

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MEETING AGENDA OF COUNCIL
JANUARY 9 2017 @ 2:00 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH**

1. CALLING TO ORDER - Mayor Lennox
2. ADOPTION OF THE AGENDA
3. DISCLOSURE OF PECUNIARY INTEREST
4. CLOSED MEETING SESSION (starts ½ earlier than 2:00 pm Council meeting) **N/A**
5. RISE AND REPORT FROM CLOSED MEETING SESSION
6. O ' CANADA
7. AWARDS / RECOGNITION/DECLARATIONS
 - a) **DECLARATION of Hayden Foulon Day- February 11, 2017**

*Be It Hereby Declared By The Mayor Of Wellington North That February 11, 2017
Be Declared Hayden Foulon Day*

8. PRESENTATIONS
9. ADOPTION OF MINUTES OF COUNCIL / PUBLIC MEETING(S)/CLOSED SESSION
Council meeting of December 19, 2016
10. BUSINESS ARISING
11. DEPUTATIONS
12. ITEMS FOR CONSIDERATION
 - a. Minutes
 - b. Business: Reports, recommendations, correspondence for direction

i. PLANNING

a) CLK 2017-002 Revised Betty Dee consent and conceptual drawing

THAT CLK Report 2017-002 being a report on Consent Applications B11-10 to and including B13-10 be received;

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B11/10 to and including B13-10 with the following conditions:

- *Satisfy all the requirements of the local municipality, financial and otherwise including taxes*
- *Clearance fee as per the fees and charges by-law (\$125.00 in 2017)*

- *Parkland dedication fee as per the fees and charges by-law (\$1,000.00 in 2017)*
- *Road entrance approval for retained and severed parcels*
- *Enter into a development agreement to address requirements and assume total costs related to:*
 - *Water, sanitary sewer and storm sewer laterals*
 - *Storm water management*
 - *Road upgrades to a municipal urban standard*

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

b) CLK Report 2017-001 Consent Applications B120-16 to and including B127-16

THAT CLK Report 2017-001 being a report on Consent Applications B120-16 to and including B127-16 be received;

AND FURTHER THAT the Council of the Township of Wellington North supports consent application for a lot line adjustment for B120/16 (South Saugeen Developments Ltd.) being Part 6 to be added to Parts 1, 5 & 7, all shown on Schedule B (John & Aline Padfield) all shown on Schedule B with the following conditions:

- *Satisfy all the requirements of the local municipality, financial and otherwise including taxes*
- *Clearance fee as per the fees and charges by-law (\$125.00 in 2017)*

AND FURTHER THAT the Council of the Township of Wellington North supports consent application for B121/16 (South Saugeen Developments Ltd.) being Part 4 with retained parcels being Parts 2 & 3, (South Saugeen Developments Ltd) all shown on Schedule B with the following conditions:

- *Cash in lieu of parkland as per the fees and charges by-law (\$1,000 in 2017)*
- *Satisfy all the requirements of the local municipality, financial and otherwise including taxes*
- *Clearance fee as per the fees and charges by-law (\$125.00 in 2017)*
- *Road entrance approval for retained and severed parcels*

AND FURTHER THAT the Council of the Township of Wellington North supports consent application for a lot line adjustment for B122/16 (South Saugeen Developments Ltd.) being Part 3 to be added to Parts 1, 6 & 7 (John & Aline Padfield) all shown on Schedule B with the following conditions:

- *Satisfy all the requirements of the local municipality, financial and otherwise including taxes*
- *Clearance fee as per the fees and charges by-law (\$125.00 in 2017)*
- *Day-light triangles should be provided on Parts 2 & 4 in order to meet the Municipal Servicing Standards (Section F.8) for the planned future road allowance shown as part 3.*

AND FURTHER THAT the Council of the Township of Wellington North supports consent application for a lot line adjustment for B123/16 (John & Aline Padfield) being Part 5 to be added to Parts 1,3,6 & 7 (South Saugeen Developments Ltd) all shown on Schedule B with the following conditions:

- *Satisfy all the requirements of the local municipality, financial and otherwise including taxes*
- *Clearance fee as per the fees and charges by-law (\$125.00 in 2017)*

AND FURTHER THAT the Council of the Township of Wellington North supports consent application for a lot line adjustment for B124/16 (John & Aline Padfield) being Part 1 to be added to Part 2 (South Saugeen Developments Ltd) all shown on Schedule B with the following conditions:

- *Satisfy all the requirements of the local municipality, financial and otherwise including taxes*
- *Clearance fee as per the fees and charges by-law (\$125.00 in 2017)*

AND FURTHER THAT the Council of the Township of Wellington North supports consent application for B125/16 (South Saugeen Developments Ltd) being Part D with retained parcels Parts A, B & C, as shown on Schedule C with the following conditions:

- *Cash in lieu of parkland as per the fees and charges by-law (\$1,000 in 2017)*
- *Satisfy all the requirements of the local municipality, financial and otherwise including taxes*
- *Clearance fee as per the fees and charges by-law (\$125.00 in 2017)*
- *Rezone the severed parcel to an appropriate residential zone*
- *Road entrance approval*

- *Enter into a development agreement to address requirements and assume total costs related to:*
 - *Water, sanitary sewer and storm sewer laterals*
 - *Storm water management*
 - *Road upgrades to a municipal urban standard*

AND FURTHER THAT the Council of the Township of Wellington North supports consent application for B126/16 (South Saugeen Developments Ltd) being Part C with retained parcels being Parts A & B as shown on Schedule C with the following conditions:

- *Cash in lieu of parkland as per the fees and charges by-law (\$1,000 in 2017)*
- *Satisfy all the requirements of the local municipality, financial and otherwise including taxes*
- *Clearance fee as per the fees and charges by-law (\$125.00 in 2017)*
- *Rezone the severed parcel to an appropriate residential zone*
- *Road entrance approval*
- *Enter into a development agreement to address requirements and assume total costs related to:*
 - *Water, sanitary sewer and storm sewer laterals*
 - *Storm water management*
 - *Road upgrades to a municipal urban standard*

*AND FURTHER THAT the Council of the Township of Wellington North supports consent application for B127/16 (South Saugeen Developments Ltd) being Part B with the retained parcel being Parts A as shown on Schedule C with the following conditions:
with the following conditions:*

- *Cash in lieu of parkland as per the fees and charges by-law (\$1,000 in 2017)*
- *Satisfy all the requirements of the local municipality, financial and otherwise including taxes*
- *Clearance fee as per the fees and charges by-law (\$125.00 in 2017)*
- *Rezone the severed parcel to an appropriate residential zone*
- *Road entrance approval*
- *Enter into a development agreement to address requirements and assume total costs related to:*
 - *Water, sanitary sewer and storm sewer laterals*
 - *Storm water management*
 - *Road upgrades to a municipal urban standard*

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

ii. ECONOMIC DEVELOPMENT

a) EDO-2017-02 Community Growth Plan

That the Economic Development Officer report EDO-2017-02 dated January 9th, 2017 with regards to the Community Growth Plan be received;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approve the Terms of Reference as contained in this report and direct staff to commence the recruitment of individuals to sit on the Township of Wellington North Community Growth Plan Steering Committee

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North supports the staff recommendation to prepare and distribute an RFP for professional assistance to support the completion of a Township of Wellington North Community Growth Plan.

iii. PUBLIC WORKS

a) PW 2017-002 Road Calcium

THAT Report PW 2017-002 being a report on the Township's 2017 road calcium and gravel crushing program be received;

AND FURTHER THAT the Council of the Township of Wellington North waive the conditions within the "Request for Tender (Written)" as stipulated in the Township's Purchasing and Procurement Policy;

AND FURTHER THAT the Council of the Township of Wellington North Award part of 2017 road calcium to 513125 Ontario Limited o/a Da-Lee Dust Control at a cost to the Township of \$85,272.00 plus applicable taxes for the 35% calcium chloride portion of the program;

AND FURTHER THAT the Council of the Township of Wellington North award part of 2017 road calcium to 552976 Ontario Limited o/a Cliff Holland Trucking at a cost to the Township of \$43,868.16 plus applicable taxes for the 20% brine portion of the program;

AND FURTHER THAT the Council of the Township of Wellington North award 2017 gravel crushing to B&B Custom Crushing Inc. at a cost of \$1.70/tonne plus applicable taxes.

b) PW 2017-001 Municipal Servicing Standards

THAT Report PW 2017-001 being a report on the update to the Township's Municipal Servicing Standards be received;

AND FURTHER THAT the Council of the Township of Wellington North review and accept the updated Municipal Servicing Standards, Township Policy #01-17 dated January 2017, as presented;

iv. FINANCE

a) TR 2017-001 Charitable Donations Receipt Policy

THAT Report TR2017-001 being a report on Charitable Donations Receipt Policy be received;

AND FURTHER THAT Council approve the Charitable Donations Receipt Policy #02-17 as outlined in Appendix A of TR2017-001;

AND FURTHER THAT the Department Head of the lead department and the Treasurer be authorized to enter into written agreements with third-party fundraisers.

b) TR 2017-02 Ontario Municipal Partnership Fund (OMPF)

THAT Report TR2017-002 being a report on the 2017 Ontario Municipal Partnership Fund (OMPF) Allocation be received for information

v. ADMINISTRATION

a) CAO 2017-001 Service Level Agreement Wellington North Power

THAT Report CAO 2017-001 being a report on the service level agreement with Wellington North Power Inc be received;

AND FURTHER THAT the Council of the Township of Wellington North authorize the Mayor and Clerk to enter into a Service Level Agreement with Wellington North Power Inc. for the provision of Water and Sewer Billing and Collection Services;

AND FURTHER THAT the Council of the Township of Wellington North authorize the Mayor and Clerk to sign the amending by-law 006-17 to reduce the water and sewer account setup fees from \$25.00 to 15.00.

13. IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION
14. ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION
15. CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION
16. NOTICE OF MOTION
17. COMMUNITY GROUP MEETING PROGRAM REPORT
18. BY-LAWS
 - a) BY-LAW 001-17 BEING A BY-LAW TO AUTHORIZE TEMPORARY BORROWING FROM TIME TO TIME TO MEET CURRENT EXPENDITURES DURING THE FISCAL YEAR ENDING DECEMBER 31, 2017.
 - b) BY-LAW 002-17 BEING A BY-LAW TO LEVY A SPECIAL LOCAL MUNICIPALITY LEVY ON THE RESIDENTIAL CLASS OF RATEABLE PROPERTY WITHIN THE TOWNSHIP FOR THE 2017 TAXATION YEAR
 - c) BY-LAW 003-17 BEING A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY ON ALL ASSESSMENT WITHIN SPECIFIC TAX CLASSES AND TO PROVIDE A PENALTY AND INTEREST RATE FOR CURRENT TAXES IN DEFAULT AND TAX ARREARS
 - d) BY-LAW 004-17 BEING A BY-LAW TO REGULATE AND PROVIDE FOR THE KEEPING, CONTROL AND LICENSING OF DOGS WITHIN THE TOWNSHIP OF WELLINGTON NORTH AND REPEAL BY-LAW 34-13
 - e) BY-LAW 005-17 BEING A BY-LAW TO AMEND BY-LAW 089-15 BEING A BY-LAW TO ESTABLISH THE FEES AND CHARGES FOR WATER AND SEWER SERVICES PROVIDED BY THE MUNICIPALITY
 - f) BY-LAW 006-17 BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF A SERVICE LEVEL AGREEMENT BETWEEN THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH AND WELLINGTON NORTH POWER INC. FOR THE PROVISION OF WATER AND SEWER BILLING AND COLLECTION SERVICES
19. CULTURAL MOMENT
20. CONFIRMATORY BY-LAW
 - a) BY-LAW 007-17 BEING A BY-LAW TO CONFIRM PROCEEDINGS OF COUNCIL
21. ADJOURNMENT

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
MONDAY, DECEMBER 19, 2016 at 7:00 P.M.**

001

The meeting was held in the Municipal Office Council Chambers, Kenilworth.

Members Present:

**Mayor: Andy Lennox
Councillors Lisa Hern
Steve McCabe
Dan Yake**

Absent:

Councillor: Sherry Burke

Staff Present:

**CAO/Deputy Clerk: Michael Givens
Clerk: Karren Wallace
Executive Assistant: Cathy Conrad
Treasurer: Kimberly Henderson
Director of Public Works: Matt Aston
Director of Recreation, Parks and Facilities: Barry Lavers
Fire Chief: David Guilbault**

CALLING THE MEETING TO ORDER

Mayor Lennox called the meeting to order.

SINGING OF O' CANADA

PASSING AND ACCEPTANCE OF AGENDA

RESOLUTION 2016-569

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Agenda for the December 19, 2016 Regular Meeting of Council be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST(S) AND THE GENERAL NATURE THEREOF

Mayor Lennox declared a conflict of interest with the December 5, 2016 Court of Revision Minutes and By-law Number 082-16 being a by-law of the Corporation of the Township of Wellington North to provide for Drainage Works in the Township of Wellington North for Drain 65, as his property is affected by this drainage works.

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MINUTES OF PREVIOUS MEETING(S)

Mayor Lennox left the Council Chambers for this portion of the Council meeting as he had previously declared pecuniary interest as it relates property owned by him. Councillor McCabe assumed the Chair.

RESOLUTION 2016-570

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the minutes of the Court of Revision held on December 5, 2016 be adopted as circulated.

CARRIED

Mayor Lennox resumed the Chair following the adoption of the Court of Revision Minutes.

RESOLUTION 2016-571

Moved by: Councillor McCabe

Seconded by: Councillor Yake

THAT the minutes of the Special Council Meeting held on November 30, 2016 and the Regular Meeting of Council held on December 5, 2016 be adopted as circulated.

CARRIED

BUSINESS ARISING FROM MINUTES

No business arising from minutes.

PRESENTATIONS

Ben Cornell, Emily MacRobbie, Ward & Uptigrove

- Organization Compensation Equity Review (see addendum to minutes)

Mr. Cornell and Ms. MacRobbie provided an introduction to Ward & Uptigrove and the Compensation and Organizational Review project. The project deliverables, project steps and timing and market check comparators and pay philosophy were reviewed.

Council directed Ward & Uptigrove to use market comparators as follows:

- Bruce County – Municipality of Brockton, Municipality of Kincardine and Municipality of Saugeen Shores;
- Grey County – Georgian Bluffs, Township of Grey Highlands, Municipality of Hanover, Town of Meaford and Municipality of West Grey;
- Huron County – Municipality of Bluewater, Municipality of Central Huron, Town of Goderich, Municipality of Huron East, Municipality of South Huron

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- Perth County – Municipality of North Perth, Township of Perth East, Municipality of West Perth
- Waterloo Region – Township of North Dumfries, Township of Wellesley
- Wellington County – Township of Guelph Eramosa, Township of Mapleton and Town of Minto

Council further directed Ward & Uptigrove that Wellington North pay philosophy is based on 50th percentile.

DELEGATIONS

No delegations.

STANDING COMMITTEE, STAFF REPORTS, MINUTES AND RECOMMENDATIONS

Report from Linda Dickson, Emergency Manager/CEMC

- Report CEMC 001-2016 being a report on appointment of Community Emergency Management Coordinator and Alternates

RESOLUTION 2016-572

Moved by: Councillor McCabe

Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive Report CEMC001-2016 being a report on the appointment of a Community Emergency Management Coordinator and Alternates;

AND FURTHER THAT the Council of the Township of Wellington North authorizes the passing of a by-law to appoint a Community Emergency Management Coordinator and alternates for the Township of Wellington North.

CARRIED

Mark Van Patter, Manager of Planning and Environment

- Correspondence dated December 9, 2016 regarding Wilson Quarry – Ontario Municipal Board Decision

RESOLUTION 2016-573

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Correspondence dated December 9, 2016 from Mark Van Patter, Manager of Planning and Environment, regarding Wilson Quarry – Ontario Municipal Board Decision.

CARRIED

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004

Mark Van Patter, Manager of Planning and Environment

- Correspondence dated December 1, 2016 regarding Lucas Subdivision – Reeves Construction Limited – Mount Forest, Zoning By-law Amendment - Revised

RESOLUTION 2016-574

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Correspondence dated December 1, 2016 from Mark Van Patter, Manager of Planning and Environment, regarding Lucas Subdivision – Reeves Construction Limited – Mount Forest, Zoning By-law Amendment – Revised.

CARRIED

Recreation & Culture Committee

- Minutes, December 6, 2016

RESOLUTION 2016-575

Moved by: Councillor McCabe

Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Recreation & Culture Committee meeting held on December 6, 2016.

CARRIED

RESOLUTION 2016-576

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North, as recommended by the Recreation & Culture Committee, approve a 2% increase for fees and charges for various recreation services provided by the municipality; AND FURTHER THAT Council authorize the Mayor and Clerk to sign the Recreation Fees and Charges by-law.

CARRIED

Cheque Distribution Report dated December 13, 2016

RESOLUTION 2016-577

Moved by: Councillor McCabe

Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive the Cheque Distribution Report dated December 13, 2016.

CARRIED

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Report from Darren Jones, Chief Building Official

- Report CBO 2016-16 Building Permit Review period ending November 30, 2016

RESOLUTION 2016-578

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2016-16 being the Building Permit Review for the period ending November 30, 2016.

CARRIED

Report from Matthew Aston, Director of Public Works

- Report PW 2016-081 being a report on the sanitary allocations for the Lucas Subdivision

RESOLUTION 2016-579

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Report PW 2016-081 being a report on the sanitary allocation for the Lucas Subdivision;

AND FURTHER THAT the Council of the Township of Wellington North commit thirty-four (34) sanitary sewer allocations to Reeves Construction for a 34 unit development, commonly known as the Lucas Subdivision, Part Park Lot 3, South of King Street, Part Park Lot 3, North of Albert, geographic Town of Mount Forest in the Township of Wellington North;

AND FURTHER THAT these sanitary sewer allocations have an expiry of thirty-six months from date of passage of the resolution, after which period the 34 units will be withdrawn unless a subdivision agreement has been entered into with terms required by the Township.

CARRIED

Report from Matthew Aston, Director of Public Works

- Report PW 2016-082 being a report on the status of the Arthur Wastewater Treatment Plant (WWTP)

RESOLUTION 2016-580

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Report PW 2016-082 being a report on the status of the Arthur wastewater treatment plant (WWTP);

AND FURTHER the Council of the Township of Wellington North direct staff to issue the following firms the "request for proposal" document for the upgrades to

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the Arthur Wastewater Treatment Plant and sanitary system as detailed within the Municipal Class Environmental Assessment:

- *CIMA Canada Inc;*
- *Hatch Corporation;*
- *R.J. Burnside & Associates Limited; and*
- *J.L. Richards & Associates Limited.*

CARRIED

Report from David Guilbault, Fire Chief

- Report Fire Chief 2016-008 purchase of a fire demo vehicle, half-ton pickup

RESOLUTION 2016-581

Moved by: Councillor McCabe

Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive Report Fire Chief 2016-008 being a report on the purchase of a 2016 half-ton pick-up (demo fire vehicle);

AND FURTHER THAT the Council of the Township of Wellington North waive the requirement for a "Request for Quotation Process (Written)" as stipulated in the Township's Purchasing and Procurement Policy recognizing that purchasing a Demo Vehicle presents a unique purchasing opportunity;

AND FURTHER THAT the Council of the Township of Wellington North acknowledges that this purchase would occur in advance of formal approval of the 2017 budget which constitutes financial approval to proceed with the procurement process;

BE IT RESOLVED THAT Council authorizes the Fire Chief to proceed with the purchase of a 2016 half pick-up (demo fire vehicle) from DARTA Fleet Solutions at a purchase price of \$34,995 to be funded from the Wellington North Fire Reserve Fund.

DEFEATED

Wellington North Fire Service

- Communiqué #037 November, 2016

RESOLUTION 2016-582

Moved by: Councillor McCabe

Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive the Wellington North Fire Service Communiqué #037 dated November, 2016.

CARRIED

Report from Karren Wallace, Clerk

- Report CLK 2016-078 being a report on the Canine Control By-law

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RESOLUTION 2016-583

Moved by: Councillor McCabe

Seconded by: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2015-078 being a report on the Canine Control By-law;
AND FURTHER THAT the Mayor and Clerk be authorized to sign the Canine Control By-law.*

DEFERRED

Council directed to staff to add a definition of a “Guardian Dog” and to include there be no licensing charge for guide dogs and service animals in the Canine Control By-law.

Report from Karren Wallace, Clerk

- Report CLK 2016-080 being a report of Fees and Charges By-law

RESOLUTION 2016-584

Moved by: Councillor Yake

Seconded by: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2015-080 being a report on the fees and charges by-law;
AND FURTHER THAT the Mayor and Clerk be authorized to sign the fees and charges by-law.*

CARRIED

Report from Karren Wallace, Clerk

- Report CLK 2016-082 being a report on provisions of enumerator services for licensing canines in Wellington North

RESOLUTION 2016-585

Moved by: Councillor McCabe

Seconded by: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2015-082 being a report on provision of enumerator services for licensing canines in Wellington North;
AND FURTHER THAT the Mayor and Clerk be authorized to sign a by-law to enter into an agreement with Karyn Foster for the provision of enumerator services for licensing canines in Wellington North.*

CARRIED

Report from Karren Wallace, Clerk

- Report CLK 2016-085 being a report on Federation of Canadian Municipalities Canada 150 Community Leaders Network

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RESOLUTION 2016-586

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2016-085 being a report on the Federation of Canadian Municipalities, Canada (FCM) 150 Community Leader network.

CARRIED

Council directed staff to complete the nomination form with Councillor Dan Yake being the leader for the Canada (FCM) 150 Community Leader Network.

CORRESPONDENCE FOR COUNCIL'S REVIEW AND DIRECTION

Lynn Dollin, AMO President

- Correspondence dated December 1, 2016 regarding Federal Infrastructure Phase 2 Incrementality Resolution

RESOLUTION 2016-587

Moved by: Councillor Yake

Seconded by: Councillor McCabe

BE IT RESOLVED that the Council of the Corporation of the Township of Wellington North calls on the federal government to provide long-term, predictable, and formula-based funding in its Phase 2 programs for municipal governments; and

BE IT RESOLVED that the Council of the Corporation of the Township of Wellington North calls on the federal government to change incremental requirements in Phase 2 to recognize in Ontario that a municipal government asset management plan meets a municipal incremental infrastructure requirement.

CARRIED

Kimberly Cummings, on behalf of the Victoria Cross Public School Community

- Request for an additional sidewalk on Durham St. E.

Council gave direction to staff to contact the Upper Grand District School Board to discuss the concerns regarding sidewalks to attempt to resolve the issue.

Robert Reeves, Reeves Construction

- Correspondence dated November 30, 2016 regarding naming of new streets

RESOLUTION 2016-588

Moved by: Councillor Yake

Seconded by: Councillor Hern

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THAT the Council of the Corporation of the Township of Wellington North grant permission to Reeves Construction Limited for the naming of streets within the Lucas Subdivision as Ronnie's Way and Doug's Crescent, as requested by Reeves Construction Limited.

CARRIED

Saugeen Valley Conservation Authority

- Correspondence dated December 13, 2016 regarding invitation to Annual Meeting on Friday, January 13, 2017

Council directed staff to RSVP that Council Steve McCabe and Michael Givens, CAO will attend.

BY-LAWS

RESOLUTION 2016-589

Moved by: Councillor Hern

Seconded by: Councillor McCabe

THAT By-law Number 36-14 being a by-law to amend Zoning By-law Number 66-01 being the Zoning By-law for the Township of Wellington North be read a Third time and finally passed. (Part of Park Lot 3, South of King Street and Part of Park Lot 3, North of Albert Street, former Town of Mount Forest, Reeves Construction Ltd. – Lucas Subdivision)

CARRIED

Mayor Lennox left the Council Chambers for this portion of the Council meeting as he had previously declared pecuniary interest as it relates property owned by him. Councillor McCabe assumed the Chair.

RESOLUTION 2016-590

Moved by: Councillor McCabe

Seconded by: Councillor Hern

THAT By-law Number 082-16 being a by-law of the Corporation of the Township of Wellington North to provide for Drainage Works in the Township of Wellington North for Drain 65 be read a Third time and finally passed. (Lennox)

CARRIED

Mayor Lennox resumed the Chair following the passing of the by-law.

RESOLUTION 2016-591

Moved by: Councillor Hern

Seconded by: Councillor McCabe

THAT By-law Number 093-16 being a by-law to enact rules and regulations for the maintenance, operation and use of the water works distribution systems and to provide a framework for charges to be established with respect to the

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maintenance and inspection of portions thereof and charges with respect to water consumption and to repeal By-laws 55-09, 18-10 and 91-123 be read a Third time and finally passed.

CARRIED

RESOLUTION 2016-592

Moved by: Councillor McCabe

Seconded by: Councillor Hern

THAT By-law Number 094-16 being a by-law to require owners of buildings to connect such buildings to sewage works in the Township of Wellington North and to repeal By-laws 55-09, 18-10 and 91-123 be read a Third time and finally passed.

CARRIED

RESOLUTION 2016-593

Moved by: Councillor Hern

Seconded by: Councillor McCabe

THAT By-law Number 095-16 being a by-law to provide for sewer use in the Township of Wellington North and to repeal By-laws 55-09, 18-10 and 91-123 be read a Third time and finally passed.

CARRIED

RESOLUTION 2016-594

Moved by: Councillor McCabe

Seconded by: Councillor Hern

THAT By-law Number 099-16 being a by-law to appoint an enumerator for the licensing of dogs in the Township of Wellington North be read a First, Second and Third time and finally passed.

CARRIED

RESOLUTION 2016-595

Moved by: Councillor McCabe

Seconded by: Councillor Hern

THAT By-law Number 101-16 being a by-law to appoint a Community Emergency Management Coordinator and Alternate(s) Community Emergency Management Coordinator for the Corporation of the Township of Wellington North be read a First, Second and Third time and finally passed.

CARRIED

RESOLUTION 2016-596

Moved by: Councillor Hern

Seconded by: Councillor McCabe

THAT By-law Number 102-16 being a by-law to establish the fees and charges for various services provided by the municipality be read a First, Second and Third time and finally passed.

CARRIED

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
MONDAY, DECEMBER 19, 2016 at 7:00 P.M.**

011

RESOLUTION 2016-597

Moved by: Councillor McCabe

Seconded by: Councillor Hern

THAT By-law Number 103-16 being a by-law to establish the fees and charges for Recreation Services provided by the municipality be read a First, Second and Third time and finally passed.

CARRIED

ITEMS FOR COUNCIL'S INFORMATION

AMO Watchfile

- December 1, 2016
- December 8, 2016
- December 15, 2016

Wellington County Municipal Economic Development Group

- Minutes, November 1, 2016

Wellington County Accessibility Advisory Committee

- Minutes, December 1, 2016

Municipal Property Assessment Corporation

- Memo dated December 12, 2016 regarding 2017 Budget and Municipal Levy

Pat Salter, Grand River Conservation Authority Representative

- 2016 GRCA Review

Crime Stoppers, Guelph Wellington

- Newsletter, The Informant, Winter 2016-17

RESOLUTION 2016-598

Moved by: Councillor Hern

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive the Items for Council's Information as listed in the December 19, 2016 Regular Council Meeting Agenda.

CARRIED

NOTICE OF MOTION

Councillor McCabe announced his intention to bring a motion to the January 23, 2017 Regular Council Meeting, to be held at 7:00p.m., to amend Procedure By-law 080-16 as follows:

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
MONDAY, DECEMBER 19, 2016 at 7:00 P.M.**

012

THAT Section 8 PROCEDURES FOR AGENDA, MINUTES, AND SUPPORTING MATERIAL be amended to include a clause that provides, on a regularly scheduled day meeting, Council shall recess at approximately 3:00 p.m. to move into a Recreation & Culture Committee meeting, then resume the regularly scheduled Council meeting at the conclusion of the Recreation & Culture Committee meeting to allow Southgate Councillor Dobreen, who is a valued partner on this committee, to continue to represent Southgate.

ANNOUNCEMENTS

Councillor McCabe announced that the Arthur Optimist Club and the Arthur Lions Club are hosting a Splash Pad Fundraiser Hockey Game on December 31, 2016 at 1:00 p.m.

Mayor Lennox wished everyone a Merry Christmas and a Happy New Year.

CLOSED SESSION

RESOLUTION 2016-599

Moved by: Councillor McCabe

Seconded by: Councillor Hern

THAT Council go into a meeting at 8:56 p.m. that is closed to the public under subsections 239 (2) of the Municipal Act, 2001, specifically:

(b) personal matters about an identifiable individual, including municipal or local board employees;

- 1. Report Fire Chief 2016-007 being a report on the Fire Service Chaplain Position*
- 2. Review of Closed Session Minutes November 7, 2016*

CARRIED

RESOLUTION 2016-600

Moved by: Councillor Hern

Seconded by: Councillor McCabe

THAT Council rise from a closed meeting session at 9:12 p.m.

CARRIED

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Report Fire Chief 2016-007 being a report on the Fire Service Chaplain Position; AND FURTHER THAT Council authorize the Fire Chief to proceed with filing the position of Volunteer Fire Service Chaplain for the Township of Wellington North Fire Service with that of Reverend Michael Burns.

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
MONDAY, DECEMBER 19, 2016 at 7:00 P.M.**

013

MOTION TO AMEND

RESOLUTION 2016-601

Moved by: Mayor Lennox

Seconded by: Councillor Hern

THAT the motion be amended by voting separately on:

- 1) *THAT the Council authorize the Fire Chief to proceed with filling the position of Volunteer Fire Service Chaplain for the Township of Wellington North Fire Service with Reverend Michael Burns*
- 2) *To receive the report Fire Chief 2016-007*

DEFEATED

RESOLUTION 2016-602

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Report Fire Chief 2016-007 being a report on the Fire Service Chaplain Position; AND FURTHER THAT Council authorize the Fire Chief to proceed with filling the position of Volunteer Fire Service Chaplain for the Township of Wellington North Fire Service with that of Reverend Michael Burns.

CARRIED

RESOLUTION 2016-603

Moved by: Councillor Yake

Seconded by: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of November 7, 2016.

CARRIED

CONFIRMING BY-LAW

RESOLUTION 2016-604

Moved by: Councillor McCabe

Seconded by: Councillor Hern

THAT By-law Number 104-16 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on December 19, 2016 be read a First, Second and Third time and finally passed.

CARRIED

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
MONDAY, DECEMBER 19, 2016 at 7:00 P.M.**

014

ADJOURNMENT

RESOLUTION 2016-605

Moved by: Councillor Hern

Seconded by: Councillor McCabe

THAT the Regular Council meeting of December 19, 2016 be adjourned at 9:25 p.m.

CARRIED

MAYOR

CLERK



WARD & UPTIGROVE

CLARITY. DIRECTION. RESULTS.



INTEGRATING ACCOUNTING, WEALTH MANAGEMENT
& CONSULTING SOLUTIONS

◆ ACCOUNTING ◆ WEALTH MANAGEMENT ◆ CONSULTING SOLUTIONS

Township of Wellington North

**Compensation and Organization Review
December 19, 2016 Presentation to Council**

**by Ben Cornell and Emily MacRobbie of Ward
& Uptigrove (W&U)**

Agenda

- Introduction to W&U and Project
- Project Deliverables
- Project Steps and Timing
- Market Check Comparators & Pay Philosophy
- Questions

Introduction to W&U and Project

- Thank you for choosing W&U
- About W&U
- Big Project – work plan with > 50 tasks
- Targeting to be done by July 2017
- Project Working Team – seven
- Council Approval & Involvement – two reports
- Staff Communication & Involvement
- Position or person

Project Deliverables

1. Perform an Organizational Review with recommendations presented to Council considering staff realignments, workloads and staff levels. Include all positions both union and non-union.
2. Create fresh Job Information Questionnaires (JIQs) and Job Descriptions (JDs) for all positions per new organizational chart.
3. Conduct a Market Check of all positions per new organizational chart. Union positions per Letter of Understanding.

Project Deliverables (Cont.)

4. Review current non-union pay administration structure & policy and make recommendations for improvement.
5. Review current performance management program for all staff and make recommendations for improvement.
6. Develop a new job evaluation tool appropriate for Wellington North.

Project Deliverables (Cont.)

7. Evaluate all positions included in the approved new organization chart using the new job evaluation system.
8. Adjust the 2017 Pay Bands for the scores from the above job evaluation exercise and the data from the Market Check to achieve the three pay equities. This includes a Statutory Pay Equity review.
9. Summarize all the deliverables from 2 to 8 and present to council for approval.

Project Steps and Timing

1. **Organize Project:** Done by Jan 12/17
 - Met with Working Team November 30
 - Finalize detailed work plan with
 - All Staff meeting Thursday January 12 12 Noon to 2PM – manage expectations

2. **Create new Job Evaluation tool:** Done by Jan 12/17
 - Working Team approve

Project Steps and Timing (Cont.)

3. Collect Information: Done by Feb 10/17

- Have collected most of existing info
- Prepare JIQ and JD format. Staff complete JIQs for current positions. Supervisors and Working Team approve.
- Prepare & get completed two organizational review questionnaires one for Staff and one for Council. Stress confidentiality.

Project Steps and Timing (Cont.)

4. Perform Organizational Review: Done by March 24/17

- Summarize and analyze feedback from Staff and Council
- Conduct interviews
 - One on one and group
 - Will do group with Council
- Collect organizational charts etc. from comparators and compare to Wellington North
- Present recommendations to Council including a new organizational chart

Project Steps and Timing (Cont.)

