP. In this case, the termination notice period will be in-line with the notice period given to WDGPH from the Ontario Government.
- 11.3 WDGPH reserves the right to terminate this Agreement immediately in the event that the Ontario Government changes the minimum qualifications required to distribute harm reduction supplies and Centre Wellington Fire Rescue does not meet and is not prepared to take steps to meet those new requirements.

## **12.0 DELIVERY OF NOTICES**

Notice shall be in writing and shall be delivered via e-mail and shall be addressed to the respective parties as set out below or as either party later designates to the other by Notice:

TO WDGPH:

160 Chancellors Way  
Guelph, ON N1G 0E1  
Attention: Rita Isley  
Vice President Community Health

TO CENTRE WELLINGTON FIRE RESCUE:

250 Queen Street West  
Fergus, ON N1M 1V6  
Attention: Jason Benn  
Fire Chief

## **13.0 TERM**

The term of this Agreement shall commence on the latest date of signing and will automatically renew annually on the anniversary date of the Agreement, provided proof of insurance is provided, with the same terms and conditions.

IN WITNESS HEREOF, the parties hereto have duly executed this Agreement on the dates set out below.

**BOARD OF HEALTH FOR THE  
WELLINGTON-DUFFERIN-GUELPH HEALTH UNIT**

Per:

\_\_\_\_\_

Date

\_\_\_\_\_

Name: Rita Isley, RN, MPA

Title: Vice-President, Community Health  
& Chief Nursing Officer

**I have the authority to bind the Organization**

**THE TOWNSHIP OF CENTRE WELLINGTON**

Per:

\_\_\_\_\_

Date

\_\_\_\_\_

Name: Adam Gilmore

Title: Managing Director of Community Services

**I have the authority to bind the Organization**

**APPENDIX A**

Process for ordering harm reduction supplies

- Complete the Community Harm Reduction Supply Order Form
- Email completed order form to [clinicalservices@wdgpublichealth.ca](mailto:clinicalservices@wdgpublichealth.ca) by noon on Mondays.
- Orders will be ready for collection from the following WDGPH offices:
  - Receiving area, 160 Chancellors Way, Guelph, Thursday of the **same** week

- Reception desk, 180 Broadway, Orangeville, Thursday of the **following** week
- Reception desk, 490 Charles Allen Way, Fergus, Thursday of the **following** week.
- Orders can be collected Mon-Fri 9:00am – 4:00pm (Reception closed 12-1pm)

Process for ordering Naloxone supplies

- Log into the ONOR website to place order (<https://onor.wdgpulichealth.ca/login>)
- Submit order by end of day Wednesday
- An email will be sent from WDGPH once the order is ready for collection
- Orders will be ready for collection from the following WDGPH offices:
  - Receiving area, 160 Chancellors Way, Guelph, Thursday of the **same** week
  - Reception desk, 180 Broadway, Orangeville, Thursday of the **following** week
  - Reception desk, 490 Charles Allen Way, Fergus, Thursday of the **following** week.

Orders can be collected Mon-Fri 9:00am – 4:00pm (Reception closed 12-1pm)



## Report to Council

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**To:** Mayor Watters and Members of Council

**Report:** CS2026-23

**Prepared By:** Jason Benn, Fire Chief

**Date:** 29 Jun 2026

**RE:** Technical Rescue Services Agreements with Neighbouring Municipalities

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### **Recommendation:**

THAT the Council of the Township of Centre Wellington receives Report No. CS2026-23 for information;

AND THAT the Council of the Township of Centre Wellington delegates authority to the Managing Director of Community Services to execute Technical Rescue Services Agreements between the Township of Centre Wellington and participating municipalities for the provision of specialized technical rescue services by Centre Wellington Fire Rescue;

AND THAT Council delegates authority to the Fire Chief to finalize operational procedures, deployment protocols, and service level standards associated with the Technical Rescue Services Agreements.

### **Summary:**

The purpose of this report is to obtain delegated authority for Centre Wellington Fire Rescue (CWFR) to enter into agreements with neighbouring municipalities for the provision of specialized technical rescue services. These agreements will establish CWFR as a regional technical rescue resource capable of responding to complex rescue emergencies beyond municipal boundaries upon request.

### **Report:**

#### **Background**

Technical rescue incidents involve specialized operations that require advanced training, dedicated equipment, and highly skilled personnel. Such incidents are infrequent but carry significant risks to both victims and emergency responders.

Over the past several years, CWFR has invested in specialized technical rescue capabilities, equipment, and firefighter training to enhance operational readiness and community safety. As a result, CWFR possesses specialized resources capable of supporting neighbouring municipalities during complex rescue emergencies.

Many municipalities throughout Ontario have adopted regionalized emergency response models whereby specialized rescue teams provide assistance across municipal boundaries through formal service agreements. These agreements improve public safety while reducing the financial burden on individual municipalities to independently establish and maintain comprehensive technical rescue capabilities.

## **Discussion**

### **Technical Rescue Services**

Under the proposed agreements, Centre Wellington Fire Rescue would provide specialized rescue personnel and equipment to participating municipalities upon request and subject to operational availability.

Services may include:

- Rope Rescue;
- Water and Ice Rescue; and,
- Technical Rescue Consultation and Incident Support.

Requests for assistance would be coordinated through established dispatch and incident command procedures and would only occur when deployment does not compromise Centre Wellington's ability to provide emergency services within the Township.

### **Regional Service Delivery**

The proposed agreements establish a framework for regional cooperation and emergency response. Key provisions include:

- Procedures for requesting technical rescue assistance;
- Deployment authority and response protocols;
- Incident command integration;
- Equipment and personnel utilization;
- Liability and indemnification provisions;
- Occupational health and safety requirements;
- Cost recovery and reimbursement provisions; and,
- Training and operational coordination.

### **Benefits to Centre Wellington**

*Enhanced Regional Public Safety:* The agreements provide neighbouring municipalities with access to specialized rescue expertise that may not otherwise be available, improving emergency response outcomes throughout the region.

*Leadership in Emergency Services:* The provision of technical rescue services positions Centre Wellington Fire Rescue as a regional leader in specialized emergency response and demonstrates the Township's commitment to excellence in public safety.

*Improved Training and Operational Readiness:* Participation in regional technical rescue responses allows personnel to maintain competencies through real-world incident experience while strengthening relationships with partner agencies.

### **Legislative Authority**

Section 2 of the Fire Protection and Prevention Act, 1997 identifies fire protection services as a municipal responsibility.

Section 15 of the Fire Protection and Prevention Act, 1997 authorizes municipalities to enter into agreements with other municipalities respecting the provision of fire protection services and emergency response activities.

The proposed agreements provide the legislative framework necessary for Centre Wellington Fire Rescue to deliver specialized technical rescue services beyond Township boundaries.

The Technical Rescue Services Agreement template is included as Attachment #1 to this report.

### **Risk Assessment**

The proposed agreements have been structured to ensure that Centre Wellington maintains operational control over resource deployment decisions. Technical rescue resources will only be deployed when sufficient personnel and apparatus remain available to protect the residents and businesses of Centre Wellington.

The agreements also contain provisions respecting liability, insurance, worker safety, command structure, and cost recovery to mitigate organizational risk.

### **Conclusion**

Centre Wellington Fire Rescue has developed specialized technical rescue capabilities that can provide significant value to neighbouring municipalities during complex emergency incidents. Formalizing these services through Technical Rescue Services Agreements will enhance regional emergency response capacity, improve public safety outcomes, strengthen inter-municipal partnerships, and position Centre Wellington as a recognized leader in specialized rescue operations.

Approval of the proposed agreements will authorize Centre Wellington Fire Rescue to provide technical rescue services to participating municipalities while ensuring the continued protection of Centre Wellington residents and visitors.

### **Corporate Strategic Plan:**

Create the conditions for economic prosperity  
Improve the activity, health & wellness of our community

**Financial Implications:**

Fees associated with proposed services are outlined in the Agreement and in the Township's Fees and Charges Bylaw, and they have been calculated based on full cost recovery for services. As such, there are no financial implications resulting from this Report.

**Consultation:**

Adam Gilmore, Managing Director of Community Services

Attachments:

- [Agreement for the Provision of Technical Rescue Services](#)

**Approved By:**

Adam Gilmore, Managing Director of Community Services, Managing Director  
of Community Services

Dan Wilson, Chief Administrative Officer

**AGREEMENT FOR THE PROVISION OF TECHNICAL RESCUE SERVICES**

This Agreement is made this \_\_\_ day of \_\_\_\_\_, 2026 (the "**Agreement**").

*BETWEEN:*

**THE CORPORATION OF THE TOWNSHIP  
OF CENTRE WELLINGTON**

(the "**Centre Wellington**")

**AND:**

**[NAME]**

(the "**Municipality**")

**[Note to Draft: Revise for townships]**

(Each a "**Party**" and, collectively, the "**Parties**")

**WHEREAS:**

- A. Subsection 20(1) of the *Municipal Act, 2001*, S.O. 2001 c.25 (the "**Act**"), as amended, provides that a municipality may enter into an agreement with one or more municipalities to jointly provide, for their joint benefit, any matter which all of them have the power to provide within their own boundaries;
- B. Subsection 2(5) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, (the "**FPPA**") permits municipalities to enter into an agreement to provide or receive fire protection services on lands or premises that are situated outside its territorial limits;

- C. Subsection 2(6) of the FPPA provides that a municipality may enter into an automatic aid agreement to provide or receive the initial or supplemental response to fires, rescues and emergencies;
- D. Subsection 5(4) of the FPPA provides that the councils of two or more municipalities may establish one or more fire departments for the municipalities;
- E. Council for Centre Wellington enacted By-law No. 2006-083 pursuant to FPPA which established the Centre Wellington Fire & Rescue Department (the "**CWFR**") to provide fire suppression and protection services which includes rope rescue, swift water rescue, ice water rescue, and surface water rescue;
- F. Centre Wellington performs and operates Technical Rescue Services as described herein (and particularized in **Schedule "A"**) and has assets, suitable to meet the municipal responsibilities required by the FPPA, by way of the CWFR;
- G. The Centre Wellington is prepared to make Technical Rescue Services (hereinafter defined) available to the Municipality, and the Municipality is agreeable that Centre Wellington provide said services within a certain geographic area of the Municipality, which are demarcated in **Schedule "B"** to this Agreement (the "**Fire Protection Area**"), in accordance with the terms and conditions of this Agreement;
- H. The Parties have duly enacted and passed their respective by-laws to authorize the undersigned to enter into an agreement between the Parties for Centre Wellington to provide Technical Rescue Services (hereinafter defined) to the Municipality;

**NOW THEREFORE** in consideration of the mutual covenants and other terms and conditions of this Agreement and the sum of Two Dollars (\$2.00) of lawful money of Canada now paid by each of the Parties to each other (the receipt and sufficiency whereof are acknowledged), the Parties hereto covenant and agree as follows:

**1. DEFINITIONS AND SCHEDULES**

- 1.1 In addition to terms defined in the Recitals, in this Agreement and its Schedules, the following terms have the following respective meanings:
  - (a) "**Annual Retainer Fee**" means the annual retainer fee as defined in Section 4.1 and further described in **Schedule "C"**;
  - (b) "**Centre Wellington Fire Chief**" means the Chief of the CWFR duly appointed by the by the Council of Centre Wellington and, if provided for pursuant to the appointment, their designate;

- (c) **"Centre Wellington Incident Commander"** means the person responsible for overseeing and managing all aspects of the CWFR response to the Technical Rescue Service incident which includes quickly developing incident objectives, managing all incident operations, application of resources, and overall responsibility for all persons involved;
- (d) **"Communication"** means any form of communication as described in Section 8.1;
- (e) **"CWFR"** means Centre Wellington Fire & Rescue Department as described in Centre Wellington By-law No. 2006-083, as amended;
- (f) **"Fees"** means the fees and charges payable by the Municipality to Centre Wellington as set out in Section 4 and further described in **Schedule "C"**;
- (g) **"Fees for Services"** means a fee for certain services relating to the delivery of Technical Rescue Services as defined in Section 4.1 and further described in **Schedule "C"**;
- (h) **"Fees and Charges By-law"** means The Corporation of the Township of Centre Wellington Fees and Charges By-law, as amended from time to time, and in effect at the time of payment;
- (i) **"Fire Protection Area"** means the geographic areas comprising those routes and boundaries as demarcated on the map as described in **Schedule "B"**;
- (j) **"Initial Term"** means the initial term of this Agreement as described in Section 5.1;
- (k) **"Ice Water Rescue"** means ice water rescue services as described in **Schedule "A"**;
- (l) **"Municipality Fire Chief"** means the Chief of the fire department of the Municipality duly appointed by the Council of the Municipality and, if provided for pursuant to the appointment, their designate;
- (m) **"Municipality Incident Commander"** means the person responsible for overseeing and managing all aspects of the Municipality response with respect to a request for Technical Rescue Services;
- (n) **"Records"** means records as described in Section 6.1;
- (o) **"Renewal Term"** means the renewal term as described in Section 5.2;
- (p) **"Rope Rescue"** means rope rescue services as described in **Schedule "A"**;

- (q) **"Surface Water Rescue"** means surface water rescue services as described in **Schedule "A"**;
- (r) **"Swift Water Rescue"** means swift water rescue services as described in **Schedule "A"**;
- (s) **"Technical Level"** means a certain technical standard for the delivery of a service as described in **Schedule "A"**;
- (t) **"Technical Rescue Services"** means the technical rescue services as described in **Schedule "A"**, as amended from time to time;
- (u) **"Term"** means the term of this Agreement as described in Section 5 which includes the Initial Term and the Renewal Term;
- (v) **"Termination Provision"** means any and all of the provisions to terminate this Agreement as described in Section 5.3;
- (w) **"WSIB"** means the Workplace Safety and Insurance Board.

1.2 The following schedules are attached hereto and form part of this Agreement:

- (a) **Schedule "A"** – Technical Rescue Services
- (b) **Schedule "B"** – Fire Protection Area
- (c) **Schedule "C"** – Fees

## **2. ROLES AND RESPONSIBILITIES**

2.1 Centre Wellington shall:

- (a) Subject to Section 2.1(c) of this Agreement, supply those Technical Rescue Services as described in **Schedule "A"** to the Municipality in the Protection Fire Area specifically described in **Schedule "B"**;
- (b) Upon receiving a request from an authorized dispatch provider for the Municipality, respond to the request for Technical Rescue Services in the Municipality with, in the opinion of the Centre of Wellington Incident Commander, the appropriate apparatus, equipment and personnel required for the specific Technical Rescue Services, presuming the requested apparatus, equipment and personnel are available;
- (c) Notwithstanding Section 2.1(b) above, the Centre Wellington Incident Commander may refuse to supply the described response to occurrences if such response personnel, apparatus or equipment are required in Centre Wellington or are otherwise unable to response for any reason. Similarly, the Centre Wellington Incident Commander may order the return of such personnel, apparatus or equipment that is

responding to or is at the scene in the Fire Protection Area; and

- (d) Ensure that the Centre Wellington Fire Chief liaises with the Municipality Fire Chief or designate on issues relating to the Technical Rescue Services in the Fire Protection Area when required.
- 2.2 Through either the Municipality Fire Chief or Municipality Incident Commander, the Municipality shall:
- (a) Recognize the nature of the incident and determine whether to request Centre Wellington supply Technical Rescue Services in accordance with Section 2.1;
  - (b) Be responsible for providing any required information to the Centre Wellington Fire Chief and/or Centre Wellington Incident Commander with respect to the Technical Rescue Services as required;
  - (c) Work jointly with CWFR staff and the on-scene commanders from other responding agencies; and
  - (d) Ensure the Municipality Fire Chief liaises with the Centre Wellington Fire Chief on issues relating to the Technical Rescue Services in the Fire Protection Area on a regular basis.