5. Create fresh JIQs and JDs for new organizational chart: Done by April 14/17
6. Complete Job Evaluations for new organizational chart: Done by May 19/17

Project Steps and Timing (Cont.)

7. Perform Market Check: Done by May 19/17

- Develop & Council approve comparators (Today)
- Council approve pay philosophy at 50th percentile (median) of market (Today)
- Clarify Union Letter of Understanding
- Hourly job rate
- Only comparable positions
- 2017 pay data

Project Steps and Timing (Cont.)

8. Review Pay Administration: Done by June 2/17

- Number of steps
- Annual COLA
- Guidelines for step movement based on job performance
- Roll market data and job scores in new restructured pay bands
- Achieve three pay equities
- CAO position pay grid
- Implement effective July 1 2017

Project Steps and Timing (Cont.)

9. Perform Statutory Pay Equity Check: Done by June 2/17

- No need to post - maintaining

10. Develop new performance management program: Any time during the project

- Online?
- Tied to step movements
- Input from reviewers
- 360 degree/
- Need to train supervisors
- Review of CAO

Project Steps and Timing (Cont.)

11. Final presentation to Council: Done by June 30/17

- Recommendations for everything but Organizational Review covered in previous presentation

12. Project Wrap Up : Done by July 31 2017

- Staff meetings
- Letters to staff

13. Implement approved recommendations: Future

Market Check Comparators & Pay Philosophy

- Distribute list of potential comparators
 - Discuss criteria
 - Discuss list
 - Approve final list
- Approve Median (50th percentile) as Wellington North Pay Philosophy

Questions?

**TOWNSHIP OF WELLINGTON NORTH
POTENTIAL COMPARATORS
2017 MARKET CHECK**

ADDENDUM TO DECEMBER 19, 2016 REGULAR COUNCIL MEETING MINUTES

<u>COUNTY</u>	<u>MUNICIPALITY</u>	<u>POPULATION</u>	<u>HOUSEHOLDS</u>	<u>COMMENTS</u>
		Per 2016 AMCTO Municipal Directory	Per 2016 AMCTO Municipal Directory	
BRUCE	<i>Brockton, Municipality of</i>	9,351	3,820	Walkerton
	Kincardine, Municipality of	10,673	5,473	Cottagers
	Saugeen Shores, Town of	11,207	6,467	Port Elgin & Southampton
GREY	Georgian Bluffs, Township of	10,404	4,896	Beside OS
	Grey Highlands, Municipality of	8,198	5,427	Markdale small
	Hanover, Town of	7,490	3,353	Mostly urban
	Meaford	11,100	5,100	Beside OS
	West Grey, Municipality of	12,286	5,488	Durham small
HURON	Bluewater, Municipality of	7,044	4,308	Zurich & Bayfield
	Central Huron, Municipality of	7,591	4,229	Clinton
	Goderich, Town of	7,411	3,582	Mostly urban
	Huron East, Municipality of	9,233	3,735	Seaforth
	South Huron, Municipality of	9,980	4,427	Exeter
PERTH	<i>North Perth, Municipality of</i>	12,254	4,832	Listowel
	<i>Perth East, Township of</i>	12,218	3,870	Milverton
	West Perth, Municipality of	8,919	3,400	Mitchell
WATERLOO REGION	North Dumfries, Township of	9,600	3,050	Too rural? Next to Cambridge
	<i>Wellesley, Township of</i>	11,000	2,810	Too rural? Next to Waterloo
WELLINGTON	Guelph/Eramosa, Township of	12,380	4,220	Next to Guelph
	Mapleton, Township of	9,989	2,890	Too rural? Drayton
	Minto, Town of	8,334	3,184	Harrison & Palmerston
TOTAL		21		
	Wellington North, Township of	11,477	4,449	

Criteria for Comparator Selection:

*Counties touching on Wellington County excluding Halton & Peel

*Exclude Upper Tier (Counties)

*7,000 to 15,000 population range

*Mix of at least one urban area with rural

*Similar Service/Operations

Bolded = used by Barcon in 2010 Organizational Review



7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0
www.wellington-north.com

519.848.3620
1.866.848.3620 FAX 519.848.3228

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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JANUARY 9, 2017**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2017-002 BEING A REPORT ON CONSENT
APPLICATIONS B11-10 TO AND INCLUDING B13-10 (BETTY DEE
LIMITED) Park Lots G, H & I MacDonald's Survey**

RECOMMENDATION

THAT CLK Report 2017-002 being a report on Consent Applications B11-10 to and including B13-10 be received;

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B11/10 to and including B13-10 with the following conditions:

- Satisfy all the requirements of the local municipality, financial and otherwise including taxes
- Clearance fee as per the fees and charges by-law (\$125.00 in 2017)
- Parkland dedication fee as per the fees and charges by-law (\$1,000.00 in 2017)
- Road entrance approval for retained and severed parcels
- Enter into a development agreement to address requirements and assume total costs related to:
 - Water, sanitary sewer and storm sewer laterals
 - Storm water management
 - Road upgrades to a municipal urban standard

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

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

These applications were deferred in 2010 by the County of Wellington Land Division Committee. At that time the Wellington North Council was not in support of the severances and the matter was deferred:

THAT Application B11-13/10 be deferred by the Land Divison Committee until the applicant addresses grading, drainage and easement issues on the overall property throught a preliminary engineered design:

AND FURTHER THAT the applicant give consideration to density on the property as per the County Offical plan.

Wellington County planning comments dated December 22, 2016 are attached hereto as Schedule "A" and they are generally supportive of the proposal.

Revised conceptual drawing for retained lands is Schedule "B"

Correspondence from Ron Davidson, Land Use Planning Consultant dated December 1, 2016 is attached as Schedule "C"

FINANCIAL CONSIDERATIONS

There are no financial impacts as a result of this report.

STRATEGIC PLAN

Do the report's recommendations advance the Strategy's implementation?

Yes No N/A

<input checked="" type="checkbox"/> Community Growth Plan	<input type="checkbox"/> Community Service Review
<input type="checkbox"/> Human Resource Plan	<input type="checkbox"/> Corporate Communication Plan
<input type="checkbox"/> Brand and Identity	<input type="checkbox"/> Positive Healthy Work Environment
<input type="checkbox"/> Strategic Partnerships	

PREPARED BY:	RECOMMENDED BY:
---------------------	------------------------

Karren Wallace, Clerk

Michael Givens, CAO

KARREN WALLACE CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
---------------------------------	--



SCHEDULE "A"

APPLICATION #:	B11- 13/10 Revised
LOCATION:	Park Lots G, H & I, MacDonald's Survey TOWNSHIP OF WELLINGTON NORTH
APPLICANT/OWNER:	Betty-Dee Limited

PLANNING OPINION: Located within the Mount Forest Urban Centre, this proposal would create three residential lots together with easements along the rear of the proposed lots for drainage purposes. The lot sizes are as follows:
 Parcel 1 – B11/10 contains a frontage of 24.38m (79.9 ft.) and an area of 966sq.m. (10,398 sq.ft.) and is currently vacant;
 Parcel 2 – B12/10 contains a frontage of 24.38m (79.9 ft.) and an area of 966sq.m. (10,398 sq.ft.) and is currently vacant;
 Parcel 3 – B13/10 contains a frontage of 31.28m (102 ft.) and an area of 1397.59 sq.m. (0.3 ac.) and is currently vacant.
 The retained parcel has approximately 129m (423 ft.) of frontage and the area is undetermined and is currently occupied by a dwelling and shed.

This application is consistent with the Provincial Policy Statement and generally conforms to the County Official Plan. We have no concerns, provided that servicing and safe access can be addressed to the satisfaction of the local municipality.

PLACES TO GROW: The Places to Grow policies place an emphasis on intensification and optimizing the use of existing land supplies. Under section 2.2.2.1 which deals with managing growth it states, "population and employment growth will be accommodated by focusing intensification in intensification areas". Intensification is defined as "the development of a property, site or area at a higher density than currently exists through.....b) the development of vacant and/or underutilized lots within previously developed areas; or c) infill development".

PROVINCIAL POLICY STATEMENT (PPS): Intensification and redevelopment is encouraged within settlement areas such as Mount Forest.

WELLINGTON COUNTY OFFICIAL PLAN: The subject lands are designated RESIDENTIAL within the Mount Forest Urban Centre.

New lots may be created in Urban Centres provided that the land will be appropriately zoned. Lot creation will normally proceed by plan of subdivision and will be based on the provision of full urban services, wherever such services are available. Plans of subdivision will normally be required when:

- a) four or more lots (including the retained) are being created, or
- b) a new road or a substantial extension to an existing road is required, or
- c) where special concerns or issues exist which would best be dealt with through a plan of subdivision.

The matters under Section 10.1.3 were also considered, including b) "that all lots can be adequately serviced....", d) "that all lots will have safe driveway access to an all-season maintained public road...." and k) "that all new lots shall have logical lot lines given existing lot patterns in the area, natural and human-made features and other appropriate considerations".

LOCAL ZONING BY-LAW: The subject lands are zoned R2 – Residential. The severed lots and retained parcel will comply with the minimum frontage and area.

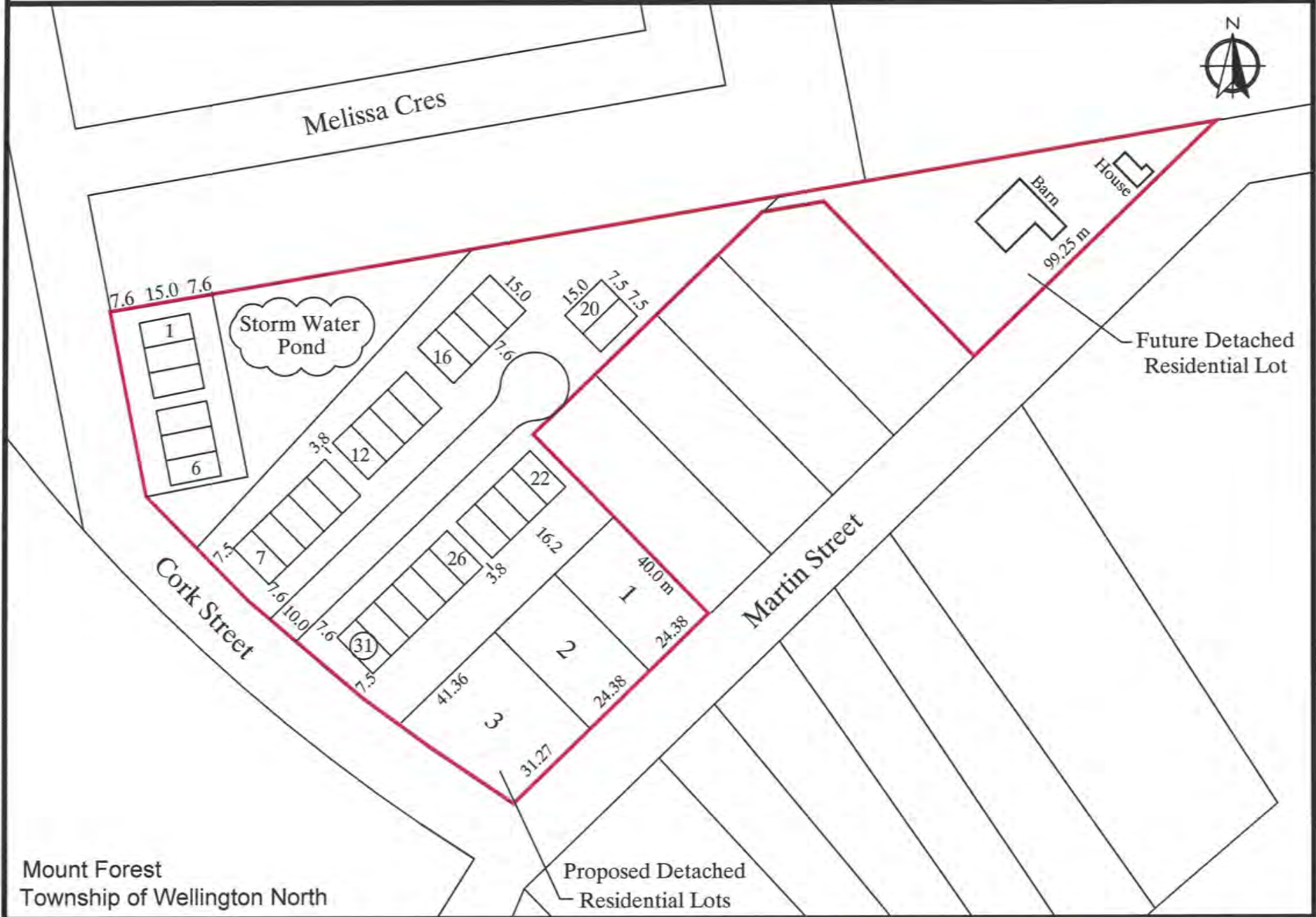
SITE VISIT INFORMATION: The subject property was visited and photographed on December 2, 2009. Notice Cards were posted and the survey sketch appears to meet the application requirements.

BACKGROUND:

These applications were deferred in 2010 by the County of Wellington Land Division Committee. At that time the Wellington North Council was not in support of the severances because of a historical position by a former Town of Mount Forest Council to not grant any further severances from this property. The applicant sought the deferral so that they could submit a conceptual plan for the retained lands that would satisfy Councils concerns with the development of the remainder of the lands. Since the original applications in 2010, the severed lots have been reduced in size by shortening the depth of the lots and a conceptual drawing has been completed for the retained lands (attached). The conceptual drawing proposes a multi residential cluster development which can work adequately within the limits of the retained lands. The site could also meet the necessary density requirements. The other modification since the original applications were made is the drainage easement across the rear of the severed lots to address drainage issues currently present on the site.

Linda Redmond, Planner
 December 22, 2016

Conceptual Drawing for "Retained Lands" Betty Dee Property



Mount Forest
Township of Wellington North

Proposed Detached
Residential Lots

Future Detached
Residential Lot

SCHEDULE C



RON DAVIDSON
LAND USE PLANNING-CONSULTANT INC.

December 1, 2016

County of Wellington
Planning and Development Department
74 Woolwich Street
Guelph, ON
N1H 3T9

Attention: Linda Redmond

Dear Linda:

**Re: Consent Applications B11/10, B12/10 and B13/10
Lot G, Part Lot H, Lot 1, MacDonald's Survey,
Geographic Town of Mount Forest,
Township of Wellington North, County of Wellington,
Owner: Betty Dee Limited**

As requested by the County, the surveyor has revised the sketch to include easements at the rear of two of the proposed severed lots. Please amend our Consent applications accordingly.

The easements are intended to deal with surface water drainage. Specifically, Part 4 on the new sketch will allow for the stormwater generated from the adjacent two residential lots to the east to flow across this portion of the property, and Part 5 will allow accommodate the stormwater from the adjacent one lot to the east.

I trust this information is satisfactory. Should you have any questions, please contact the undersigned.

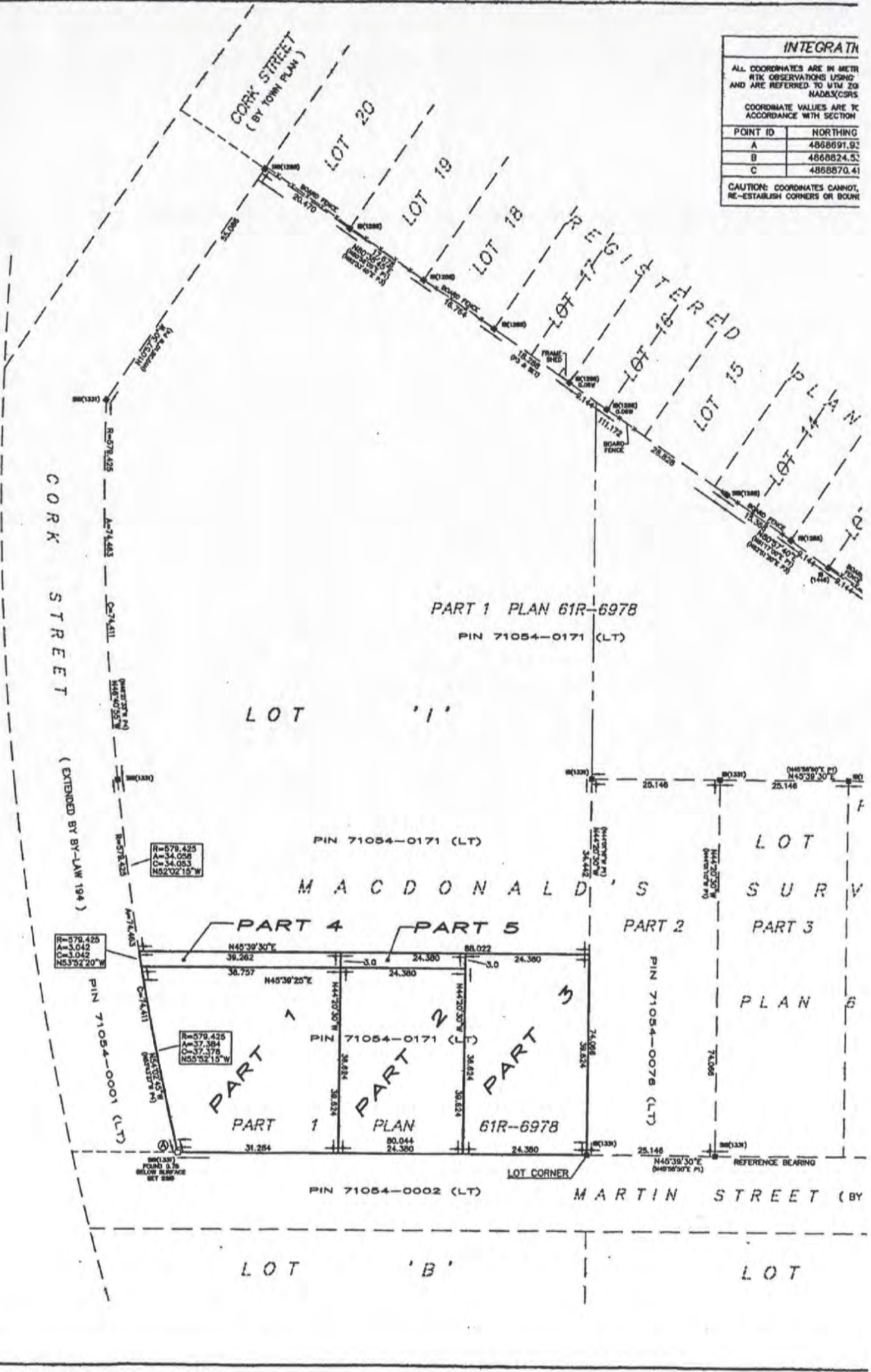
Sincerely,

A handwritten signature in black ink, appearing to be 'Ron Davidson', written over a light blue horizontal line.

Ron Davidson, BES, RPP, MCIP

c.c. Brian Padfield

INTEGRATION	
ALL COORDINATES ARE IN METR RTK OBSERVATIONS USING AND ARE REFERRED TO UTM ZONE NAD83/CSRS	
COORDINATE VALUES ARE TO ACCORDANCE WITH SECTION	
POINT ID	NORTHING
A	4868691.93
B	4868824.53
C	4868870.41
CAUTION: COORDINATES CANNOT, RE-ESTABLISH CORNERS OR BOUND	



PART 1 PLAN 61R-6978

PIN 71054-0171 (LT)

LOT '1'

PIN 71054-0171 (LT)

MACDONALD'S SURV

PART 4 PART 5

PART 2

PART 3

PLAN 6

PART 1 PART 2 PART 3

PIN 71054-0002 (LT)

MARTIN STREET (BY

LOT 'B'

LOT



7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0

www.wellington-north.com

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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JANUARY 9, 2017**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2017-001 BEING A REPORT ON CONSENT
APPLICATIONS B120-16 TO AND INCLUDING B127-16 (South
Saugeen Developments & John & Aline Padfield) PT PARK LOTS
10, 11 & 12 S/S PRINCESS STREET; PT PARK LOTS 1, K & L,
MACDONALD'S SVY; PT DIVISION 1 OF LOT 2 WOSR MOUNT**

RECOMMENDATION

THAT CLK Report 2017-001 being a report on Consent Applications B120-16 to and including B127-16 be received;

AND FURTHER THAT the Council of the Township of Wellington North supports consent application for a lot line adjustment for B120/16 (South Saugeen Developments Ltd.) being Part 6 to be added to Parts 1, 5 & 7, all shown on Schedule B (John & Aline Padfield) all shown on Schedule B with the following conditions:

- Satisfy all the requirements of the local municipality, financial and otherwise including taxes
- Clearance fee as per the fees and charges by-law (\$125.00 in 2017)

AND FURTHER THAT the Council of the Township of Wellington North supports consent application for B121/16 (South Saugeen Developments Ltd.) being Part 4 with retained parcels being Parts 2 & 3, (South Saugeen Developments Ltd) all shown on Schedule B with the following conditions:

- Cash in lieu of parkland as per the fees and charges by-law (\$1,000 in 2017)
- Satisfy all the requirements of the local municipality, financial and otherwise including taxes
- Clearance fee as per the fees and charges by-law (\$125.00 in 2017)
- Road entrance approval for retained and severed parcels

AND FURTHER THAT the Council of the Township of Wellington North supports consent application for a lot line adjustment for B122/16 (South Saugeen Developments Ltd.) being Part 3 to be added to Parts 1, 6 & 7 (John & Aline Padfield) all shown on Schedule B with the following conditions:

- Satisfy all the requirements of the local municipality, financial and otherwise including taxes
- Clearance fee as per the fees and charges by-law (\$125.00 in 2017)
- Day-light triangles should be provided on Parts 2 & 4 in order to meet the Municipal Servicing Standards (Section F.8) for the planned future road allowance shown as part 3.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application for a lot line adjustment for B123/16 (John & Aline Padfield) being Part 5 to be added to Parts 1,3,6 & 7 (South Saugeen Developments Ltd) all shown on Schedule B with the following conditions:

- Satisfy all the requirements of the local municipality, financial and otherwise including taxes
- Clearance fee as per the fees and charges by-law (\$125.00 in 2017)

AND FURTHER THAT the Council of the Township of Wellington North supports consent application for a lot line adjustment for B124/16 (John & Aline Padfield) being Part 1 to be added to Part 2 (South Saugeen Developments Ltd) all shown on Schedule B with the following conditions:

- Satisfy all the requirements of the local municipality, financial and otherwise including taxes
- Clearance fee as per the fees and charges by-law (\$125.00 in 2017)

AND FURTHER THAT the Council of the Township of Wellington North supports consent application for B125/16 (South Saugeen Developments Ltd) being Part D with retained parcels Parts A, B & C, as shown on Schedule C with the following conditions:

- Cash in lieu of parkland as per the fees and charges by-law (\$1,000 in 2017)
- Satisfy all the requirements of the local municipality, financial and otherwise including taxes
- Clearance fee as per the fees and charges by-law (\$125.00 in 2017)
- Rezone the severed parcel to an appropriate residential zone
- Road entrance approval
- Enter into a development agreement to address requirements and assume total costs related to:
 - Water, sanitary sewer and storm sewer laterals

- Storm water management
- Road upgrades to a municipal urban standard

AND FURTHER THAT the Council of the Township of Wellington North supports consent application for B126/16 (South Saugeen Developments Ltd) being Part C with retained parcels being Parts A & B as shown on Schedule C with the following conditions:

- Cash in lieu of parkland as per the fees and charges by-law (\$1,000 in 2017)
- Satisfy all the requirements of the local municipality, financial and otherwise including taxes
- Clearance fee as per the fees and charges by-law (\$125.00 in 2017)
- Rezone the severed parcel to an appropriate residential zone
- Road entrance approval
- Enter into a development agreement to address requirements and assume total costs related to:
 - Water, sanitary sewer and storm sewer laterals
 - Storm water management
 - Road upgrades to a municipal urban standard

AND FURTHER THAT the Council of the Township of Wellington North supports consent application for B127/16 (South Saugeen Developments Ltd) being Part B with the retained parcel being Parts A as shown on Schedule C with the following conditions: with the following conditions:

- Cash in lieu of parkland as per the fees and charges by-law (\$1,000 in 2017)
- Satisfy all the requirements of the local municipality, financial and otherwise including taxes
- Clearance fee as per the fees and charges by-law (\$125.00 in 2017)
- Rezone the severed parcel to an appropriate residential zone
- Road entrance approval
- Enter into a development agreement to address requirements and assume total costs related to:
 - Water, sanitary sewer and storm sewer laterals
 - Storm water management
 - Road upgrades to a municipal urban standard

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

PREVIOUS REPORTS PERTINENT TO THIS MATTER
--

N/A

BACKGROUND

The subject property is known as Part Park lots 10, 11 & 12 s/s Princess Street; Part Park lots 1, K & L, Macdonald's survey; Part Division 1 of lot 2 WOSR, Mount Forest.

Municipal comments were requested from the Chief Administrative Officer, Chief Building Official, Director of Public Works, Fire Chief, Drainage Superintendent, Treasurer, Planner, Economic Development Manager, Tourism Marketing & Promotion Manager, County of Wellington Planner and the Director Recreation, Parks and Facilities.

Wellington County planning comments are attached hereto as Schedule "A" and they are generally supportive of the proposal.

The various consents are to consolidate a large holding into three lots. The property on the sketches attached as Schedules "B" and "C" shows the final configuration after all the severances and lot line adjustments are complete. The eight consents need to occur in the order shown to comply with the Planning Act.

The following comments will be forwarded to the County of Wellington for consideration:

- Servicing plans / design should be consistent with Municipal Servicing Standards;
- Cork St sanitary sewer south of Melissa Cr is shallow (~96" on Cork St at Melissa Cr and ~77" on Cork St south of Melissa Cr) and servicing plans / design should be provided for Township review and approval;
- Cork St sanitary sewer north of Melissa Cr may be deep enough for gravity services and servicing plans / design should be provided for Township review and approval;
- Cork St water-main should be adequate for servicing;
- Township staff are not providing comments on the servicing of Part 7;
- Sidewalk exists on south-side of Princess St; Township would request applicant to install sidewalk across their lots or contribute to future sidewalk works in neighbourhood;
- The proposed consent falls within the urban boundaries of the Township as such it is anticipated that Cork Street will be upgraded to the Township's urban standard;
- Storm water will need to be accommodated on-property for each property and discharged to a suitable storm sewer outlet;
- Township would prefer a plan of subdivision to ensure appropriate servicing plans can be developed and implemented for all consents.

FINANCIAL CONSIDERATIONS

There are no financial impacts as a result of this report.

STRATEGIC PLAN

Do the report's recommendations advance the Strategy's implementation?

Yes No N/A

- | | |
|---|--|
| <input checked="" type="checkbox"/> Community Growth Plan | <input type="checkbox"/> Community Service Review |
| <input type="checkbox"/> Human Resource Plan | <input type="checkbox"/> Corporate Communication Plan |
| <input type="checkbox"/> Brand and Identity | <input type="checkbox"/> Positive Healthy Work Environment |
| <input type="checkbox"/> Strategic Partnerships | |

PREPARED BY:	RECOMMENDED BY:
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Karren Wallace, Clerk

Michael Givens, CAO

KARREN WALLACE CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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Application	B120/16
Location	Pt Pk Lts 10,11 & 12, s/s of Princess St.; Pt Pk Lt I, K & L, MacDonald's Svy, Pt of Div 1 of Lots 2, WOSR TOWNSHIP OF WELLINGTON NORTH
Applicant/Owner	South Saugeen Developments Ltd.

PLANNING OPINION: This lot line adjustment application would sever a vacant 0.74 m² (7.96 ft²) parcel (Part 6 on the sketch), and add it to an adjacent vacant parcel (Parts 1, 5 and 7 on the sketch). A vacant 8413 m² (2 ac) parcel identified as Parts 2, 3 and 4 on the sketch would be retained. This lot line adjustment is one of eight consent applications that have been submitted to square-off the boundaries of the two parcels and establish four new lots for residential development.

This application is consistent with Provincial Policy and generally conforms to the Official Plan, provided that the following matters are addressed as conditions of approval:

- a) That any concerns of the County of Wellington Solid Waste Services Division can be addressed;
- b) That the purchaser take title to the severed lands in the same manner as they hold their abutting land; and,
- c) That Subsection 50(3) of the Planning Act, R.S.O., 1990 be applied to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this Consent.

PLACES TO GROW: No issues.

PROVINCIAL POLICY STATEMENT (PPS): No issues.

WELLINGTON COUNTY OFFICIAL PLAN: The Subject property is designated RESIDENTIAL and is located in the Urban Centre of Mount Forest. According to section 10.3.5 Lot line adjustments may be permitted where there is no adverse effect provided that the basic lot patterns in an area are not unreasonably altered.

The matters under section 10.1.3 were also considered including i) that lots are not created in areas which would pose a threat to public health and safety.

Regarding item i) above, the proposed lots are located approximately 250 m away from a closed landfill to the south (Martin St. Landfill). The County of Wellington Solid Waste Services (SWS) has been circulated on the applications and any comments or concerns by SWS should be addressed.

WELL HEAD PROTECTION AREA: The subject property is not located within a Wellhead Protection Area.

LOCAL ZONING BY-LAW: The subject lands are currently zoned Future Development (FD).

SITE VISIT INFORMATION: The subject property has not yet been visited.

Jameson Pickard, Planner
December 23rd, 2016



Application	B121/16
Location	Pt Pk Lts 10,11 & 12, s/s of Princess St.; Pt Pk Lt I, K & L, MacDonald's Svy, Pt of Div 1 of Lots 2, WOSR TOWNSHIP OF WELLINGTON NORTH
Applicant/Owner	South Saugeen Developments Ltd.

PLANNING OPINION: This application would sever a vacant irregular shaped 2,115.8 m² (0.52 ac) parcel (Part 4 on the sketch) for a proposed residential use. A 6,297.4 m² (1.6 ac) vacant parcel identified as Parts 2 and 3 on the sketch would be retained for future residential use.

This application is consistent with Provincial Policy and generally conforms to the Official Plan, provided that the following matters are addressed as conditions of approval:

- a) That any concerns of the County of Wellington Solid Waste Services Division can be addressed;
- b) That the severed parcel (Part 4 on the sketch) be rezoned to the appropriate Residential zone to the satisfaction of the local Municipality;
- c) That adequate servicing and driveway access can be provided to the site to the satisfaction of the Local municipality.

PLACES TO GROW: The Places to Grow policies place an emphasis on intensification and optimizing the use of existing land supplies. Under section 2.2.2.1 which deals with managing growth it states, "population and employment growth will be accommodated by focusing intensification in intensification areas". Intensification is defined as "the development of a property, site or area at a higher density than currently exists through,.....b) the development of vacant and/or underutilized lots within previously developed areas; or c) infill development".

PROVINCIAL POLICY STATEMENT (PPS): Section 1.1.3 of the Provincial Policy Statement directs growth to occur within settlement areas. The proposed lot creation is located within the Arthur Urban Centre and is consistent with the PPS.

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated as RESIDENTIAL, within the Mount Forest Urban Centre and is located outside of the built boundary. According to section 10.6.2, new lots may be created in Urban Centres provided that the land will be appropriately zoned. Lots may be created for a variety of community uses subject to the policies of this plan. Lot creation will normally proceed by plan of subdivision and will be based on the provisions of full urban services, wherever such services are available. We are satisfied that a plan of subdivision is not necessary for the creation of the proposed lot.

The matters under section 10.1.3 were also considered including... i) that lots are not created in areas which would pose a threat to public health and safety; and. l)

Regarding item i) above, the proposed lot is located approximately 250 m away from a closed landfill to the south (Martin St. Landfill). The County of Wellington Solid Waste Services (SWS) has been circulated on the applications and any comments or concerns by SWS should be addressed.

Further, according the section 4.5.2 of the plan, "development will not be permitted on contaminated sites. Development may only proceed once a contaminated site is restored and no adverse effect will result from any on-site activity associated with the proposed use..." The subject lands once contained a former rail right-of-way in the area of the proposed new lots. We have been provided with a Phase 3 Environmental Site Assessment completed by HGI Services Ltd. which outlines how the lands to be severed were safely remediated.

WELL HEAD PROTECTION AREA: The subject property is not located within a Wellhead Protection Area.

LOCAL ZONING BY-LAW: The subject lands are zoned Future Development (FD). A Zoning by-law amendment application has been submitted by the applicants to the Township to rezone the severed and retained lands to an R2 zone category. The lands will need to be successfully rezoned to facilitate the construction of semi-detached dwellings.

ADDITIONAL INFORMATION: This parcel will be added to by a subsequent lot line adjustment (B123/16) which will form the lands to be severed by consent applications (B125/16 -B127/16).

SITE VISIT INFORMATION: The subject property has not yet been visited.

Jameson Pickard

 Jameson Pickard, Planner
 December 23rd, 2016



Application	B122/16
Location	Pt Pk Lts 10,11 & 12, s/s of Princess St.; Pt Pk Lt I, K & L, MacDonald's Svy, Pt of Div 1 of Lots 2, WOSR TOWNSHIP OF WELLINGTON NORTH
Applicant/Owner	South Saugeen Developments Ltd.

PLANNING OPINION: This lot line adjustment application would sever a vacant 1585.9 m² (17,070 ft²) parcel (Part 3 on the sketch), and add it to an adjacent vacant parcel (Parts 1, 6 and 7 on the sketch). A 4711.3 m² (50,712 ft²) vacant parcel identified as Part 2 on the sketch would be retained. This lot line adjustment is one of eight consent applications that have been submitted to square-off the boundaries of the two parcels and establish four new lots for residential development.

This application is consistent with Provincial Policy and generally conforms to the Official Plan, provided that the following matters are addressed as conditions of approval:

- a) That any concerns of the County of Wellington Solid Waste Services Division can be addressed;
- b) That the purchaser take title to the severed lands in the same manner as they hold their abutting land; and,
- c) That Subsection 50(3) of the Planning Act, R.S.O., 1990 be applied to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this Consent.

PLACES TO GROW: No issues.

PROVINCIAL POLICY STATEMENT (PPS): No issues.

WELLINGTON COUNTY OFFICIAL PLAN: The subject lands are designated RESIDENTIAL and located within the Urban Centre of Mount Forest. According to section 10.3.5 Lot line adjustments may be permitted where there is no adverse effect provided that the basic lot patterns in an area are not unreasonably altered.

The matters under section 10.1.3 were also considered including i) that lots are not created in areas which would pose a threat to public health and safety.

Regarding item i) above, the proposed lots are located approximately 250 m away from a closed landfill to the south (Martin St. Landfill). The County of Wellington Solid Waste Services (SWS) has been circulated on the applications and any comments or concerns by SWS should be addressed.

WELL HEAD PROTECTION AREA: The subject property is not located within a Wellhead Protection Area.

LOCAL ZONING BY-LAW: The subject property is currently zoned Future Development (FD) zone.

SITE VISIT INFORMATION: The subject property was visited and photographed on DATE 2016. Notice Cards were posted and the survey sketch appears to meet the application requirements.

Jameson Pickard, Planner
 December 23rd, 2016



Application	B123/16
Location	Pt Pk Lts 10,11 & 12, s/s of Princess St.; Pt Pk Lt I, K & L, MacDonald's Svy, Pt of Div 1 of Lots 2, WOSR TOWNSHIP OF WELLINGTON NORTH
Applicant/Owner	John & Aline Padfield

PLANNING OPINION: This lot line adjustment application would sever a vacant 1144.7 m² (12, 321ft²) parcel (Part 5 on the sketch), and add it to an adjacent vacant parcel (Part 4 on the sketch). A 3260.5 m² (0.8 ac) consolidated parcel would result. A vacant parcel identified as Parts 1, 3, 6 and 7 on the sketch would be retained. This lot line adjustment is one of eight consent applications that have been submitted to square-off the boundaries of the two parcels and establish four new lots for residential development.

This application is consistent with Provincial Policy and generally conforms to the Official Plan, provided that the following matters are addressed as conditions of approval:

- a) That any concerns of the County of Wellington Solid Waste Services Division can be addressed;
- b) That the purchaser take title to the severed lands in the same manner as they hold their abutting land; and,
- c) That Subsection 50(3) of the Planning Act, R.S.O., 1990 be applied to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this Consent.

PLACES TO GROW: No issues.

PROVINCIAL POLICY STATEMENT (PPS): No issues.

WELLINGTON COUNTY OFFICIAL PLAN: The Subject property is designated RESIDENTIAL and is located in the Urban Centre of Mount Forest. According to section 10.3.5 Lot line adjustments may be permitted where there is no adverse effect provided that the basic lot patterns in an area are not unreasonably altered.

The matters under section 10.1.3 were also considered including i) that lots are not created in areas which would pose a threat to public health and safety.

Regarding item i) above, the proposed lots are located approximately 250 m away from a closed landfill to the south (Martin St. Landfill). The County of Wellington Solid Waste Services (SWS) has been circulated on the applications and any comments or concerns by SWS should be addressed.

WELL HEAD PROTECTION AREA: The subject property is not located within a Wellhead Protection Area.

LOCAL ZONING BY-LAW: The subject lands are currently zoned Future Development (FD).

SITE VISIT INFORMATION: The subject property has not yet been visited.

Jameson Pickard, Planner
December 23rd, 2016



Application	B124/16
Location	Pt Pk Lts 10,11 & 12, s/s of Princess St.; Pt Pk Lt MacDonald's Svy, Pt of Div 1 of Lots 2, WOSR TOWNSHIP OF WELLINGTON NORTH
Applicant/Owner	John & Aline Padfield

PLANNING OPINION: This lot line adjustment application would sever a vacant 1136 m² (12,227ft²) parcel (Part 1 on the sketch), and add it to an adjacent vacant parcel (Parts 2 on the sketch). A 5,847.3 m² (1.4 ac) consolidated parcel would result. A 12.3 ha (10.4 ac) vacant parcel identified as Parts 3, 6 and 7 on the sketch would be retained for future residential use. This lot line adjustment is one of eight consent applications that have been submitted to square-off the boundaries of the two parcels and establish four new lots for residential development.

This application is consistent with Provincial Policy and generally conforms to the Official Plan, provided that the following matters are addressed as conditions of approval:

- a) That any concerns of the County of Wellington Solid Waste Services Division can be addressed;
- b) That the purchaser take title to the severed lands in the same manner as they hold their abutting land; and,
- c) That Subsection 50(3) of the Planning Act, R.S.O., 1990 be applied to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this Consent.

PLACES TO GROW: No issues.

PROVINCIAL POLICY STATEMENT (PPS): No issues.

WELLINGTON COUNTY OFFICIAL PLAN: The Subject property is designated RESIDENTIAL and is located in the Urban Centre of Mount Forest. According to section 10.3.5 Lot line adjustments may be permitted where there is no adverse effect provided that the basic lot patterns in an area are not unreasonably altered.

The matters under section 10.1.3 were also considered including i) that lots are not created in areas which would pose a threat to public health and safety.

Regarding item i) above, the proposed lots are located approximately 250 m away from a closed landfill to the south (Martin St. Landfill). The County of Wellington Solid Waste Services (SWS) has been circulated on the applications and any comments or concerns should be addressed.

WELL HEAD PROTECTION AREA: The subject property is not located within a Wellhead Protection Area.

LOCAL ZONING BY-LAW: The subject lands are currently zoned Future Development (FD).

SITE VISIT INFORMATION: The subject property has not yet been visited.

Jameson Pickard, Planner
 December 23rd, 2016



Application	B125/16 - B127/16
Location	Pt Pk Lts 10,11 & 12, s/s of Princess St.; Pt Pk Lt MacDonald's Svy, Pt of Div 1 of Lots 2, WOSR TOWNSHIP OF WELLINGTON NORTH
Applicant/Owner	South Saugeen Developments Ltd.

PLANNING OPINION: These applications would establish three vacant lots with a lot area of 780 m² in the Urban Centre of Mount Forest for proposed residential use (Parcels D, C and B on the Sketch). A 908.1 m² parcel would be retained for proposed residential use (Parcel A on the sketch).

This application is consistent with Provincial Policy and generally conforms to the Official Plan, provided that the following matters are addressed as conditions of approval:

- d) That any concerns of the County of Wellington Solid Waste Services Division can be addressed;
- e) That the severed and retained parcel be rezoned to the appropriate Residential zone to the satisfaction of the local Municipality;
- f) That adequate servicing and driveway access can be provided to the site to the satisfaction of the Local municipality.

PLACES TO GROW: The Places to Grow policies place an emphasis on intensification and optimizing the use of existing land supplies. Under section 2.2.2.1 which deals with managing growth it states, "population and employment growth will be accommodated by focusing intensification in intensification areas". Intensification is defined as "the development of a property, site or area at a higher density than currently exists through,.....b) the development of vacant and/or underutilized lots within previously developed areas; or c) infill development".

PROVINCIAL POLICY STATEMENT (PPS): Section 1.1.3 of the Provincial Policy Statement directs growth to occur within settlement areas. The proposed lot creation is located within the Arthur Urban Centre and is consistent with the PPS.

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated as RESIDENTIAL, within the Mount Forest Urban Centre and is located outside of the built boundary. According to section 10.6.2, new lots may be created in Urban Centres provided that the land will be appropriately zoned. Lots may be created for a variety of community uses subject to the policies of this plan. Lot creation will normally proceed by plan of subdivision and will be based on the provisions of full urban services, wherever such services are available. We are satisfied that a plan of subdivision is not necessary for the creation of the proposed lot.

In Greenfield areas, the County encourages increased densities and a broader mix of housing types. A minimum density of 6.5 units per acre is generally required for newly developing subdivisions. The severance applications are proposed on a total of 0.85 ac which would require a density of 5.5 units. The applicants are proposing to construct semi-detached dwellings on these lots which would result in a total of 8 new units total on the lands.

The matters under section 10.1.3 were also considered including...b) that all lots can be adequately serviced with water and sewage...i) that lots are not created in areas which would pose a threat to public health and safety; and. l) that the proposed lots and uses are compatible with and designed to minimize adverse impacts on surrounding uses.

Regarding item b) above, the Township has provided confirmation that servicing to these lots is available and it is our understanding that a development agreement between the Township and applicant will be required.

Regarding item i) above, the proposed lots are located approximately 250 m away from a closed landfill to the south (Martin St. Landfill). The County of Wellington Solid Waste Services (SWS) has been circulated on the applications and any comments or concerns by SWS should be addressed.

Further, according the section 4.5.2 of the plan, "development will not be permitted on contaminated sites. Development may only proceed once a contaminated site is restored and no adverse effect will result from any on-site activity associated with the proposed use. The subject lands once contained a former rail right-of-way in the area of the proposed new lots. We have been provided with a Phase 3 Environmental Site Assessment completed by HGI Services Ltd. which outlines how the lands to be severed were safely remediated.



Pg.2... B125/16 – B127/16

Regarding item I) above, the new lots are proposed in a developing part of Mount Forest. The housing in the area is a combination of single detached and semi-detached dwellings on varying lot sizes with R2 zoning. The semi-detached dwellings proposed represent a similar style of development common to the area and the proposed R2 zoning for the severed lands is consistent with the adjacent zones. The severed lands have also been configured in a way which could facilitate an extension of Melissa Cr. If required in the future.

WELL HEAD PROTECTION AREA: The subject property is not located within a Wellhead Protection Area.

LOCAL ZONING BY-LAW: The subject lands are zoned Future Development (FD). The lands will need to be successfully rezoned to an appropriate residential zone to facilitate this development. A Zoning by-law amendment application has been submitted by the applicants to the Township to rezone the severed and retained lands to an R2 zone category. The parcels appear to meet the minimum lot area and lot frontage requirements of the R2 Zone.

SITE VISIT INFORMATION: The subject property has not yet been visited.

Jameson Pickard, Planner
December 23rd, 2016

PAGE 1

SKETCH TO ACCOMPANY SEVERANCE APPLICATION
 PART OF PARK LOTS 10,11 & 12 SOUTH OF PRINCESS STREET
 PART OF PARK LOTS "I" & "K" & "L" MacDONALD'S SURVEY
 PART OF DIVISION 1 OF LOT 2 WOSR
 (TOWN OF MOUNT FOREST)
 TOWNSHIP OF WELLINGTON NORTH
 COUNTY OF WELLINGTON
 WILSON-FORD



CAUTION: THIS SKETCH IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED FOR ANY PURPOSE EXCEPT THAT SHOWN IN THE TITLE BLOCK.

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

DRAWN BY: JP	FIELD:	PROJECT No: 8755
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2024. 2024. 11.

SKETCH OF
 PT OF PARK LOT 10, SOUTH OF PRINCESS STREET
 PART OF PARK LOT "1" MacDONALD'S SURVEY
 PART OF DIVISION 1 OF LOT 2 WOSR
 (TOWN OF MOUNT FOREST)
 TOWNSHIP OF WELLINGTON NORTH

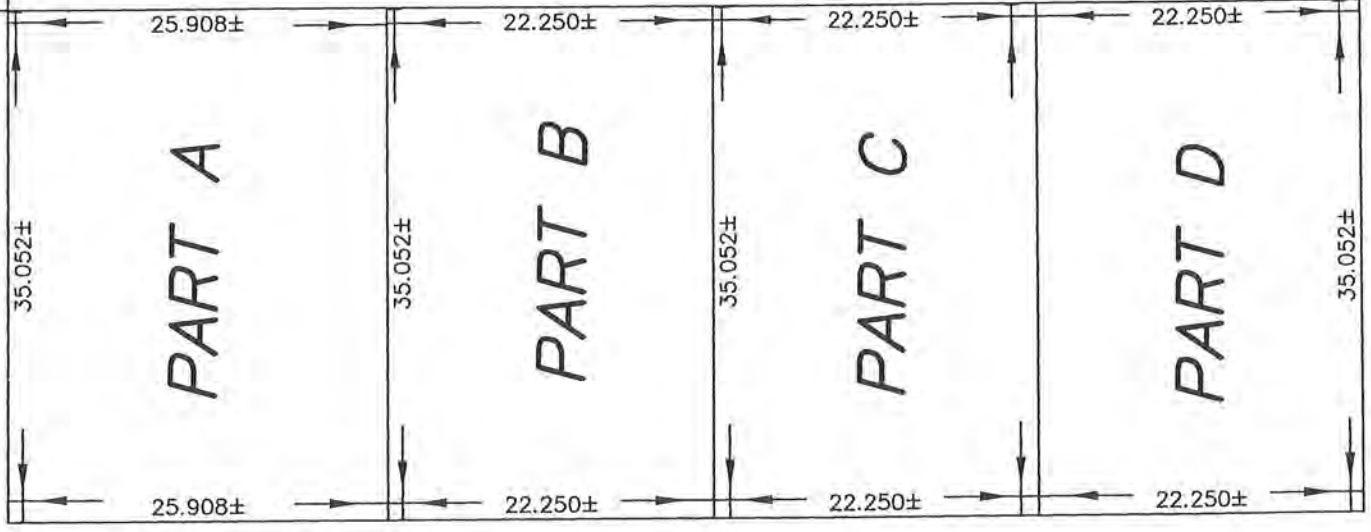
COUNTY OF WELLINGTON
 WILSON-FORD

Scale 1 : 500



EXTENSION OF MELISSA STREET

MELISSA STREET



SCHEDULE C

CORK STREET

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



7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0
www.wellington-north.com

519.848.3620
1.866.848.3620 FAX 519.848.3228

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF January 9th, 2017**

FROM: DALE SMALL, ECONOMIC DEVELOPMENT OFFICER

SUBJECT: REPORT EDO-2017-02 COMMUNITY GROWTH PLAN

RECOMMENDATION

That the Economic Development Officer report EDO-2017-02 dated January 9th, 2017 with regards to the Community Growth Plan be received;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approve the Terms of Reference as contained in this report and direct staff to commence the recruitment of individuals to sit on the Township of Wellington North Community Growth Plan Steering Committee

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North supports the staff recommendation to prepare and distribute an RFP for professional assistance to support the completion of a Township of Wellington North Community Growth Plan.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

July 13th, 2015 Township of Wellington North Strategic Plan 2015 – 2018

July 14th, 2016 EDO Report 2016-17 Municipal Development Forum

BACKGROUND

One of the goals, as identified in the Township of Wellington North Strategic Plan 2015 – 2018 was “*to assemble a task force to provide Council with advice on how to develop a near term, medium term and long-term Community Growth Plan that addresses the projected population and employment growth*”

In support of the Strategic Plan one of the first initiatives undertaken was to conduct a Municipal Development Forum in order to better understand the barriers to investment in Wellington North. This forum was held in March 2016 and included key members of the business and investment community. From this forum the second highest barrier to investment, by frequency of response, related to the need for the Municipality to improve its service delivery and the development process. Predominantly, this

focused on the need to improve poor developer – municipality relationships; better communications, a general repair/foster a closer relationship between the groups, the importance of streamlining the development process internally, and increasing the quality of customer service.

Since this time a number of activities have taken place to address this barrier to investment including:

- 1) Council, more specifically the Mayor, has commenced an active **Community Group Meeting & Engagement Program** and has spoken about the Growth Projections at many local events, Chamber Meetings, etc.. This communication is a key component of helping to increase the awareness of the growth projections and potential impacts to our community moving forward. A standard presentation has been prepared to facilitate these discussions and it is the goal for all council members to take every possible opportunity in 2017 & 2018 to communicate a unified position to the residents and business community within Wellington North.
- 2) Staff is also currently working on the design and implementation of an easy-to-read **Fees & Charges associated with Development Pamphlet** that will clearly summarize all fees, charges and securities required /related to the development process. Design and implementation of this pamphlet will be completed early 2017.
- 3) Staff has also worked very closely with Triton Engineering and the development community to finalize a revision to the **Municipal Servicing Standards**. A final Public Open House was held on October 26th 2016 and anyone wishing to provide additional comments had the opportunity to do so during November. Final Council approval will take place early 2017.

With the above work nearing completion we now believe it is time to formally launch our “**Community Growth Plan**” (CGP) initiative. Working with the community it is believed that a CGP will provide a recommended strategy for the forecast growth that is to occur in our community and will help us understand the implications of these growth pressures on the Township. The CGP will take a comprehensive and integrated approach to growth management taking into consideration Land Use Planning, Infrastructure Planning and Financial Planning.

This past fall an exploratory meeting was conducted with Stantec who are currently working with Centre Wellington to complete their Growth Management Strategy. It was our view that with the knowledge Stantec had obtained of Wellington County and area they would be a logical candidate to engage to assist us in the completion of our Growth Management Plan. This meeting took place on Sept 9th at the Municipal Office in Kenilworth and Stantec outlined their approach to conducting a Growth Management Strategy.

After some discussion and at the conclusion of the meeting Stantec were asked to provide the Municipality with a Terms of Reference, timeline and cost estimate to complete the work in Wellington North. Since that time, in spite of numerous phone calls, emails, etc. from the Economic Development Officer and Chief Administrative Officer we have still not received their proposal. As such we feel it is time to move on and find another consulting partner willing to support this initiative.

At the same time we have completed a draft Terms of Reference for the Growth Management Strategy and a copy is enclosed for council approval. While some minor revisions might take place to the Terms of Reference once consulting services are engaged we would ask for council to direct staff to move forward with the recruitment of community leaders to sit on the Community Growth Plan Steering Committee. Council are also encouraged to provide staff with any suggested participants they would like us to reach out to in order to determine if they would be interested in sitting on the Steering Committee.

FINANCIAL CONSIDERATIONS

As part of the Municipal Development Forum recommendations \$50,000 in funding was approved by council for professional services to assist in the completion of the Community Growth Plan and this funding has been included in the proposed Administration Operating Budget for 2017.

Municipal staff expenses related to the completion of the Community Growth Plan will be absorbed within existing department operating budgets and other administrative costs, estimated at no more than \$5,000 for travel, meetings, etc. will be covered from within the Economic Development Office budget.

STRATEGIC PLAN

Do the report's recommendations advance the Strategy's implementation?

X Yes No N/A

Which pillars does this report support?

<p>X Community Growth Plan <input type="checkbox"/> Human Resource Plan <input type="checkbox"/> Brand and Identity X Strategic Partnerships</p>	<p>X Community Service Review <input type="checkbox"/> Corporate Communication Plan <input type="checkbox"/> Positive Healthy Work Environment</p>
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PREPARED BY:	RECOMMENDED BY:
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Dale Small

Michael Givens

DALE SMALL ECONOMIC DEVELOPMENT OFFICER	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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TERMS OF REFERENCE

**TOWNSHIP OF WELLINGTON NORTH
GROWTH MANAGEMENT STRATEGY**

1.0 Executive Summary: The intention of a Community Growth Plan is to provide the Municipality with a recommended strategy for growth in the context of current municipal, county and provincial legislative requirements. The Community Growth Plan will identify areas for growth, establish phasing of future development and develop a plan and timeline for managing the Townships growth into the future. The study will address the provinces `Places To Grow` requirements and determine the Township`s capacity for growth through confirming intensification and Greenfield opportunities.

2.0 Terms of Reference: The purpose of the Terms of Reference is to establish a set of guidelines that outline the scope and limitations that will lead to the preparation of the Growth Management Plan for the Township of Wellington North. The Terms of Reference are the basis for making future decisions and for developing a common understanding of growth, density and infrastructure. These Terms of Reference have been adopted from the approach that Stantec has taken with similar programs and could be revised once consulting support is obtained.

3.0 Project Context: The Township of Wellington North is formed of two Urban Centres, Arthur and Mount Forest and including the rural and hamlet areas has a population of approximately 12,000 persons. The home of the Butter Tart Trail, Wellington North is the most northerly Township in Wellington County, located 30 minutes north of Guelph on Highway 6, and takes in both rural and urban settings. At the south end, at the intersections of Highways 6 & 109 and across the Conestoga River, the Village of Arthur welcomes you. Designated as “Canada’s Most Patriotic Village” this gateway to the Grand River watershed is a great place to live, shop and play. In the north, at the intersections of Highways 6 & 89 and across the Saugeen River the Town of Mount Forest with an altitude of 1,407 ft. Welcomes you with “High, Healthy & Happy” proudly displayed on the water tower as you enter town.

The Community Growth Plan Terms of Reference gives direction to the Township to pursue growth management and to engage the public on growth management. The Community Growth Plan process will take into account the number one approved strategic priority from the Township of Wellington North Strategic Plan 2015 – 2018 and will include the goals established by council at that time that included the following:

To assemble a Task Force to provide council with advice on how to develop a near term, medium term and long term *Community Growth Plan that addresses the projected 40% population growth and the growth in the employment base* (from 6,000 today to 9,000 in 20 years) including topics such as:

- Transportation
- Determination of the growth areas of our community
- Addressing the capacity issue of the Arthur Wastewater treatment Plant
- Economic Development
- Official Plan Zoning
- Recreation Master Plan
- Development Fees/Financial Plans and Budgets
- Infrastructure maintenance and growth

4.0 Study Process: We anticipate that The Township of Wellington North Community Growth Plan will progress through the following six phases:

4.1 Terms of Reference: The Community Growth Plan will be a policy document used to establish the long term vision and planning and capital framework for Wellington North. It will be the starting point for moving forward with planning for growth that supports the economic prosperity in the Township and ensures available infrastructure to support growth while maintaining our unique community identity.

4.2 Engagement & Consultation: A detailed community engagement plan will be completed and will include the identification of key stakeholders in order to ensure expectations and core issues are identified at the beginning of the program. Stakeholder interviews will be completed early in the process in order to ensure open and transparent project involvement. Public meetings and Open Houses will also be scheduled during the course of the Community Growth Plan in order to provide opportunities for all community members to participate and to ensure their voices are heard.

4.2.1 Technical Advisory/Working Group, consisting of Municipal and County staff will be established to work with the consulting team and the Steering Committee and will be comprised of the:

- Economic Development Officer
- Chief Building Official
- Director of Public Works
- Tourism Marketing & Promotions Manager
- Representative from the County Planning Department

4.2.2 Steering Committee: The completion of the Community Growth Plan will be guided by a Steering Committee. The intent of the Steering Committee is to provide leadership and direction as well as input and information to feed into the CGP. The Steering Committee will consist of representatives from the following areas and it is expected they will meet a minimum of five times over the course of the study:

- Mayor and two representatives of council
- Chief Administrative Officer
- One representative from the Municipal Cultural Roundtable
- One representative from Wellington North Power
- Three representatives from the Municipal Development Forum
- Two representatives from the Community at large
- One representative from the County Planning Department

4.3 Background Report Issues and Analysis: This phase of the study will involve background research and analysis of historical and evolving development growth, data collection, technical document review, system and infrastructure analysis, potential & real constraints, potential & real opportunities, costs & budgeting for infrastructure expansion and identification of stakeholders.

Working sessions will be held with the Technical Advisory/Working Group and Steering Committee to launch this phase of the study and will be followed by stakeholder interviews and Public Open Houses in order to ensure there is understanding of all opportunities and constraints.

Upon completion the analysis the Background Report will be circulated through the Advisory/Working Group and Steering Committee for comment before being brought back to Council and released to the Public.

4.4 Vision for the Future: This phase of the study is a consultation phase where the background report is circulated for comments through the public and stakeholders. This will be conducted in a number of ways with the feedback being shared with the Advisory/Working Group and Steering Committee where direction will be given leading into the development of the growth options and alternative scenarios.

4.5 Alternative Scenarios: With the information received during the above consultation phase this phase will identify different goals and targets and then develop options for accommodating growth. This will include the need and suitability of various options along with the opportunities and constraints of these various options. Coming out of this phase will be a discussion paper on growth options that will be circulated through the various groups and committees before being brought back to council and released to the Public.

4.6 Final Report & Strategy for Moving Forward: Based on input and direction received from the Steering Committee and Council the final report will be completed and will include the following:

- Updated growth and density targets
- Areas for intensification and re-zoning
- Alignment of growth targets and land supply including staging requirements
- Alignment of capital and infrastructure planning
- Financial strategy to ensure appropriate funding will be made available when and as growth occurs and when and as upgrades to existing infrastructure is required
- Implementation and monitoring recommendations

5.0 Project Timeline and Cost: We anticipate that The Township of Wellington North Community Growth Plan will be completed by December 2017 with a total cost, excluding staff resources, not to exceed \$55,000. We expect the final report and council decision will occur in January 2018.

High level timeline is as follows:

1) Council approval of Terms of Reference & EDO Report 2017-02	January 9 th , 2017
2) Project Steering Committee established and Consulting Services secured	March 13 th , 2017
3) Community Growth Plan Project Launch & Formal Public Communication	March 27 th , 2017
4) Background Report presented to Wellington North Council	June 26 th , 2017
5) Vision for the Future and Alternative Scenarios presented to W.N. Council	September 25 th , 2017
6) Final Report and Strategy for Moving Forward presented to W.N. Council	December 18 th , 2017
7) Final Report and Strategy for Moving Forward approved by W.N. Council	January 23 rd , 2018



7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0

www.wellington-north.com 1.866.848.3620 FAX 519.848.3228

519.848.3620

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JANUARY 9, 2016**

FROM: MATTHEW ASTON, DIRECTOR OF PUBLIC WORKS

**SUBJECT: REPORT PW 2017-002 BEING A REPORT ON THE TOWNSHIP'S
2017 ROAD CALCIUM AND GRAVEL CRUSHING PROGRAM**

RECOMMENDATION

THAT Report PW 2017-002 being a report on the Township's 2017 road calcium and gravel crushing program be received;

AND FURTHER THAT the Council of the Township of Wellington North waive the conditions within the "Request for Tender (Written)" as stipulated in the Township's Purchasing and Procurement Policy;

AND FURTHER THAT the Council of the Township of Wellington North Award part of 2017 road calcium to 513125 Ontario Limited o/a Da-Lee Dust Control at a cost to the Township of \$85,272.00 plus applicable taxes for the 35% calcium chloride portion of the program;

AND FURTHER THAT the Council of the Township of Wellington North award part of 2017 road calcium to 552976 Ontario Limited o/a Cliff Holland Trucking at a cost to the Township of \$43,868.16 plus applicable taxes for the 20% brine portion of the program;

AND FURTHER THAT the Council of the Township of Wellington North award 2017 gravel crushing to B&B Custom Crushing Inc. at a cost of \$1.70/tonne plus applicable taxes.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Report PW 2016-027 being a report on the the results from Tender # 2016-002 (Dust Control) and Tender # 2016-003 (Gravel Crushing).

BACKGROUND

Township staff performed a written "Request for Tender" process for road calcium and gravel crushing in 2015 and 2016. I have attached 2015 and 2016 results as Schedule A and Schedule B, respectively.

Given the 2015 and 2016 results Township staff have asked each firm if they would hold their 2016 tender price for 2017 services and each firm was in agreement.

This report request Township Council to waive condition of public tender established by our procurement policy in order to award these 2017 services.

FINANCIAL CONSIDERATIONS

NA

STRATEGIC PLAN

Do the report's recommendations advance the Strategy's implementation?

X Yes

No

N/A

Which pillars does this report support?

X Community Growth Plan

Community Service Review

Human Resource Plan

Corporate Communication Plan

Brand and Identity

Positive Healthy Work Environment

Strategic Partnerships

PREPARED BY:

RECOMMENDED BY:

Matthew Aston

Michael Givens, CAO

**MATTHEW ASTON
DIRECTOR OF PUBLIC WORKS**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

SCHEDULE A – 2015 Tender Results



Township of Wellington North

P.O. Box 125 • 7490 Sideroad 7 W • Kenilworth • ON • NOG 2E0

Tender No. 2015-001 Crushing Gravel

Mar 27/ 2015 - Township of Wellington North - Township Office - Kenilworth, ON.

	Contractor	Date/Time Received	Bid Amount Less Trade In	Deposit	Bond
1	B & B Custom Crushing	March 26, 2015 11:01 AM	\$1.70/tonne before tax	5,000.00	
2	Donegan's Haulage	March 26, 2015 2:10 PM	\$1.89/tonne before tax	5,000.00	
3	Joe Kerr	March 16, 2015 9:48 AM	\$1.85/tonne before tax	5,000.00	
4					
5					
6					



 Department Head



 Treasurer

March 27, 2015

 Date



Township of Wellington North

P.O. Box 125 • 7490 Sideroad 7 W • Kenilworth • ON • N0G 2E0

Tender No. 2015-002 Supply and delivery of Dust Control and Road Stabilization Materials
Mar 27/ 2015 - Township of Wellington North - Township Office - Kenilworth, ON.

	Contractor	Date/Time Received	A) Calcium Only	B) Calcium for 1/2	C) Brine for 1/2	Deposit	Bond
1	Clifford J. Holland	March 24, 2015 12:25 PM			43,868.16	4,957.10	126,892.16
2	Miller Paving	March 26, 2015 11:06 AM	165,674.11			20,000.00	
3	Da-Lee	March 25, 2015 2:50 PM	135,831.36	82,824.00		13,543.14	
4	Pollard	March 25, 2015 10:15		85,272.00	46,479.36	13,175.13	131,751.36
5							
6							



Department Head



Treasurer

March 27, 2015

Date

SCHEDULE B – 2016 Tender Results



Township of Wellington North

P.O. Box 125 • 7490 Sideroad 7 W • Kenilworth • ON • NOG 2E0

Tender No. 2016-003 Crushing Gravel

March 15, 2016 - Township of Wellington North - Township Office - Kenilworth, ON.

COPY

	Contractor	Date/Time Received	Bid Amount	Deposit	Instrument #
1	B & B Custom Crushing	March 14, 2016 2:37 PM	\$1.70/tonne	\$ 5,000.00	277
2	Joe Kerr Ltd.	March 7, 2016 1:37 PM	\$1.90/tonne	\$ 5,500.00	1004
3	Doregan's Haulage (2010) Ltd.	March 14, 2016 10:33 AM	\$1.90/tonne	\$ 5,000.00	612
4					
5					
6					

Department Head

Treasurer

March 15, 2016

Date



Township of Wellington North

P.O. Box 125 • 7490 Sideroad 7 W • Kenilworth • ON • N0G 2E0

Tender No. 2016-002 Supply and delivery of Dust Control and Road Stabilization Materials

March 15, 2016 - Township of Wellington North - Township Office - Kenilworth, ON.

	Contractor	Date/Time Received	A) Calcium Only	B) Calcium for 1/2	C) Brine for 1/2	Deposit	Instrument #
1	552976 Ontario Limited o/a Cliff Holland Trucking	March 11, 2016 10:49 AM			\$ 43,868.16	\$ 4,957.10	858
2	Pollard Highway Products Ltd.	March 8, 2016 2:08 PM			\$ 48,307.20	\$ 4,830.72	10930
3	Da-Lee	March 10, 2016 3:01 PM	\$ 139,846.08	\$ 85,272.00		\$ 15,802.61	56221831 3-516
4							
5							
6							

Department Head

Treasurer

March 15, 2016

Date



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Kenilworth, ON N0G 2E0

www.wellington-north.com

1.866.848.3620 FAX 519.848.3228

065

Plan to
Simply Explore.
www.simplyexplore.ca

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JANUARY 9, 2016**

FROM: MATTHEW ASTON, DIRECTOR OF PUBLIC WORKS

**SUBJECT: REPORT PW 2017-001 BEING A REPORT ON THE UPDATE TO
THE TOWNSHIP'S MUNICIPAL SERVICING STANDARDS**

RECOMMENDATION

THAT Report PW 2017-001 being a report on the update to the Township's Municipal Servicing Standards be received;

AND FURTHER THAT the Council of the Township of Wellington North review and accept the updated Municipal Servicing Standards, Township Policy #01-17 dated January 2017, as presented;

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Report PW 2016-053 being a report on the Township's Municipal Standards.

Report PW 2016-065 being a report on the Township's Municipal Standards.

BACKGROUND

Township staff held a Public Open House to review the discuss the updated Municipal Servicing Standards in Kenilworth, Ontario, on October 26, 2016. A copy of the evening's attendance sheet is included as Schedule A.

Township staff have circulated draft copies of the updated Municipal Servicing Standards to utilities and Wellington County for review and comment. Following the Open House a draft

copy of the updated Municipal Servicing Standards was posted on the Township’s website, along with a comment form, for residents / interested parties that were unable to attend. A deadline for comment of November 4th was set and no comment forms were received.

A draft copy of the updated Municipal Servicing Standards has been included as Schedule B.

FINANCIAL CONSIDERATIONS

NA

STRATEGIC PLAN

Do the report’s recommendations advance the Strategy’s implementation?

- X Yes No N/A

Which pillars does this report support?