### **3. ACTIVATION OF TECHNICAL RESCUE TEAMS**

- 3.1 Municipality to request Technical Rescue Services through the Guelph Fire Dispatch.
- 3.2 The Municipality shall provide directions to the site through CWFR by means of radio contact or dispatch relay.
- 3.3 The Municipality Fire Chief shall remain in command of the overall scene, however only CWFR personnel shall command its own firefighters.
- 3.4 The Parties agree that should the CWFR be called to the Municipality, meaning crossing jurisdictional boundaries into the Fire Protection Area, the CWFR so doing is both approved and agreed-upon for the purpose of completing the Technical Rescue Services as requested by the Municipality.

### **4. FEES AND CHARGES**

- 4.1 In consideration of the Technical Rescue Services provided by Centre Wellington to the Municipality, at its request, in the Fire Protection Area, the Municipality agrees to pay Centre Wellington a fee for its services as more particularly set out in **Schedule "C"** hereto, and shall include the following (the "**Fees**"):
  - (a) An annual retainer fee which shall be calculated on the basis as set out in **Schedule "C"** for the then current year at the time of payment (the "**Annual Retainer Fee**"); and

- (b) Where the CWFR answers a request from the Municipality for Technical Rescue Services as described in Section 2, Centre Wellington shall charge the Municipality for any fees relating to the personnel, apparatus, or equipment, as required, to respond and/or supply said services in the Fire Protection Area in accordance with **Schedule "C"** (the "**Fee for Services**").
- 4.2 Centre Wellington shall invoice the Municipality on an annual basis for the Annual Retainer Fee which is due and payable upon the commencement of either the Initial Term and/or Renewal Term, and on a quarterly basis for any Fees for Services as part of any Technical Rescue Services provided in the preceding calendar month, as applicable, which is due and payable thirty (30) days upon receipt.

## **5. TERM AND TERMINATION**

- 5.1 This Agreement shall be for a term (the "**Initial Term**") commencing on the date first written above and expire on the first anniversary following the date first written above, subject to earlier termination in accordance with the terms of this Agreement.
- 5.2 Upon expiration of the Initial Term, this Agreement shall automatically renew for an additional consecutive one (1) year terms unless a Termination Provision occurs in accordance with Section 5.3 (each a "**Renewal Term**" and, together with the Initial Term, the "**Term**").
- 5.3 Centre Wellington's provision of the Technical Rescue Services under this Agreement may also be terminated, at any time before the end of the Term, as follows (each a "**Terminating Provision**", and all together the "**Termination Provisions**"):
  - (a) By the Parties upon giving at least one hundred and eighty (180) days written advance notice to the other Party of the termination date;
  - (b) By the Parties without any obligation to provide any advance notice to the other Party for a breach of this Agreement committed by a Party;
  - (c) By Centre Wellington if it is unable to provide the Technical Rescue Services under this Agreement, including but not limited to, in the event a majority of the CWFR terminates employment and insufficient staff remains to perform the functions of a fire services management; or,
  - (d) By mutual agreement of the Parties.
- 5.4 Notwithstanding Section 5.2, the Term and Centre Wellington's provision of Technical Rescue Services under this Agreement shall automatically terminate and/or expire on the fourth (4th) anniversary following the date first written above or December 31, 2030, which ever is earlier, without any further notice unless the Municipality and Centre Wellington enter into a written agreement, no

later than six (6) months before the expiry of this Agreement, to extend the provision of the Technical Rescue Services beyond the end of the Term, that sets the terms and conditions of such extension.

- 5.5 The Parties agree that the Termination Provisions are fair and reasonable, and are in full satisfaction of any and all entitlements (statutory, contractual, common law and/or otherwise) resulting from the termination of the Technical Rescue Services under this Agreement. The Parties further agree that, if a Party terminates Centre Wellington's provision of the Technical Rescue Services under this Agreement in accordance with these Termination Provisions, the other Party shall have no action, cause of action, claim or demand against the terminating party or any other person or organization as a consequence of such termination and, in particular, the terminating Party will not be liable to the other Party and/or any of its officers, councillors, employees, independent contractors or agents for damages on account of the termination of the provision of the Technical Rescue Services pursuant to this Agreement.
- 5.6 Where this Agreement is terminated or expired as described herein, the Parties covenant and agree to reasonably carry out their rights and obligations pursuant to this Agreement until the effective date as provided in the notice as part of the Termination Provisions as described and required in Section 5.3. This section shall survive the expiration or termination of this Agreement. This section will survive the expiration or termination of this Agreement.

## 6. *RECORDS AND INFORMATION*

- 6.1 Each Party shall keep and maintain all records, reports, invoices and other supporting documentation and all costs incurred by such Party under this Agreement ("**Records**"), in a manner consistent with generally accepted accounting principles and clerical practices and with each Party's respective reporting obligations to the Ontario Fire Marshal, and shall maintain such Records and keep them available for review by the other Party for a period of seven (7) years following the date this Agreement expires or is terminated.
- 6.2 The Parties shall be able to inspect and/or request a copy of any and all such Records for any reasonable purpose in connection with this Agreement, including the completion of an audit, on providing five (5) business days' notice as described in Section 8.
- 6.3 No Party shall make or publish any remark, comment, statement, whether written or verbal, regarding this Agreement or the services provided hereunder, including on any business or personal social media account or in response to public or media inquiries on behalf of the other Party, without the express written consent of the other Party save and except as described in Section 6.4.
- 6.4 The Parties acknowledge that the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56 applies to this Agreement and any information provided to Centre Wellington or the Municipality

pursuant to this Agreement, which may be subject to public access and disclosure. This section shall survive the termination or expiry of this Agreement.

## 7. *INSURANCE AND INDEMNIFICATION*

7.1 Without restricting the generality of the provisions in this Agreement related to indemnification, each Party shall, at its own expense, purchase and maintain the following insurance with insurers licensed to transact insurance business in Ontario, naming the other Party as an additional insured:

- (a) commercial general liability insurance covering all liabilities for personal injury and property damage, including personal injury, death, damage to and loss of use of property, with limits of not less than \$5,000,000 for each occurrence, which shall be further endorsed to include cross-liability and contractual liability;
- (b) automobile (motor vehicle) insurance covering all liabilities for personal injury and property damage arising from the use of such vehicles, with limits of liability of not less than \$2,000,000 for each occurrence, and including:
  - (i) standard owner's form automobile policy providing third party liability and accident benefits insurance;
  - (ii) coverage of licensed vehicles owned or operated by or on behalf of the Supplier; and
- (c) standard non-owned automobile form policy including contractual liability endorsement; and
- (d) multi-peril property insurance that includes coverage on a replacement cost basis.

7.2 Each Party (the "**Indemnifying Party**") agrees to defend, indemnify and save the other Indemnified Party harmless, along with their respective councillors, officers, employees and agents from any liability, action, claim, loss, damage, payment, cost, fine, fine surcharge, recovery or expense, including assessable legal fees arising out of the performance of the Indemnifying Party's obligations under this Agreement, save and except in respect of any liability, action, claim, loss, damage, payment, cost, fine, fine surcharge, recovery or expense, including assessable legal fees, directly attributable to, arising from, or caused by the negligence or breach of contractual obligation hereunder by the Indemnified Party.

The Indemnifying Party agrees to defend, indemnify and save harmless the other Indemnified Party from and against any and all claims of any nature,

actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Indemnifying Party's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the parties in accordance with this Agreement, and shall survive this Agreement.

8. *NOTICE*

- 8.1 All notices, requests, consents, claims, demands, waivers and other communications to be given in connection with this Agreement (in each case, "**Communication**") shall be in writing and shall be made or given by personal delivery, by courier, email, or sent by registered mail, charges prepaid, addressed as follows:

**Centre Wellington:** The Corporation of the Township of Centre Wellington  
1 MacDonald Square  
Elora, ON N0B 1S0  
Primary Contact: Jason Benn, Fire Chief  
Email: [jbenn@centrewellington.ca](mailto:jbenn@centrewellington.ca)

**Municipality:** The Corporation of the [Municipality]  
Address  
Primary Contact: [Name, Title]  
Email:

- 8.2 A Communication shall be deemed given or made on the day that it is delivered in person or by courier or by email, if sent during the Party's normal business hours, and on the next business day if sent after the addressee's normal business hours, and if mailed, five (5) business days after the date of the mailing. If the postal service is interrupted or substantially delayed, any Communication will only be delivered in person or by courier or sent by email.
- 8.3 Any notice hereunder shall be given in writing, by delivery in person, or by registered mail (return receipt requested), properly addressed to the Party to whom such notice is given, with postage or charges, if any, prepaid. A notice shall be deemed to have been given only when received by the Party to whom such notice is directed.
- 8.4 Either Party may change its address for Communication from time to time by giving notice in accordance with the foregoing.

9. *SURVIVAL*

- 9.1 The rights and obligations of the Parties set forth in Sections 4, 6, 7, and 10, and any other right or obligation of the Parties in this Agreement which, by its nature, shall survive termination or expiration of this Agreement, will survive any such termination or expiration of this Agreement.

10. *RELATIONSHIP BETWEEN THE PARTIES*

- 10.1 Centre Wellington is not, nor is any person employed or retained by the Township of Centre Wellington in the provision of the Technical Rescue Services, an employee of the Municipality, and no other relationship including a partnership, principal and agency relationship, joint venture between them, is created by this Agreement and neither of the Parties hereto shall have any authority to act for or to assume any obligation or responsibilities on behalf of the other except as otherwise expressly provided herein. The relationship created by this Agreement is exclusively that of independent contractor.
- 10.2 Centre Wellington shall at all times act in its own capacity and right solely as an independent contractor in the provision of the Technical Rescue Services under this Agreement and, except as may be expressly provided in this Agreement, Centre Wellington shall have full discretion as to the means, method and manner of providing the Technical Rescue Services and will not be subject to the control and/or direction of the Municipality in doing so.
- 10.3 The Parties agree to act reasonably and in good faith in carrying out the terms of this Agreement.

11. *GENERAL*

- 11.1. The recitals to this Agreement are true and accurate and form a binding part hereof.
- 11.2. The Parties acknowledge that all of their obligations under this Agreement will be subject to the approval of their respective Councils and, without limiting the generality of the foregoing, nothing herein shall fetter the discretion of the said Councils regarding any position or action that it may otherwise take nor limit or restrict in any manner the normal exercise of discretion by the said Councils, including in respect of its decision of whether to approve the execution of this Agreement.
- 11.3. The division of this Agreement into sections, subsections, and schedules is for convenience of reference only and does not affect the construction or interpretation of this Agreement. In this Agreement, words signifying the

singular include the plural and vice versa. Every use of the words "including" or "includes" in this Agreement is to be construed as meaning "including, without limitation" or "includes, without limitation", respectively.

- 11.4. This Agreement is governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable in it.
- 11.5. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersede all prior commitments, arrangements, understandings, agreements, negotiations, and discussions of the parties, whether written or oral, direct or collateral, with respect to the subject matter hereof.
- 11.6. Each provision of this Agreement is distinct and severable. Any provision of this Agreement, in whole or in part, determined to be invalid, void, voidable or unenforceable in any jurisdiction by any court of competent jurisdiction, shall be ineffective to the extent of such determination without affecting the validity or enforceability of the remaining provisions, in whole or in part, of this Agreement.
- 11.7. This Agreement has been submitted to the scrutiny of the Parties and shall be given as fair and reasonable interpretation as possible without consideration or weight being given to the Agreement having been drafted by any Party to this Agreement or its counsel.
- 11.8. No change or modification of this Agreement is valid unless it is in writing and signed by both Parties. This Agreement may not be assigned without the prior written consent of all Parties.
- 11.9. Any Party may waive any of its rights, powers or remedies under this Agreement by giving written notice to the other parties. No waiver of, failure to exercise, partial exercise, or delay in exercising any right, power or remedy under this Agreement constitutes a waiver of any other right, power or remedy. No action or failure to act constitutes an approval of or acquiescence in any breach, except as specifically agreed to in writing. No single waiver constitutes a continuing waiver unless otherwise expressly provided.
- 11.10. This Agreement shall ensure to the benefit of and shall be binding upon the Parties and their respective successors and permitted assigns, subject only to any limitations explicitly set out in this Agreement.
- 11.11. The Parties may sign this Agreement in one or more counterparts, each of

which may be delivered by e-mail or other functionally equivalent electronic means of transmission, and those counterparts will together constitute one and the same instrument. The Parties consent to the use of electronic signatures pursuant to the Electronic Commerce Act, 2000, S.O. 2000, c.17, as amended from time to time with respect to the execution of this Agreement, and any amendments and renewals.

[Signature page follows]

**IN WITNESS WHEREOF** each of the Parties hereto have executed this Agreement effective as of the date first written above.

**THE CORPORATION OF THE  
TOWNSHIP OF CENTRE WELLINGTON**

\_\_\_\_\_  
Name:  
Title:

\_\_\_\_\_  
Name:  
Title:

*We have authority to bind the corporation.*

**[MUNICIPALITY]**

\_\_\_\_\_  
Name:  
Title:

\_\_\_\_\_  
Name:  
Title:

*I/We have authority to bind the corporation.*

## **SCHEDULE "A"**

### **TECHNICAL RESCUE SERVICES**

**"Technical Rescue Services"** means those aspects of saving life or property that employ the use of tools and skills that exceed those normally reserved for firefighting, medical emergency, and rescue in the Fire Protection Area which includes Rope Rescue, Ice Water Rescue, Surface Water Rescue, and Swift Water Rescue, as follows:

**1. Rope Rescue (Technician Level)**

Means the removal of a person(s) using technical rope rescue techniques and equipment to safely remove victims from a location or slope exceeding 60 degrees (high angle), 30-50 degrees (steep terrain) or less than 30 degrees (low angle).

**2. Swift Water Rescue (Technician Level)**

Means the removal of a person(s) from water moving at a speed greater than 1 knot (1.15 mph / 1.85 km/h (NFPA 1006)

**3. Ice Water Rescue (Technician Level)**

Means the removal of a person(s) from the surface of a body of water, including water in a frozen or partially frozen state;

**4. Surface Water Rescue (Technician Level)**

Means the removal of person(s) are in the area of open water with no current, ice, or waves, and water moving slower than 1 knot.

Further, the Parties agree that Centre Wellington shall provide the above Technical Rescue Services at the Technical Level standard in accordance NFPA – 1006 Standard for Technical Resue.