- | | |
|---|--|
| <input checked="" type="checkbox"/> Community Growth Plan | <input type="checkbox"/> Community Service Review |
| <input type="checkbox"/> Human Resource Plan | <input type="checkbox"/> Corporate Communication Plan |
| <input type="checkbox"/> Brand and Identity | <input type="checkbox"/> Positive Healthy Work Environment |
| <input type="checkbox"/> Strategic Partnerships | |

Municipal Servicing Standards establish a technical guideline for Township staff, Township Engineers, developers, developer Engineers and other interested stakeholders about infrastructure within the Township.

PREPARED BY:	RECOMMENDED BY:
---------------------	------------------------

Matthew Aston

Michael Givens, CAO

MATTHEW ASTON DIRECTOR OF PUBLIC WORKS	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
---	--

SCHEDULE A – Open House Attendance Sheet



TOWNSHIP OF WELLINGTON NORTH
 REVIEW OF UPDATED MUNICIPAL SERVICING STANDARDS

PUBLIC OPEN HOUSE

WEDNESDAY, OCTOBER 26, 2016 from 6:00 p.m. to 7:00 p.m.

TOWNSHIP OF WELLINGTON NORTH - COUNCIL CHAMBERS, 7490 Sideroad 7 West, KENILWORTH
REGISTRATION

NAME	ADDRESS	PHONE #
Judy WAT	250 FRANCIS ST. E.	519-848-2909
SHER	ACTHUR	8886539
Alan YAKE	Mt FOREST	323 8923
Matthew Aston	Mount Forest	509 8867



**MUNICIPAL SERVICING
STANDARDS**

**TOWNSHIP OF
WELLINGTON NORTH**

MANUAL OF MUNICIPAL SERVICING STANDARDS

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- R4 - Standard Cross-Section, Rural Road – 20 m R.O.W.
- S1 - Typical Servicing Layout
- S2 - Sump Pump to Storm Service Connection
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MANUAL OF MUNICIPAL SERVICING STANDARDS

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

1. PROCEDURE AND DESIGN CRITERIA

A. GENERAL REQUIREMENTS

The Township of Wellington North has adopted the following procedure for the design and construction supervision of Municipal Services.

A.1 Definitions

In these standards the following definitions shall apply:

“Municipality” shall mean the Municipality of Wellington North

“Developer” shall mean the Owner or party specifically named in the Development Agreement or in the Subdivision Agreement.

“Developer’s Engineer” shall mean professional engineer(s) licensed to practice in Ontario and shall be responsible for the preparation of drawings, specifications, reports and to act on behalf of the Developer in all technical aspects of the Development.

“Planner” shall mean the County and/or the Municipality’s Planner or their designate.

“Contractor” shall mean the firm of Contractors, the company of individuals acting as the Contractor and having entered into a contract with the Developer to construct the Development.

“Municipal Engineer” shall mean the Manager of Operations (Public Works) or their designate from the Municipality.

“Local Roads” are to provide land access; they are not intended to move large volumes of traffic.

“Arterial Roads” are intended to carry large volumes of all types of traffic moving at medium to high speeds.

“Collector Roads” provide both traffic service and land service by carry traffic between local and arterial roads.

A.2 Planning Process

In the Township of Wellington North, Plans of Subdivision and Condominiums) applications are to be submitted to the County of Wellington. Application packages and associated guides are available through the County which will provide an overview of the steps to make an application and obtain a decision on a specific proposal. Site Plan applications are to be submitted to the Township.

The County of Wellington Planning Department should be contacted to arrange for a Preconsultation meeting prior to initiating the planning process for any development. The Preconsultation will assist to identify key planning issues as well as any major technical items including studies (i.e., traffic, noise, servicing, etc.) that may be required as part of the formal submission. The applicant may wish to have their consultant (planners, engineers, etc.) present at this initial meeting. It is anticipated that the following items would be discussed or reviewed:

- County will confirm the Official Plan designation and Zoning, identifying any Official Plan and Zoning amendments which may be required in addition to draft plan approval
- The necessary application requirements including fees, supporting documents (contour plan, general plan of services, drainage plan, preliminary Stormwater management plan, etc.), draft plan drawing requirements, and possible agreements that may be required.
- Timelines and potential scheduling for public hearing and Council meetings.

Following submission of a complete application, it will be processed by Wellington County staff, who will circulate it to the Municipality, community organizations and required public bodies for comments, as well as to all property owners in the vicinity of the subject site. A Public Meeting must be held, usually in the community, to provide information on the proposed application and to allow the public to provide comments. The County will work with the applicant to address any agency and/or public concerns. A comprehensive report will be prepared by the County planner, along with draft plan conditions (based on input from agencies and the public) and presented to Wellington North Council for review. Council will let Wellington County know if it is in support of the application.

The County Planning Director can then make a decision to approve or to refuse the draft plan application. This decision is subject to a 20 day appeal period. If there are no appeals, the draft plan is in effect.

As noted, there will be a number of conditions that must be satisfied before final approval of the development can be given by the County. Among the conditions is a requirement that the owner enter into a development agreement with the Municipality regarding matters such as the construction of roads and servicing which will require the completion of engineered drawings to the standard

contained herein. It is the responsibility of the applicant to insure that the conditions are satisfied

a) Site Plan

Site Plan Control applications are typically for developments where the land use principle has already been established (i.e. permitted by the Official Plan and Zoning). The application is to be submitted to and approved by the Township. Matters are limited to site design details such as stormwater management, parking, sidewalks, easements, road widening, lighting, waste storage areas, landscaping, etc. A public meeting is not required for the site plan control process. Comments will normally be made by the conservation authority for stormwater management and sometimes by the County where the development abuts a county road. Wellington North Council makes the decision to approve site plans. The Planning Act does not provide for an appeal by the public. A development agreement is normally required between the municipality and the owner.

A.3 Engineering Process

Following acceptance and approval of the draft plan, the developer shall proceed to the engineering phase of the development process which will include a number of submissions including preliminary and follow-up submissions as required. Prior to the commencement of the Engineering Design, the Developer's Engineer shall obtain copies of the Municipality's Development and Servicing Standards to familiarize themselves with the requirements of the development design in the Municipality.

The initial submission of engineering drawings shall be delivered to the Municipality and should include copies of the preliminary drawings and servicing (functional design) report(s). The initial submission of engineering drawings shall also contain a declaration from the Developer's Engineer showing that they have retained to design and supervise the construction of the development according to the terms of the Development Agreement. The purpose of the initial submission is to review the general design concept prior to the Developer proceeding to detailed engineering. In some cases, this information may have been provided in conjunction with the Draft Plan process. The preliminary drawing and report should consider items such as existing conditions, road alignments, cross section details, railway crossings, parkland dedication, trunk sewer, storm water management and drainage, water distribution, lot grading, sewage conveyance, etc. this document becomes particularly important when servicing is to be phased in conjunction with the development plan. When a development is being phased the servicing report is to include details of how the phasing will occur and how infrastructure may be impacted by such phasing. The

servicing report shall confirm that the servicing design does not limit future development areas. Comments may be provided related to any issues that are evident and the Developer will be asked to update the Engineering Drawings accordingly.

The Developer may be required to submit hydrogeological, hydrology, traffic, acoustical, geotechnical, archaeological, biological or other studies. Appropriate engineering or other consultants shall be retained to complete these reports as part of the applications and submissions required. The Developer's Planner and/or Engineer shall consider future adjacent land uses, and all design and layout of services shall incorporate considerations with respect to future servicing, grading and drainage issues on the adjacent lands. Upon completion of designs and submissions, sufficient copies of preliminary design briefs, agency approval submissions and all final drawings and reports shall be submitted to the Municipality for review by the Municipality and their Engineer.

Submissions are to be made until the Engineering Drawings, design and reports, are acceptable to the Township of Wellington North and the Municipal Engineer.

Additional details related to drawing requirements and approvals are provided in later sections of this document.

A.4 Planning and Reports

Prior to the design of a project being undertaken, the Developer will provide various reports which discuss the requirements for the project. The reports shall include but will not necessarily be limited to the following:

a) **Planning Report**

All proposed plans of subdivision applications must be accompanied by a Planning Report. This report will briefly describe, site orientation, site issues and inter-relationship of site issues. The report provides a starting point for analysis of the development proposal. This report is not to replace any detailed or specific reports identified during any submission consultation.

b) **Environmental Impact Study (EIS)**

With the growing concern for the preservation of natural heritage features and ecological functions and the protection of groundwater resources, there is a need to assess new development and municipal infrastructure projects for environmental impacts both comprehensively and on a project specific basis.

An Environmental Impact Study, if required, shall be prepared by a qualified professional prior to development in order to investigate potential environmental impacts of the proposed undertaking. An Environmental Impact Study will determine whether development may proceed and, if so, will identify actions which could be taken in order of preference to prevent, minimize, mitigate or compensate the environmental impacts of the development.

Any Environmental Impact Study shall be completed in consultation with the appropriate agencies in accordance with the Township's Official Plan, Grand River Conservation Authority, Saugeen Valley Conservation Authority, Maitland Valley Conservation Authority, Ministry of Natural Resources and Forestry policies, and/or Federal Department of Fisheries and Oceans and/or any other applicable government agency policies or legislation.

c) Source Water Protection/Geotechnical Investigation/Soil Report/
Hydrogeological Investigation

All proposed plans of subdivisions must be accompanied by a Geotechnical Investigation, Hydrogeological Investigation and a Source Water Protection Review. These investigations shall be required to be carried out by a competent consulting engineer in order to assess conditions with respect to the proposed infrastructure, building construction and source water protection for the municipal water supply.

The Source Water Protection review shall conform to the requirements of the Clean Water Act, 2006 (as amended from time to time), the applicable Source Protection Plan (as amended from time to time) and all requirements regarding Source Water Protection included in the Township of Wellington North and County of Wellington Official Plans (as amended from time to time).

For the construction of new roads or underground utilities, a geotechnical investigation will be required. The purpose of the investigation will be to determine the type of soil, its engineering properties, bearing capacity, soil permeability, location of groundwater, underside of footing elevations for all basements of structures (0.6 m of separation is required between the underside of all footings and the seasonally high groundwater elevation), and to verify whether contamination is present. Soil investigation work is to take place after determining the proposed sewer or watermain alignment, so that the required boreholes and test pits follow the same alignment.

Soil test borings will be placed at suitable spacing to provide adequate representation of the soil conditions. Additional boreholes may be required to establish the water table for storm water management ponds and to design the foundations of outfall structures. In fill areas or areas close to

water courses, piles may be required to achieve satisfactory bearing strength to support any proposed infrastructure. Bedrock profiles will be required to be submitted where applicable.

Groundwater monitoring may be required if deemed applicable. Predevelopment groundwater monitoring can be carried out by advancing boreholes including monitoring wells on the site. Several seasons of data may be required to finalize recommendations related to groundwater. Upon commencing site development, monitoring wells may have to be relocated to areas such as parks, walkways or street boulevards if longer term monitoring is required. Typically, general information from base mapping etc. will not be sufficient.

The geotechnical report will make recommendations for the design of the road base, pipe bedding, construction methods, and soil percolation rates to determine the feasibility of stormwater management infiltration works.

d) Servicing Design Brief or Functional Servicing Report

The intent of the servicing design brief report is to evaluate the effects of a proposed change in land use or development on the Township's municipal servicing infrastructure and watercourses. The report should also address the adverse impacts, if any, of providing this servicing on any environmentally sensitive features (e.g., Areas of Natural and Scientific Interest, Environmental Sensitive Areas and hydrologically sensitive areas, etc.).

The report shall include a preliminary plan for sanitary sewer servicing, and another separate plan for preliminary storm sewer servicing. Each plan is to include pipe inverts, to illustrate how the system will properly drain and match into existing conditions.

The report shall also outline the design assumptions, overall impact on the trunk and local municipal service capacities, such as: location and capacity of municipal water supply, storm drainage outlet and sanitary sewer outlet, water treatment plants, water distribution systems and pressure zones, pump stations, wastewater treatment plants, trunk sewers and stormwater management facilities, etc. due to the proposed change in land use or development, functionality of proposed and existing services, calculations, supporting documentation and references to previous studies, for each component of the development.

e) Preliminary Grading Plan

All proposed plans of subdivisions must be accompanied by a Preliminary Grading Plan. This plan shall include proposed grades and elevations at key locations to show how the proposed subdivision will meet lot grading

and roadway grading requirements. Existing condition elevations are to be shown where matching proposed grades. Cross-sections shall show how the site will be graded.

The design and calculation of overland flow routes are to be included to understand impacts on the proposed and surrounding lands.

f) Water Distribution Report

The Water Distribution report is to be submitted and shall address water distribution systems, pressure zones, water consumption - estimated consumption, current capacities of trunk systems, phasing, net impact due to the proposed change in land use or development, need for expansion and upgrades.

g) Stormwater Management (SWM) Report

Refer to Section D2 - Stormwater Management

h) Transportation Impact Study (TIS)

Consideration should be given to the impact of new traffic from the proposed subdivision on the adjacent road system. The Township, County of Wellington or Ministry of Transportation may request that a Transportation Impact Study (TIS) or report be undertaken should it be deemed necessary.

i) Environmental Site Assessment (ESA) Subdivision

An Environmental Site Assessment (ESA) may be undertaken when a portion of the site is to be dedicated to the Township free of encumbrances and/or when the Township, Wellington County or Ministry of Transportation (MTO) requires land dedication for a road widening. When lands are to be dedicated to the Township, a Phase I/II Environmental Site Assessment must be completed in accordance with either CSA Standard Z768-01 or Schedule D of Ontario Regulation 153/04 (as amended from time to time) under the Environmental Protection Act. Depending on the findings of the Phase I ESA, a Phase II ESA and possible record of site condition (RSC) may be required on the portion of the land that is to be dedicated to the Township, County or MTO in accordance with Ontario Regulation 153/04 (as amended from time to time). The Township Building Department may also require a RSC when a property is changing the land use through a Site Plan application, Building Permit, or completing a zone change. Under Ontario Regulation 153/04 (as amended from time to time), a RSC will be required if the proposed development will change the site to a more sensitive land use.

j) Archaeological Assessment

An Archaeological Assessment of the proposed development may be required from a licensed Archaeologist to conduct an assessment of the site, to ensure preservation or resource removal and documentation of any significant archaeological resources found on site.

k) Heritage Impact Assessments and Conservation Plan

As part of a complete application for the proposed development, the Subdivider may be required to submit a Heritage Impact Assessment and/or Conservation Plan, in accordance with the requirements of Heritage Planning staff and “Info Sheet #5 Heritage Impact Assessment and Conservation Plans” of the Ministry of Culture, Tourism and Sport Heritage Tool Kit, to the satisfaction of the Township and County planning staff.

l) Easements which are known to be required by the Township and such other legal and property matters as the Township may be aware of at the time.

A.5 Development Requirements

All developments requiring Municipal Servicing shall be undertaken and/or supervised by a Professional Engineer (Engineer) registered with the Professional Engineers of Ontario, or a Consulting Engineering firm authorized to practice in the Province of Ontario. All final drawings and relevant reports submitted to the Township shall bear the seal of the registered professional Engineer responsible for the design of the project. Drawings are to be 24” x 36” size and at a scale which is adequate to show sufficient detail of the proposed work.

The Engineer shall submit, in triplicate, copies of plans, specifications and pertinent design calculations for the proposed Municipal Services in accordance with the requirements of the Township. Plans shall also be provided in electronic format (pdf).

Where appropriate, the plans to be submitted shall include the following:

- a) A copy of the plan for registration in the case of a subdivision or such other legal survey plan(s) as may be available; (only one copy of the legal plans are required).
- b) General plan(s) of the project showing all municipal services;
- c) Area grading plan showing all proposed road and lot drainage;

- d) A storm sewer drainage and storm water management plan including the entire area to be drained;
- e) A sanitary sewer drainage plan including the entire area to be serviced;
- f) Plan and profile of all proposed streets and services;
- g) Plans showing miscellaneous details, if required;
- h) Landscape plan;
- i) Sediment and erosion control plan;
- j) Utility servicing plan/Composite utility plan, including Street light layout and lamination plan;
- k) Such other plans as may be required for Site Plan/Subdivision Agreements.

A.6 Design Calculations

The design calculations shall include:

- a) Storm sewer design sheet.
- b) Stormwater Management Report (where applicable).
- c) Sanitary sewer design sheet.
- d) Design notes on pipe strengths and bedding requirements.
- e) Detailed cost breakdown of all Municipal Services to be provided. Cost estimates shall be provided with final submission to enable the Township to monitor project costs.

A.7 Review of Plans and Specifications

The plans, specifications and other documentation submitted will be reviewed by the Township. One copy of information submitted will be returned to the Consulting Engineer noting any required revisions. All design and drawings to be in metric units.

A.8 Municipal Approval

When the plans, specifications and other design calculations are approved, the Township will sign as the municipality and/or applicant, all applications for submission to the appropriate regulatory agencies.

A.9 Commencement of Construction

No construction work shall begin on any project until the Township is satisfied that approvals have been received from the regulatory agencies and the requirements of the subdivision/development agreement have been compiled with.

A.10 Inspection of Construction and As Recorded Drawings

The Engineer or Consulting Engineering Firm responsible for the works shall be required to provide full-time inspection during construction. The Engineer shall also be responsible for the submission of AutoCAD (Release 2014 or later) and Adobe Acrobat PDF file drawings to make a complete set of "As Recorded" drawings, following the completion of the works. Drawings are to be 24" x 36" size sheet.

If items described in the tender drawings were constructed in variance to the designs illustrated in the approved proposed construction drawings, then the "As Recorded" submissions should be revised and/or edited to accurately reflect how the work in question was actually built. "As Recorded" drawings should also include: locations and inverts of sanitary and storm services; locations and elevations of water services.

A.11 Construction Maintenance Period

The Engineer or Consulting Engineering Firm responsible for the project will work with the Township in carrying out any appropriate inspection during the maintenance period. Full time inspection of all servicing components that will become property of the Township is required.

A.12 Operation and Connection of Municipal Services

No operation of or connection to, existing municipal services without prior written approval from the Township of Wellington North Public Works Department.

A.13 Additional Standards and Specifications

For items not specifically covered by the Municipal Standards, the minimum criteria to be used will be referenced in the Ontario Provincial Standard Drawings

(OPSD), Ontario Provincial Standard Specifications (OPSS), Ministry of the Environment and Climate Change (MOECC), Ministry of Transportation (M.T.O.), or other recognized authority, and when conflicts arise, the Township's decision will be binding.

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B. PLAN AND DRAWING SPECIFICATIONS

The plans and drawings shall be prepared as follows:

B.1 General Plan

- a) Minimum scale of 1:1000.
- b) Indicate a north arrow and construction north arrow.
- c) Show a title block.
- d) All datum should be referred to a metric geodetic municipal benchmark.
- e) Show all the existing and proposed lots, blocks, easements, road allowances and street names.
- f) Show all existing and proposed curbs and sidewalks.
- g) Show the direction of flow for all existing and proposed sewers and ditches
- h) Show all existing and proposed sewer sizes, maintenance holes, catchbasins, and stormwater detention areas.
- i) Show all existing and proposed watermain sizes including valves and hydrants.
- j) Show all existing and proposed services and utilities, including street light pole locations, control pedestals and hydro transformer locations.
- k) Show all existing structures, vegetation, natural features on, or adjacent to the subject property.
- l) Show proposed phasing.
- m) Show all abutting properties and land usage.
- n) Show a table for a list of revisions.

B.2 Plan and Profile Drawings

The plan and profile drawings shall be prepared in accordance with the Standard Drawings, to the satisfaction of the Municipality, and as follows:

- a) All plans and profiles must be drawn at a minimum scale of 1:500 horizontally and 1:50 vertically.

- b) Indicate a north arrow.
- c) Show a title block and key plan.
- d) All elevations should be referred to a metric geodetic municipal benchmark.
- e) Show all the existing and proposed lots, blocks, easements, road allowances and street names.
- f) Show all existing and proposed curbs and sidewalks.
- g) All existing basement elevations must be shown on the profile to determine flooding impacts.
- h) Show all existing and proposed sewer and watermain lengths, types and class of pipe, type of pipe bedding, grades, sewer inverts and direction of flow, roadways and include all services on both plan and profile drawings.
- i) Show all existing structures, vegetation, natural features on, or adjacent to the subject property.
- j) Show dimensions and curb radii.
- k) Where the plans are amended or revised after they have been approved by the Township Engineer, the date of amendment or revision shall be noted in the table for the list of revisions on the plan, and resubmitted to the Township Engineer.

B.3 Lot Grading Plans

See Section G.

C. SANITARY

C.1 Sanitary Sewers

Sanitary sewer design may be subject to Ministry of Environment and Climate Change review and approval. Discharge into the Township's sanitary sewer system must be as per the Township's current sewer-use by-law.

Sanitary sewer allocations may be requested by contacting the Township's Building Department.

Sanitary sewers with service connections to each lot or block shall be provided in accordance with the Ministry of the Environment and Climate Change Guidelines and the following Township of Wellington North design criteria.

- a) All sanitary sewers shall be designed so that the hydraulic gradeline under peak flow condition is equal to or below the invert of the pipe. Velocities shall be sufficient for self-cleaning in the mains. Low pressure systems will be considered when no gravity system is available – easements may be required.
- b) Capacity: Manning's Formula (full flow)
- c) Population:
 - Based on Official Plan and Zoning By-Law maximum densities.
 - Residential Maximum Densities from Official Plan or Zoning By-Law or other criteria as determined from capacities of existing trunk services and facilities.
- d) Domestic Flows: 450 L/cap.d. (litres per capita per day)
- e) Extraneous Flows: 0.15 L/ha.s. (litres per hectare per second)
- f) Peaking Factor:
 - Commercial peaking factor of 1.0
 - Residential (Harmon Formula):

$$M = 1 + \frac{14}{4 + \text{Pop.}^{0.5}} \quad (\text{Max} = 4.0 - \text{MOECC guide lines})$$

- Industrial: To be in accordance with current Ministry of the Environment and Climate Change design criteria.
- g) Minimum Velocity: 0.6 m/s based on actual flow
- h) Maximum Velocity: 3 m/s
- i) Pipe Roughness: Manning's "n" value 0.013 for concrete and PVC pipes.
- j) Minimum Size:
 - 200 mm (trunk or collector)
 - 125 mm or match existing (residential services)
 - 150 mm (industrial, commercial or multiple residential services)
 - Decreases in pipe size from upstream to downstream will not be permitted.
- k) Pipe Bedding: As detailed in Table 1
- l) Pipe Materials: See Table 2
- m) Minimum Depth of Cover: 2.4 m (Insulation to be provided if cover is below 1.5 m)
- n) Location: In accordance with the Township of Wellington North typical road cross-sections. (see Standard Drawing R1)
- o) Maintenance Hole Spacing: 100 m for pipes up to 1200 mm diameter
- p) Maintenance Holes:
 - Minimum of 1200 mm diameter or as manufacturer's specifications.
 - Pre-benched structures to be used where possible.
 - Approved "Kor-N-Seal" pipe adaptors shall be used for the connection of all pipes at maintenance holes.
 - Drop Structure required where the inlet and outlet inverts differ by more than 0.6 m.

- Invert Drops: Determined by hydraulic calculations for all junction and transition maintenance holes.

For all others:	0° Turn	20 mm
	10° – 45° Turn	50 mm
	46° – 90° Turn	80 mm

- Waterproofing/Sealing: All external joints in precast concrete sanitary maintenance holes shall be wrapped with 150 mm Denso tape or approved equivalent.

q) Maintenance Hole Adjustment:

- Castings to be left at base asphalt elevations and adjusted to finished elevations prior to surface asphalt.
- Precast concrete adjustment units to be used.
- Minimum 150 mm adjustment allowance.
- Maximum 300 mm adjustment allowance.
- No brick, block or steel lift rings permitted.

r) Service Connections:

- Minimum Diameter: 125 mm or match existing
- Minimum Grade: 2%
- All connections to be made with an approved manufactured prefabricated “Tee” or approved equivalent unless connecting to an existing main, where stainless steel straps and saddles may be permitted.
- T-Y cleanout with PVC cap to be provided at Property Line below grade as required.
- For new development one (1) service per residential unit for singles, semis, row or block townhouses. See Standard Drawing S1 for service layout.
- For deep sanitary service connections exceeding 4.0 m connection at main will conform to Pipe Manufacturers Specifications (Installation Guide).

s) Closed Circuit T.V. (CCTV) Inspections:

- Closed Circuit T.V. (CCTV) inspections will be required at the following three (3) intervals:
 - i) Prior to Preliminary Acceptance (after base asphalt and curb is placed), this also includes services to Property Line
 - ii) As part of preparation to surface asphalt (main only)
 - iii) As part of Final Acceptance (main only)
- Upon Completion of a connection to any Township sanitary sewer system, no sewage or liquid may be discharged into the system from the building serviced by the connection until a closed circuit television (CCTV) inspection of the pipe from the building to the Township's sewer main has been completed, in form and content and with functionality results satisfactory to and approved by the Township's Public Works Department or the Township's Building Department.

C.2 Sanitary Sewage Pumping Stations

Sanitary sewage pumping stations and discharge forcemains shall be designed in accordance with the latest edition of the Ministry of Environment and Climate Change design guidelines for sewage works. The design shall be completed by a Professional Engineer licensed in the Province of Ontario. A minimum of two sewage pumps (one duty and one standby) shall be provided each rated at the peak flow capacity of the station. When station peak flows exceed 100 L/s, three pumps shall be provided. One pump (jockey pump) shall be rated for the average day flow of the station and the other two pumps shall be rated for the peak flow of the station.

For stations with peak flow capacities of 100 L/s or less, the part of the structure housing the pumps may consist of a wet well only. When the peak flow capacity exceeds 100 L/s, the station configuration shall be wet well/dry well where the pumps are located in the dry well for easier maintenance.

All sewage pumps shall be rated as submersible and shall be manufactured by Flygt/Xylem. All pump installation accessories (anchor bolts, guiderail holders, chain hooks, lifting chain, etc.) shall be 316 stainless steel when available. Otherwise accessories shall be 304 stainless steel. Pump removal guiderails shall be galvanized steel (grade and diameter as per pump supplier's recommendations). The pump shall be supplied with a discharge/suction elbow supplied by the manufacturer for wet well and dry well installations respectively. Pumps shall be supplied with Flygt/Xylem seal monitoring systems for the model of pump selected. Pump motors shall be premium efficiency. Pump removal equipment shall be supplied by the pump supplier.

Risers from pumps shall not enter the bottom of the discharge header. Pump riser pipes shall enter the discharge header via a 45 degree wye connection. The pipe header shall include a valve near the wall of the chamber where the header exits the station, a 75 mm diameter drain complete with valve and a 150 mm diameter station by-pass/forcemain flushing connection complete with valve.

The station discharge shall be equipped with a magnetic flow meter either located in the dry well or in a separate chamber outside the wet well or dry well. Piping and valves for a meter bypass shall be provided. A sufficient number (minimum of 4) of bidirectional knife gate valves shall be installed to isolate the flow meter and the meter bypass. The meter shall be rated as explosion proof (Class 1, Division 1, Group D). In addition, the flow meter shall be rated for continuous/prolonged submersion (NEMA 6P) in water/sewage.

All piping used for conveying sewage, sump pump discharge and potable water shall be flanged Schedule 40S, 316L stainless steel. The stainless steel shall originate from a Canadian or an American mill. Mill reports shall be provided for all stainless steel piping. Piping 100 mm in diameter and larger shall be flanged.

Flange backing rings shall be hot dipped galvanized steel. All flanged connections shall be assembled with 316 stainless steel bolts, nuts, washers, etc. and all threads shall be treated with copper based anti-seize compound.

Check valves shall be Valmatic Surge Buster check valves with fusion bonded epoxy coating inside and out, 316 stainless steel cover bolts, disc accelerator, backflow actuator and EPDM reinforced disc.

All isolation valves for pump discharges and flow meters shall be stainless steel bi-directional knife gate valves. They shall be Dezurik KCB or Stafsjo. Valves shall be wafer style/semi-lug design, ANSI class 150, full port, two piece stainless steel body with a stainless steel super structure and standard gland packing. The 316 stainless steel, fully machined blade will have rounded edges and be fully guided to prevent blade movement causing stuffing box seal failure. The gland box shall be fully machined with radiused ends to match the round edges on blade. There will be a fully encapsulated seat of EPDM material which is field replaceable. The valve will be non-rising stem with a double lead acme screw thread which together with needle axial bearings assures ease of operation. All valves shall be operational from outside the wet well for wet well only configurations. Provide suitable operators for all isolation valves in wet wells and dry wells.

Dry wells shall be equipped with sewage sump pumps with a minimum discharge diameter of 75 mm. Dual check valves and a plug valve shall be installed on the sump pump discharge piping.

All stations shall include the installation of variable frequency drives manufactured by ABB Inc. Acceptable motor control centre (MCC) manufacturers are Eaton and Allan-Bradley. Variable frequency drives from the approved MCC manufacturers are not acceptable/approved.

All system programmable logic control (PLC) panels shall be manufactured by Allan-Bradley and shall be SCADA programmed using language that is the same as that used in other Township sewage facilities at the time of installation. The human machine interface shall have a colour touch screen that is 375 mm (15") wide. Program source code shall be provided to the Township.

Wet well stations shall be equipped with aluminum platforms inside the wet well for servicing equipment. Safety guardrail for the platforms shall be anodized aluminum with 150 mm high kick plates. Safety chains for the guardrail shall be stainless steel. All ladders shall be 316L stainless steel with a minimum 20 mm diameter anti-slip rungs. Ladder side rails shall be a minimum of 50 mm wide by 10 mm thick. All anchoring systems for platforms and ladders (drop-ins, bolts, nuts, washers, etc.) shall be 316 stainless steel. Minimum bolt diameter shall be 13 mm. Wet wells for stations that are wet well/dry well configurations shall include aluminium or fiberglass stairs complete with anodized aluminium or fiberglass handrail to allow easy access to the wet well for operating staff.

Wet well vents shall be 11 gauge, 304L stainless steel complete with stainless steel 24 mesh screen. Vent screens shall be removable with stainless steel fasteners.

Stations and flow metering chambers shall be equipped with access hatches. All access hatches shall be aluminum and rated for H₂O loading. The man access hatches shall be 750 mm by 900 mm. Pump access hatches shall be sized based on pump dimensions. The manufacturer shall provide structural calculations stamped by a registered Professional Engineer in the Province of Ontario. The channel frame shall be a minimum ¼" aluminum with full anchor flange around the perimeter and have a minimum cross-sectional area of 7.5 square inches for proper water drainage. Covers shall be equipped with Type 316 stainless steel hinges having a minimum 3/8" diameter stainless steel pins and shall pivot so the cover does not protrude into the channel frame. Hinges shall be specifically designed for horizontal installation and shall be through bolted to the cover with tamperproof stainless steel lock bolts and shall be through bolted to the frame with stainless steel bolts and lock nuts. All bolts shall be flush with the covers' surface. Covers shall be equipped with compression springs fully enclosed in telescopic tubes. The upper tube shall be the outer tube to prevent accumulation of moisture, grit and debris inside the tube assembly. The lower tube shall interlock with a flanged support shoe fastened to a formed ¼" gusset support plate. Covers shall be fitted with the required number and size of compression spring operators to provide smooth, easy, controlled operation through the entire arc of opening and to act as a check in retarding downward motion when being closed. Operation shall not be affected by temperature. Covers shall be equipped with a stainless steel hold-open arm which automatically locks the cover in the open position. A conveniently located handle shall release the covers for closing. Each cover shall be equipped with a recessed padlock hasp covered by a hinged lid that is flush with the surface. Each cover shall have a lift handle that is designed to be flush with the walking surface when not in use. A 40 mm (1½") drain coupling shall be located in the right front corner of the channel frame. All hardware shall be for installation in a highly corrosive environment, Type 316 stainless steel. All fasteners shall be Type 316 stainless steel. Hardware to include spring tubes, springs, lifting mechanism supports, hold-open arms(s), hinges, hinge pins, safety chain (on double cover units) and lock assembly. The pump removal hatches shall permit the installation of submersible pump guide rail brackets. Provide safety access grates under all hatch covers. Ensure all access grates are hinged, equipped with retractable lifting handle, rated for and reinforced for a live load of 14.4 kN/m², equipped with lock mechanism which holds the grate at 90 degrees vertical. Provide aluminum safety grating. Grating shall be safety orange. Grating shall be powder coated, applied by electrostatic spray process. Coating shall be a thermosetting epoxy powder coat finish minimum 2 mm thick and baked at 180 degrees C until cured.

For wet well stations, the control building shall be offset from the wet well location. For wet well/dry well stations, the building shall be located above the dry well. The building shall be constructed of concrete masonry block with either brick or face block as the architectural finish of the exterior of the facility. The architectural finish shall be approved by the municipality. When the station is designed with a pitched roof, the roofing material shall be prepainted galvanized steel as manufactured by Indal Metals, Vic West Steel or Agway Metals Inc. The panel core thickness shall be a minimum of 26 gauge. Panels shall be long enough so that horizontal splices are not required. The nominal width of the panels shall be a minimum of 600 mm. Architectural louvers for the building shall be prepainted aluminum and be designed to attenuate noise to 70 dB at 7.0 m. Motorized dampers for the louvers shall be aluminium. For wet well/dry well configurations, provide lifting equipment to remove the pumps from the dry well that will allow the pumps to be removed to the outside of the building and loaded on to a truck.