**SCHEDULE "B"**

**FIRE PROTECTION AREA**

[Insert map and/or image indicating servicing area in Municipality for  
Technical Rescue Services]

**SCHEDULE "C"**

**FEEs**

**Annual Retainer Fee:**

The Municipality shall pay an Annual Retainer Fee amount in accordance with the table below.

| <b>Year</b> | <b>Annual Retainer Fee</b> |
|-------------|----------------------------|
| 2026        | \$5,100.00                 |
| 2027        | \$5,200.00                 |
| 2028        | \$5,300.00                 |
| 2029        | \$5,400.00                 |
| 2030        | \$5,500.00                 |

**Fees for Services:**

The fees for Technical Rescue Services rendered for the Term of this Agreement shall be calculated on the basis as set out in Centre Wellington's Fees and Charges By-law in effect at the time of said services being rendered which, for greater certainty, these fees may include any per hour (and/or half-hour) rates and/or the costs of any consumable equipment or supplies used in the supply of Technical Rescue Services by Centre Wellington to the Municipality in the Fire Protection Area.

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**To:** Mayor Watters and Members of Council

**Report:** PLN2026-28

**Prepared By:** Deanna Maiden, Senior Development Planner

**Date:** 29 Jun 2026

**RE:** Zoning Amendment RZ05-2026 Decision Report - 7010 Third Line, West Garafraxa

---

**Recommendation:**

THAT the Council of the Township of Centre Wellington approves rezoning application RZ05/2026 for the property at 7010 Third Line, West Garafraxa, and that the corresponding amending by-law be given three readings.

**Report:**

An application has been received to amend the Zoning By-law with respect to the property located at 7010 Third Line, as shown on the location map in Appendix A to this report. The lands subject to the Zoning By-law Amendment (ZBA) application are located on the south-west corner of Third Line and Sideroad 20 in the former Township of West Garafraxa. The property is 24.5 hectares in size with approximately 371 metres of frontage on Third Line, and 371 metres of frontage on Sideroad 20. The property is designated as "Prime Agricultural" in the Wellington County Official Plan and also contains lands identified as "Greenlands" and "Core Greenlands".

The purpose of the ZBA is to rezone the property from "A - Agricultural" and "EP- Environmental Protection" to "A.28.9 - Agricultural Exception" and "EP - Environmental Protection" to prohibit dwellings on the retained parcel, as noted on the submitted sketch. The parcels will otherwise comply with all other zoning provisions. The property was previously the subject of severance application B47-25 to sever the agricultural lands from an existing blacksmith and ferrier services operation. The severance was conditionally approved in February 2026 by the County Land Division Committee and the zoning amendment is being requested to satisfy a condition of the application. The land subject to this application is vacant agricultural land which is currently farmed. It is to continue to function as agricultural land and no buildings are proposed.

Such severances are permitted by the Provincial Policy Statement (PPS 2024) for agricultural uses provided that lots are the appropriate size for the type of agricultural use(s) common in the area and are sufficiently large to maintain future flexibility. The County's Official Plan contains similar policies. Section E.9.3 of the Township's Official Plan outlines how consent applications are to be evaluated and includes criteria stating

that the size and shape of all parcels shall be appropriate for the intended use and shall be generally compatible with adjacent lots. Staff are of the opinion that the proposal is in conformity with Provincial and local policies.

Grand River Conservation Authority (GRCA) and Wellington County staff have provided comments stating no objection, which are appended to this report for information. No other comments had been received at the time this report was written. A public meeting was held on May 25, 2026, in fulfillment of Planning Act requirements. No objections were received, and as such, staff recommends that the application be approved and the corresponding amending by-law be given three readings.

**Corporate Strategic Plan:**

Create the conditions for economic prosperity.

**Consultation:**

As per Planning Act requirements.

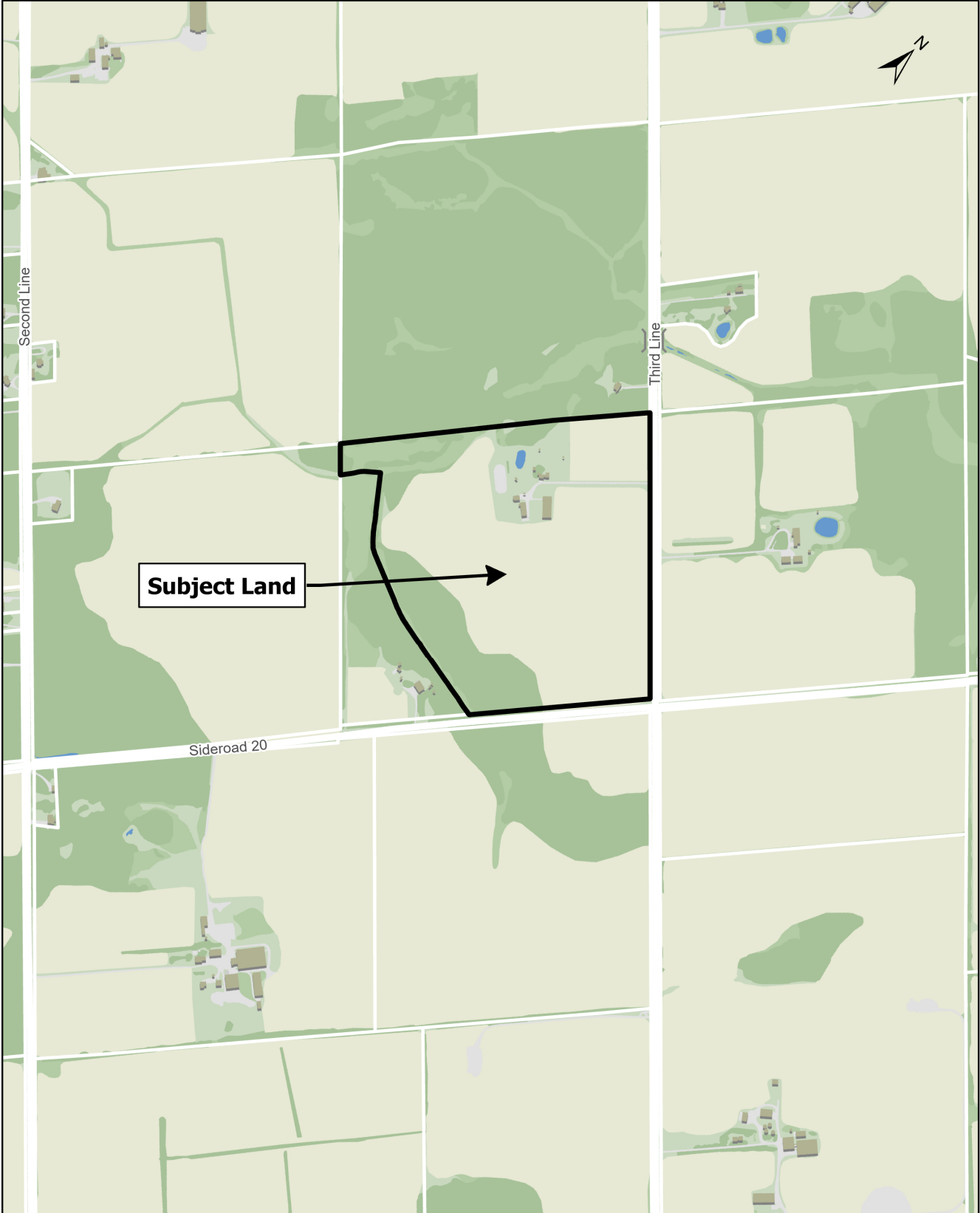
**Attachments:**

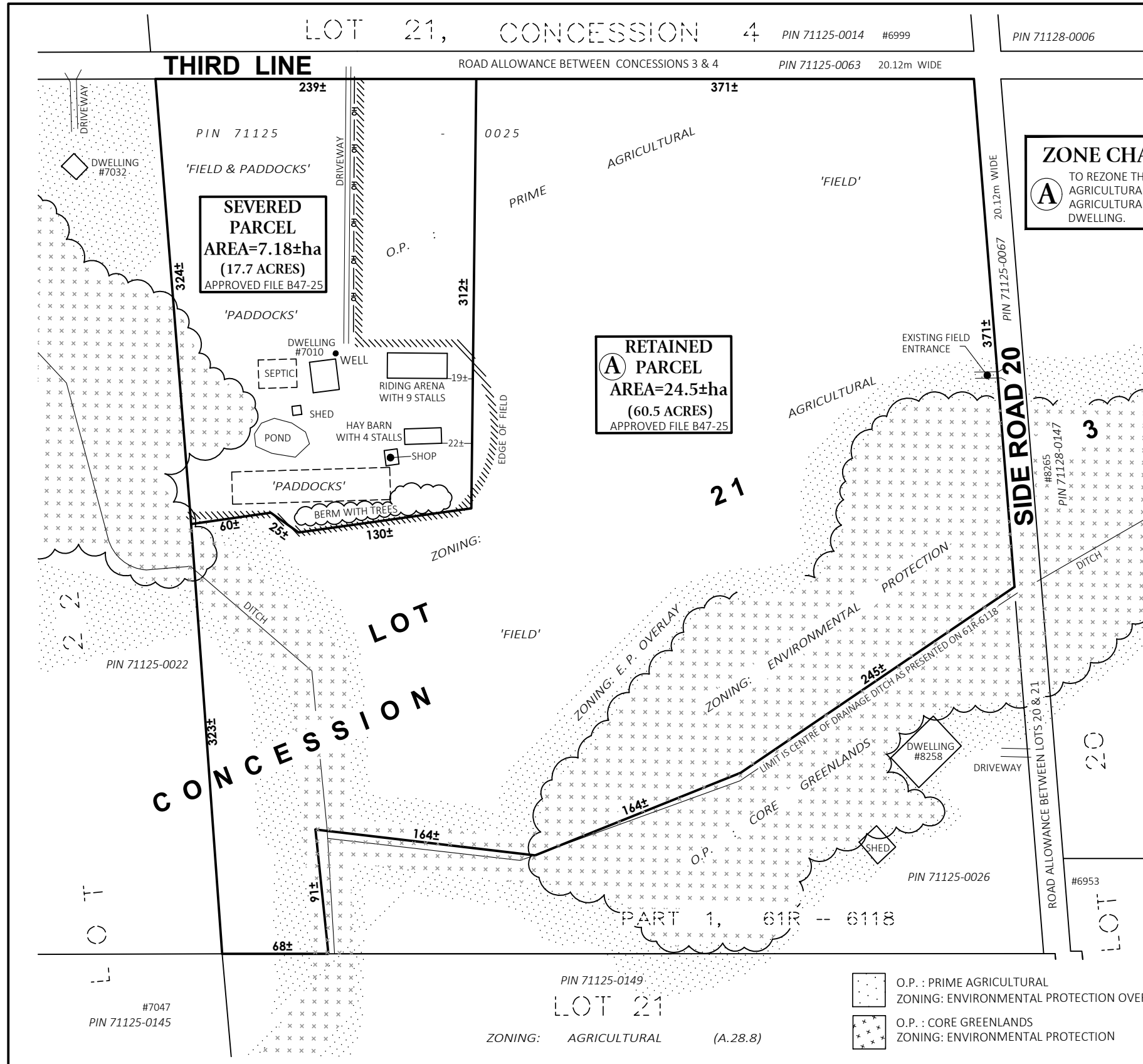
- [Appendix A - Location Map](#)
- [Appendix B - Consent Sketch](#)
- [Appendix C - Draft Zoning Amendment RZ05-25](#)
- [Appendix D - County Comments](#)
- [Appendix E - GRCA Comments](#)

**Approved By:**

Mariana Iglesias, Manager of Planning Services, Manager of Planning Services  
Dan Wilson, Chief Administrative Officer

Subject Land: 7010 Third Line, West Garafraxa



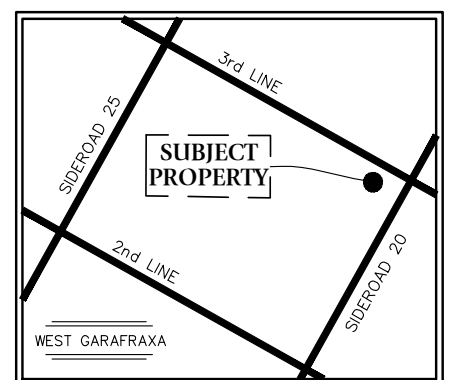


**ZONE CHANGE SKETCH**  
**PART OF LOT 21, CONCESSION 3**  
 P P  
**TOWNSHIP OF CENTRE WELLINGTON**  
**COUNTY OF WELLINGTON**

SCALE 1 : 3000

VAN HARTEN SURVEYING INC.

KEYMAP:



**ZONE CHANGE REQUEST:**  
 (A) TO REZONE THE RETAINED PARCEL FROM AGRICULTURAL TO A SITE SPECIFIC AGRICULTURAL TO PROHIBIT A RESIDENTIAL DWELLING.

**NOTES:**

1. THIS IS NOT A PLAN OF SURVEY AND SHOULD NOT BE USED FOR REAL ESTATE TRANSFERS OR MORTGAGES.
2. SUBJECT LANDS ARE ZONED AGRICULTURAL, ENVIRONMENTAL PROTECTION & ENVIRONMENTAL PROTECTION OVERLAY.
3. SUBJECT LANDS HAVE AN OFFICIAL PLAN DESIGNATION OF PRIME AGRICULTURAL & CORE GREENLANDS.
4. DISTANCES ON THIS PLAN ARE SHOWN IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
5. DIMENSIONS ON THIS SKETCH ARE APPROXIMATE AND HAVE NOT BEEN VERIFIED BY SURVEY.
6. PROPERTY OWNERS: LEEANN SWALLOW & DENNIS ALDERMAN.

**SURVEYOR'S CERTIFICATE:**

THIS SKETCH WAS PREPARED ON THE 17th DAY OF MARCH, 2026.

*Jeff Buisman*  
**JEFFREY E. BUISMAN**  
 ONTARIO LAND SURVEYOR



Kitchener/Waterloo Ph: 519-742-8371 Guelph Ph: 519-821-2763 Orangeville Ph: 519-940-4110

www.vanharten.com info@vanharten.com

DRAWN BY: S.J. CHECKED BY: J.E.B. PROJECT No. 34626-25

Mar 17, 2026-11:14:12 AM G:\WEST GARAFRAXA\Con3\acad\ZONE PTLOT 21 (34626-25-SWALLOW) UTM 2010.dwg

© 2026 THIS SKETCH IS PROTECTED BY COPYRIGHT

O.P. : PRIME AGRICULTURAL ZONING: ENVIRONMENTAL PROTECTION OVERLAY  
 O.P. : CORE GREENLANDS ZONING: ENVIRONMENTAL PROTECTION

**The Corporation of the Township of Centre Wellington**

**By-law 2026-xx**

A By-law to amend the Township of Centre Wellington Zoning By-law 2009-045, as amended, to change the zoning of certain lands from “A” to “A.28.9”.