Stations shall include the supply and installation of standby power diesel generators. The generator shall be sized to operate the entire electrical system of the station continuously plus 25% spare capacity for future loads. The fuel tank shall be integral with the generator complete with a double walled fuel tank with a capacity to operate the generator under full load for 72 hours. The generator shall be equipped with a hospital grade silencer. The acoustical design of the generator enclosure/building shall be a minimum of 70 dB at 7.0 m. The acoustic evaluation and design shall be completed by a Professional Engineer licensed in Ontario. The generator may be housed in the station control building or in an acoustically designed walk-in enclosure supplied by the generator manufacturer. Acceptable generator suppliers include: Toromont/Caterpillar, Cummins Eastern Canada, Kohler (Paramount Power Systems), Generac (Total Power Limited), Wajax Power Systems and GAL Power. The generator installation shall comply with all applicable regulations including but not limited to all requirements of the Technical Standards and Safety Authority (TSSA).

Discharge forcemains shall be designed by a Professional Engineer licensed in Ontario. Forcemain material shall be PVC pipe with a minimum pressure rating of 160 psi (SDR 26). Pipe strength, pressure rating and dimension ratio shall be determined through the completion of a transient analysis. The design of the forcemain shall also include the installation of pressure and vacuum relief valves in precast concrete chambers and one forcemain flushing connection for every 500 m of forcemain length. Relief valves shall be located where recommended by the transient analysis. Piping inside flushing and relief valve chambers shall be Schedule 40S stainless steel. Isolation valves shall be as specified above. Relief valves shall be stainless steel complete with flushing connections/attachments, shall be manufactured by ARI Valves and shall be suitable for use with wastewater. The forcemain shall be buried at a depth of 2.0 m, shall be white or purple in colour and shall be installed with tracer wire as specified for watermain.

The site shall be fenced with black vinyl covered galvanized wire (50 mm mesh No. 6 gauge) with 1.2 oz/ft² (366 g/m²) of galvanizing on wire and barbed wire overhang pointing outward. Overall height shall be 2400 mm including the barbed wire projection.

The access road and interior of the site shall be paved.

The land development company shall provide Township staff with training on all equipment at the station and shall provide the municipality with an overall functional operating and maintenance manual along with manufacturer's operating and manuals for all equipment installed at the station.

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D. STORM

D.1 Storm Drainage

Storm sewer system design may be subject to Ministry of Environment and Climate Change, Ministry of Transportation, Wellington County and Conservation Authority review and approval. Discharge into the Township's storm sewer system must be as per the Township's current sewer-use by-law.

At times, storm water design may utilize municipal or ward drains for outlets. In addition to other approvals, design that outlet to a municipal and ward drain are also subject to approval by the Township's drainage superintendent.

Township road ditches are not typically used for storm water outlets and their use is subject to Township review and approval.

Storm drainage systems including lot grading, catchbasins and piped outlets shall be designed with consideration being given to Major and Minor systems. Minor systems are to be conveyed to the receiver (stormwater management facility or watercourse) via sewers. Major flows are to be conveyed via overland routes.

The storm drainage system shall adhere to the Ministry of the Environment and Climate Change Guidelines and the following Township of Wellington North design criteria:

- | | |
|---|---|
| a) Rainfall Intensity: | Ontario Ministry of Transportation (M.T.O.) Intensity Duration Frequency (IDF) curves. |
| b) Design Storm: | |
| <ul style="list-style-type: none"> • Minor System: | <p>1 in 5 year storm event for local sewers designs</p> <p>1 in 10 year storm event for high value commercial development downtown business and trunk collectors.</p> |
| <ul style="list-style-type: none"> • Major System: | Regional Storm expressed as "Hurricane Hazel" or 1 in 100 year storm event (whichever generates greater runoff values). |
| <ul style="list-style-type: none"> • Rural System: | <p>1 in 25 year storm event for road culverts.</p> <p>1 in 10 year storm event for driveway culverts.</p> |

- c) Rainfall Distribution: Developer to verify appropriate Authority for jurisdiction.
3 hour Chicago – Grand River Conservation Authority and Maitland Valley Conservation Authority. Type 2 – 6 hour SCS – Saugeen Valley Conservation Authority.
- d) Runoff Coefficients: The drainage area shall include all lands which will outlet through one common system. The design shall take into consideration the eventual use of all the lands within the drainage area and assign the appropriate coefficient to the lands based on the designation in the Official Plan.
- e) Inlet Time:
- Major System: Bransby Williams 10 minute minimum
 - Minor System: Bransby Williams 10 minute minimum
- f) Pipe Roughness:
- Manning’s “n” value, 0.013 for concrete, and PVC pipes.
 - Manning’s “n” value, 0.024 for corrugated steel pipes.
- g) Pipe Capacity:
- Sewers: Manning’s Formula (full flow)
 - Culverts: MTO Drainage Manual, Section ‘D’
- h) Pipe Materials: See Table 2.
- i) Pipe Bedding: See Table 1.
- j) Velocity:
- Minimum 0.75 m/s
 - Maximum 4.5 m/s
- k) Location: In accordance with the Township of Wellington North typical road cross-sections. (see Standard Drawing R1, R2, R3 and R4).

- l) Maintenance Holes:
- Minimum of 1200 mm diameter or as manufacturer's specifications.
 - 100 m for pipes up to 1200 mm diameter
 - 150 m for pipes greater than 1200 mm diameter
- m) Structure Pipe Connections: Brick, block and non-shrink grout shall be used for the connection of all pipes at structures.
- n) Structure Adjustment:
- Castings to be left at final elevation with permanent concrete curb. Temporary drainage pipe required to drain water into basin until final asphalt placed.
 - Precast concrete adjustment units to be used.
 - Minimum 150 mm adjustment allowance.
 - Maximum 300 mm adjustment allowance.
 - No brick, block or steel lift rings permitted.
- o) Catchbasin Spacing on Municipal Roads:
- 75 m maximum except at intersections where no surface drainage across intersecting streets will be permitted.
 - Where gutter grade on a cul-de-sac is less than 2% then catchbasins shall be required in the cul-de-sac.
- p) In-Line Drains and Rear Catchbasins:
- Surface inlets (catchbasin or inlet basin) are required every 2 units (townhouse or semis) along rear lot line swales. Singles will require full catchbasins for all structures. Surface inlets (catchbasin or inlet basin) are required every 3 units (singles) along rear lot line swales. Townhouses require a catchbasin at the lead from the road but inlet basins can be used thereafter.

- Sewer from the road the rear yard (i.e. on side yard) is to be a minimum of 300 mm diameter concrete pipe offset 0.5 m from the lot line situated on a 3 m easement divided equally on the side lot line.
 - Sewers across the rear lot line to be offset 1 m from the lot line on a 3 m easement entirely on one lot.
 - Sewers along the rear lot lines of townhouses are to be a minimum of 200 mm in diameter. Where the number of upstream inlets basins exceeds 2, the pipe size is to be increased to a minimum of 250 mm in diameter. These sewers along the rear can be PVC or HDPE.
 - Sewers along the rear lot lines of singles are to be a minimum of 250 mm in diameter. Where the number of upstream catchbasins exceeds 1, the pipe size is to be increased to a minimum of 300 mm in diameter. These sewers along the rear can be PVC or HDPE.
- q) Twin Inlet Catchbasins: Required at sag points.
- r) Blind Connections: Not permitted to storm sewers under 900 mm diameter.
- s) Storm Structure Sumps: Maintenance holes are to have a 300 mm sump and catchbasins are to have a 600 mm sump.
- t) Benching: Required for pipes over 450 mm diameter.
- u) Minimum Cover: 1.2 meters
- v) Minimum Size:
- 200 mm diameter where only lot services are connected for residential.
 - 300 mm (trunk)
 - Single CB leads 250 mm.
 - Twin Inlet CB leads 300 mm.
 - 400 mm diameter culvert.

w) Service Connections:

- Minimum size: 100 mm
- Minimum Grade 1%
- Minimum depth at Property Line 1.2 metres
- Services to be located 1.5 m minimum from side lot line, for singles locate on low side of lot. One service/residential unit for singles, semis, row or block townhouses. See Standard Drawing S1 for service layout.
- All lots to have service connection for foundation drain sump pumps. Gravity connections at building not permitted. See Standard Drawing S2.
- All connections to be made with an approved prefabricated tee.

x) Roof Drains: All roof drains shall discharge to the surface. Controlled on property and conveyed to a suitable outlet.

y) Storm Sewer Outlets: Suitable bank and stream bottom erosion protection must be provided, i.e. headwalls, rip rap, Corrugated Steel Pipe end section, etc.

z) Subdrain: 6 m – 150 mm diameter geotextile wrapped subdrain required upstream of all storm structures and in both directions at sags in the road profile. Additional subdrain as required by geotechnical consultants.

D.2 Stormwater Management Requirements

- a) Quality Control: In accordance with “Stormwater Management Planning and Design Manual”, March 2003 by the Ministry of Environment and Energy.
- b) Quantity Control: Control of post-development runoff flows to pre-development levels for rainfall events with return periods between 5 and 100 years. Over-control may be required to satisfy downstream constraints.
- c) All hazard lands, wetlands, Environmentally Sensitive Areas (ESAs), Area of Natural or Scientific Interests (ANSIs) and floodlines are to be identified on drawings
- d) Facility configuration and landscaping to incorporate design recommendations outlines in the document entitled “Design Principles of Stormwater Management Facilities” (City of Guelph), August 1996. Developer to verify appropriate Authority for jurisdiction. A copy of the document is available upon request.
- e) Sediment/Erosion Control: Detailed plan to be submitted for approval.
- f) All Stormwater Management Facilities shall be subject to Class Environmental Assessment requirements.
- g) Note: Other approval agencies may have additional requirements.

E. WATER WORKS

E.1 Water Supply System

Central water supply systems shall be designed in accordance with current Ministry of the Environment and Climate Change Design Guidelines for Drinking Water Systems (2008), as amended from time to time, and all applicable Regulations. All materials used for the municipal drinking water system shall meet all applicable American Water Works Association (AWWA) and National Sanitation Foundation (NSF) standards. All fittings associated with the water supply system shall meet NSF 372 requirements for lead content.

The pre-servicing report shall address the requirements for water supply to service the Development. Should the existing supply system not have sufficient capacity to provide for new development, the Developer's Engineer shall provide a Hydrogeological Report commenting on proposed sources for additional water supply and how any impacts on the existing ground water regime will be mitigated.

Fire flow protection and storage provisions shall be reviewed with the Township of Wellington North for each development during the initial stages of Draft Plan Approval. Any expansions to the existing water systems, together with the requirements for additional wells, storage facilities and/or trunk mains will be resolved at that time.

Where the development is not connected to an existing municipal system and a communal water supply is proposed, two wells will be required. Where connections are to be made to an existing municipal system, the capacity of existing wells and storage facilities will be considered when reviewing the requirements for new source wells and storage facilities. All water supply systems shall incorporate provisions for standby power, metering, chlorination, fire storage, precharged tanks to buffer the well pumps and security fencing of the site.

Note:

Developments outside the areas designated by Council as requiring municipal water supply systems may be approved on the basis of individual wells and sewage disposal systems. The specific requirements for central water systems in rural areas shall be reviewed with Council on submission of the Preliminary Draft Plan.

E.2 Watermains

Developer's Engineer must comply with the requirements of the Ontario Safe Drinking Water Act and all applicable regulations made in accordance to the act, including but not limited to the Drinking Water Works Permits (DWWP) and the Municipal Drinking Water License (MDWL). DWWP and MDWL are available from the Township's Water Department and it is the responsibility of the developer's engineer to obtain copies as necessary.

Watermains with services to each lot or block shall be provided in accordance with the Ministry of the Environment and Climate Change Design Guidelines for Drinking Water System and the following Township of Wellington North Public Works Department design criteria based on PVC C900 Class 235 (DR18) CSA B137.3 pipe:

- | | | |
|----|-------------------------|--|
| a) | Capacity: | Hazen-Williams formula in accordance with current Ministry of the Environment and Climate Change design criteria. |
| b) | Population: | See Section C – Sanitary Sewers. |
| c) | Design Flow: | Greater of Maximum Daily Demand plus Fire Flow or peak demand flow. |
| d) | Average Day: | 450 L/cap.d. (litres per capita per day) |
| e) | Peaking Factor: | In accordance with current Ministry of the Environment and Climate Change design criteria. |
| f) | Minimum Size: | 150 mm diameter mains. |
| g) | Minimum Depth of Cover: | 2.0 metres for mains and services. |
| h) | Location: | In accordance with the Township of Wellington North typical road cross-sections. (see Standard Drawing R1, R2, R3 and R4). |
| i) | Material: | See Table 2. |
| j) | Pipe Bedding: | As detailed in Table 1. |

k) Tracer Wire:

- All watermain and services shall be installed with tracer wire.
- #12 AWG Copper Clad Steel. High Strength with minimum 450 lb. break load and minimum 30 mil HDPE insulation thickness suitable for direct burial and colour coded blue.
- Direct bury wire connectors shall include 3-way lockable connectors and mainline to lateral lug connectors specifically manufactured for use in underground trace wire installations. Connectors shall be dielectric silicon filled to seal out moisture and corrosion. Non-locking friction fit, twist or taped connectors are prohibited.
- Above ground tracer wire shall be attached to storz pumper connection of fire hydrants.
- Conductivity testing will be required on all new tracer wires.

l) Fittings: Ductile Iron, mechanical joint, AWWA C110 approved, pressure rating 1035 kPa.

m) Valves:

- Same number of valves as the number of streets at an intersection with valves located at extension of property line of intersecting street.
- Maximum 200 m spacing on straight runs.
- Maximum 250 m spacing on trunk lines.
- Chambers will be required for all valves over 300 mm diameter (OPSD-701.010)
- If valves exceed 1.5 m in depth – valve nut extensions are required.

n) Valve Type: See Table 2.

o) Valve Boxes: See Table 2 and Standard Drawing W2.

p) Hydrants:

- See Table 2.
- All hydrants to be Red with black Storz cap.
- Valves to be 1.2 m from hydrant.

q) Hydrant Spacing: 150 m maximum.

r) Services:

- Minimum 25 mm diameter services or match existing, whichever is greater.
- Minimum 25 mm diameter services for industrial, commercial or multiple residential.
- All services to be Type “K” copper pipe unless otherwise approved by the Township of Wellington North Public Works Department. Crosslinked polyethylene (“Municipex” by Rehau and “Blue904” by Ipex) may be considered for services over 20 m in length.
- 75 mm diameter PVC sleeves are required where curb stops are located in driveways.
- Temporary plastic blow-off pipes are required for all unconnected services.
- See Table 2.

s) Anodes:

- DZP-24, 10.9 kg shall be installed on all connections to existing iron watermain.
- DZP-12, 5.4 kg shall be installed on all iron fittings, valves etc.
- Zinc nuts are permitted where larger anodes are not practical.

- t) Mechanical Joint Restraints:
- “Grip Ring” Pipe Restrainer manufactured by Romac Industries Inc.
 - Uni-Flange Series 1300 manufactured by Ford Meter Box Company Inc.
 - Megalug Series 2000 PV for PVC C900 pipe
 - PVC Stargrip Series 4000 Restrainers manufactured by Star Pipe Products.
- u) Water Sampling Stations: Sampling stations shall be Eclipse #88WC on a pedestal as manufactured by the Kupferle Foundry Company. The number and location of water sampling locations shall be reviewed and approved by the Township.
- v) Details not included in above notes are shown on the Township of Wellington North Standard Drawings.
- w) The Developer’s contractor shall not operate any valve or hydrant on the existing water distribution system. Operation of valves and hydrants on the municipal system shall only be undertaken by certified municipal staff.
- x) Grounding of hydro services to the municipal water system is prohibited.

E.3 Watermain Testing Procedures:

- a) Temporary watermain connection shall be as follows:
- i) No new watermain shall be connected to an existing watermain until all testing procedures have been completed and approved by the Township of Wellington North Public Works Department.
 - ii) The new watermain shall be kept isolated from the existing waterworks system using a physical separation until satisfactory microbiological testing has been completed and accepted by the municipality. Water required to fill the new main for hydrostatic pressure testing, disinfection and flushing shall be supplied through a temporary connection between the existing water system and the new main (refer to Standard Drawing W4 and W5). The temporary connection shall include an appropriate and approved cross-connection control device (reduced pressure zone backflow preventer). Public Works Department will require written certification of the backflow preventer operation in accordance with CAN/Canadian Standards Association – B64.5 Series Manual and/or AWWA C510.
 - iii) At the beginning of each new watermain installation, a minimum of two (2) swabs shall be installed. Swabbing of the new watermain shall be completed prior to hydrostatic testing.
- b) Hydrostatic Testing (Reference OPSS 441.07.24):
- i) Hydrostatic testing shall be conducted under the supervision of the Township of Wellington North Public Works Department upon completion of the watermain including services and backfilling.
 - ii) A test section shall be either a section between valves or the completed watermain.
 - iii) Test pressure shall be 1035kPa.
 - iv) The test section shall be filled slowly with water and all air shall be removed from the pipeline. A twenty-four (24) hour absorption period may be allowed before starting the test. The test section shall be subjected to the specified continuous test pressure for two (2) hours.
 - v) The leakage is the amount of water added to the test section to maintain the specified test pressure for the test duration. The measured leakage shall be compared with the allowable leakage as calculated for the test section. The allowable leakage is 0.082 litres

per millimeter of pipe diameter per kilometer of watermain for a two (2) hour test period.

- vi) If the measured leakage exceeds the allowable leakage, all leaks shall be located and repaired and the test section shall be retested until a satisfactory result is obtained.
 - vii) Watermain Pressure Test Form shall be completed for all installations. Form is as shown on Page No. 38.
- c) Flushing and Disinfecting Watermains (Reference OPSS 441.07.25):
- i) Flushing and disinfecting operations shall be conducted under the supervision of the Township of Wellington North Public Works Department. The Public Works shall be notified at least two (2) business days in advance of the proposed date on which flushing and disinfecting operations are to commence.
 - ii) Liquid chlorine solution shall be introduced so that the chlorine is distributed throughout the section being disinfected. The chlorine shall be applied so that the chlorine concentration is at an acceptable concentration (refer to Table 1 – below) throughout the section. The system shall be left with the chlorine solution for twenty-four (24) hours.

TABLE 1: CHLORINE CONCENTRATION AND CONTACT TIMES FOR NEW WATERMAINS			
Disinfection Method	Minimum Contact Time	Initial Chlorine Concentration	Maximum Allowable Decrease in Chlorine Concentration
Tablet or Continuous Feed	24 hours	≥ 25 mg/L	40% of Initial Chlorine Concentration to a Maximum of 50 mg/L

Example 1:

When using the continuous feed method of chlorination with an initial chlorine concentration of 50 mg/L, the maximum allowable decrease in chlorine concentration is 40% of 50 mg/L, or 20 mg/L. Therefore at least 30 mg/L of chlorine must be present after 24 hours.

Example 2:

When using the continuous feed method of chlorination with an initial chlorine concentration of 150 mg/L, the maximum allowable decrease in chlorine concentration is 50 mg/L, because 50% of 150 mg/L is greater than the maximum allowable decrease of 50 mg/L. Therefore, at least 100 mg/L of chlorine must be present after 24 hours.

The Township of Wellington North Public Works Department may consider alternative chlorine concentration and contact times on an individual basis.

- iii) Sampling and testing for chlorine residual will be carried out by the Township of Wellington North Public Works Department. The chlorine residual will be tested in the section after twenty-four (24) hours. If tests indicate an acceptable decrease in chlorine concentration, the section shall be flushed completely and recharged with water normal to the operation of the system. If the test does not meet the requirements, the chlorination procedure shall be repeated until satisfactory results are obtained.
- iv) Watermain shall be flushed in a sequence approved by the Township of Wellington North Public Works Department. The Public Works may permit or require the flushing to be carried out in stages as sections of the system are completed. Flushed sections shall be protected from contamination.
- v) The Contractor shall provide acceptable equipment and chemical additives to dechlorinate the water that must be wasted. Chlorinated water discharged to the sanitary sewer shall be discharged at such a low flow rate or dechlorinated prior to discharge so that there is no possibility of chlorine residual remaining in the waste water when it reaches the waste water treatment plant. Total residual chlorine in water discharged into storm sewers, drainage ditches or watercourses shall not exceed 2 ug/L.
- vi) Recharge the watermain with Municipal water and flush via a 20 mm maximum diameter pipe for twenty-four (24) hours.
- vii) After final flushing and before the watermain is approved for connection of the new main to the existing water system, two (2) consecutive sets of water samples, taken at least twenty-four (24) hours apart, shall be collected, every 350 metres, plus from the end of the line and from each branch. Certified staff from the Public Works Department shall collect for bacteriological samples.

- viii) All water samples will be taken in accordance with the most current ANSI/AWWA Standard C651, collected by the Township of Wellington North Public Works Department and analyzed by a certified laboratory. Two (2) – 200 ml microbiological sample (bottles supplied by the Township – ONLY) must be obtained at each location. The sample form is to be filled out requesting for E.coli, Total Coliforms and HPC is to include the samplers name. Each sample collected must include a ‘Total and Free Chlorine residual’ reading.
- ix) The Township will pay Laboratory expenses for the initial first set of sampling required for microbiological results. If the disinfection fails to produce satisfactory samples, disinfection and testing shall be repeated at the contractor’s expense including water usage until satisfactory samples have been obtained.
- x) The Township of Wellington North minimum requirements for acceptability of microbiological tests are:

E-coli Coliform	0 CFU/100 ml
Total Coliform	0 CFU/100 ml
HPC	not greater than 500 CFU/ml

d) Commissioning of New Main

- i) When all of the tests including the microbiological samples are satisfactory, written approval from the Public Works Department for the main to be connected to the existing water system must be obtained.
- ii) All new piping and appurtenances placed in the connection of the new main and existing waterworks system must be disinfected with a 1% solution of sodium hypochlorite or equivalent method.
- iii) The system shall not be put into operation until clearance has been given by the Township of Wellington North Public Works Department.



Township of Wellington North

Watermain Pressure Test Form (To Be Completed For All New Installations)

Project: _____ Contract No: _____

Area: _____ Date: _____

Contractor: _____

Required Test Pressure: _____

Pipe Material: _____

Diameter (mm): _____

Length Tested: _____

*Allowable Leakage in litres = 0.082 x _____ Dia. (mm) x _____ Length (m) FOR 2 HOURS
(OPSS 441.07.24.03) 1000*

Minimum time test required (hours): _____

Maximum volume loss allowed for (hours): _____ (litres): _____

Actual period of time the main was under pressure (hours): _____

Actual measured volume loss (litres): _____

Test Results: Satisfactory Unsatisfactory

Comments:

Public Work's
Signature

Contractor's
Signature

Inspector's
Signature

F. ROADWAYS

F.1 Roadway Design

Roadway design and driveway entrance may be subject to Ministry of Transportation or Wellington County review and approval.

The following Township of Wellington North Road design criteria for residential roads applies to local and minor collector streets:

Standard Road Section:

The residential roadway section is shown on Standard Drawing R1, R2 and R3. This section designates standard locations for all Municipal Services and other utilities.

Geometric Standards:

- Streets with 20 m, 22 m and 26 m Right-of-Ways will have a minimum pavement width of 8.5 m, 9.5 m and 14.0 m respectively. This width does not include the concrete gutter.
- The minimum pavement radii for intersections shall be 10.0 m and 16.8 m on a cul-de-sac with an island and 13.0 m on a cul-de-sac without an island (permanent or temporary).
- The minimum property radius on a cul-de-sac shall be 20.0 m.

Rural Road Section:

The rural road section is shown on Standard Drawing R4. In the case of rural roads located away from urban centres and mainly used by local traffic, the Township will consider for local development, reducing the rural standards to match existing conditions of roads in that specific area. The minimum gravel surface width for consideration would be 7.3 m.

The following standards are to be followed, however, specific conditions may warrant some change. Any change will require approval from the Township of Wellington North.

- | | |
|-------------------|--|
| a) Minimum Grade: | To maintain 0.50% minimum on gutter grade. |
| b) Maximum Grade: | 8.0% |

- c) Vertical Curves: Vertical curves to effect gradual change between tangent grades are to be used in accordance with the MTO Geometric Design Standards.
- d) Horizontal Curves: Use in accordance with the MTO Geometric Design Standards.
- e) Cross Fall: 2%
- f) Asphalt Depth:
- 90 mm Minimum (50 mm HL 4 & 40 mm HL 3 compacted) on Local Residential.
 - 100 mm Minimum (60 mm HL 4 & 40 mm HL 3 compacted) on Collector & Arterial.
 - 50 mm HL 4 on temporary cul-de-sac or temporary access roads and local rural.
- g) Granular Depth: Depending on soil conditions and a geotechnical report, but no less than:
- 150 mm Granular "A"
 - 450 mm Granular "B"

F.2 Curb and Gutter

- a) Concrete curb and gutter shall be constructed on both side of all streets in accordance with Table 1 and Standard Drawing R1, R2, R3 and as follows:
- Mountable curb to be used on local residential internal streets.
 - Barrier curb to be used on collector and external streets.
- b) Driveway cuts shall not be made until after building foundation is constructed. All cuts shall be mechanically cut in accordance with specifications approved by the Township of Wellington North.

Driveway ramps between back of curb and sidewalk and sidewalk and Property Line or where there is no sidewalk shall be paved with 50 mm Hot Mix Asphalt HL 3 (modified fine) compacted to property line.

F.3 Sidewalks

Concrete sidewalks 1.5 m wide shall be provided on one side of residential and both sides of collector and arterial streets and one side on residential local streets. Ramps shall be provided at all intersections with curb. Minimum 125 mm Granular "A" base and 125 mm thickness of concrete. Expansion joint material is to be bituminous impregnated fibreboard.

F.4 Walkways

Pedestrian walkways shall be concrete, 1.8 m wide with 1.5 m minimum height galvanized chain link fence on each side within property limits. Minimum Right-of-Way width is to be 6.0 m. Bollards are to be installed 1.1 m either side of centre of walkway, at both ends of the walkway. Bollards are to be 150 mm x 150 mm x 2.4 m pressure treated wood exposed and buried 1.2 m.

Minimum Right-of-Way to be increased to minimum 9.0 m where servicing and walkway exist through same corridor.

F.5 Boulevards

All boulevards shall be graded, topsoiled with a minimum depth of 200 mm, and sodded from the property line to the back of curb.

Asphalt boulevard to be used for boulevards less than 1.0 m in width.

F.6 Traffic Control and Street Name Signs

- a) At each intersection there shall be erected an approved double unit street name sign. The signs and posts will be provided by the Municipality at the Developer's expense.
- b) Traffic signs and posts will be provided by the Municipality at the Developer's expense, following the passing of the By-Law for their installation.

F.7 Daylighting Triangle

Minimum 7.5 m by 7.5 m daylighting triangle required on all intersection corners. Additional size may be required for special circumstances. Daylight triangles are to be part of municipal right-of-way.

F.8 Easements

- a) Minimum 6.0 m easements required for single municipal services, minimum 9.0 m easements required for two (2) municipal services. Where more than two (2) services are to be accommodated by an easement consult with the Township for specific easement requirements.
- b) For rear yard storm sewers 300 mm diameter or less, and catchbasins, minimum easement width to be 3.0 m, with centre offset 0.5 m from property line. For storm sewers larger than 300 mm diameter consult with Township for specific easement requirements.

The Township of Wellington North Standard Drawings which apply to road construction are included and/or referenced in this Manual.

DRAFT

G. LOT GRADING

G.1 Plan Requirements

Lot grading plans shall be prepared in accordance with the Standard Drawing G1, to the satisfaction of the Township, and as follows:

- a) Lot grading plans must be drawn at a minimum scale of 1:500.
- b) Indicate a north arrow.
- c) Show a title block
- d) All elevations should be referenced to a metric geodetic municipal benchmark.
- e) Show all existing and proposed lot numbers and blocks.
- f) Show all proposed rear lot catchbasins, pipes, swales, top of grate elevations and inverts and easements.
- g) Show a table for a list of revisions.
- h) Show existing contours (maximum 0.5 m intervals).
- i) Show existing and proposed elevations at lot corners.
- j) Show adjacent topography and drainage patterns.
- k) Show all existing structures, vegetation, natural features on, or adjacent to the subject property.
- l) Indicate specified house grade, top of foundation elevations, steps in foundation, low openings and garage floor elevations including proposed driveway grade.
- m) Show proposed road grades and elevations on all streets with arrows indicating direction of slope.
- n) Show proposed elevations along boundary of all blocks abutting single family and semi-detached lots in the subdivision.
- o) The approval of a drainage plan is related to drainage only. It is the responsibility of the developer to ensure that the drainage plan compliments the land and suits the houses to be constructed.

- p) Show all temporary erosion control measures to be in place during the construction period and permanent erosion control works to be left in place after construction.
- q) The maximum side slopes on swales should be 3 horizontal to 1 vertical. All swales must have a minimum depth of 150 mm. Swales within the development are to be centred on property lines. Swales abutting other properties are to be constructed entirely within development lands.
- r) The maximum slope of all embankments should be 3:1. Where grades greater than 3:1 are proposed a retaining wall should be constructed. All 3:1 or steeper are to be indicated on the plan, clearly defining the limits of the slope.
- s) The proposed direction of overland flow shall be indicated on the plans by arrows. High points and all changes in grade are to be clearly noted on the plan, with spot elevations.
- t) The Township Engineer may require details of all terracing and slope treatment and in depth cross-sections to be provided, with the lot grading plan.
- u) All Regional Flood and Fill Lines, verified by the Conservation Authority, must be indicated on lot grading plans where developments are adjacent to existing watercourses.
- v) Topsoil shall be stripped in all cut and fill areas and stockpiled for reuse during final lot grading operations.
- w) Multiple unit blocks are subject to approval through the site plan approval process, individual site plan agreements are required for each block.

G.2 Drainage Plan Requirements

The Drainage Plan shall indicate the proposed grading of all the lands to be developed and how all the lands adjacent to the subdivision which drain through the property are to be provided for.

H. UTILITIES AND STREET LIGHTING

All hydro, telephone and other utilities shall be underground and placed in accordance with current local utility company regulations and standards. Provide Composite Utility Plan to the Township for review.

Satisfactory evidence that the Developer has entered into an agreement providing for the installation of underground hydro and street lighting must be submitted to the Township of Wellington North prior to the execution of a Subdivision Agreement.

All developments shall be provided with street lighting in accordance with the current requirements of the local utility companies and the Township of Wellington North.

All materials and installation shall meet or exceed current OPSS standards and the requirements of the local utility supplier. The materials and supplier shall be reviewed with the Township prior to approval and samples shall be supplied if requested.

All utility installations within the Municipal right-of-ways are required to obtain a Municipal Consent Approval from the Township. Prior to issuance of Municipal Consent the following is required:

- Composite Utility Plan (CUP) is to be prepared and submitted to the Township for review and approval. The CUP is to reflect all utilities to be installed within the municipal right-of-ways.
- All utility agencies must review and approve the CUP with respect to their specific utility in the context of the CUP (i.e. Sign-offs).
- Submission to Township to include CUP, original utility plans and agency Sign-offs.

Discussion with utilities will occur regarding placement of utilities in the boulevard, specifically natural gas routing around hydro transformer locations. Refer to Standard Drawing U1.

H.1 Street Lighting Design

Lighting designs (light levels, uniformity ratios, etc.) shall be based on the latest version of American National Standards Institute/Illuminating Engineering Society of North America's American National Standard Practice for Roadway Lighting; (ANSI/IESNA RP-8 latest revision).

Roadway lighting must provide uniform lighting at a level that is adequate and comfortable for vehicular and pedestrian movement on the roads and sidewalks.

All roadway lighting systems shall be designed by an Engineer experienced in roadway lighting. Designs shall be carried out using the luminance method as described in RP-8 (latest revision) (unless noted otherwise) by a qualified engineer, while incorporating the Township standards and specifications as given below. Design calculations with photo metric layouts shall be prepared by utilizing one of the following approved lighting and design programs: AGI 32 and Autolux.

As per the current roadway lighting policy, all proposed lighting shall be reviewed and approved by the Township. Lighting design submissions to the Township must include:

- Photometric distribution diagram
- design criteria used
- design calculations
- contract drawings and specifications
- manufacturers literature

All roadway lighting design and construction must satisfy Electrical Safety Authority (ESA) requirements, and is subject to ESA inspection and approval. All materials used for roadway lighting must meet Canadian Standards Association (CSA) specifications.

H.2 Material Specifications

All roadway lighting equipment used must meet the Township's roadway lighting standards and specifications. It shall be the responsibility of the street lighting contractor to ensure they have the latest revisions of the Township's street lighting specifications and list of approved suppliers prior to ordering any materials. All street lighting components are to be manufactured in accordance with the Township's requirements as amended from time to time.