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

**Now therefore the Council of the Township of Centre Wellington hereby enacts as follows:**

1. Schedule “A” Map 28 to By-law No. 2009-045 is hereby amended in accordance with the attached Schedule “A” which forms part of this by-law.
2. Section 15 of By-law No. 2009-045, as amended, is hereby further amended by adding the following Exceptions:

|         |        |  |
|---------|--------|--|
| 15.28.9 | A.28.9 | Notwithstanding any other provision of this by-law to the contrary, on lands zoned A.28.9, a dwelling unit is not permitted. |
|---------|--------|--|

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

**Read a first, second and third time and finally passed** this 29<sup>th</sup> day of June, 2026.

\_\_\_\_\_  
Mayor – Shawn Watters

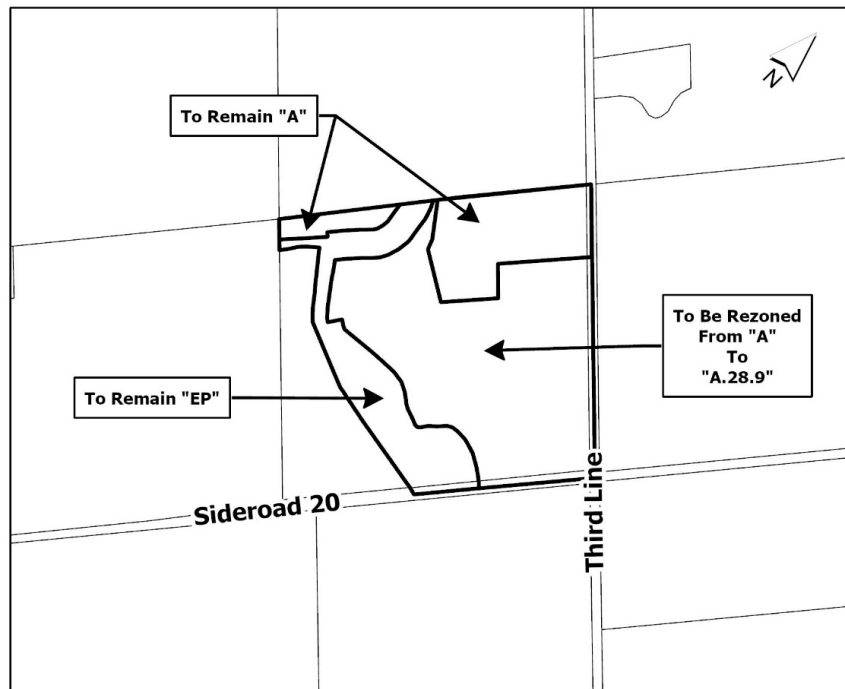
\_\_\_\_\_  
Municipal Clerk – Tyler Sager

**Township of Centre Wellington**

**Schedule "A"**

**By-law 2026-xx**

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



This is Schedule "A" to By-law 2026-xx passed this 29<sup>th</sup> day of June, 2026.

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Mayor – Shawn Watters

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Municipal Clerk – Tyler Sager



## COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT  
ALDO SALIS, M.Sc., B.E.S., MCIP, RPP, DIRECTOR  
T 519.837.2600  
F 519.823.1694  
1.800.663.0750

ADMINISTRATION CENTRE  
74 WOOLWICH STREET  
GUELPH ON N1H 3T9

May 13, 2026

BY E-MAIL

Mr. Tyler Sager, Clerk  
Township of Centre Wellington  
1 MacDonald Square  
Elora, Ontario N0B 1S0

Dear Mr. Sager,

**Re: Notice of Complete Application & Public Meeting Notice  
Proposed Zoning By-law Amendment RZ005-2026  
7010 3<sup>rd</sup> Line  
Concession 3, Part Lot 21  
Township of Centre Wellington**

Thank you for circulating the Notice of Complete Application & Public Meeting for the above-noted application. We have reviewed the application and provide the following comments for the Township's consideration:


The intent of this application is to change the zoning from "A" Agriculture and "EP" Environmental Protection to "A" Agriculture Exception and "EP" Environmental Protection on the retained parcel to restrict residential uses. This application is related to consent application B47/25 which was conditionally approved in February, 2026. The subject lands are designated as Prime Agricultural in the County Official Plan.

As per the related consent application B47/25, the subject rezoning application would satisfy condition 7 of the provisionally approved application by prohibiting a residence on the retained lands. County planning staff have no objections to the proposed amendment.

If Council approves this amendment, we would appreciate a copy of the notice of passing, amending by-law and affidavit documents for our files.

Yours truly,

*Allie Gorman*  
Allie Gorman, MSc  
Junior Planner

  
Thomas Freeman, RPP, MCIP  
Planner



Administration Centre: 400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6

Phone: 519-621-2761 Toll free: 1-866-900-4722 Fax: 519-621-4844 [www.grandriver.ca](http://www.grandriver.ca)

May 14, 2026

via email

GRCA File: RZ005-2026 – 7010 Third Line

Kerri O’Kane  
Township of Centre Wellington  
1 MacDonald Square  
Elora, ON N0B 1S0

Dear Kerri O’Kane,

**Re: Zoning By-law Amendment RZ005-2026**  
7010 Third Line, Township of Centre Wellington  
Leeann Swallow and Dennis Alderman

Grand River Conservation Authority (GRCA) staff have reviewed the above-noted zoning by-law amendment to rezone the property from Agricultural and Environmental Protection to Agricultural Exception and Environmental Protection.

**Recommendation**

The GRCA has no objection to the proposed zoning by-law amendment.

**GRCA Comments**

GRCA has reviewed this application under the Mandatory Programs and Services Regulation (Ontario Regulation 686/21), including acting on behalf of the Province regarding natural hazards identified in Section 5.2 of the Provincial Planning Statement (PPS, 2024), as a regulatory authority under Ontario Regulation 41/24, and as a public body under the *Planning Act* as per our CA Board approved policies.

Information currently available at this office indicates that the subject property contains watercourses, floodplain, a wetland, and the regulated allowance adjacent to these features. A copy of GRCA’s resource mapping is attached.

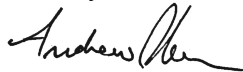
Due to the presence of the features noted above, portions of the property are regulated by the GRCA under Ontario Regulation 41/24 – Prohibited Activities, Exemptions and Permits Regulation. Any future development or other alteration within the regulated area will require prior written approval from GRCA in the form of a permit pursuant to Ontario Regulation 41/24.

It is understood that the zoning amendment is required to satisfy conditions of approval associated with Application for Consent B47-25. Further to our comments on the related consent application, GRCA staff have no objections to the proposed zoning by-law amendment.

We wish to acknowledge receipt of the applicable plan review fee for GRCA's review of the related application B47-25. As such, a plan review fee for this application is not required.

Should you have any questions, please contact me at 519-621-2763 ext. 2228 or [aherreman@grandriver.ca](mailto:aherreman@grandriver.ca).

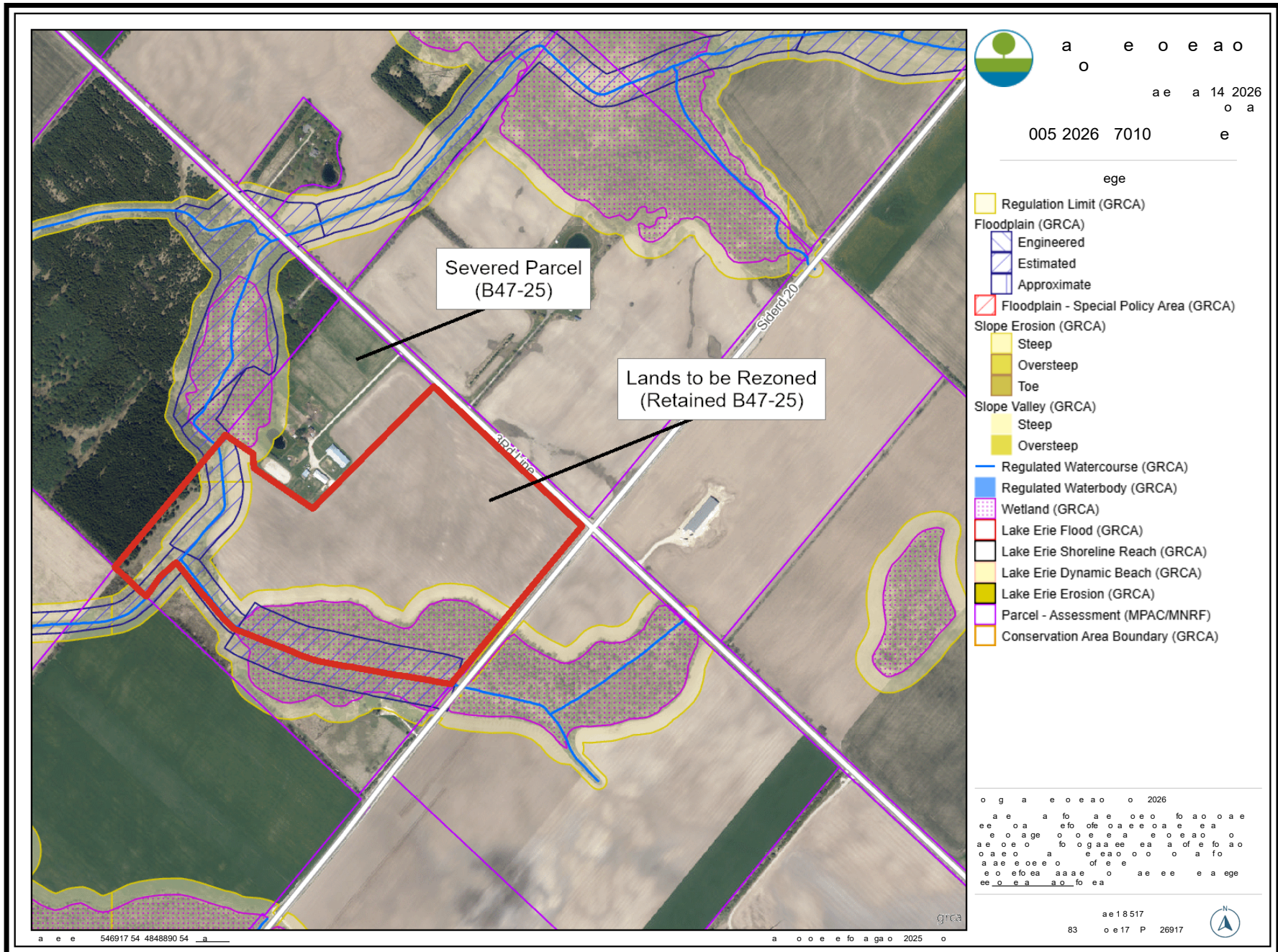
Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Herreman". The signature is fluid and cursive, written over a white background.

Andrew Herreman, CPT  
Resource Planning Technician  
Grand River Conservation Authority

Enclosed: GRCA Mapping

Copy: Leeann Swallow & Dennis Alderman (via email)  
Jeff Buisman, Van Harten Surveying Inc. (via email)





## Report to Council

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**To:** Mayor Watters and Members of Council

**Report:** FIN2026-14

**Prepared By:** Sandi Wiles, Purchasing & Risk Supervisor **Date:** 29 Jun 2026

**RE:** Request for Tender #43-26 / Reconstruction of Smith Street and Victoria Crescent, Elora

---

### **Recommendation:**

THAT the Council of the Township of Centre Wellington award Request For Tender #43-26 regarding the reconstruction of Smith Street and Victoria Crescent, Elora to 410754 Ontario Limited, o/a Sousa Concrete, at a contract price of \$1,777,490.28, including contingency, excluding HST.

AND THAT the Council of the Township of Centre Wellington direct staff to explore options for funding the proposed parkette.

AND FURTHER THAT project funding be updated as shown in report FIN2026-14 dated 29 June 2026.

### **Summary:**

The work comprises the reconstruction of Smith Street from Henderson Street to David Street, Elora and Victoria Crescent from Henderson Street to Smith Street, Elora, including soil excavation, rock excavation, granular base, storm sewers, sanitary sewer, watermain, hot mix asphalt, concrete sidewalk, concrete curb and gutter, electrical and utilities, and landscaping.

### **Report:**

#### Background

The reconstruction of Smith Street and Victoria Crescent in Elora is a multi-phase project that will renew underground infrastructure and improve safety in the road corridor for all users. The work includes:

- replacement of watermain infrastructure that has reached the end of its service life
- replacement of sanitary sewer infrastructure
- installation of new storm sewers to improve drainage
- new curb and gutter, asphalt road

- new sidewalks
- new streetlights
- landscaping
- realignment of the intersection at Victoria Crescent and Smith Street

As part of the project, Smith Street will be upgraded from David Street W to Henderson Street. A new sidewalk will be installed on the west side of Smith Street to connect David Street W to Victoria Crescent.

The project will be completed in three phases as follows:

- **Phase 1 - 2026:** Smith Street reconstruction from David Street W to Henderson Street
- **Phase 2 - 2027:** Victoria Crescent reconstruction from Henderson Street to Smith Street
- **Phase 3 -** A new parkette at the intersection of Smith and Victoria Street

The Smith Street portion of the project is scheduled to begin in summer of 2026 and be completed by December 2026. The Victoria Crescent portion of the project will follow in 2027.

Residents within the construction area will receive hand-delivered construction notices with key information, including details about garbage pick up, mail and courier deliveries, and driveway access.

Additional information about the project is available on the Township's website at: <https://www.connectcw.ca/smith>

#### Purchasing Process

The Request for Tender was advertised on the Bids & Tenders website. This procurement was limited to previously prequalified general contractors (RFSQ#05-26). There were 10 registered suppliers.

The following 4 firms submitted a response in the amounts as listed below (price includes contingency and excludes HST):

|   |                |
|---|----------------|
| 410754 Ontario Limited o/a Sousa Concrete | \$1,777,490.28 |
| Steed and Evans Limited                   | \$1,784,791.90 |
| Alfred Fach Excavating                    | \$1,884,236.05 |
| J. Weber Contracting Limited              | \$1,906,572.75 |

The Township's Procurement Policy requires Council approval where actual tendered amounts and overall project costs exceed approved funding.

**Corporate Strategic Plan:**

Provide innovative & sustainable governance

**Financial Implications:**

The Smith Street reconstruction was approved in the 2026 capital budget. The Victoria Crescent reconstruction project is identified to be completed in 2027 in the 10 year capital forecast, and as such staff are seeking pre-approval of the this segment of the project to facilitate a full project award to the lowest priced proponent.

While the total project cost is estimated to be approximately \$578,000 under budget, to facilitate the award, the Victoria Crescent Wastewater component will required a modest (approximately \$691) budget top-up from the Township's Wastewater Reserve, when factoring in the 2026 and 2027 combined project contributions, if council is supportive of advancing this project to award.

Please refer to Attachment A to this report for the project financial analysis.

**Consultation:**

This report has been prepared in consultation with:

- Adam McNabb, Managing Director of Finance and IT
- Mark Bradey, Manager of Finance and Deputy Treasurer
- Kaileigh Osburn, Supervisor of Accounting & Capital
- Colin Baker, Managing Director of Infrastructure Services

Attachments:

- [Attachment A - Financial Analysis RFT43-26 Smith&Victoria](#)

**Approved By:**

Colin Baker, Managing Director of Infrastructure Services  
Dan Wilson, Chief Administrative Officer

**Attachment A  
Project Financial Analysis  
RFT #43-26 / Reconstruction of Smith St. & Victoria Crescent**

|   | Smith St. (David - Henderson) |                           |                                  |                  |                       |           | Victoria Crescent (Smith - Henderson) |                           |                                  |                  |                       | Project Totals |
|---|-------------------------------|---------------------------|----------------------------------|------------------|-----------------------|-----------|---------------------------------------|---------------------------|----------------------------------|------------------|-----------------------|----------------|
|   | Roads (301-7180)              | Storm Drainage (302-7180) | Active Transportation (306-7180) | Water (330-7180) | Wastewater (360-7180) | Utilities | Roads (301-7183)                      | Storm Drainage (302-7183) | Active Transportation (306-7183) | Water (330-7183) | Wastewater (360-7183) |                |
| Project specific Charges                              | 301,466.61                    | 392,201.17                | 18,247.40                        | 374,973.47       | 4,925.50              | 20,937.63 | 139,482.67                            | 91,343.14                 | 29,156.40                        | 257,144.49       | 47,611.80             | 1,677,490.28   |
| Shared Costs (Mobilization, Earthworks)               | -                             | -                         | -                                | -                | -                     | -         | -                                     | -                         | -                                | -                | -                     | -              |
| Allocation of Contingency                             | 18,198.43                     | 23,675.74                 | 1,101.53                         | 22,635.77        | 297.33                | -         | 8,420.06                              | 5,514.05                  | 1,760.06                         | 15,522.87        | 2,874.15              | 100,000.00     |
| Subtotal  | 319,665.04                    | 415,876.91                | 19,348.93                        | 397,609.24       | 5,222.83              | 20,937.63 | 147,902.73                            | 96,857.19                 | 30,916.46                        | 272,667.36       | 50,485.95             | 1,777,490.28   |
| Triton Outstanding & Contract Administration          | 21,838.12                     | 28,410.89                 | 1,321.83                         | 27,162.93        | 356.80                | -         | 10,104.07                             | 6,616.86                  | 2,112.08                         | 18,627.44        | 3,448.98              | 120,000.00     |
| Materials Testing                                     | 4,549.61                      | 5,918.94                  | 275.38                           | 5,658.94         | 74.33                 | -         | 2,105.01                              | 1,378.51                  | 440.02                           | 3,880.72         | 718.54                | 25,000.00      |
| Internal Construction Inspection & project management | 18,198.43                     | 23,675.74                 | 1,101.53                         | 22,635.77        | 297.33                | -         | 8,420.06                              | 5,514.05                  | 1,760.06                         | 15,522.87        | 2,874.15              | 100,000.00     |
| Excess Soil Management                                | 3,639.69                      | 4,735.15                  | 220.31                           | 4,527.15         | 59.47                 | -         | 1,684.01                              | 1,102.81                  | 352.01                           | 3,104.57         | 574.83                | 20,000.00      |
| Surface Asphalt                                       | 99,465.57                     | -                         | -                                | -                | -                     | -         | 50,534.43                             | -                         | -                                | -                | -                     | 150,000.00     |
| Costs Incurred to Date                                | 61,181.57                     | 6,760.24                  | 350.00                           | 34,260.33        | 505.69                | -         | 38,416.02                             | 6,568.57                  | -                                | 32,126.57        | 578.51                | 180,747.50     |
| Non-Rebate HST  | 7,905.18                      | 8,006.98                  | 372.53                           | 7,655.27         | 100.56                | 368.50    | 3,737.01                              | 1,864.81                  | 595.24                           | 5,249.73         | 972.02                | 36,827.83      |
| Total Anticipated Costs                               | 536,443.21                    | 493,384.86                | 22,990.51                        | 499,509.64       | 6,617.02              | 21,306.13 | 262,903.33                            | 119,902.80                | 36,175.88                        | 351,179.26       | 59,652.98             | 2,410,065.61   |
| <b>Funding Available</b>                              |                               |                           |                                  |                  |                       |           |                                       |                           |                                  |                  |                       |                |
| Tax Supported (301-7180)                              | 925,386.00                    | -                         | -                                | -                | -                     | -         | -                                     | -                         | -                                | -                | -                     | 925,386.00     |
| Tax supported (302-7180)                              | -                             | 155,393.00                | -                                | -                | -                     | -         | -                                     | -                         | -                                | -                | -                     | 155,393.00     |
| Development Charges (AT) (706-7180)                   | -                             | -                         | 25,000.00                        | -                | -                     | -         | -                                     | -                         | -                                | -                | -                     | 25,000.00      |
| Water Capital Reserve (330-7180)                      | -                             | -                         | -                                | 678,506.00       | -                     | -         | -                                     | -                         | -                                | -                | -                     | 678,506.00     |
| Wastewater Reserve (360-7180)                         | -                             | -                         | -                                | -                | 35,000.00             | -         | -                                     | -                         | -                                | -                | -                     | 35,000.00      |
| Tax Supported (301-7183)                              | -                             | -                         | -                                | -                | -                     | -         | 458,416.02                            | -                         | -                                | -                | -                     | 458,416.02     |
| Tax Supported (302-7183)                              | -                             | -                         | -                                | -                | -                     | -         | -                                     | 126,569.00                | -                                | -                | -                     | 126,569.00     |
| Development Charges (AT) (706-7183)                   | -                             | -                         | -                                | -                | -                     | -         | -                                     | -                         | 45,000.00                        | -                | -                     | 45,000.00      |
| Water Capital Reserve (330-7183)                      | -                             | -                         | -                                | -                | -                     | -         | -                                     | -                         | -                                | 487,127.00       | -                     | 487,127.00     |
| Wastewater Reserve (360-7183)                         | -                             | -                         | -                                | -                | -                     | -         | -                                     | -                         | -                                | -                | 30,579.00             | 30,579.00      |
| Utilities Contribution                                | -                             | -                         | -                                | -                | -                     | 21,306.13 | -                                     | -                         | -                                | -                | -                     | 21,306.13      |
| Available Budget                                      | 925,386.00                    | 155,393.00                | 25,000.00                        | 678,506.00       | 35,000.00             | 21,306.13 | 458,416.02                            | 126,569.00                | 45,000.00                        | 487,127.00       | 30,579.00             | 2,988,282.15   |
| Budget Reallocation                                   | (337,991.86)                  | 337,991.86                | -                                | -                | (28,382.98)           | -         | -                                     | -                         | -                                | -                | -                     | 28,382.98      |
| Under / (Over) Budget                                 | 50,950.93                     | 0.00                      | 2,009.49                         | 178,996.36       | (0.00)                | 0.00      | 195,512.69                            | 6,666.20                  | 8,824.12                         | 135,947.74       | (691.00)              | 578,216.54     |



## Report to Council

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**To:** Mayor Watters and Members of Council

**Report:** FIN2026-04

**Prepared By:** Adam McNabb, Chief Financial Officer & Treasurer

**Date:** 29 Jun 2026

**RE:** Reserve and Reserve Fund Policy Update

---

### **Recommendation:**

THAT the Council of the Township of Centre Wellington adopt the Reserve and Reserve Fund Policy outlined in report FIN2026-04 dated June 29, 2026.

AND THAT the Council of the Township of Centre Wellington authorize the Mayor and Clerk to sign a by-law with respect to this Policy.

AND THAT any transfers between reserves required as a result of 2026 transactions relating to the updated policy be made by staff.

### **Report:**

Municipal reserves and reserve funds are important long-term municipal financial planning tools used to set aside funds to meet future funding requirements. For example, reserves for vehicle replacements ensure that funding will be available to pay for the replacement of vehicles as they reach the end of their useful life.

Having a reserve and reserve funds policy in place provides guidance for Township staff in preparing the annual operating and capital budgets.

Reserves are monies set aside by approval of Council, usually through the budget process, and are not restricted by legislation. Reserves do not receive an annual interest allocation. The "future funding requirements" do not have to be specific projects or assets.

Reserve funds may be obligatory or discretionary, and accrue interest.

Obligatory reserve funds are created where a statute requires that funds received be segregated from the general revenues of the municipality, and are shown on the municipality's financial statements and financial information return as deferred revenue. The Township's obligatory reserve funds are:

- Cash-In-Lieu Parkland Reserve Fund (Planning Act)
- Cash-In-Lieu Parking Reserve Fund (Planning Act)
- Canada Community Building Reserve Fund (CCBF - per agreement with AMO and Federal Government)
- Building Code Reserve Fund (Building Code Act)
- Development Charges Reserve Funds (Development Charges Act)

Discretionary reserve funds are established at the discretion of Council, and are earmarked for a specific purpose.

A summary of the Township's reserves and reserve funds are included as Attachment A with recommended changes included in the third column. The policy in Attachment A has been provided in the form of a by-law, as the establishment and use of reserve funds are required to be passed by Council via by-law.

A summary of significant changes to individual existing reserves and reserve funds are as follows:

#### Recommended New Reserves / Reserve Funds for 2026

- Reserve for Housing Matters - this new reserve is being established fund costs specific to Housing Related Matters and will be funded through OLG allocations, and proceeds from sale of specified surplus property.
- Municipal Accommodation Tax Reserve Fund - this new reserve fund is being established to fund operating and capital costs that demonstrate benefits of tourism related initiatives and will be funded by the Town of Municipal Accommodation Tax Revenues.
- Battery Energy Storage System Community Reserve Fund - the new reserve fund is being established to fund capital projects that improve the activity, health and wellness of the community, and will be funded from contributions directly associated with Battery Energy Storage System Community Benefit Agreements

#### Recommended Reserves and Reserve Funds to be Closed

- MacDonald Trust Reserve - this reserve was used to fund MacDonald Grant recipient projects. With all projects now substantially complete, staff are recommending closing this reserve.
- CWCI Loan Reserve - this reserve was initially established to provide funding security for the loan from the Township to CW Communications Inc. With this entity now well established, and with access to significant cash holdings, the need for this reserve has come to an end.
- Neighbourhood Wellness Reserve - this reserve was initially established to fund costs specific to Neighbourhood Wellness, and initiatives proposed by the Community Connect Pilot Project; however, with most community impact related initiatives now funded through the Community Impact Grant Reserve Fund, staff recommend collapsing this reserve into that reserve fund.

### Other Recommended Reserve and Reserve Fund Transactions and Processes

- Transfer funds from the General Capital Reserve to various reserves including the WSIB ABO Reserve, Legal Matters Reserve, Insurance Claims Reserve, Contingency Reserve, and the Community Impact Grant Reserve Fund to meet recommended funding targets for individual reserves.
- Increase the target balance in the Contingency Reserve from \$250,000 to \$600,000 to provide additional capacity within the reserve for items related to unforeseen events / requirements.

The Township is an employer under Schedule 2 of the Workplace Safety and Insurance Act. This means the Township must insure itself against the risk of its own WSIB claims and must pay all costs assessed by the WSIB. In common with many other municipalities in Ontario, the Township was unable to secure Excess Loss Insurance coverage for Firefighter claims in 2021. To assist in assessing the implications of this lost coverage, staff engaged Nexus Actuarial Consultants Ltd. to provide various recommendations related to WSIB including: Reserve funding targets, insurance coverage for Schedule 2 WSIB employers, and whether or not to continue as a Schedule 2 employer under the WSIB Act. The results of the Nexus Actuarial Ltd. review suggested setting a WSIB ABO Reserve funding target of \$1,110,000, and a new WSIB Excess Loss Reserve with a funding target of \$2,500,000. These recommendations have been incorporated into the by-law provided in Attachment A.

A copy of the Township's current Reserve and Reserve Fund Policy, last approved by Council in April 2025, is included as Attachment B.

#### **Corporate Strategic Plan:**

Provide Innovative and Sustainable Governance

#### **Financial Implications:**

Reserves and Reserve Funds are critical tools to the budgeting process and the overall financial management of the Township.

#### **Consultation:**

This report was prepared in consultation with:

- Mark Bradey, Manager of Finance & Deputy Treasurer
- CAO

#### **Attachments:**

- [Reserve and Reserve Fund Policy Bylaw 2026](#)
- [Attachment A - 2026 Reserve & Reserve Fund Policy](#)
- [Attachment B - 2025 Reserve & Reserve Fund Policy](#)

#### **Approved By:**

Dan Wilson, Chief Administrative Officer



**The Corporation of the Township of Centre Wellington**

**By-law 2026-XX**

A By-law to establish a reserve and reserve fund policy and to Repeal By-law 2025-29

**Whereas** the Municipal Act, 2001, (hereinafter referred to as “the Act”) and other applicable legislation authorizes a municipality to establish reserves.

**And Whereas** section 417 of the Act allows a municipality to provide for Reserve Funds for any purpose for which it has authority to spend money.

**And Whereas** the Township of Centre Wellington is maintaining various Obligatory Reserve Funds, required by various legislation for specific uses.

**And Whereas** the Township of Centre Wellington is maintaining various Discretionary Reserve Funds, established by Council for specific uses.

**Now Therefore the Council of the Corporation of the Township of Centre Wellington enacts as follows:**

1. The policy attached hereto as Schedule 'A', entitled 'Reserve and Reserve Fund Policy' is hereby adopted.
2. That by-law 2025-29 is hereby repealed.
3. This by-law comes into force and effect on the day it is passed.

**Read a first, second and third time and finally passed** this 29<sup>th</sup> day of June 2026.

\_\_\_\_\_  
Mayor – Shawn Watters

\_\_\_\_\_  
Clerk – Tyler Sager

# Attachment A

Schedule 'A' to By-Law 2026-XX  
Township of Centre Wellington  
2026 Reserve and Reserve Fund Policy

| Description | Balance at Dec. 31, 2025 | Recommended Reserve Changes as at Jan. 1, 2026 | Type of Reserve | Objective of Fund | Rules of Usage | Source of Funding | Funding Targets | Other Considerations |
|-------------|--------------------------|--|-----------------|-------------------|----------------|-------------------|-----------------|----------------------|
|-------------|--------------------------|--|-----------------|-------------------|----------------|-------------------|-----------------|----------------------|