Unless otherwise indicated, all electrical materials shall be new and of uniform pattern throughout the work and ESA shall approve all materials, components or completed assemblies of components.

a) Street Light Poles:

Street light poles shall be concrete. Height of poles shall be determined by lighting system designers. For "cobra head" combinations, the pole shall be Class B centrifugally cast round concrete pole and have a mold finish. For decorative combinations, the pole shall be centrifugally cast concrete. Developers shall submit manufacturer's literature for the proposed standard and decorative poles to the municipality for approval. All poles must meet CSA specifications and are subject to Electrical Safety Authority (ESA) inspection and approval.

b) Luminaires:

All luminaires shall be light emitting diode (LED) lamps and shall come complete with a bird stop. Luminaires must meet CSA and electrical code requirements and are subject to ESA inspection and approval. The luminaires shall be manufactured by Phillips or LED Roadway Lighting. The style and design of the fixtures shall be submitted to the municipality for approval.

c) Brackets:

All street light brackets must meet CSA specifications and are subject to ESA inspection and approval. Standard street light brackets for use with "cobra head" luminaires shall be manufactured in accordance with the latest revisions of ANSI C136.1. Brackets shall be a 1.8 m or 2.4 m tapered elliptical aluminum bracket as needed for the lighting design. Decorative street light brackets shall be manufactured in accordance with the latest revisions of ANSI C136.1 with the changes necessary to apply to arms for decorative fixtures. Decorative brackets shall be 1.5 m or 1.8 m nominal curved bracket. The style and design of the bracket shall be submitted to the municipality for approval.

d) Photo-Electric Controllers:

Photo-electric controllers shall be suitable for use with LED fixtures. Controllers shall be electronic twist lock with the following features:

- A filtered (human eye spectral response) silicon light sensor with infrared blocking filter;
- MOV surge protection;
- Rated for 120 volts;
- Load rating: 1000 watts, 1800vA ballast;
- Turn on level at 1.5 FC and turn off at 1.5 times turn on;
- Operating temperature range from -40°C to 70°C

Photo-electric controllers must be manufactured using non-hazardous materials.

All photo-electrical controllers must meet CSA specifications and are subject to ESA inspection and approval.

e) Loadcentres:

The Township requires the ESA mandated disconnect for street lighting systems. The disconnect shall be provided by means of a service entrance rated loadcentre (pedestal type for underground systems and pole-mounted units for overhead systems) with stainless steel weather proof enclosure (minimum NEMA 4X rated) and complete with:

- 60 amp, 22 kAIC, 120 V / 240 V double-pole line side main breaker, and
- 40 amp, 120 V single-pole load side breakers (quantity: up to 6)

f) Street Lighting Cable Duct:

Street light cable duct shall be 50 mm (2") Type II PVC, direct buried duct meeting CAN/CSA-C22.2 NO.227.1 (latest revision). All ducts must meet CSA specifications and are subject to ESA inspection and approval.

g) Street Light Wiring from the Handhole to the Luminaire:

Street light wiring from the handhole to the luminaire shall be 2 - #12 copper NMWU plus 1 - #12 copper ground, CSA approved.

h) Street Lighting Distribution Cable from Loadcentre to Street Light Poles:

The street light cable from the loadcentre to the pole and from pole to pole shall consist of the following:

- 2 - #6 copper, RWU-90-CSA complete with 1 - #6 jacketed green ground (for 120V);
- 3 - #6 copper, RWU-90-CSA complete with 1 - #6 jacketed green ground (for 240V)

Cable shall be CSA approved.

i) Street Light Power Cable from Transformer to Loadcentre:

The street light supply cable feed from the transformer to the street light loadcentre shall be 3 - #2 copper RWU-90-CSA with 1 - #2 ground. Cable shall be CSA approved.

j) Grounding Rods and Plates:

Ground rods shall be solid steel, 19 mm diameter, 3 m long, copper clad for the full length and shall be according to CSA C22.2 No. 41.

Ground plates shall present not less than 0.2 m² of surface to exterior soil and be not less than 6 mm thick as per the Electrical Code. The plates shall be made of hot dip galvanized solid steel. Steel shall be according to CAN/CSA G40.20/G40.21, Grade 230G and shall be galvanized according to CAN/CSA G164.

The number of grounding rods and grounding plates shall be determined by the lighting system design engineer.

H.3 Electrical Drawings

The electrical layout drawings are a schematic representation of the requirements. All equipment shall be installed in locations detailed in the contract.

H.4 IES Illumination and Luminance Design Criteria

The illuminance method of roadway lighting calculations determines the amount or quality of light incident on the roadway surface and the luminance method of roadway lighting calculations determines how 'bright' the road is by determining the amount of light reflected from the pavement in the direction of the driver. Design criteria shall be in accordance with the requirements of ANSI/IES RP-8 (latest revision).

H.5 Lighting for Intersections

The luminance method is difficult to use with the design of lighting for intersections due to the basic assumptions inherent in luminance design and the methods used in its calculation. Therefore illuminance criteria and calculations are recommended for use in the design of intersections. Intersections should be illuminated to a level equal to the sum of the recommended average illumination levels for each of the intersecting roads. Refer to Table 8 in ANSI/IES RP-8-14 as amended.

At a minimum, all lane changes (additions or subtractions), left or right turn lanes, median islands, etc. should be adequately illuminated and are recommended to be included in the illumination design calculations.

Typical lighting layouts for intersections are given in ANSI/IES RP-8 (latest revision) and in the Transportation Association of Canada's (TAC) "Intersections Lighting", (latest revision).

H.6 Light Trespass

The basic light trespass requirements as per the current acceptable practice, the vertical illuminance values should be limited to a maximum of 3.0 lux at a height of 1.5 m above finished grade along the property line.

H.7 Road/Entrance Crossings

The street lighting ducts shall be heavy wall PVC or polyethylene duct with a minimum cover of 1200 mm under roadways and all commercial and industrial driveways. The ducts shall be installed in accordance with the requirements of the Township of Wellington North. Where a road crossing is required on a project that does not include road reconstruction, it shall be installed via a trench less method.

H.8 Walkways, Pathways and Trails

Requirements for the lighting of walkways, pathways and trails for a specific project are to be confirmed in consultation with the Township. Quality and quantity of light is to meet Illumination Engineering Society (IES) standards for the specific application. Lighting design is to ensure light trespass onto adjacent properties or into adjacent areas that are to be kept dark at night time achieve basic light trespass requirements as per the current acceptable practice. Note: This section is not applicable to sidewalks within road right-of-ways, which are to be addressed as part of the street lighting design.

H.9 Installation

a) General

The contractor shall ensure that the construction and installation of the street lighting system will be completed in a good and workmanlike manner and in accordance with Township standards.

Street lights shall be located on the boulevard in accordance with the Township's standard cross sections and as shown on the CUP, trenching plans and typical road sections while maintaining proper clearances from fire hydrants, driveways, transformer and switching units and trees or any other services.

The street lighting power supply is to be supplied to each street light loadcentre in accordance with ESA requirements.

The entire street light installation is subject to inspection and approval by the ESA. The contractor is responsible for applying and obtaining said inspection. Hydro One or Wellington North Power Inc. shall make the

connections inside the transformer once the following steps have been fulfilled:

- Approval has been given by the ESA, and a Connection Authorization has been received by Hydro One or Wellington North Power Inc. The Township requires a copy of the ESA authorization.
- The contractor has arranged for a Megger testing of the system, and a copy of the successful test report has been submitted to the Township. The developer has sent a request for connection letter to Hydro One or Wellington North Power Inc.

Hydro One or Wellington North Power Inc. shall notify the Township and the Developer once the street light system connection at the transformer has been completed. The Township shall then energize the street light system at the loadcentre and inspect the system operation. Any deficiencies shall be reported by the Township to the contractor for rectification.

b) Cable

Street light cables shall be installed in conformity with Township standards. The cable shall be installed in 50 mm (2") Type II PVC, direct buried duct with a minimum of 600 mm cover. As per the Electrical Code, a 6" wide red plastic warning tape is to be installed with black lettering stating 'ELECTRIC LINE BURIED BELOW". This warning tape is required to be installed midway between the topmost conductor and final grade above all conductors within the trench.

Where the street light poles are not in place at the time of the cable installation, the end of the cable shall be coiled and staked at the intended pole location in a similar manner to the secondary service cables except that at least 3 m of cable shall be left above grade. Where the cable is to continue on to another light, the cable shall be looped and not cut and at least 6 m in total shall be left above grade.

Cables are to be inserted into the poles via the cable access ports and the ground wire shall be connected to the internal ground lug at the hand hole by means of a #6 AWG compression connector lug.

All connections to ground and to the luminaire conductors are to be made at the hand hole and taped or otherwise insulated after installation.

All connections inside the transformer shall be made by Hydro One or Wellington North Power Inc.

c) Street Light Cable Duct

In general, the ducts shall be placed in accordance with applicable Ontario Provincial Standard Specifications (OPSS) and Drawings (OPSD) for underground electrical distribution systems. In general, the street light duct shall be placed in the common trench on the same level as the secondary and/or communication cables, and on the road side of the trench, with a minimum of 600 mm cover.

When street light ducts are placed under driveways, the top 300 mm of the backfill shall be compacted to 100% Standard Proctor Density with granular "A".

Street light duct placed under roadways shall be installed in accordance with OPSD 2100.06.

A ¼" Polypropylene fish rope is to be pulled into each duct.

d) Poles

Installation of street light poles are to be in accordance with applicable OPSD Series 2200 (Foundation) drawings and the manufacturer's requirements.

In general, poles are to be installed in augured or vectored (high pressure water evacuation method) holes to the depths given in the above referenced drawings. The bottom of the hole must be cleaned of loose material before placing the pole.

The Contractor shall take care to ensure that no damage occurs to the electrical or street lighting system or other utilities during the installation of street light poles.

e) Luminaires, Brackets and Photo Controllers

Installation of street light luminaires and brackets shall be in accordance with the manufacturer's requirements.

The photo-electric controller shall be positioned to face north.

The contractor shall take care to ensure that no damage occurs to the pole, luminaire, bracket or wiring during their assembly and erection.

f) Grounding

A minimum of two (2) rods must be installed adjacent to the street light loadcentre pedestal/pole, at least 0.3 m below final grade and connected to the bonded neutral block of the service entrance and must be spaced

no less than 3 m apart in accordance with the Electrical Code requirements.

Alternatively, a ground plate must be installed adjacent to the street light loadcentre pedestal/pole at least 0.6 m below final grade level and connected to the bonded neutral block of the service entrance.

A ground rod/plate shall also be installed at the last street light pole of every circuit and bonded to the pole's internal ground. The number of ground rods/plates for each street lighting circuit shall be determined by the design engineer.

Either system is acceptable providing the installation conforms to the Electrical Code requirements.

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I. LANDSCAPING

I.1 Boulevards

All boulevards shall have a minimum depth of 200 mm topsoil plus sod.

I.2 Parks

- a) All parks shall have a minimum depth of 200 mm topsoil, seed and mulch.
- b) Seed mix shall be as follows:

TYPE	AMOUNT
Nu Blue Kentucky Bluegrass	25%
Baren Kentucky Bluegrass	25%
Herald Creeping Red Fescue	15%
Wilma Chewing Fescue	10%
Pinnacle Turf Type Per Rye	25%

- c) Seed shall be applied at a rate of 1.5 – 1.7 kg/100 square metres.
- d) All topsoil shall be in conformance with OPSS 802.

I.3 Trees

- a) Trees shall be planted in front of every lot on Private Property at a location 300 mm from the street Property Line or maximum spacing of 25 m.
- b) On corner lots a tree shall be planted every 15 m on Private Property the adjacent side yard on the flanking street.
- c) Trees are to be planted so as not to interfere with other street functions or services when the tree matures. Where it is not possible to conform with the foregoing, the trees shall be planted at locations approved by the Municipality.
- d) Planting of trees shall be as detailed on Standard Drawing L1 and L2. They shall be watered at time of planting and every two (2) weeks thereafter up to the expiration of the guarantee period. The guarantee period shall be one (1) year from the date of planting and the period for planting shall be Spring and Fall only.
- e) All trees shall be No. 1 nursery stock, 2.5 m minimum height with a minimum caliper of 60 mm measured 300 mm above ground level.

J. REVISIONS TO SERVICING STANDARDS

J.1 Revisions

Since the Design Criteria and Standard Drawings could be revised, the Consulting Engineer should ensure that their Manual is up-to-date before commencing design work on a specific project. Copies of the current Standards can be obtained at the Township of Wellington North or on the Township of Wellington North website.

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2. **STANDARD DRAWINGS**

Where the Ontario Provincial Standard Drawing No. has been indicated, this Standard shall apply. Where a Township of Wellington North Standard Drawing No. has been indicated in addition to the Ontario Provincial Standard Drawing No., the latter shall be read in conjunction with the Township of Wellington North Standard. Should there be an inconsistency between the Standards; the Township of Wellington North Standard shall take precedence.

The Township of Wellington North reserves the right to update its Standards from time to time and any person using them should ensure they have a copy of the current listing prior to proceeding with a project.

In all cases, the latest revisions of the Standard Drawings as of the date the design is completed shall be used. For the Township of Wellington North Standards, the Standard number includes the month and year of the latest revision of the Standard.

DRAFT

TABLE 1: STANDARD DRAWINGS LIST

TITLE	ONTARIO PROVINCIAL STANDARD DRAWING	TOWNSHIP OF WELLINGTON NORTH STANDARD	REVISIONS & UPDATES
Pipe Bedding-Granular 'A' Cover Material-Granular 'A' or sand	802.010 802.013 802.030 802.031 802.032 802.033		Rev. 3 Nov '14 Rev. 3 Nov '14 Rev. 3 Nov '15 Rev. 3 Nov '15 Rev. 3 Nov '15 Rev. 3 Nov '15
M.H. Frame and Cover a) Standard – Sanitary b) Standard – Storm c) Watertight – Sanitary	401.010 (Type 'A') 401.010 (Type 'B') 401.030	- - -	Rev. 3 Nov '13 Rev. 3 Nov '13 Rev. 3 Nov '13
Catchbasin Frame and Grate	400.110	-	Rev. 2 Nov '13
Ditch Inlet Catchbasin Frame and Grate	403.010	Special where required	Rev. 2 Nov '13
M.H. Steps	405.010 (Circular Aluminum)	-	Rev. 3 Nov '13
Safety Platform, Aluminum	404.020	-	Rev. 3 Nov '13
Sewer Service Connections	1006.010	-	Rev. 3 Nov '16
M.H. (precast)	Section 700	-	
Catchbasin (precast)	Section 700	-	
Catchbasin M.H. (precast)	Section 700	-	
M.H. Benching	701.021	-	Rev. 4 Nov '14
Internal Drop Structure for Ex. M.H.	1003.030	-	Rev. 4 Nov '16
Water Service	1104.010 1104.020	-	Rev. 3 Nov '13 Rev. 2 Nov '13
25 mm Blow Off Installation	-	W1	
Valve and Box	-	W2	Rev. 2 Oct '17
Hydrant Setting	1105.010	-	Rev. 2 Nov '13
Connection of New Watermain to Existing Watermain	-	W3, W4	
Thrust Blocks	1103.010 1103.020	-	Rev. 2 Nov '13 Rev. 3 Nov '13
20 m Right-of-Way	-	R1	Rev. 2 Oct '16
22 m Right-of-Way	-	R2	
26 m Right-of-Way	-	R3	
Typical Rural Section	-	R4	Rev. 1 Oct '16
Concrete Sidewalk (125 mm Concrete) (125 mm Granular "A" minimum)	310.010	-	Rev. Nov '15

Sidewalk Ramps	310.030 310.033	-	Rev. 1 Nov '15
Tactile Warning Plates	310.039	-	Nov '15
Barrier Curb and Gutter	600.040	-	Rev. 2 Nov '12
Mountable Curb and Gutter	600.100	-	Rev. 2 Nov '12
Asphalt Gutter	601.010	-	Rev. 2 Nov '13
Lot Grading Detail	-	G1	Rev. 1 Aug '04
Servicing Layout	-	S1	
Sump Pump/Storm Connection	-	S2	
Sanitary Service Connection		S3	
Sanitary Connection \geq 4m Deep	-	S4	
Deciduous Tree Planting Detail	-	L1	
Bare Root Tree Planting Detail	-	L2	
Utility Plan	-	U1	

STANDARD DRAWINGS – SEE APPENDIX

3. APPROVED MATERIALS AND PRODUCT LIST

TABLE 2: APPROVED MATERIAL AND PRODUCT LIST

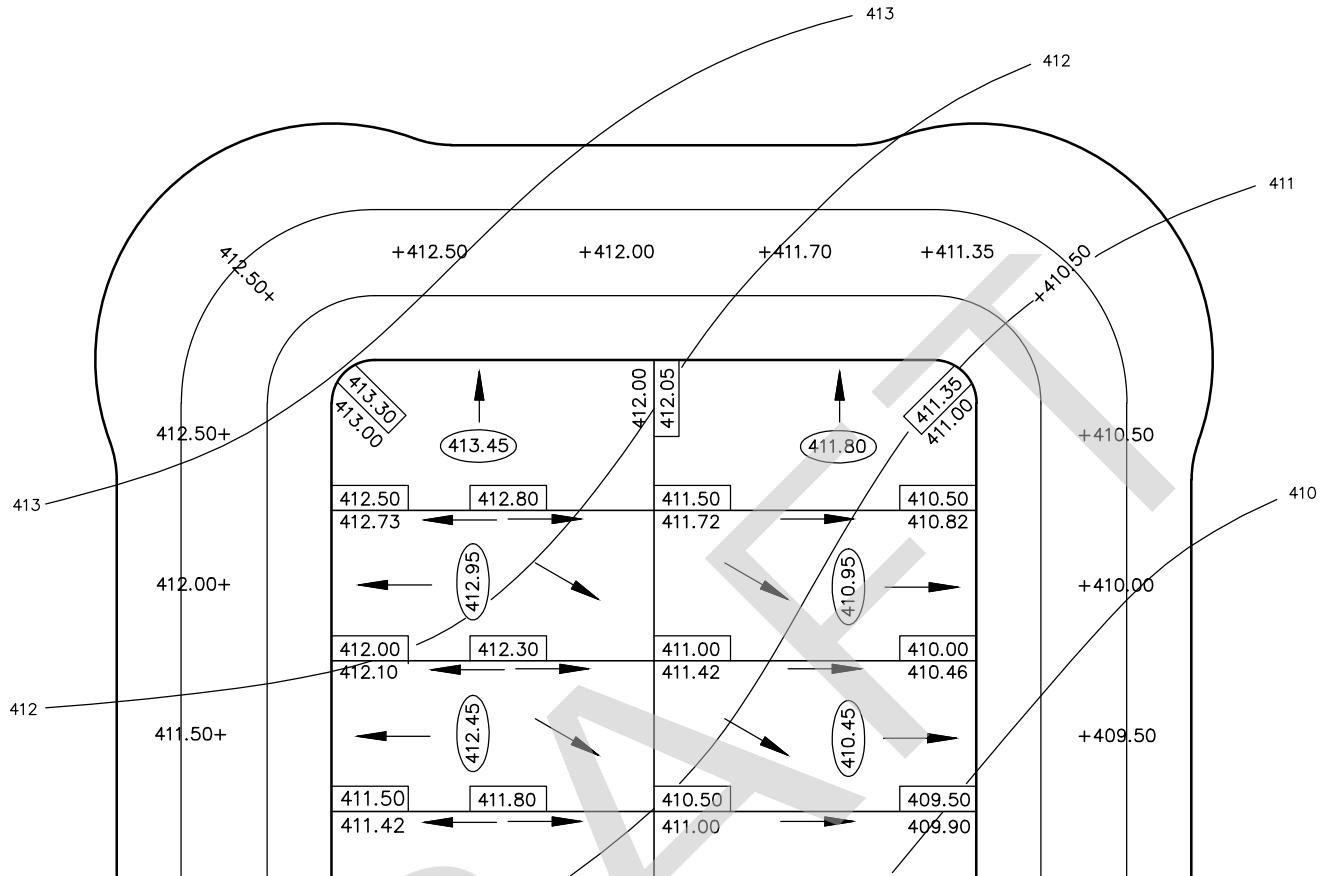
SERVICE	ITEM	APPROVED PRODUCT
SANITARY	Sewer Pipe	PVC DR 35 Concrete CSA #A257.1/A257.2
	Service Pipe	PVC DR 28
	Connections	Kor-N-Seal (Manholes) prefab tees or Kor-N-Tee (Services)
STORM	Sewer Pipe	375 mm diameter or less: PVC DR 35 <ul style="list-style-type: none"> - PVC pipe "Ultra Rib" as manufactured by IPEX, in accordance with CSA B182.4 - Concrete - CSA A257.2 (reinforced) - HDPE Boss 2000, 320 kPa stiffness c/w Ultra Stab 75 Joint as manufactured by Armtec, in accordance with CSA B182.8-02 Storm Sewer Grade. Pipe and fittings must bear CSA logo - PVC pipe, "KORFLO" as manufactured by Royal Pipe Company, in accordance with CSA B182.4 450 mm diameter or greater <ul style="list-style-type: none"> - Concrete - CSA A257.2 (reinforced) Leads to rear yard catchbasins are to be concrete All culverts must be galvanized CSP, minimum 1.6 mm thickness
	Service Pipe	PVC DR 28
	Connections	Kor-N-Seal (PVC) Adaptor with sand (ribbed) prefab tee or Kor-N-Tee (services)
	Watermain	PVC pipe DR 18, Class 235 PVC and conform to ASTM D1784, AWWA Standard C900 and CSA Standard CAN3-B137.3-M86.
WATER	Valves	Mueller Resilient Wedge Gate Valve AWWA C-509, mechanical joint with: <ul style="list-style-type: none"> - fusion-bonded epoxy coating - bronze stem - open counter clockwise Clow Resilient Wedge Valve AWWA C-509, F-6100 mechanical joint with: <ul style="list-style-type: none"> - fusion-bonded epoxy coating - bronze stem - open counter clockwise

WATER ... cont'd	Hydrants	Canada Valve, Century Type Compression with "Storz" pumper connection (as manufactured by Mueller) open counter clockwise Clow Canada, Brigadier Series M-67-B with "Storz" pumper connection (as manufactured by Clow Canada) open counter clockwise
	Corporation Stop	Cambridge Brass, Ball Style, Series 301NL(no-lead), AWWA x CB assembly or Mueller Canada, Mueller Ground Key Design Type, H-15008N (no-lead), Mueller 110 Compression Joint
	Curb Stop	Cambridge Brass, Ball Style, Series 202NL (no-lead), CB Compression x CB Compression assembly or Mueller Canada, Mueller Mark II Oriseal, Type H-15209N (no-lead), Mueller 110 Compression Joint.
	Saddle	Robar Stainless Steel 2616 Double Bolt, Wide Band
	Mechanical Joint Restraints	<ul style="list-style-type: none"> - "Grip Ring" pipe Restrainer manufactured by Romac Industries Inc. - Uni-Flange Series 1300 manufactured by Ford Meter Box Company Inc. - 'Megalug Series 2000 PV for PVC C900 pipe - PVC Stargrip Series 4000 Restrainers manufactured by Star Pipe Products
	Tracer Wire	12 gauge, 7 strand copper with plastic coating. Attached to storz pumper connection
	Water Service Material	Copper seamless Type "K" Services greater than 20 m Crosslinked polyethylene ("Municipex" by Rehau and "Blue904" by Ipex) may be considered.





Material List Updated – January 2017

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APPENDIX



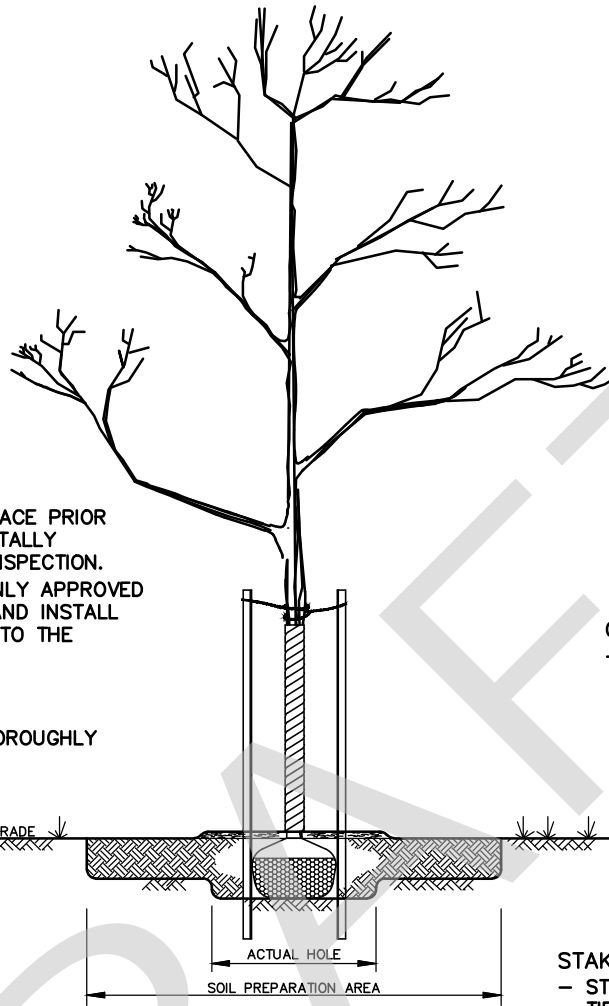
LEGEND

- 412.73 EXISTING LOT CORNER ELEV.
-  EXISTING CONTOURS @ 1m OR LESS
- +410.50 PROPOSED \odot ROAD ELEV. @ 20m STA.
-  PROPOSED LOT CORNER ELEV.
-  PROPOSED SURFACE DRAINAGE & DIRECTION
-  PROPOSED GRADE @ BUILDING

REQUIREMENTS

- DRIVEWAY GRADES 1% – 6%
- WALKWAY GRADES 2% – 6%
- LOT GRADES 2% – 6%
- BUILDING GRADE 450mm HIGHER THAN HIGHEST FRONT LOT CORNER
- ALL SIDE & REAR YARD SWALES TO BE ON LOT LINES, MIN. GRADE 2%, MIN. DEPTH 150mm, MAX. SLOPE 3:1
- MAX. DISTANCE WITHOUT CATCHBASIN TO BE 75m.
- TOP OF FOUNDATION ELEV. TO BE MIN. 150mm HIGHER THAN PROPOSED GRADES AT BUILDING

TOWNSHIP OF WELLINGTON NORTH	DATE AUGUST, 2004	REV. 1
LOT GRADING PLAN GENERAL	STD. G1	



TRUNK PROTECTION:

- TRUNK WRAPPING IN PLACE PRIOR TO PLANTING TO BE TOTALLY REMOVED FOR TRUNK INSPECTION.
- WHEN REQUIRED USE ONLY APPROVED TREE WRAP MATERIAL AND INSTALL FROM THE GROUND UP TO THE LOWEST BRANCHES.

WATERING:

- ENSURE TREES ARE THOROUGHLY WATERED AT PLANTING.

MULCHING:

- MULCH WITH SHREDDED BARK OR COMPOSTED HARDWOOD CHIPS TO A MAXIMUM DEPTH OF 75mm, OVER AN AREA OF THE ROOTBALL. KEEP MULCH 150mm AWAY FROM TRUNK.
- FOR OTHER TYPES OF MULCHING, REFER TO SPECIFICATIONS.

PLANTING AREA:

- ACTUAL HOLE TO BE 300mm WIDER AROUND PERIMETER OF ROOTBALL.
- SOIL PREPARATION AREA TO BE 5X ROOTBALL DIAMETER.
- SCARIFY SOIL PREPARATION TO A DEPTH OF 300mm FOR AERATION.

IMPORTANT:

SOME OR ALL NOTES MAY NOT APPLY TO THE SPECIAL REQUIREMENTS OF A SPECIES OR A PLANTING ENVIRONMENT.

SOIL AMENDMENT:

- EXISTING TOPSOIL TO BE AMENDED WITH TRIPLE-MIX WHERE REQUIRED.

PLANTING SOIL:

- HOLE TO BE BACKFILLED AND CONCURRENTLY TAMPED AND WATERED TO ELIMINATE AIR POCKETS.

PLANTING DEPTH:

- IN HEAVY CLAY OR POORLY DRAINED SOIL, ALL WOODY PLANTS TO BE PLACED SO THAT THE ROOT COLLAR IS POSITIONED 75-100mm HIGHER THAN SURROUNDING GRADE.

CROWN PRUNING:

- PRUNE AT PLANTING TO CAREFULLY REMOVE DEAD, BROKEN, DAMAGED & INTERFERING BRANCHES, DOUBLE LEADERS & NARROW ANGLE BRANCH UNIONS. THIN HEAD WHEN & WHERE APPLICABLE.

STAKES AND TIES:

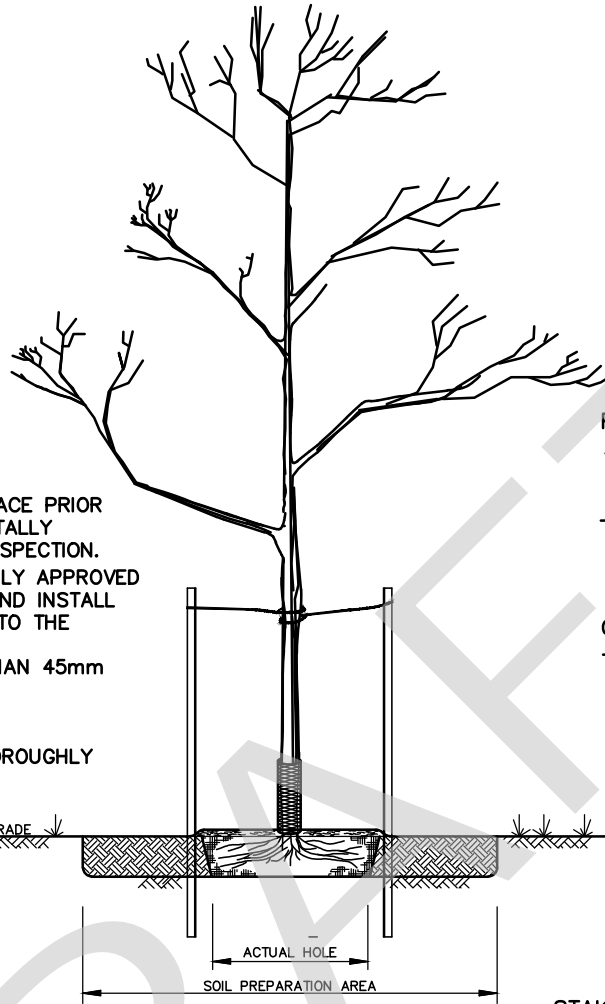
- STAKE IMMEDIATELY.
- TIE USING BIODEGRADABLE MATERIAL SUCH AS FOLDED BURLAP, ETC.
- STAKES TO BE PLACED TO PREVENT DAMAGE TO ADJACENT BRANCHES.
- USE 50mm x 50mm x 2m WOOD STAKES OR METAL T-BARS DRIVEN SECURELY INTO GROUND. ALIGN STAKES WITH PREVAILING WINDS.
- APPLY RODENT PROTECTION WHERE REQUIRED.

ROOTBALL, BURLAP, TWINE:

- CUT AND REMOVE ALL WIRE, ROPE, BURLAP AND TWINE FROM AROUND TRUNK AND THE TOP 1/3 OF THE ROOTBALL.

BACKGROUND INFORMATION PROVIDED FROM LANDSCAPE ONTARIO.

TOWNSHIP OF WELLINGTON NORTH	DATE NOVEMBER, 2000	REV. 0
DECIDUOUS TREE PLANTING DETAIL		STD. L1



TRUNK PROTECTION:

- TRUNK WRAPPING IN PLACE PRIOR TO PLANTING TO BE TOTALLY REMOVED FOR TRUNK INSPECTION.
- WHEN REQUIRED USE ONLY APPROVED TREE WRAP MATERIAL AND INSTALL FROM THE GROUND UP TO THE LOWEST BRANCHES.
- WRAP TREES LARGER THAN 45mm CALIBER.

WATERING:

- ENSURE TREES ARE THOROUGHLY WATERED AT PLANTING.

MULCHING:

- MULCH WITH SHREDDED BARK OR COMPOSTED HARDWOOD CHIPS TO A MAXIMUM DEPTH OF 75mm, OVER AN AREA OF THE ROOTBALL. KEEP MULCH 150mm AWAY FROM TRUNK.
- FOR OTHER TYPES OF MULCHING, REFER TO SPECIFICATIONS.

PLANTING AREA:

- ACTUAL HOLE TO BE 300mm WIDER AROUND PERIMETER OF ROOT SYSTEM.
- SOIL PREPARATION AREA TO BE 5X ROOT DIAMETER.
- SCARIFY SOIL PREPARATION TO A DEPTH OF 300mm FOR AERATION.

IMPORTANT:

SOME OR ALL NOTES MAY NOT APPLY TO THE SPECIAL REQUIREMENTS OF A SPECIES OR A PLANTING ENVIRONMENT.

SOIL AMENDMENT:

- EXISTING TOPSOIL TO BE AMENDED WITH TRIPLE-MIX WHERE REQUIRED.

PLANTING SOIL:

- HOLE TO BE BACKFILLED AND CONCURRENTLY TAMPED AND WATERED TO ELIMINATE AIR POCKETS.

PLANTING DEPTH:

- PLANT TO BE PLACED SO THAT THE ROOT COLLAR IS POSITIONED AT THE SAME LEVEL AS IN THE NURSERY FIELD
- CARE SHOULD BE TAKEN TO AVOID EXCESSIVE SETTLEMENT OF ROOTS FOLLOWING PLANTING.