Reserves

General - Capital Reserves

|                         |              |  |                         |  |  |   |  |  |
|-------------------------|--------------|--|-------------------------|--|--|---|--|--|
| General Capital Reserve | \$ 3,300,262 | <p style="text-align: center;"><u>Inflows:</u></p> <p>\$650,000 transfer from the CWCI Loan Reserve</p> <p>\$15,274 from the MacDonald Trust Reserve</p> <p>\$13,274 from the Neighbourhood Wellness Reserve</p> <p style="text-align: center;"><u>Outflows:</u></p> <p>\$2,207 transfer to the WSIB ABO Reserve</p> <p>\$142,287 transfer to the Reserve for Legal Matters</p> <p>\$46,891 transfer to the Insurance Claims Reserve</p> <p>\$411,817 transfer to the Contingency Reserve</p> <p>\$13,274 to the Community Impact Grant Reserve Fund</p> | Stabilization & Capital | To provide a source of funding for planned and unplanned tax supported capital projects. |  | Transfer from general operating fund, year-end operating budget surplus or deficit and closed capital projects. | <p>\$1.25M for unplanned or emergency capital projects and to fund tenders exceeding budget allocations.</p> <p>Funding for the annual capital budget based on asset management recommendations.</p> | <p>Used for internal debt financing.</p> <p>Used to top up various reserve funding to manage risk.</p> |
|-------------------------|--------------|--|-------------------------|--|--|---|--|--|

| Description  | Balance at Dec. 31, 2025 | Recommended Reserve Changes as at Jan. 1, 2026 | Type of Reserve         | Objective of Fund  | Rules of Usage   | Source of Funding   | Funding Targets   | Other Considerations   |
|--|--------------------------|--|-------------------------|--|--|---|---|--|
| <b>Fire - Capital Reserves</b>                     |                          |  |                         |  |  |   |   |  |
| Structural Fire Revenue Reserve                    | \$ 86,352                |  | Capital                 | Used to fund Fire Services capital related projects to augment current level of reserve funding. | Considered annually through capital budget process   | Recoverable municipal costs and expenses incurred for structural fires through Fire Marquee Inc.                    | No target set because actual revenue is dependent on a number of variables.         | Variables include actual fire incidents and the number of policies that pay for reasonable fees or charges against fire protection for services received.  |
| <b>Public Works - Capital Reserves</b>             |                          |  |                         |  |  |   |   |  |
| Street Lights Reserve                              | \$ 508,283               |  | Capital                 | Provide a source of funding for street light capital works.                                      |  | Transfer from tax supported operations.   | Funding for the annual capital budget based on asset management recommendations.    |  |
| Ground Water Collection Reserves                   | \$ 179,397               |  | Capital                 | To fund major repairs and maintenance, and replacement of ground water collection systems.       | Township's Treasurer may draw on the reserve for major repairs and maintenance, and replacement. | Charge on the property tax bill of affected properties.   | Rate determined by consulting engineer.   | is pursuant to the following sub-division agreements.<br><ul style="list-style-type: none"> <li>- Elora Meadows</li> <li>- Summerfields Phase 1 and 2</li> <li>- Haylock</li> <li>- Storybrook Phase 1</li> <li>- Sorbara</li> </ul> Additional sub-divisions can be added based on agreements in each area. |
| <b>Waterworks - Capital Reserves</b>               |                          |  |                         |  |  |   |   |  |
| Water Capital Reserve                              | \$ 7,916,804             |  | Stabilization & Capital | To provide a source of funding for user-pay (water) planned and unplanned capital projects.      |  | Transfer from Waterworks operating fund, closed capital projects, and waterworks operating fund surplus or deficit. | Based on Water and Wastewater Rate Study and Asset Management Plan recommendations. | New study required by regulation every five years. Current study approved in 2020.<br>Used for internal debt financing.  |
| Salem Bridge Watermain - Loan from Reserves        | \$ (464,641)             |  | Capital                 | Internal loan to fund Salem Bridge Watermain Completed in 2021                                   |  | Transfer from Development Charge Reserve Fund   |   |  |
| Well F5 - Additional Capacity - Loan from Reserves | \$ (722,182)             |  | Capital                 | Internal loan to fund additional capacity at Well F5   |  | Transfer from Development Charge Reserve Fund (85%), and contribution from waterworks operating fund.               |   |  |

| Description  | Balance at Dec. 31, 2025 | Recommended Reserve Changes as at Jan. 1, 2026 | Type of Reserve         | Objective of Fund  | Rules of Usage   | Source of Funding   | Funding Targets   | Other Considerations  |
|--|--------------------------|--|-------------------------|--|--|---|---|---|
| Well F2 - Additional Capacity - Loan from Reserves | \$ (820,765)             |  | Capital                 | Internal loan to fund additional capacity at Well F2   |  | Transfer from Development Charge Reserve Fund (75%), and contribution from waterworks operating fund.               |   |   |
| <b>Wastewater - Capital Reserves</b>               |                          |  |                         |  |  |   |   |   |
| Wastewater Capital Reserve                         | \$ 7,475,756             |  | Stabilization & Capital | To provide a source of funding for user-pay (wastewater) planned and unplanned capital projects. |  | Transfer from wastewater operating fund, closed capital projects, and wastewater operating fund surplus or deficit. | Based on Water and Wastewater Rate Study and Asset Management Plan recommendations. | New study required by regulation every five years. Current study approved in 2025.<br>Used for internal debt financing. |
| <b>Parks &amp; Recreation - Capital Reserves</b>   |                          |  |                         |  |  |   |   |   |
| P&R: Facilities Repairs and Maintenance Reserve    | \$ -                     |  | Capital                 | To provide financing for facility component replacement.   |  | 5.3% of Parks and Recreation user fees and charges.   |   | Balance of the reserve is zero at year end as funds are transferred to the facility replacement reserve annually.       |
| Cash in Lieu of Trees Reserve                      | \$ 31,100                |  | Capital                 | Tracking monetary compensation for trees removed and not replaced in development areas.          | Funding used to replace trees that are removed due to development.<br>Trees to be planted in the same vicinity as the trees that were removed, and in a timely manner. | Contributions from developers.  |   |   |

| Description   | Balance at Dec. 31, 2025 | Recommended Reserve Changes as at Jan. 1, 2026 | Type of Reserve | Objective of Fund  | Rules of Usage  | Source of Funding   | Funding Targets                                    | Other Considerations   |
|---|--------------------------|--|-----------------|--|---|---|--|--|
| <b>Asset Replacement Reserves</b>                       |                          |  |                 |  |   |   |  |  |
| Vehicle Replacement Reserve (Tax Supported)             | \$ 1,487,892             |  | Capital         | To provide financing for the replacement of vehicles.            | Funds will be expended in accordance with the capital budget vehicle replacement forecasts.   | Annual transfer from the operating budget.<br>Proceeds from the sale of vehicles.   | Funding based on asset management recommendations. |  |
| Vehicle Replacement Reserve (Environmental Supported)   | \$ 888,490               |  | Capital         | To provide financing for the replacement of vehicles.            | Funds will be expended in accordance with the capital budget vehicle replacement forecasts.   | Annual transfer from the operating budget.<br>Proceeds from the sale of vehicles.   | Funding based on asset management recommendations. |  |
| Vehicle Replacement Reserves (County Funded)            | \$ 73,051                |  | Capital         | To provide financing for the replacement of vehicles.            | Funds will be expended in accordance with the capital budget vehicle replacement forecasts.   | Annual transfer from the operating budget.<br>Proceeds from the sale of vehicles.   | Funding based on asset management recommendations. | County funded Vehicle Replacement Reserves exist for:<br>- Municipal RMO: Vehicle Replacement Reserve<br>- Municipal FD Training Officer: Vehicle Replacement Reserve    |
| Equipment Replacement Reserve (Tax Supported)           | \$ 1,408,995             |  | Capital         | To provide financing for the replacement of equipment.           | Funds will be expended in accordance with the capital budget equipment replacement forecasts. | Annual transfer from the operating budget.<br>Proceeds from the sale of equipment.  | Funding based on asset management recommendations. | Staff have the ability to accelerate and/or defer projects in a budget year due to unplanned events, as long as the total funding approved for the year is not exceeded. |
| Equipment Replacement Reserve (Environmental Supported) | \$ 637,250               |  | Capital         | To provide financing for the replacement of equipment.           | Funds will be expended in accordance with the capital budget equipment replacement forecasts. | Annual transfer from the operating budget.<br>Proceeds from the sale of equipment.  | Funding based on asset management recommendations. | Staff have the ability to accelerate and/or defer projects in a budget year due to unplanned events, as long as the total funding approved for the year is not exceeded. |
| Facility Replacement Reserve (Tax Supported)            | \$ 948,857               |  | Capital         | To provide financing for the replacement of facility components. | Funds will be expended in accordance with the capital budget facility replacement forecasts.  | Annual transfer from the operating budget.<br>Annual transfer from the Parks & Recreation Facilities Repairs and Maintenance Reserve. | Funding based on asset management recommendations. | Staff have the ability to accelerate and/or defer projects in a budget year due to unplanned events, as long as the total funding approved for the year is not exceeded. |

| Description                      | Balance at Dec. 31, 2025 | Recommended Reserve Changes as at Jan. 1, 2026       | Type of Reserve             | Objective of Fund   | Rules of Usage   | Source of Funding  | Funding Targets   | Other Considerations   |
|----------------------------------|--------------------------|--|-----------------------------|---|--|--|---|--|
| <b>Other Reserves</b>            |                          |  |                             |   |  |  |   |  |
| Tax Rate Stabilization Reserve   | \$ 1,000,000             | 2025 Deficit: \$51,443, not included in 2025 balance | Stabilization               | To provide a source of funding for planned and unplanned tax supported operational pressures. |  | Transfer from the General Capital Reserve. Determined annually once surplus / deficit finalized.     | \$1.0M (Approximates 5% increase on exiting tax levy rounded up to nearest \$100K)            | Used to stabilize tax levy requirements caused by operating pressures being experienced by the Township. |
| Working Capital                  | \$ 1,109,662             |  | Operating and Capital       | To ensure adequate funding of the Township's working capital.                                 |  | Current fund balance carried forward from amalgamating municipalities.                               |   | Used for internal debt financing.  |
| VPSC Expansion Loan from Reserve | \$ (200,835)             |  | Capital                     | Internal loan to finance the growth related cost of the 2015 VPSC expansion.                  |  | Transfer from Development Charge Reserve Funds.  |   |  |
| Contingency Reserve              | \$ 188,183               | Transfer \$411,817 from the General Capital Reserve  | Operating                   | To provide a source of funding for unforeseen events/requirements.                            |  | Transfer from the General Capital Reserve through the annual reserve and reserve fund policy review. | Target balance of \$600,000   |  |
| Election Reserve                 | \$ 96,056                |  | Operating                   | To amortize the cost of municipal election held every four years.                             | Funds expended only on election related costs.                       | Annual allocation from the operating fund equal to 25% of estimated cost of the next election.       | Balance must be sufficient to fund the estimated cost of municipal election every four years. |  |
| WSIB ABO Reserve                 | \$ 1,107,783             | Transfer \$2,207 from the General Capital Reserve.   | Operating and Stabilization | To fund claims associated with accidents in the workplace.                                    | Claims are adjudicated by Ontario WSIB.                              | Annual allocation from the operating fund.   | Minimum balance of \$1,110,000 based on recommendation of Township's actuarial consultant.    |  |
| Insurance Claim Reserve          | \$ 153,109               | \$46,891 transfer from the General Capital Reserve.  | Operating and Stabilization | To finance the deductible portion of insurance claims.  | Claims as adjudicated by the Township's adjustor, insurer, or staff. | Annual allocation from the operating fund.   | Target balance of \$200,000 based on recommendation of Township's insurance broker.           |  |

| Description                     | Balance at Dec. 31, 2025 | Recommended Reserve Changes as at Jan. 1, 2026                   | Type of Reserve             | Objective of Fund  | Rules of Usage   | Source of Funding   | Funding Targets  | Other Considerations   |
|---------------------------------|--------------------------|--|-----------------------------|--|--|---|--|--|
| Employee Future Benefit Reserve | \$ 91,648                |  | Operating and Stabilization | To fund the premiums for future employee benefits.   |  | Annual allocation from the operating fund.  | Target balance based on funding benefits for 10 unforeseen retirements.          | 2025 Target is \$90,000 (10 unforeseen retirements x \$9,000 each)   |
| Land Sale Reserve               | \$ (3,865,462)           |  | Capital                     | For transactions relating to the purchase and sale of all land except for business park lands.                       |  | Sale of Township land (except for business park land).  | No target set as balance is a function of land sales activity.                   |  |
| Reserve for Legal Matters       | \$ 357,713               | \$142,287 transfer from the General Capital Reserve              | Operating and Stabilization | Funding for unforeseen legal matters.  |  | Transfer from the General Capital Reserve through the annual reserve and reserve fund policy review.    | Target balance of \$500,000.   | Legal fees incurred for the Integrity Commissioner, Ontario Land Tribunal (OLT), and By-law Enforcement are funded from the Reserve for Legal Matters.<br>Unforeseen legal costs associated with operations.                                 |
| Cemetery Reserve                | \$ 79,951                |  | Capital and Stabilization   | To provide funding for Township Cemetery capital projects.<br><br>Stabilization of the Cemeteries' operating budget. |  | Percentage of Cemetery fees and charges.<br><br>Transfer of cemetery operations annual surplus/deficit. | Funding based on Master Plan and Asset Management Plan recommendations.          |  |
| GRCA Levy Stabilization Reserve | \$ 33,783                |  | Stabilization               | Stabilization of the GRCA Levy operating budget.   |  | GRCA Levy surpluses (operating budget).   |  |  |
| CWCI Loan Reserve               | \$ 650,000               | Transfer \$650,000 to the General Capital Reserve and close out. | Capital                     | To provide funding security for the loan from the Township to CW Communications Inc.                                 |  | \$1.2M dividend payment from CW Energy Inc. to Township in 2012.  | Target balance equal to the loan balance outstanding with CW Communications Inc. | The loan balance to CWCI at the end of 2026 is projected to be \$513,316. CWCI is now an established entity with a strong cash balance mitigating risk of default.   |
| MacDonald Trust Reserve         | \$ 15,274                | Transfer \$15,274 to the General Capital Reserve and close out.  | Capital                     | Allocated, but undistributed MacDonald Trust funds.  |  | Payment from the MacDonald Trust Fund.  |  | All associated project have been closed out.   |
| CIP Reserve                     | \$ 32,680                |  | Operating and Stabilization | To provide a source of funding for CIP grants, and stabilizes operating fund impacts due to fluctuating demand.      | Governed by the Township's Community Improvement Plan. | Transfer from the General Capital Reserve through the annual budget process.                            | Target balance based on estimated funding required in the following year.        | Intent is to deplete this reserve through normal CIP funding operations throughout 2026, then close out. If additional funding is required to support the CIP grant program, funds will be drawn from the Economic Development Reserve Fund. |

| Description                    | Balance at Dec. 31, 2025 | Recommended Reserve Changes as at Jan. 1, 2026                  | Type of Reserve       | Objective of Fund  | Rules of Usage   | Source of Funding  | Funding Targets | Other Considerations  |
|--------------------------------|--------------------------|---|-----------------------|--|--|--|-----------------|---|
| Wind Turbine Capital Reserve   | \$ 24,479                |   | Capital               | To fund Belwood area capital projects.   | Specific capital projects to be determined through the capital budget process. | Annual \$22,000 payment pursuant to agreement with SWNS Wind LP.                     |                 | Agreement to expire in 2034. Future payments have been committed to the Belwood Hall Renovation project commencing in 2026. |
| Neighbourhood Wellness Reserve | \$ 13,274                | Transfer \$13,274 to the General Capital Reserve and close out. | Operating             | To fund costs specific to Neighbourhood Wellness, and initiatives proposed by the CommunityConnect Pilot Program.                  | Based on the authorized scope of the CommunityConnect Pilot Program.           | Initial funding from unused 2021 grant funding.                                      |                 | The Community Impact Grant Reserve Fund will be the funding source for all community grants going forward.                  |
| Reserve for Parking Matters    | \$ 200,975               |   | Operating and Capital | To fund costs specific to Parking Related Matters, and Economic Development and Tourism Municipal Services Corporation allocations |  | Transfer from closed capital projects, and By-Law operating fund surplus or deficit. |                 |   |
| Reserve for Housing Matters    | \$ -                     |   | Operating and Capital | To fund costs specific to Housing Related Matters.   |  | OLG allocations, proceeds from sale of specified surplus property.                   |                 |   |