CROWN PRUNING:

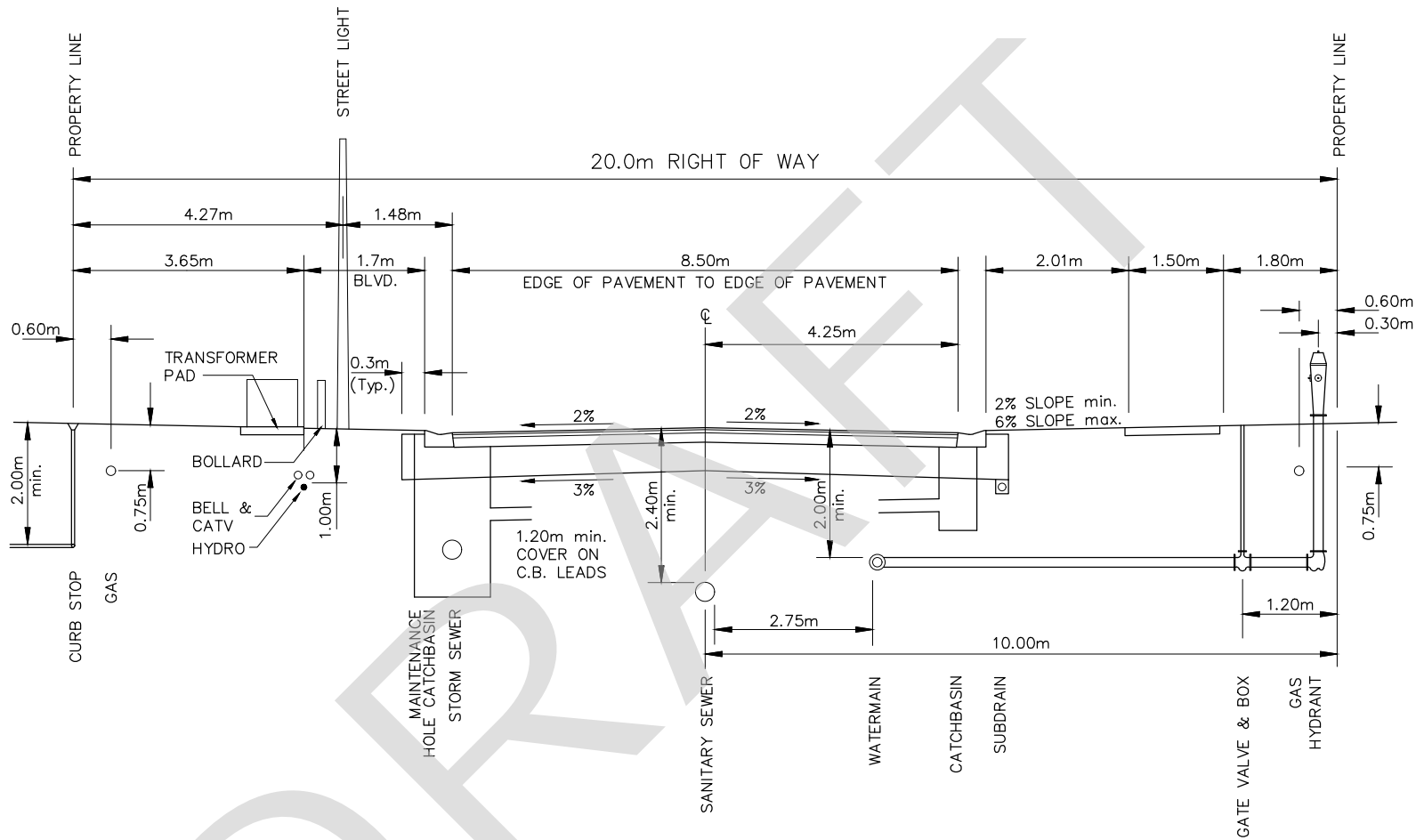
- PRUNE AT PLANTING TO CAREFULLY REMOVE DEAD, BROKEN, DAMAGED & INTERFERING BRANCHES, DOUBLE LEADERS & NARROW ANGLE BRANCH UNIONS. THIN HEAD WHEN & WHERE APPLICABLE.

STAKES AND TIES:

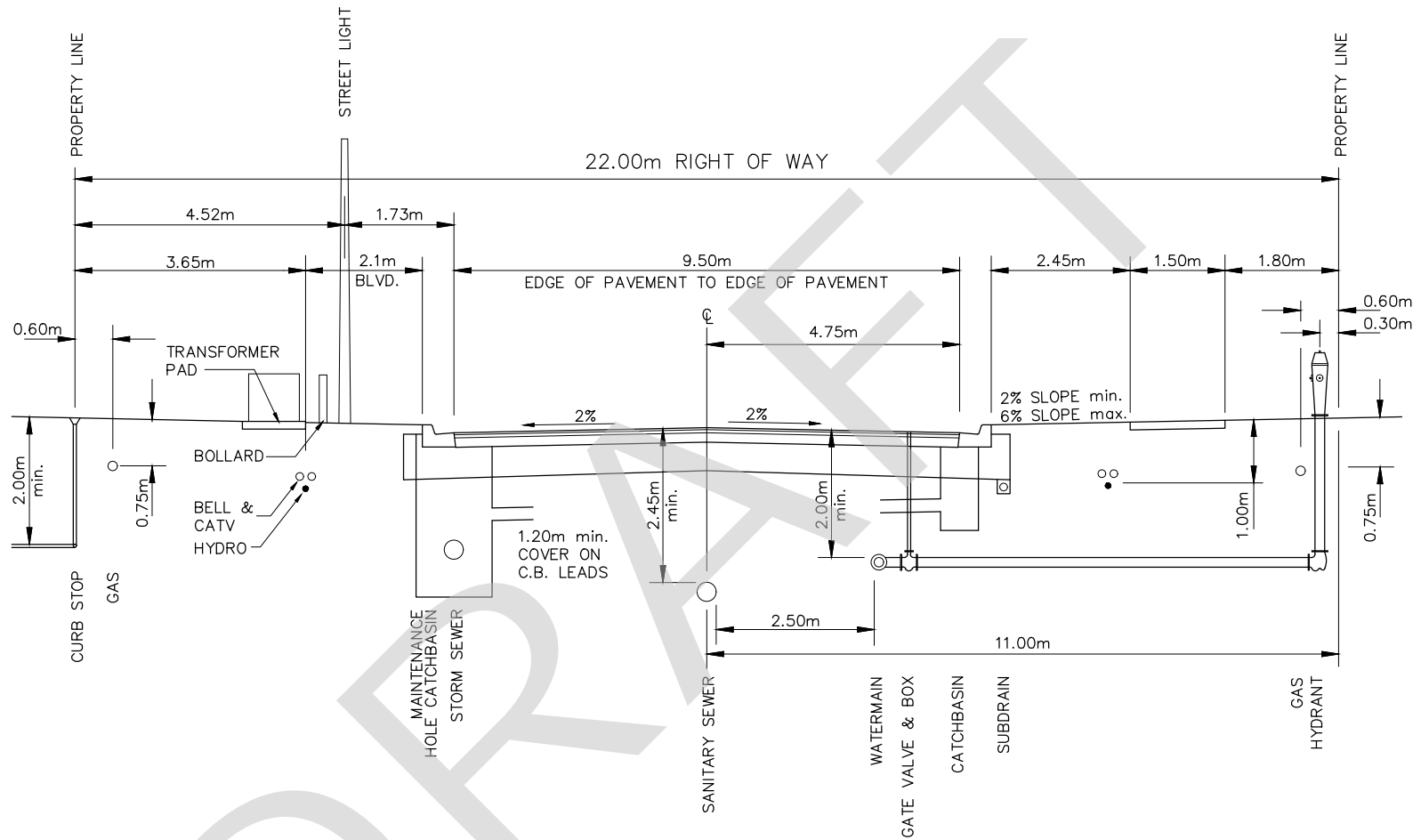
- STAKE BEFORE PLANTING.
- TIE USING BIODEGRADABLE MATERIAL SUCH AS FOLDED BURLAP, ETC.
- STAKE TO BE PLACED TO PREVENT DAMAGE TO ADJACENT BRANCHES.
- USE 50mm x 50mm x 2m WOOD STAKE OR METAL T-BAR DRIVEN SECURELY INTO GROUND. ALIGN STAKE WITH PREVAILING WINDS.
- APPLY RODENT PROTECTION WHERE REQUIRED.

BACKGROUND INFORMATION PROVIDED FROM LANDSCAPE ONTARIO.

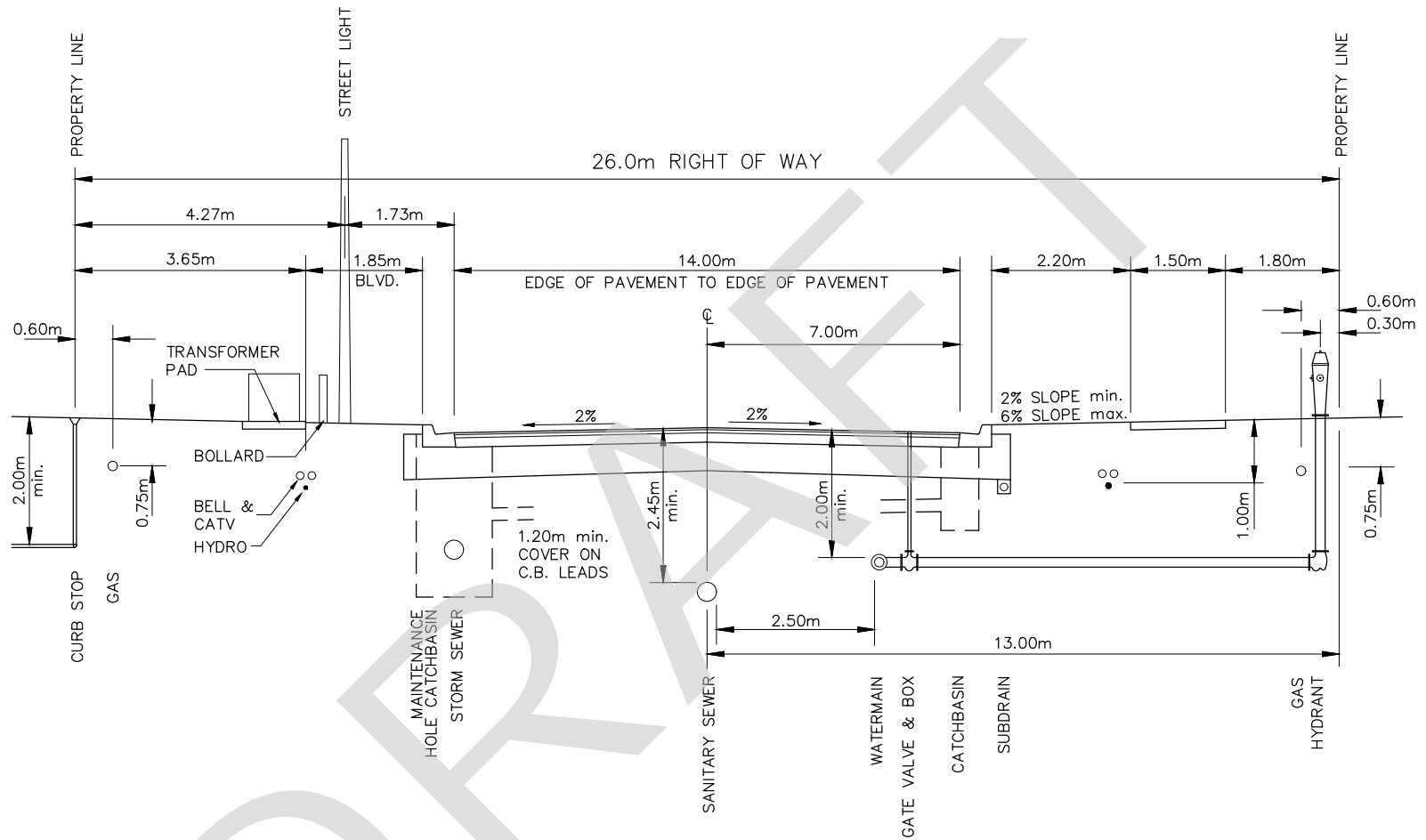
TOWNSHIP OF WELLINGTON NORTH	DATE	REV.
	NOVEMBER, 2000	0
BARE-ROOT TREE PLANTING DETAIL		STD. L2



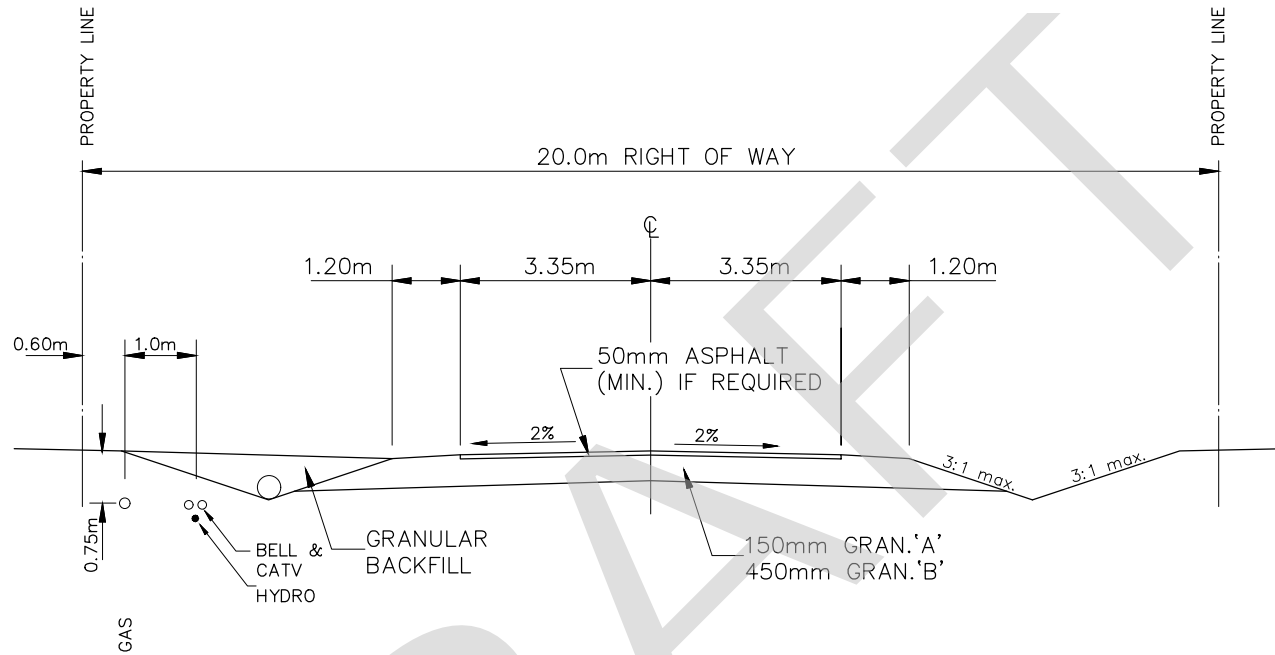
TOWNSHIP OF WELLINGTON NORTH	DATE	REV.
	OCTOBER, 2016	2
STANDARD CROSS-SECTION LOCAL STREET - 20.0m R.O.W.		STD. R1



TOWNSHIP OF WELLINGTON NORTH	DATE	REV.
	OCTOBER, 2016	0
STANDARD CROSS-SECTION COLLECTOR STREET 22.0m R.O.W.		STD. R2



TOWNSHIP OF WELLINGTON NORTH	DATE	REV.
	OCTOBER, 2016	0
STANDARD CROSS-SECTION ARTERIAL/COLLECTOR STREET 26.0m R.O.W.		STD. R3

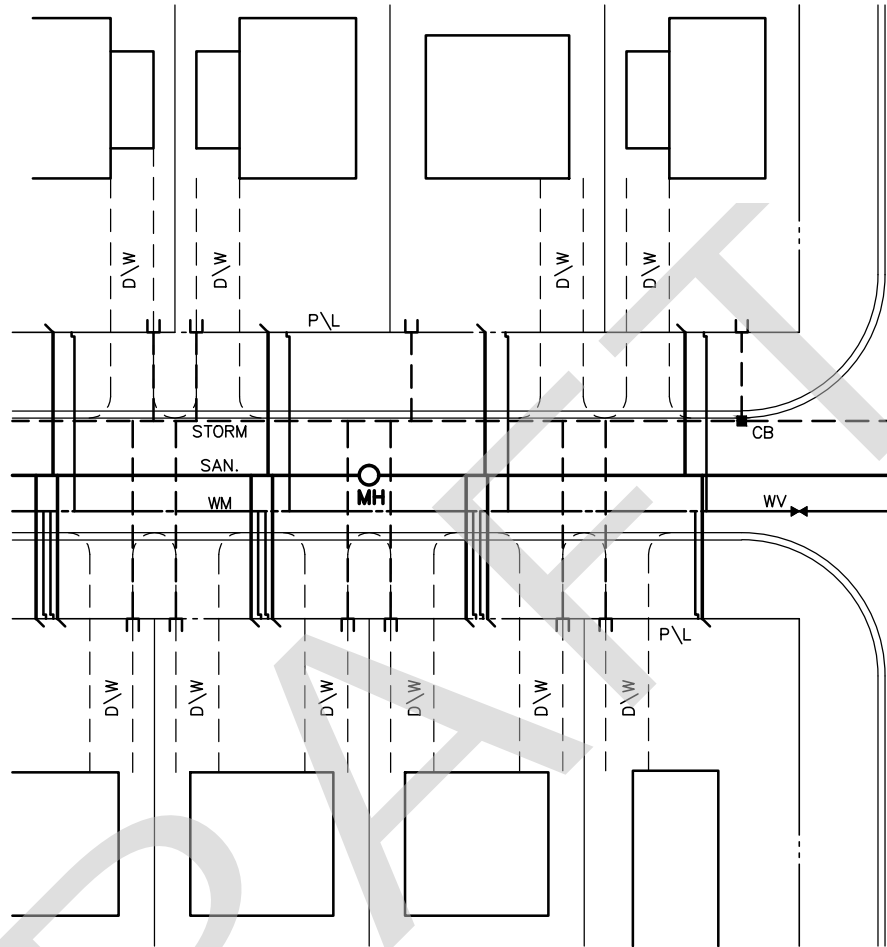


NOTES:

1. BOULEVARD SLOPES – 2% min., 8% max.
2. BOULEVARD & DITCHES TO BE TOPSOILED & SEEDED.
3. MINIMUM DRIVEWAY CULVERT – 400mm ϕ , 7.3m LONG
4. GRANULAR BASE TO BE CONFIRMED BY SOILS REPORT
5. DITCHES TO BE 150mm min. BELOW GRANULAR ROAD BASE.
6. MINIMUM ROAD GRADE – 0.50%
7. MAXIMUM ROAD GRADE – 8.0%

TOWNSHIP OF WELLINGTON NORTH STANDARD CROSS-SECTION RURAL ROAD – 20.0m R.O.W.	DATE OCTOBER, 2016	REV. 1
	STD. R4	

SINGLE FAMILY

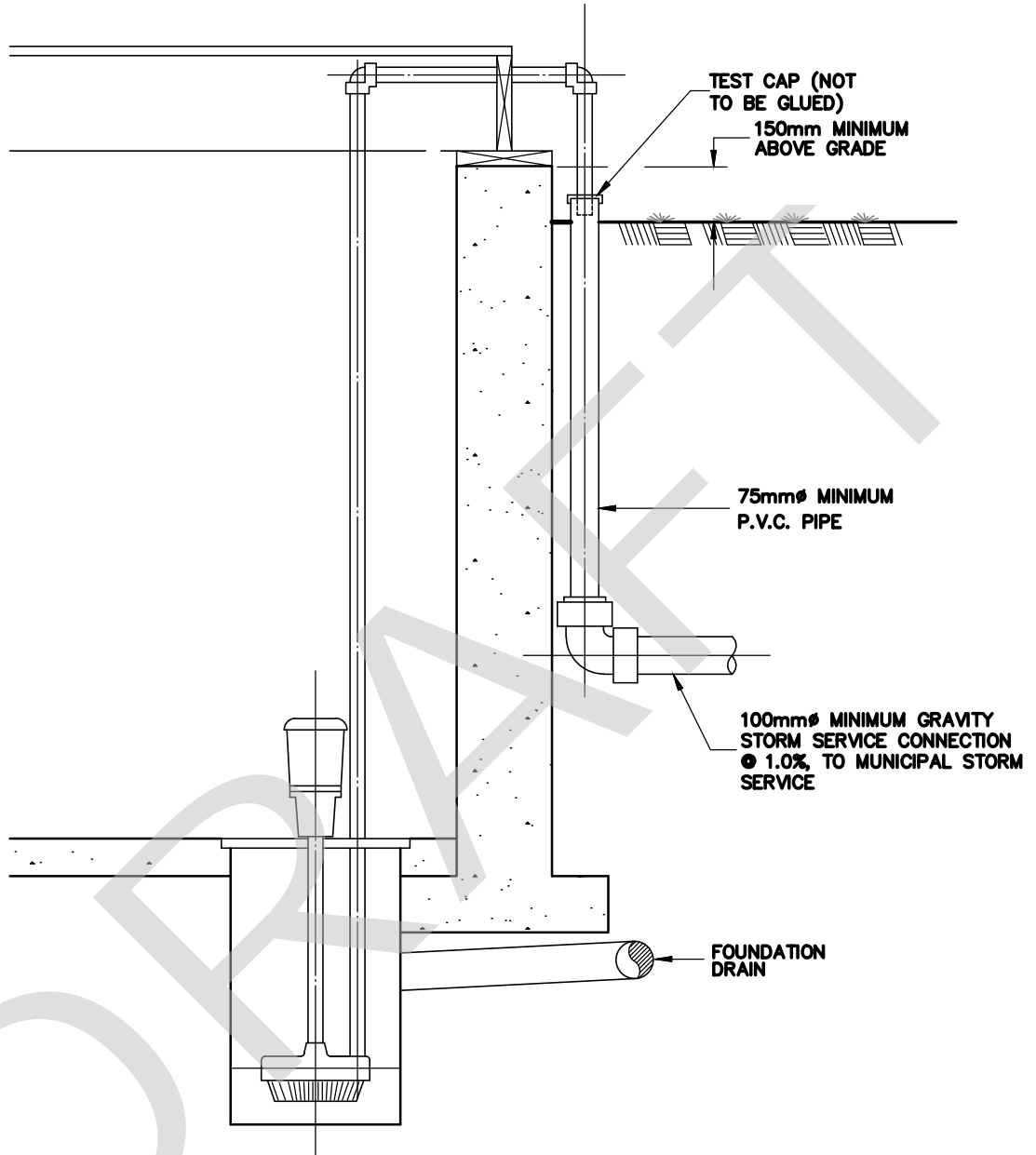


SEMI-DETACHED

NOTES:

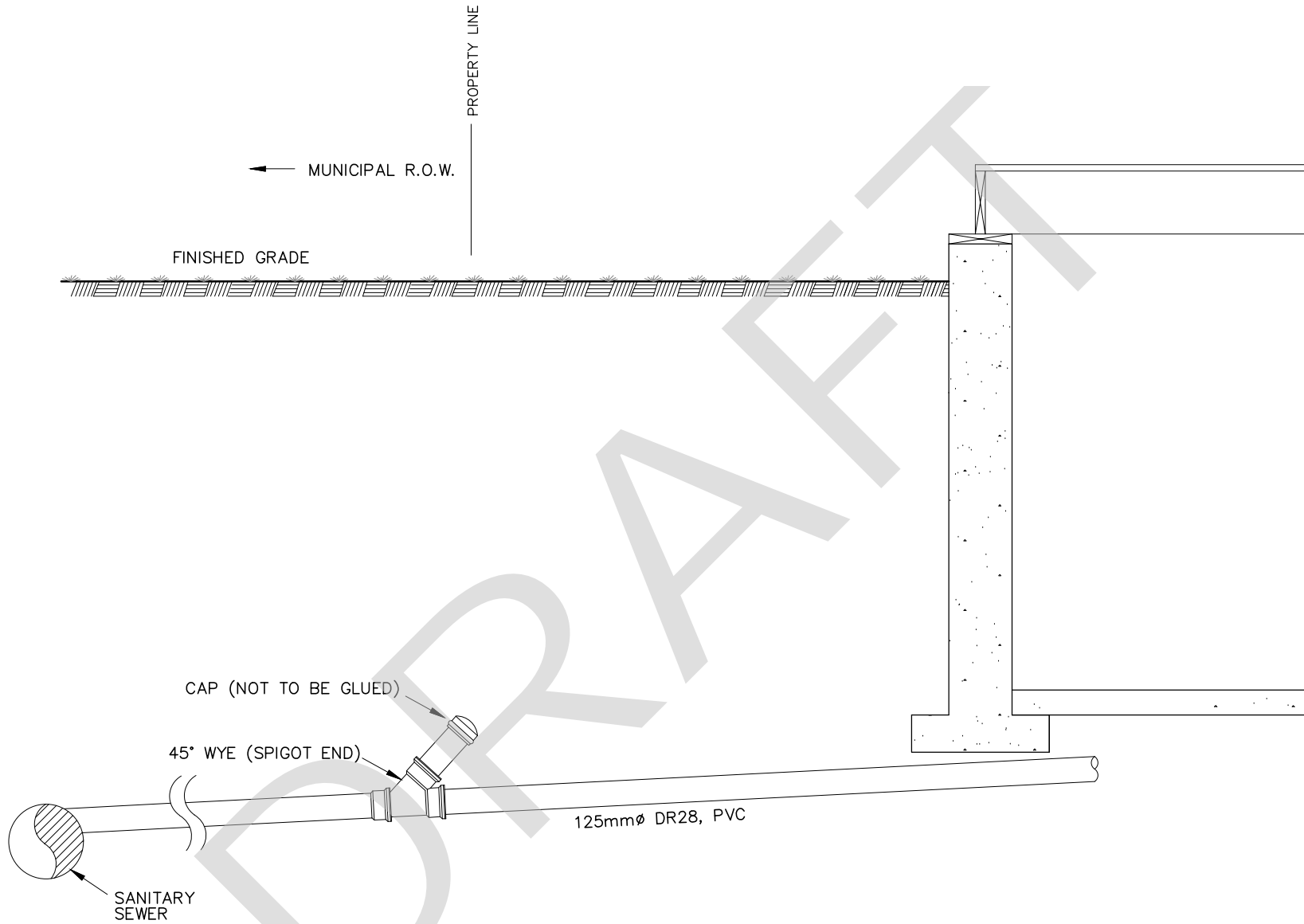
1. 1.5m min. BETWEEN SEWER & WATER SERVICE CONNECTIONS AT CENTRE OF LOT.
2. STORM SEWER SERVICES 1.5m min. FROM SIDE LOT LINE.
3. WATERMAIN VALVES, HYDRANTS & CATCHBASINS NOT TO BE LOCATED IN WALKWAYS OR DRIVEWAYS.
4. ALL SERVICES TO RUN IN A STRAIGHT LINE, PERPENDICULAR TO ϕ OF ROAD FROM MAIN TO PROPERTY LINE.

TOWNSHIP OF WELLINGTON NORTH	DATE NOVEMBER, 2000	REV. 0
TYPICAL SERVICING LAYOUT		STD. S1

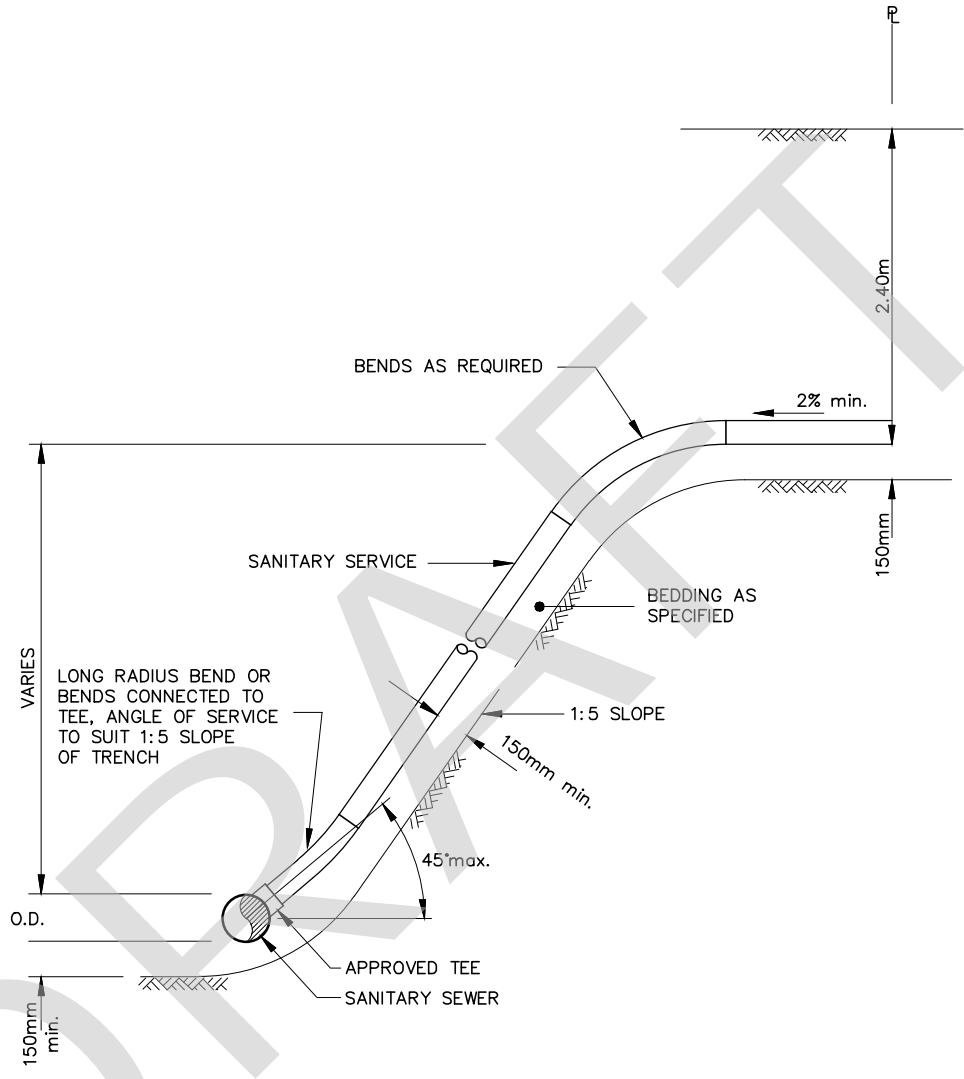


NOTE:
MUNICIPAL STORM SERVICE CONNECTION TO BE LOCATED FIRST.