**Reserve Funds**

|                                    |            |  |            |  |  |                               |   |  |
|------------------------------------|------------|--|------------|--|--|-------------------------------|---|--|
| Cash-In-Lieu Parkland Reserve Fund | \$ 631,621 |  | Obligatory | To provide funding for the purchase of parkland or provision of park facilities. |  | Payments in lieu of parkland. | No target set as balance is a function of development activity. |  |
| Cash-In-Lieu Parking Reserve Fund  | \$ 45,150  |  | Obligatory | Used to fund the construction of additional parking spaces.                      |  | Payments in lieu of parking.  | No target set as balance is a function of development activity. |  |

| Description                                | Balance at Dec. 31, 2025 | Recommended Reserve Changes as at Jan. 1, 2026  | Type of Reserve       | Objective of Fund  | Rules of Usage   | Source of Funding  | Funding Targets   | Other Considerations  |
|--|--------------------------|---|-----------------------|--|--|--|---|---|
| VPSC - Seniors Reserve Fund                | \$ 514,076               |   | Operating and Capital | To fund operating and capital costs associated with the Victoria Park Seniors Centre (VPSC).           |  | Portion of net VPSC program revenues pursuant to agreement with VPSC Advisory Board.           |   |   |
| OLG Reserve Fund                           | \$ 2,567,111             |   | Capital               | Per Township policy, will be used only to fund capital projects.                                       | Previous year's balance allocated to current year capital budget.              | Township portion of OLG revenue.   |   | Allocation of OLG Funds based on the Council approved Policy.   |
| Community Impact Grants Reserve Fund       | \$ 153,885               | Transfer \$13,274 from the General Capital Reserve (from the closure of the Neighbourhood Wellness Reserve) | Operating and Capital | Per Township policy, will be used to fund community impact grant initiatives.                          | Previous year's balance allocated to current year operating budget.            | Township portion of OLG revenue.   |   | Allocation of OLG Funds based on the Council approved Policy.   |
| Economic Development Reserve Fund          | \$ 946,536               |   | Operating and Capital | Per Township policy, will be used to fund operating and capital costs related to economic development. | Previous year's balance allocated to current year capital budget.              | Township portion of OLG revenue.<br>Sales of Business Park Lands                               | Funding target based on projected costs associated with business park lands.    | Allocation of OLG Funds based on the Council approved Policy.   |
| Canada Community Building Reserve Fund     | \$ 1,413,473             |   | Obligatory            | To fund capital projects in accordance with agreement with AMO.  | Governed by agreement with AMO (as trustee).                                   | Federal Government through agreement with AMO.   |   |   |
| Newdon Industries Public Swim Reserve Fund | \$ 5,603                 |   | Operating             | To sponsor free public swimming.   |  | One time \$20,000 donation from Newdon Industries (Fergus).                                    | Funds pool admission for first 40 children on the first Saturday of each month. |   |
| Building Code Reserve Fund                 | \$ 2,470,809             |   | Obligatory            | Provides revenue stabilization for building permit activity due to downturns in the economy.           |  | Building permit revenues in excess of direct/indirect costs of building permitting activities. | Funding target as determined by the Building Permit Study.                      |   |
| Capital Levy Reserve Fund                  | \$ 3,116,480             |   | Capital               | To fund bridge and major culvert replacements and rehabilitations as per the Asset Management Plan.    | Specific capital projects to be determined through the capital budget process. | Dedicated Capital Levy.  | Funding based on asset management recommendations.                              | A combination of Capital Levy and OCIF funding is used for bridge and major culvert replacements and rehabilitations. |

| Description  | Balance at Dec. 31, 2025 | Recommended Reserve Changes as at Jan. 1, 2026 | Type of Reserve             | Objective of Fund  | Rules of Usage   | Source of Funding  | Funding Targets   | Other Considerations  |
|--|--------------------------|--|-----------------------------|--|--|--|---|---|
| OCIF Reserve Fund                                    | \$ 989,849               |  | Capital                     | To fund bridge, major culvert, and road replacements / rehabilitations as per the Asset Management Plan. | Specific capital projects to be determined through the capital budget process.   | Province of Ontario annual allocation under the OCIF Formula based grant program.          | Funding based on asset management recommendations.  | A combination of Capital Levy and OCIF funding is used for bridge and major culvert replacements and rehabilitations. |
| WSIB Excess Loss Reserve Fund                        | \$ 886,780               |  | Operating and Stabilization | To fund catastrophic claims in excess of \$500,000.  | Claims are adjudicated by Ontario WSIB.  | Savings from not purchasing Excess Loss Insurance annually.                                | Target balance of \$2,500,000 based on recommendation of Township's actuarial consultant. |   |
| Heritage Reserve Fund                                | \$ 222,558               |  | Operating and Capital       | To provide funding for Heritage related operational and capital requirements.                            | Previous year's balance allocated to current year capital and operating budgets. | Township portion of OLG revenue.   |   | Allocation of OLG Funds based on the Council approved Policy.   |
| Community Partner Reserve Fund                       | \$ 264,998               |  | Operating and Capital       | To provide funding for Community Services related activities and capital projects.                       |  | Community Partner Agreement revenue.   | No target set as balance is a function of partnership activity.                           |   |
| Termite Management Reserve Fund                      | \$ 545,324               |  | Operating and Stabilization | To provide funding for the Township Termite Management Program   |  | Operating budget allocation, or other available sources of funding as directed by council. | No target, used to stabilize program costs over anticipated lifespan.                     |   |
| Municipal Accommodation Tax Reserve Fund             | \$ -                     |  | Operating and Capital       | To fund operating and capital costs that demonstrate benefits of tourism related initiatives.            |  | Township portion of Municipal Accommodation Tax Revenues.                                  |   |   |
| Battery Energy Storage System Community Reserve Fund | \$ -                     |  | Capital                     | To fund Township capital projects that improve the activity, health and wellness of the community        |  | Contributions from Battery Energy Storage System Community Benefit Agreements              |   |   |

| Description | Balance at Dec. 31, 2025 | Recommended Reserve Changes as at Jan. 1, 2026 | Type of Reserve | Objective of Fund | Rules of Usage | Source of Funding | Funding Targets | Other Considerations |
|-------------|--------------------------|--|-----------------|-------------------|----------------|-------------------|-----------------|----------------------|
|-------------|--------------------------|--|-----------------|-------------------|----------------|-------------------|-----------------|----------------------|

**Development Charges Reserve Funds**

|                                  |               |  |            |  |   |                          |  |  |
|----------------------------------|---------------|--|------------|--|---|--------------------------|--|--|
| Development Charges Reserve Fund | \$ 33,366,578 |  | Obligatory | To provide for the financing of growth related capital costs as provided for in the Development Charges Background Study and By-law. | Used to fund services detailed in the Development Charges Background Study and By-law and as approved in the capital budget.<br><br>Used to fund growth related debt payments in the operating budget annually. | Developer contributions. | No maximum target set as balance is a function of development activity and transfers to capital. | Development Charge Reserve Funds exist for:<br>- Roads<br>- Public Works<br>- Fire<br>- Parks & Recreation<br>- Corporate<br>- Water<br>- Wastewater |
|----------------------------------|---------------|--|------------|--|---|--------------------------|--|--|

# Attachment B

## Schedule 'A' to By-Law 2025-XX Township of Centre Wellington 2025 Reserve and Reserve Fund Policy

| Description | Balance at Dec. 31, 2024 | Recommended Reserve Changes as at Jan. 1, 2025 | Type of Reserve | Objective of Fund | Rules of Usage | Source of Funding | Funding Targets | Other Considerations |
|-------------|--------------------------|--|-----------------|-------------------|----------------|-------------------|-----------------|----------------------|
|-------------|--------------------------|--|-----------------|-------------------|----------------|-------------------|-----------------|----------------------|

**Reserves**

**General - Capital Reserves**

|                         |              |   |                         |  |  |   |  |  |
|-------------------------|--------------|---|-------------------------|--|--|---|--|--|
| General Capital Reserve | \$ 2,911,387 | <p style="text-align: center;"><u>Outflows:</u></p> <p style="text-align: center;">\$47,787 transfer to the WSIB ABO Reserve</p> <p style="text-align: center;">\$14,644 transfer to the Employee Future Benefit Reserve.</p> <p style="text-align: center;">\$280,540 transfer to the Reserve for Legal Matters.</p> <p style="text-align: center;">\$10,587 transfer to the Insurance Claims Reserve.</p> <p style="text-align: center;">\$300,000 transfer to the Tax Rate Stabilization Reserve.</p> <p style="text-align: center;">\$125,611 transfer to the WSIB Excess Loss Reserve Fund.</p> <p style="text-align: center;">\$130,000 transfer to the Parking Matters Reserve.</p> <p style="text-align: center;"><b>(2024 Surplus: \$1,910,466, not included in 2024 balance).</b></p> | Stabilization & Capital | To provide a source of funding for planned and unplanned tax supported capital projects. |  | Transfer from general operating fund, year-end operating budget surplus or deficit and closed capital projects. | <p style="text-align: center;">\$1.25M for unplanned or emergency capital projects and to fund tenders exceeding budget allocations.</p> <p style="text-align: center;">Funding for the annual capital budget based on asset management recommendations.</p> | <p style="text-align: center;">Used for internal debt financing.</p> <p style="text-align: center;">Used to top up various reserve funding to manage risk.</p> |
|-------------------------|--------------|---|-------------------------|--|--|---|--|--|

| Description | Balance at Dec. 31, 2024 | Recommended Reserve Changes as at Jan. 1, 2025 | Type of Reserve | Objective of Fund | Rules of Usage | Source of Funding | Funding Targets | Other Considerations |
|-------------|--------------------------|--|-----------------|-------------------|----------------|-------------------|-----------------|----------------------|
|-------------|--------------------------|--|-----------------|-------------------|----------------|-------------------|-----------------|----------------------|

**Fire - Capital Reserves**

|                                 |           |  |         |  |  |   |   |   |
|---------------------------------|-----------|--|---------|--|--|---|---|---|
| Structural Fire Revenue Reserve | \$ 70,429 |  | Capital | Used to fund Fire Services capital related projects to augment current level of reserve funding. | Considered annually through capital budget process | Recoverable municipal costs and expenses incurred for structural fires through Fire Marque Inc. | No target set because actual revenue is dependent on a number of variables. | Variables include actual fire incidents and the number of policies that pay for reasonable fees or charges against fire protection for services received. |
|---------------------------------|-----------|--|---------|--|--|---|---|---|

**Public Works - Capital Reserves**

|                                  |            |  |         |  |  |   |  |  |
|----------------------------------|------------|--|---------|--|--|---|--|--|
| Street Lights Reserve            | \$ 453,943 |  | Capital | Provide a source of funding for street light capital works.                                |  | Transfer from tax supported operations.                 | Funding for the annual capital budget based on asset management recommendations. |  |
| Ground Water Collection Reserves | \$ 135,123 |  | Capital | To fund major repairs and maintenance, and replacement of ground water collection systems. | Township's Treasurer may draw on the reserve for major repairs and maintenance, and replacement. | Charge on the property tax bill of affected properties. | Rate determined by consulting engineer.  | Is pursuant to the following sub-division agreements:<br>- Elora Meadows<br>- Summerfields Phase 1 and 2<br>- Haylock<br>- Storybrook Phase 1<br>- Sorbara |

**Waterworks - Capital Reserves**

|  |              |  |                         |   |  |   |   |   |
|--|--------------|--|-------------------------|---|--|---|---|---|
| Water Capital Reserve                              | \$ 8,842,148 |  | Stabilization & Capital | To provide a source of funding for user-pay (water) planned and unplanned capital projects. |  | Transfer from Waterworks operating fund, closed capital projects, and waterworks operating fund surplus or deficit. | Based on Water and Wastewater Rate Study and Asset Management Plan recommendations. | New study required by regulation every five years. Current study approved in 2020.<br>Used for internal debt financing. |
| Salem Bridge Watermain - Loan from Reserves        | \$ (535,693) |  | Capital                 | Internal loan to fund Salem Bridge Watermain Completed in 2021                              |  | Transfer from Development Charge Reserve Fund   |   |   |
| Well F5 - Additional Capacity - Loan from Reserves | \$ (782,921) |  | Capital                 | Internal loan to fund additional capacity at Well F5  |  | Transfer from Development Charge Reserve Fund (85%), and contribution from waterworks operating fund.               |   |   |

| Description  | Balance at Dec. 31, 2024 | Recommended Reserve Changes as at Jan. 1, 2025 | Type of Reserve         | Objective of Fund  | Rules of Usage   | Source of Funding   | Funding Targets   | Other Considerations  |
|--|--------------------------|--|-------------------------|--|--|---|---|---|
| Well F2 - Additional Capacity - Loan from Reserves | \$ (889,795)             |  | Capital                 | Internal loan to fund additional capacity at Well F2   |  | Transfer from Development Charge Reserve Fund (75%), and contribution from waterworks operating fund.               |   |   |
| <b>Wastewater - Capital Reserves</b>               |                          |  |                         |  |  |   |   |   |
| Wastewater Capital Reserve                         | \$ 11,533,019            |  | Stabilization & Capital | To provide a source of funding for user-pay (wastewater) planned and unplanned capital projects. |  | Transfer from wastewater operating fund, closed capital projects, and wastewater operating fund surplus or deficit. | Based on Water and Wastewater Rate Study and Asset Management Plan recommendations. | New study required by regulation every five years. Current study approved in 2020.<br>Used for internal debt financing. |
| <b>Parks &amp; Recreation - Capital Reserves</b>   |                          |  |                         |  |  |   |   |   |
| P&R: Facilities Repairs and Maintenance Reserve    | \$ -                     |  | Capital                 | To provide financing for facility component replacement.   |  | 5.3% of Parks and Recreation user fees and charges.   |   | Balance of the reserve is zero at year end as funds are transferred to the facility replacement reserve annually.       |
| Cash in Lieu of Trees Reserve                      | \$ 31,100                |  | Capital                 | Tracking monetary compensation for trees removed and not replaced in development areas.          | Funding used to replace trees that are removed due to development.<br>Trees to be planted in the same vicinity as the trees that were removed, and in a timely manner. | Contributions from developers.  |   |   |

| Description   | Balance at Dec. 31, 2024 | Recommended Reserve Changes as at Jan. 1, 2025 | Type of Reserve | Objective of Fund  | Rules of Usage  | Source of Funding   | Funding Targets                                    | Other Considerations   |
|---|--------------------------|--|-----------------|--|---|---|--|--|
| <b>Asset Replacement Reserves</b>                       |                          |  |                 |  |   |   |  |  |
| Vehicle Replacement Reserve (Tax Supported)             | \$ 807,573               |  | Capital         | To provide financing for the replacement of vehicles.            | Funds will be expended in accordance with the capital budget vehicle replacement forecasts.   | Annual transfer from the operating budget.<br>Proceeds from the sale of vehicles.   | Funding based on asset management recommendations. |  |
| Vehicle Replacement Reserve (Environmental Supported)   | \$ 758,502               |  | Capital         | To provide financing for the replacement of vehicles.            | Funds will be expended in accordance with the capital budget vehicle replacement forecasts.   | Annual transfer from the operating budget.<br>Proceeds from the sale of vehicles.   | Funding based on asset management recommendations. |  |
| Vehicle Replacement Reserves (County Funded)            | \$ 60,051                |  | Capital         | To provide financing for the replacement of vehicles.            | Funds will be expended in accordance with the capital budget vehicle replacement forecasts.   | Annual transfer from the operating budget.<br>Proceeds from the sale of vehicles.   | Funding based on asset management recommendations. | County funded Vehicle Replacement Reserves exist for:<br>- Municipal RMO: Vehicle Replacement Reserve<br>- Municipal FD Training Officer: Vehicle Replacement Reserve    |
| Equipment Replacement Reserve (Tax Supported)           | \$ 1,353,243             |  | Capital         | To provide financing for the replacement of equipment.           | Funds will be expended in accordance with the capital budget equipment replacement forecasts. | Annual transfer from the operating budget.<br>Proceeds from the sale of equipment.  | Funding based on asset management recommendations. | Staff have the ability to accelerate and/or defer projects in a budget year due to unplanned events, as long as the total funding approved for the year is not exceeded. |
| Equipment Replacement Reserve (Environmental Supported) | \$ 618,963               |  | Capital         | To provide financing for the replacement of equipment.           | Funds will be expended in accordance with the capital budget equipment replacement forecasts. | Annual transfer from the operating budget.<br>Proceeds from the sale of equipment.  | Funding based on asset management recommendations. | Staff have the ability to accelerate and/or defer projects in a budget year due to unplanned events, as long as the total funding approved for the year is not exceeded. |
| Facility Replacement Reserve (Tax Supported)            | \$ 679,442               |  | Capital         | To provide financing for the replacement of facility components. | Funds will be expended in accordance with the capital budget facility replacement forecasts.  | Annual transfer from the operating budget.<br>Annual transfer from the Parks & Recreation Facilities Repairs and Maintenance Reserve. | Funding based on asset management recommendations. | Staff have the ability to accelerate and/or defer projects in a budget year due to unplanned events, as long as the total funding approved for the year is not exceeded. |

| Description                      | Balance at Dec. 31, 2024 | Recommended Reserve Changes as at Jan. 1, 2025       | Type of Reserve             | Objective of Fund   | Rules of Usage   | Source of Funding  | Funding Targets   | Other Considerations   |
|----------------------------------|--------------------------|--|-----------------------------|---|--|--|---|--|
| <b>Other Reserves</b>            |                          |  |                             |   |  |  |   |  |
| Tax Rate Stabilization Reserve   | \$ 700,000               | Transfer \$300,000 from the General Capital Reserve. | Stabilization               | To provide a source of funding for planned and unplanned tax supported operational pressures. |  | Transfer from the General Capital Reserve. Determined annually once surplus / deficit finalized.     | \$1.0M (Approximates 5% increase on exiting tax levy rounded up to nearest \$100K)            | Used to stabilize tax levy requirements caused by operating pressures being experienced by the Township. |
| Working Capital                  | \$ 1,109,662             |  | Operating and Capital       | To ensure adequate funding of the Township's working capital.                                 |  | Current fund balance carried forward from amalgamating municipalities.                               |   | Used for internal debt financing.  |
| VPSC Expansion Loan from Reserve | \$ (296,998)             |  | Capital                     | Internal loan to finance the growth related cost of the 2015 VPSC expansion.                  |  | Transfer from Development Charge Reserve Funds.  |   |  |
| Contingency Reserve              | \$ 250,000               |  | Operating                   | To provide a source of funding for unforeseen events/requirements.                            |  | Transfer from the General Capital Reserve through the annual reserve and reserve fund policy review. | Target balance of \$250,000.  |  |
| Election Reserve                 | \$ 75,057                |  | Operating                   | To amortize the cost of municipal election held every four years.                             | Funds expended only on election related costs.                       | Annual allocation from the operating fund equal to 25% of estimated cost of the next election.       | Balance must be sufficient to fund the estimated cost of municipal election every four years. |  |
| WSIB ABO Reserve                 | \$ 1,062,213             | Transfer \$47,787 from the General Capital Reserve.  | Operating and Stabilization | To fund claims associated with accidents in the workplace.                                    | Claims are adjudicated by Ontario WSIB.                              | Annual allocation from the operating fund.   | Minimum balance of \$1,110,000 based on recommendation of Township's actuarial consultant.    |  |
| Insurance Claim Reserve          | \$ 189,413               | \$10,587 transfer from the General Capital Reserve.  | Operating and Stabilization | To finance the deductible portion of insurance claims.  | Claims as adjudicated by the Township's adjustor, insurer, or staff. | Annual allocation from the operating fund.   | Target balance of \$200,000 based on recommendation of Township's insurance broker.           |  |
| Employee Future Benefit Reserve  | \$ 75,356                | \$14,644 transfer from the General Capital Reserve.  | Operating and Stabilization | To fund the premiums for future employee benefits.  |  | Annual allocation from the operating fund.   | Target balance based on funding benefits for 10 unforeseen retirements.                       | 2025 Target is \$90,000 (10 unforeseen retirements x \$9,000 each)                                       |

| Description                     | Balance at Dec. 31, 2024 | Recommended Reserve Changes as at Jan. 1, 2025       | Type of Reserve             | Objective of Fund  | Rules of Usage   | Source of Funding   | Funding Targets  | Other Considerations   |
|---------------------------------|--------------------------|--|-----------------------------|--|--|---|--|--|
| Land Sale Reserve               | \$ (398,467)             |  | Capital                     | For transactions relating to the purchase and sale of all land except for business park lands.                       |  | Sale of Township land (except for business park land).  | No target set as balance is a function of land sales activity.                   |  |
| Reserve for Legal Matters       | \$ 219,460               | \$280,540 transfer from the General Capital Reserve. | Operating and Stabilization | Funding for unforeseen legal matters.  |  | Transfer from the General Capital Reserve through the annual reserve and reserve fund policy review.    | Target balance of \$500,000.   | Legal fees incurred for the Integrity Commissioner, Ontario Land Tribunal (OLT), and By-law Enforcement are funded from the Reserve for Legal Matters.<br>Unforeseen legal costs associated with operations.                                 |
| Cemetery Reserve                | \$ 95,230                |  | Capital and Stabilization   | To provide funding for Township Cemetery capital projects.<br><br>Stabilization of the Cemeteries' operating budget. |  | Percentage of Cemetery fees and charges.<br><br>Transfer of cemetery operations annual surplus/deficit. | Funding based on Master Plan and Asset Management Plan recommendations.          |  |
| GRCA Levy Stabilization Reserve | \$ 32,746                |  | Stabilization               | Stabilization of the GRCA Levy operating budget.   |  | GRCA Levy surpluses (operating budget).   |  |  |
| CWCI Loan Reserve               | \$ 650,000               |  | Capital                     | To provide funding security for the loan from the Township to CW Communications Inc.                                 |  | \$1.2M dividend payment from CW Energy Inc. to Township in 2012.  | Target balance equal to the loan balance outstanding with CW Communications Inc. | The loan balance to CWCI at the end of 2025 is projected to be \$573,835   |
| MacDonald Trust Reserve         | \$ 360,274               |  | Capital                     | Allocated, but undistributed MacDonald Trust funds.  |  | Payment from the MacDonald Trust Fund.  |  |  |
| CIP Reserve                     | \$ 33,842                |  | Operating and Stabilization | To provide a source of funding for CIP grants, and stabilizes operating fund impacts due to fluctuating demand.      | Governed by the Township's Community Improvement Plan. | Transfer from the General Capital Reserve through the annual budget process.                            | Target balance based on estimated funding required in the following year.        | Intent is to deplete this reserve through normal CIP funding operations throughout 2025, then close out. If additional funding is required to support the CIP grant program, funds will be drawn from the Economic Development Reserve Fund. |

| Description                                  | Balance at Dec. 31, 2024 | Recommended Reserve Changes as at Jan. 1, 2025       | Type of Reserve       | Objective of Fund   | Rules of Usage   | Source of Funding  | Funding Targets | Other Considerations         |
|--|--------------------------|--|-----------------------|---|--|--|-----------------|------------------------------|
| Wind Turbine Capital Reserve                 | \$ 222,479               |  | Capital               | To fund Belwood area capital projects.  | Specific capital projects to be determined through the capital budget process. | Annual \$22,000 payment pursuant to agreement with SWNS Wind LP.                     |                 | Agreement to expire in 2034. |
| Service Delivery Modernization Grant Reserve | \$ 19,995                |  | Capital               | To fund capital costs associated with finding and implementing efficiencies in Township operations.               | Specific capital projects to be determined through the capital budget process. | Funding provided by the Province of Ontario.   |                 |                              |
| Neighbourhood Wellness Reserve               | \$ 13,840                |  | Operating             | To fund costs specific to Neighbourhood Wellness, and initiatives proposed by the CommunityConnect Pilot Program. | Based on the authorized scope of the CommunityConnect Pilot Program.           | Initial funding from unused 2021 grant funding.                                      |                 |                              |
| Reserve for Parking Matters                  | \$ -                     | \$130,000 transfer from the General Capital Reserve. | Operating and Capital | To fund costs specific to Parking Related Matters.  |  | Transfer from closed capital projects, and By-Law operating fund surplus or deficit. |                 |                              |

**Reserve Funds**

|                                    |              |  |                       |  |  |  |   |  |
|------------------------------------|--------------|--|-----------------------|--|--|--|---|--|
| Cash-In-Lieu Parkland Reserve Fund | \$ 1,137,811 |  | Obligatory            | To provide funding for the purchase of parkland or provision of park facilities.             |  | Payments in lieu of parkland.  | No target set as balance is a function of development activity. |  |
| Cash-In-Lieu Parking Reserve Fund  | \$ 43,635    |  | Obligatory            | Used to fund the construction of additional parking spaces.                                  |  | Payments in lieu of parking.   | No target set as balance is a function of development activity. |  |
| VPSC - Seniors Reserve Fund        | \$ 438,466   |  | Operating and Capital | To fund operating and capital costs associated with the Victoria Park Seniors Centre (VPSC). |  | Portion of net VPSC program revenues pursuant to agreement with VPSC Advisory Board. |   |  |

| Description                                | Balance at Dec. 31, 2024 | Recommended Reserve Changes as at Jan. 1, 2025      | Type of Reserve             | Objective of Fund  | Rules of Usage   | Source of Funding  | Funding Targets   | Other Considerations  |
|--|--------------------------|---|-----------------------------|--|--|--|---|---|
| OLG Reserve Fund                           | \$ 2,798,934             |   | Capital                     | Per Township policy, will be used only to fund capital projects.   | Previous year's balance allocated to current year capital budget.              | Township portion of OLG revenue.   |   | Allocation of OLG Funds based on the Council approved Policy.   |
| Community Impact Grants Reserve Fund       | \$ 175,295               |   | Operating and Capital       | Per Township policy, will be used to fund community impact grant initiatives.                            | Previous year's balance allocated to current year operating budget.            | Township portion of OLG revenue.   |   | Allocation of OLG Funds based on the Council approved Policy.   |
| Economic Development Reserve Fund          | \$ 1,441,849             |   | Operating and Capital       | Per Township policy, will be used to fund operating and capital costs related to economic development.   | Previous year's balance allocated to current year capital budget.              | Township portion of OLG revenue.<br>Sales of Business Park Lands                               | Funding target based on projected costs associated with business park lands.              | Allocation of OLG Funds based on the Council approved Policy.   |
| Canada Community Building Reserve Fund     | \$ 1,350,311             |   | Obligatory                  | To fund capital projects in accordance with agreement with AMO.  | Governed by agreement with AMO (as trustee).                                   | Federal Government through agreement with AMO.   |   |   |
| Newdon Industries Public Swim Reserve Fund | \$ 6,636                 |   | Operating                   | To sponsor free public swimming.   |  | One time \$20,000 donation from Newdon Industries (Fergus).                                    | Funds pool admission for first 40 children on the first Saturday of each month.           |   |
| Building Code Reserve Fund                 | \$ 3,766,481             |   | Obligatory                  | Provides revenue stabilization for building permit activity due to downturns in the economy.             |  | Building permit revenues in excess of direct/indirect costs of building permitting activities. | Funding target as determined by the Building Permit Study.                                |   |
| Capital Levy Reserve Fund                  | \$ 1,837,624             |   | Capital                     | To fund bridge and major culvert replacements and rehabilitations as per the Asset Management Plan.      | Specific capital projects to be determined through the capital budget process. | Dedicated Capital Levy.  | Funding based on asset management recommendations.  | A combination of Capital Levy and OCIF funding is used for bridge and major culvert replacements and rehabilitations. |
| OCIF Reserve Fund                          | \$ 1,387,827             |   | Capital                     | To fund bridge, major culvert, and road replacements / rehabilitations as per the Asset Management Plan. | Specific capital projects to be determined through the capital budget process. | Province of Ontario annual allocation under the OCIF Formula based grant program.              | Funding based on asset management recommendations.  | A combination of Capital Levy and OCIF funding is used for bridge and major culvert replacements and rehabilitations. |
| WSIB Excess Loss Reserve Fund              | \$ 624,389               | \$125,611 transfer from the General Capital Reserve | Operating and Stabilization | To fund catastrophic claims in excess of \$500,000.  | Claims are adjudicated by Ontario WSIB.  | Savings from not purchasing Excess Loss Insurance annually.                                    | Target balance of \$2,500,000 based on recommendation of Township's actuarial consultant. |   |

| Description                     | Balance at Dec. 31, 2024 | Recommended Reserve Changes as at Jan. 1, 2025 | Type of Reserve             | Objective of Fund  | Rules of Usage   | Source of Funding  | Funding Targets   | Other Considerations  |
|---------------------------------|--------------------------|--|-----------------------------|--|--|--|---|---|
| Heritage Reserve Fund           | \$ 235,218               |  | Operating and Capital       | To provide funding for Heritage related operational and capital requirements.      | Previous year's balance allocated to current year capital and operating budgets. | Township portion of OLG revenue.   |   | Allocation of OLG Funds based on the Council approved Policy. |
| Community Partner Reserve Fund  | \$ 91,869                |  | Operating and Capital       | To provide funding for Community Services related activities and capital projects. |  | Community Partner Agreement revenue.   | No target set as balance is a function of partnership activity.       |   |
| Termite Management Reserve Fund | \$ 440,897               |  | Operating and Stabilization | To provide funding for the Township Termite Management Program                     |  | Operating budget allocation, or other available sources of funding as directed by council. | No target, used to stabilize program costs over anticipated lifespan. |   |

***Development Charges Reserve Funds***

|                                  |               |  |            |  |   |                          |  |  |
|----------------------------------|---------------|--|------------|--|---|--------------------------|--|--|
| Development Charges Reserve Fund | \$ 33,361,203 |  | Obligatory | To provide for the financing of growth related capital costs as provided for in the Development Charges Background Study and By-law. | Used to fund services detailed in the Development Charges Background Study and By-law and as approved in the capital budget.<br><br>Used to fund growth related debt payments in the operating budget annually. | Developer contributions. | No maximum target set as balance is a function of development activity and transfers to capital. | Development Charge Reserve Funds exist for:<br>- Roads<br>- Public Works<br>- Fire<br>- Parks & Recreation<br>- Corporate<br>- Water<br>- Wastewater |
|----------------------------------|---------------|--|------------|--|---|--------------------------|--|--|