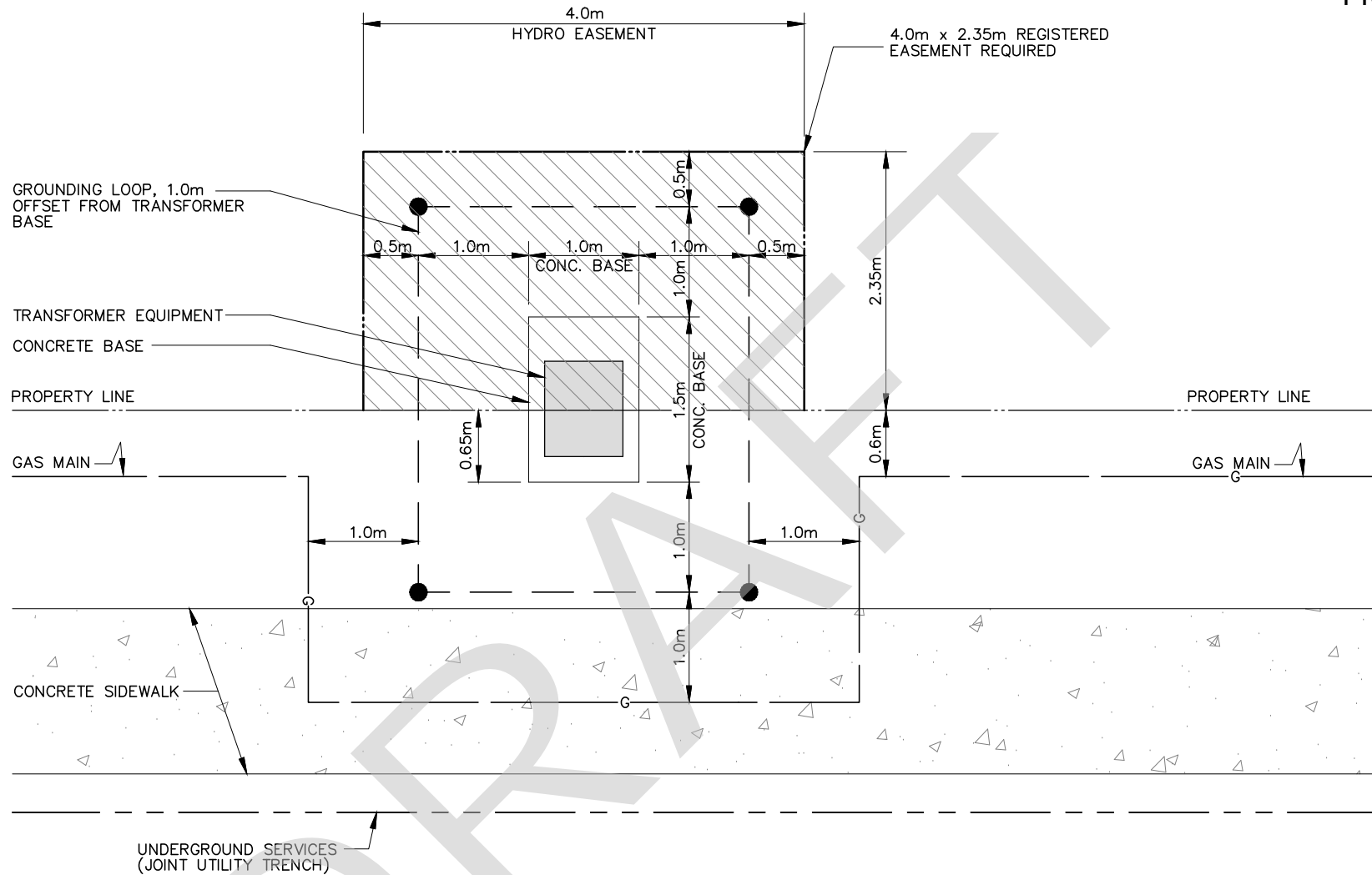
TOWNSHIP OF WELLINGTON NORTH	DATE JANUARY, 2001	REV. 0
SUMP PUMP TO STORM SERVICE CONNECTION	STD. S2	



TOWNSHIP OF WELLINGTON NORTH	DATE OCTOBER, 2016	REV. 0
SANITARY SERVICE CONNECTION WITH CLEAN-OUT	STD. S3	



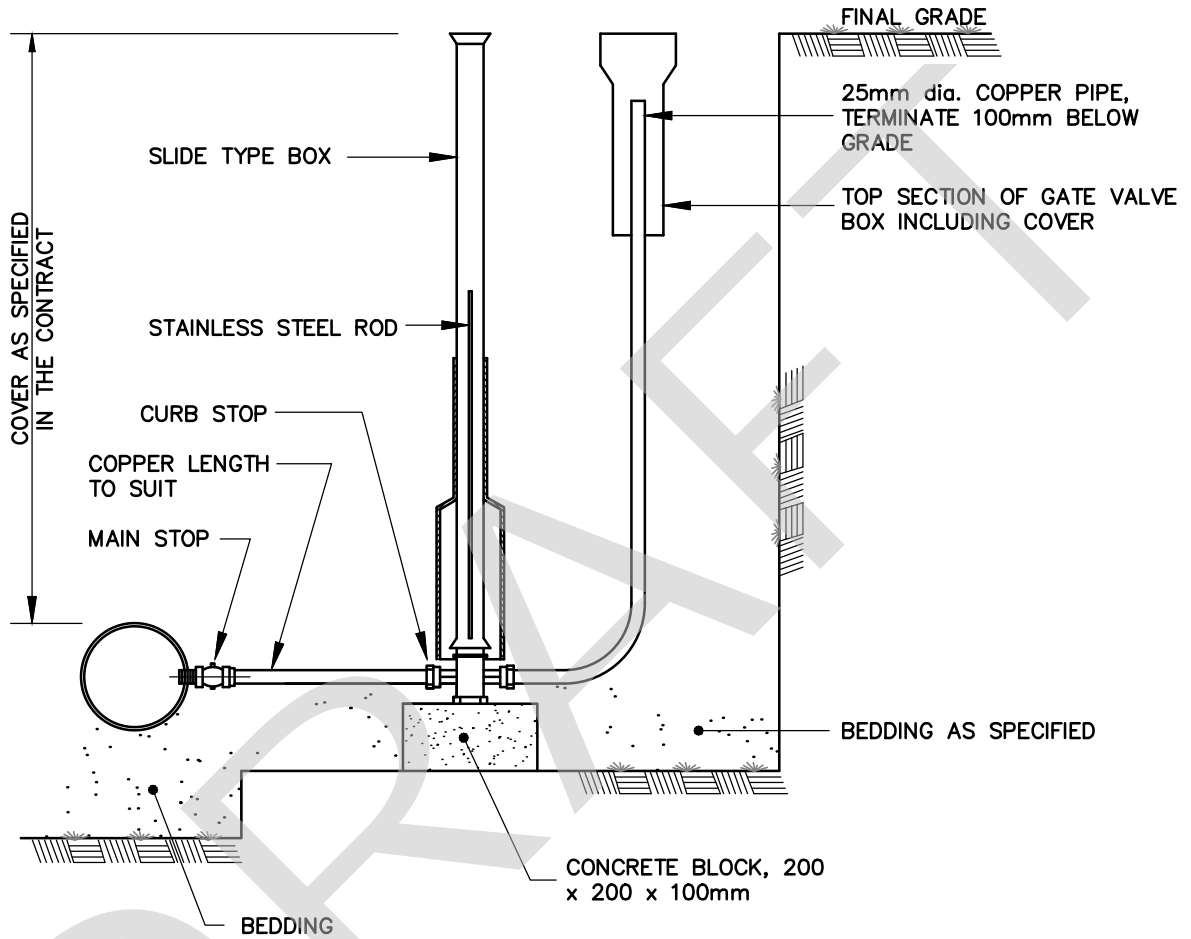
TOWNSHIP OF WELLINGTON NORTH	DATE	REV.
	OCTOBER, 2016	0
SANITARY SERVICE CONNECTION FOR SEWER MAINS \geq 4.0m DEEP		STD. S4



NOTES:

1. TRANSFORMER INCLUDING GROUNDING LOOP TO BE ALIGNED ON THE LOT FRONTAGE BASED ON THE FOLLOWING CRITERIA:
 - PLACE ENTIRELY, INCLUDING GROUNDING LOOP, ON ONE LOT IF POSSIBLE TO AVOID CONFLICT WITH SIDE YARD DRAINAGE SWALE AND TO REDUCE EASEMENT REQUIREMENTS.
 - MINIMUM 1.0m CLEARANCE BETWEEN GROUNDING LOOP & MUNICIPAL SERVICES.
 - MINIMUM 1.0m CLEARANCE BETWEEN TRANSFORMER BASE & DRIVEWAYS.
2. EASEMENT SHOWN IS BASED ON 1.5m x 1.0m TRANSFORMER BASE ORIENTED AS SHOWN. BASES LARGER THAN THIS WILL REQUIRE EASEMENT TO BE ADJUSTED ACCORDINGLY.
3. STANDARD SHOWN INCLUDES SIDEWALK, STANDARD WITHOUT SIDEWALK IS THE SAME.

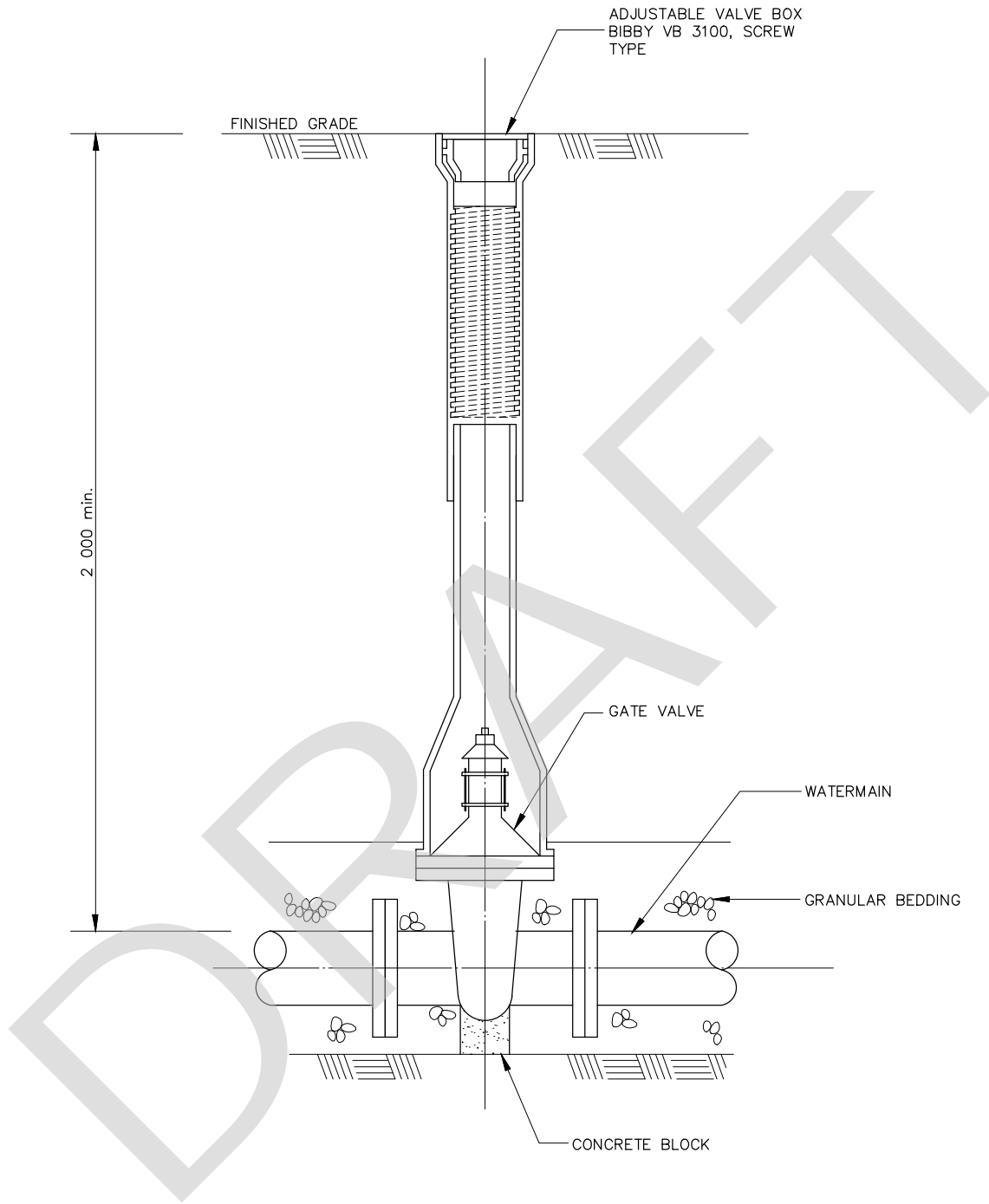
TOWNSHIP OF WELLINGTON NORTH ALTERNATIVE TRANSFORMER LOCATION & GAS ROUTING DETAIL 20.0m & 22.0m ROW	DATE OCTOBER, 2016	REV. 0
	STD. U1	



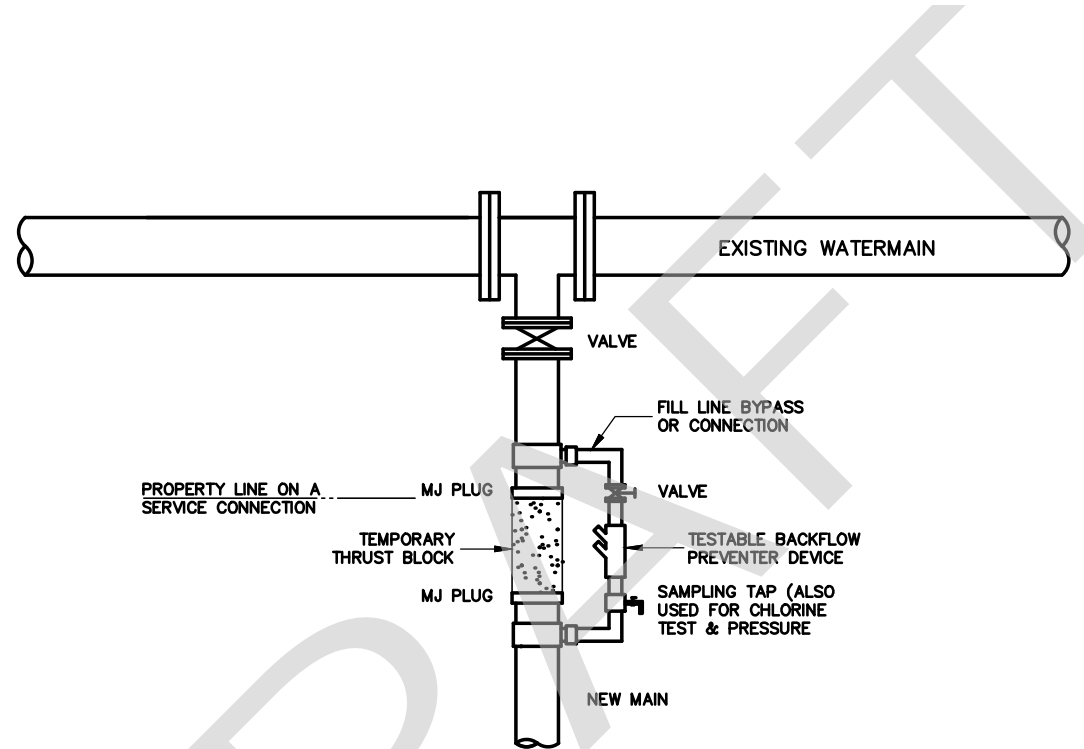
NOTES:

1. SADDLES SHALL BE USED FOR PLASTIC PIPE.
2. ALL DIMENSIONS ARE IN MILLIMETRES OR METRES UNLESS OTHERWISE SHOWN.

TOWNSHIP OF WELLINGTON NORTH	DATE NOVEMBER, 2000	REV. 0
25mm BLOW OFF INSTALLATION		STD. W1

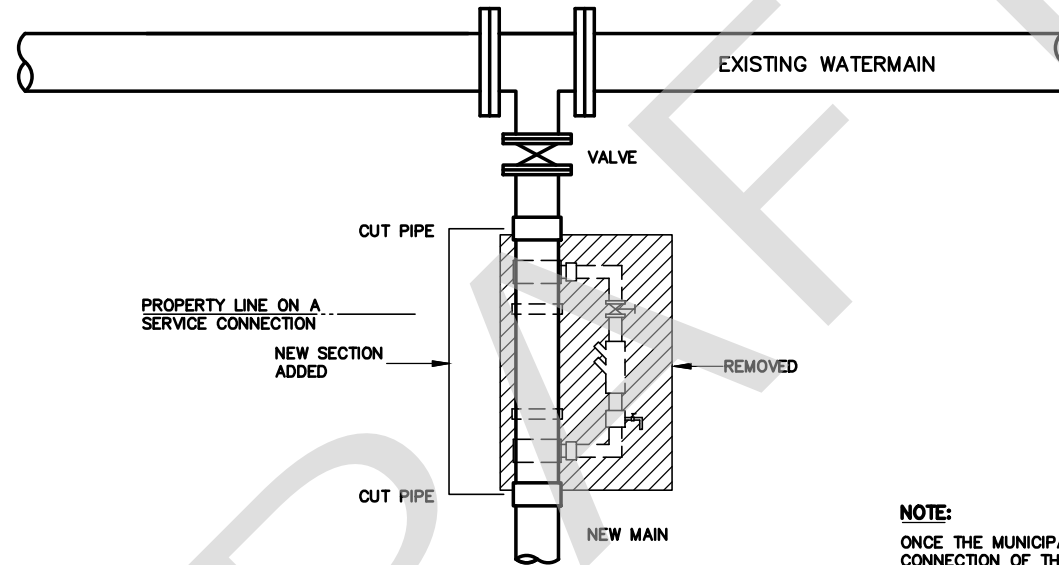


TOWNSHIP OF WELLINGTON NORTH	DATE JANUARY, 2017	REV. 2
VALVE AND VALVE BOX	STD. W2	



TYPICAL TEMPORARY CONNECTION
ON WATERMAINS OR SERVICES
100mm OR LARGER

TOWNSHIP OF WELLINGTON NORTH	DATE AUGUST, 2010	REV. 0
CONNECTION OF NEW WATERMAIN TO EXISTING WATERMAIN	STD. W3	



TYPICAL TEMPORARY CONNECTION
ON WATERMAINS OR SERVICES
100mm OR LARGER

NOTE:
ONCE THE MUNICIPALITY AUTHORIZES FOR THE CONNECTION OF THE NEW MAIN TO THE EXISTING WATERWORKS SYSTEM, THE PERFORATED SECTIONS OF THE MAIN FOR THE JUMPER LINE MAY BE CUT OFF AT THE INDICATED LOCATIONS, THE JUMPER LINE REMOVED AND A NEW SECTION OF MAIN ADDED.

TOWNSHIP OF WELLINGTON NORTH	DATE AUGUST, 2010	REV. 0
CONNECTION OF NEW WATERMAIN TO EXISTING WATERMAIN	STD. W4	



7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0

www.wellington-north.com 1.866.848.3620 FAX 519.848.3228

519.848.3620

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JANUARY 9, 2017**

FROM: KIMBERLY HENDERSON, TREASURER

**SUBJECT: REPORT TR2017-001 BEING A REPORT ON CHARITABLE
DONATIONS RECEIPT POLICY**

THAT Report TR2017-001 being a report on Charitable Donations Receipt Policy be received;

AND FURTHER THAT Council approve the Charitable Donations Receipt Policy as outlined in Appendix A of TR2017-001;

AND FURTHER THAT the Department Head of the lead department and the Treasurer be authorized to enter into written agreements with third-party fundraisers.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

The responsibility for the management and administration of donations for the centralized preparation and issuance of donation tax receipts for all donations received by the Township rests within the Finance department. As a corporate service, Finance is responsible for documentation and communication of policy and procedures related to official donation receipts and the subsequent training of department staff on these established protocols.

A Council approved policy for the issuance of charitable donation receipts will provide consistency for application; ensure compliance with Canada Revenue Agency (CRA) regulations; and will provide guidance to Township staff and stakeholders in planning fundraising programs.

Under Income Tax Act, 1985, the Corporation of the Township of Wellington North is classified as a “qualified donee” for charitable donations, and as such, without a registered charity number is afforded the same privileges as a charitable organization. According to sections 110.1 (1) (a) and 118.1 (1) of the Income Tax Act, Canadian municipalities are permitted to issue receipts for charitable donations. These donations may come in the form of cash or in-kind.

The purpose of this policy (Appendix A) is to formalize the charitable donations receipt program, including accounting for donations of cash or in-kind made to the Township. This policy also outlines the standards for evaluating donations in accordance with Canada Revenue Agency guidelines, and will serve as the foundation for standard operating procedures for issuing official charitable donation receipts to donors for income tax purposes.

For information purposes, Appendix B is a summary of the changes to the rules for issuing donations receipts by municipalities that had come into effect on January 1, 2012 as a result of the 2011 Federal Budget. Appendix C is an excerpt from Canada Revenue Agency’s (CRA) Policy Commentary regarding gifts of services. Appendix D is an excerpt from CRA’s Policy Commentary regarding third-party fundraising.

FINANCIAL CONSIDERATIONS

There is no direct financial impact associated with this report.

STRATEGIC PLAN

Do the report’s recommendations advance the Strategy’s implementation?

X Yes No N/A

Which pillars does this report support?

- | | |
|---|--|
| <input type="checkbox"/> Community Growth Plan
<input type="checkbox"/> Human Resource Plan
<input type="checkbox"/> Brand and Identity
<input checked="" type="checkbox"/> Strategic Partnerships | <input type="checkbox"/> Community Service Review
<input type="checkbox"/> Corporate Communication Plan
<input type="checkbox"/> Positive Healthy Work Environment |
|---|--|

Issuing charitable donations receipts as a form of support to fundraising initiatives will strengthen partnerships with community groups looking to enhance existing or build new facilities that enable municipal services.

PREPARED BY:

RECOMMENDED BY:

Kimberly Henderson

Michael Givens, CAO

**KIMBERLY HENDERSON
TREASURER**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**



7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0

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Plan to
Simply Explore.
www.simplyexplore.ca

CHARITABLE DONATIONS RECEIPT POLICY

DEPARTMENT	FINANCE	POLICY NUMBER	
EFFECTIVE DATE	JANUARY 1, 2017	LEGISLATIVE AUTHORITY	Canada Revenue Agency (CRA)
APPROVED BY:			

Policy Statement: The Township of Wellington North will issue official donation receipts that qualify as charitable donations. If requested, the Township will issue official receipts to donors for eligible donations with a net cash value or net fair market value of \$25 or more.

Purpose: The policy formalizes the charitable donations receipts program, including accounting for donations of cash or in-kind made to the Township.

This policy also outlines the standards for evaluating donations in accordance with Canada Revenue Agency (CRA) guidelines.

This policy will serve as the foundation for standard operating procedures for issuing official charitable donation receipts (official receipts) to donors for income tax purposes.

Scope: The policy applies to all departments within the Township of Wellington North; to all agreements between the Township and organizations and individuals that contribute either financial or in-kind to the Township's operations, programs, services or facilities.

Definitions:

Charitable donations – voluntary transfers of tangible property, including cash.

Donations in-kind – tangible property, other than cash, that are eligible donations.

Fair Market Value (or Valuation) – The highest dollar value that a property would bring in an open and unrestricted market, between the willing buyer and the willing seller who are acting independently of each other. The fair market value of a property does not include taxes paid; taxes are costs incurred by the purchaser.

Net Amount of Donation – The fair market value of the donation less any advantage/benefit received or to be received as a result of the donation.

Non-Qualifying Donations – donations that cannot be acknowledged with official donation receipts for income tax purposes, in accordance with CRA guidelines.

Policy Guidelines:

To be eligible for an official receipt, the donation has to:

- Be made payable to the Township of Wellington North, and
- Be in cash or in-kind; and
- Be voluntary; and
- Be supportive of Township's mandate or beneficial to the community of the Township of Wellington North;

Donations in-kind may be accepted only after the following has been assessed:

- Compliance with Township by-laws and/or policies
- Compliance with the laws, conventions and treaties of the other levels of government
- Consistency with the Township's priorities, mandates and strategic and business plans
- Associated risks (e.g. financial risks, political risk, health and safety issues)
- Condition of the donation
- Value of the donation
- Usefulness of the donation to the Township
- Cost/benefit analysis, if determined by the Treasurer to be necessary, would consider installation, storage, maintenance, renewal, replacement and relevant costs;

Written valuation of donations in-kind, done within the last 6 months, shall be submitted with the requests for official receipt and is to meet the following requirements:

- \$1,000 or less:
 - appraisal by knowledgeable internal staff; plus
 - valuation from online auction and shopping website
- Over \$1,000:

- external appraisal by an independent and arm's length competent individual is required;
- responsibility and costs associated with obtaining a qualified appraisal shall be borne by the donor.

Authority for acceptance or denial of donations in-kind with appraised value of:

- Under \$5,000 – Department Head and Treasurer
- Under \$25,000 – Senior Management Team
- \$25,000 and more – requires a written agreement of the value of the donation developed in advance by the Department Head of the lead department in consultation with the Township Solicitor and approved by Council

Non-Qualifying Donations that cannot be acknowledged with official receipts for income tax purposes, in accordance with CRA guidelines:

- Intangibles such as services, time, skills, effort;
- Donations that are given to the Township intended as a flow through to a specified recipient who does not have charitable organization status;
- Donations of business marketing products such as supplies and merchandise;
- Sponsorship in the form of cash, goods or services toward an event, project, program or corporate asset, in return for commercial benefit (i.e. logo placement or presenting sponsorship). The intent of a sponsorship is to enhance the image and marketing opportunities of the sponsor in its target market and/or the community. Sponsorships are reciprocal arrangements benefiting both parties. Usually the cost to the sponsor is categorized as a business expense.

References:

Under Income Tax Act, 1985, the Corporation of the Township of Wellington North is classified as a “qualified donee” for charitable donations, and as such is afforded the same privileges as a charitable organization without a registered charity number.

According to sections 110.1 (1) (a) and 118.1 (1) of the Income Tax Act, Canadian municipalities are permitted to issue receipts for charitable donations. These donations may come in the form of cash or in-kind.

Roles:	
Accountability:	Treasurer
Signing Authority:	Donations up to \$10,000 – Deputy Treasurer to sign official donation receipts on behalf of the Corporation of the Township of Wellington North with Treasurer as backup.

	<p>Donations over \$10,000 – Treasurer to sign official donation receipts on behalf of the Corporation of the Township of Wellington North with Chief Administration Officer as backup.</p>
<p>Responsibilities:</p>	<ul style="list-style-type: none"> • Treasurer – for maintaining the Charitable Donations Receipt Policy and related standard operating procedures, communication of policy and procedures to departmental staff, advising staff on eligibility of charitable donations and review donation accounts analysis prepared by staff. • Deputy Treasurer – responsible for issuing official donation receipts in compliance with the CRA guidelines and maintaining records according to CRA requirements. • Departmental staff accepting donations – responsible for compliance with the Charitable Donations Receipt Policy and any related standard operating procedures; ensuring process has been followed; in-kind donations are properly assessed; donation accounts are reconciled; and official donation receipt requests are accompanied by necessary documentation with proof of valuation.

DRAFT

Appendix B – For Information Only

Changes to the rules for issuing donations receipts by municipalities

Prior to 2012, municipalities were under “qualified donee” status under the *Income Tax Act*, and were allowed to issue official donation receipts for charitable donations that give donors tax reliefs.

Effective January 1, 2012 municipalities are required to comply with additional requirements to issue donation receipts. The following are changes included in the 2011 federal budget which received Royal Assent on June 26, 2011:

- Municipalities are required to be on a publicly available list maintained by the Canada Revenue Agency (CRA) in order to continue to be recognized as qualified donees.
- Municipalities are required to abide by the rules prescribed by the *Income Tax Act* in relation to the issuance of official donation receipts. If the municipality fails to issue a donation receipt in accordance with *Income Tax Act*, CRA can revoke the status of the qualified donee and suspend the receipting privileges.
- Municipalities are required to:
 - Issue receipts only for transactions that qualify as charitable donations;
 - Properly establish the fair market value of donations in-kind; and
 - Ensure that receipts contain accurate and complete information.
- Municipalities are required to include the same information as registered charities:
 - A statement saying that it is an official receipt for income tax purposes
 - Charity’s business registration number, name, address as recorded with CRA
 - Serial number of the receipt
 - Place or locality where the receipt was issued
 - For cash donation, the day and year on which the donation was received

If the donation is in-kind, also include:

 - The day on which the donation was received;
 - A brief description of the donation; and
 - The name and address of the appraiser, if an appraisal was completed.
 - The day on which the receipt was issued, if differs from the date on which the donation was received
 - The full name (including middle name) and address of the donor
 - The amount of the cash donation, or if the donation is in-kind, the fair market value or deemed fair market value, if that rule applies

- Value and description of any benefit/advantage received by the donor
 - Eligible amount of donation less any benefit/advantage
 - Signature of an authorized individual to acknowledge donations
 - Name and website address of the Canada Revenue Agency
- Municipalities are required to maintain proper books and records supporting any official donation receipts issued, and provide access to those books and records to CRA upon request. If the municipality fails to do so, CRA can revoke the status of the qualified donee and suspend the receipting privileges.

Currently, according to section 230(2) of the *Income Tax Act*, registered charities are required to “keep records and books of account at an address in Canada recorded with the Minister or designated by the Minister containing:

- a) Information in such form as will enable the Minister to determine whether there are any grounds for the revocation of its registration under this Act;
- b) A duplicate of each receipt containing prescribed information for a donation received by it; and
- c) Other information in such form as will enable the Minister to verify the donations to it for which a deduction or tax credit is available under this Act”

Copies of receipts must be kept for two calendar years after the end of the calendar year to which the receipt applies.

Appendix C – For Information Only

The following is CRA Policy Commentary regarding Gifts of Services:

Release Date: March 29, 2000

Reference Number: CPC-017

Subject: Official donation receipts – Whether gifts of services qualify as charitable donations

Purpose: To clarify the Directorate's policy regarding gifts of services.

Commentary:

1. The *Income Tax Act* currently permits a registered charity to issue official donation receipts for income tax purposes for donations that legally qualify as gifts.
2. Contributions of services, that is, of time, skills or efforts, are not property, and therefore they do not qualify as gifts for purposes of issuing official donation receipts. Accordingly, a charity cannot issue an official donation receipt for services rendered free of charge. However, it may be possible to issue a receipt when a right to reimbursement for any actual expense incurred on behalf of a registered charity has been established. See Policy Commentary CPC-012, Out of pocket expenses for more information.
3. A charity may issue an official donation receipt if a person provides a service to the charity, the charity pays for the service, and the person then returns the payment to the charity as a gift. In such circumstances, two transactions have taken place, the first being the provision of a service and the payment flowing therefrom, and the second being a gift proper.
4. The parties should be advised to proceed by way of an exchange of cheques. This ensures the presence of an audit trail, as the donor must account for the taxable income that would be realized either as remuneration (in which case the charity may also be required to issue a T4 slip) or as business income.
5. A charity should not issue an official donation receipt to a service-provider in exchange of an invoice marked "paid". While this procedure does establish an audit trail, it raises questions as to whether in fact any payment has been transferred from the charity to the service-provider which in turn is being gifted back to the charity.

References:

Gifts and Official Donation Receipts, IT-110.

Income Tax Technical News, Issue 26.

Gifts of services, CPC-017.

Out of pocket expenses, CPC-012.

Appendix D – For Information Only

The following is CRA Policy Commentary regarding Third Party fundraisers. Note that “municipality” is interchangeable with the term “registered charity”.

Release Date: February 26, 2003

Reference Number: CPC-026

Subject: Fundraising – Third-party fundraisers for the benefit of a particular registered charity

Purpose: To clarify the Directorate’s policy regarding fundraising events for the benefit of a particular registered charity.

Commentary:

1. Under the Income Tax Act, registered charities can issue official donation receipts to donors for gifts. This tax-receipting privilege is not to be casually farmed out to third parties, even if some of the resulting funds will be flowing back to the charity. A charity that substantially relinquishes to a third party its receipt-issuing function or the control over the funds that are donated to it, can jeopardize its registered status.

2. A registered charity can enroll a third-party organization or retain a fundraiser or other contractor as an agent to organize a fundraising event. However, the charity should maintain control over all monies that are earned as part of the event, and over the receipts that are issued for part of those monies.

3. If the charity does not run the event substantially by itself, through its own employees or volunteers, it should:

- put in place a written agreement setting out the modalities of the fundraising arrangement
- ensure that official donation receipts are only issued to donors for the eligible amount of the gift
- ensure that official donation receipts are signed by an authorized individual in conformity with ss. 3501(1)(i), 3501(2), 3501(3) and 3502 of the Income Tax Regulations
- be able to provide to the Canada Revenue Agency a full accounting of the monies or that portion of the monies donated to it, and the receipts that were issued in return
- be able to account to the Canada Revenue Agency for the amount of the advantage received by the participants as a result of their participation in the fundraising event

References

- Income Tax Technical News, Issue 26
- Guidance CG-002, Canadian registered charities carrying out activities outside Canada
- Income Tax Act, R.S.C. 1985 (5th supp.) c. 1, ss. 248(30), (31) and (32)
- Income Tax Regulations, C.R.C. 1978, c. 945, s. 3501(1)



7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0

www.wellington-north.com

519.848.3620
1.866.848.3620 FAX 519.848.3228

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JANUARY 9, 2017**

FROM: KIMBERLY HENDERSON, TREASURER

**SUBJECT: REPORT TR2017-002 BEING A REPORT ON THE 2017 ONTARIO
MUNICIPAL PARTNERSHIP FUND (OMPF) ALLOCATION**

THAT Report TR2017-002 being a report on the 2017 Ontario Municipal Partnership Fund (OMPF) Allocation be received for information;

PREVIOUS REPORTS PERTINENT TO THIS MATTER

TREASURER'S REPORT TR2012-09 2013 OMPF Allocation
TREASURER'S REPORT TR2014-13 2015 Ontario Municipal Partnership Fund –
Funding Announcement

BACKGROUND

The OMPF is the Province's main transfer to municipalities. In 2017, the Province will maintain OMPF funding at \$505 million, which will provide unconditional support to 388 municipalities across the province. The Province will continue to provide unconditional funding in 2017 and beyond. The OMPF, combined with the municipal benefit resulting from the provincial uploads, will total over \$2.4 billion in 2017. This is nearly four times the level of funding provided in 2004, and is the equivalent of 13 per cent of municipal property tax revenue.

OMPF Review and Redesign

The OMPF was redesigned in 2014 following consultations with municipalities from across the province. A key component of the redesigned OMPF is that it better targets funding to northern and rural municipalities with challenging fiscal circumstances. Consultations with municipalities and the Association of Municipalities of Ontario (AMO) have continued over the past year and have focused on refining the program to ensure it meets the long-term priorities of municipalities.

The program is comprised of four core grant components as well as Transitional Assistance that reflect the following objectives:

- Support areas with limited property assessment;
- Recognize the challenges of northern and rural municipalities, while targeting funding to those with more challenging fiscal circumstances; and
- Assist municipalities as they transition to the redesigned program

2017 OMPF

The 2017 OMPF reflects the core objectives of the redesigned program, while balancing the range of views expressed by municipalities through this year's consultations. Specifically in 2017, the program will:

- Further target support to municipalities with more challenging fiscal circumstances by increasing the Northern and Rural Fiscal Circumstances Grant to \$82 million from \$67 million in 2016;
- Further enhance funding for municipalities across the province with the highest levels of farm land by increasing the Rural Communities Grant to \$148 million from \$143 million in 2016. This builds upon the enhancement for farming communities introduced in 2016; and
- Continue to ensure that minimum levels of funding assist municipalities by providing \$41 million through Transitional Assistance.

FINANCIAL CONSIDERATIONS

The Township has benefited from an increase of \$203,500 (17.3%) in OMPF funding over 2016. This increase is reflected in the 2017 Draft Budget - Version 1, provided to Council in November 2016.

The following chart provides the year-over-year change in each of the core grant components and Transitional Assistance:

	2017	2016	Change
Assessment Equalization Grant	\$87,400	\$77,500	\$9,900
Northern Communities Grant	-	-	-
Rural Communities Grant	\$917,200	\$788,100	\$129,100
Northern and Rural Fiscal Circumstances Grant	\$375,100	\$310,600	\$64,500
Transitional Assistance	-	-	-
Total OMPF	\$1,379,700	\$1,176,200	\$203,500

Additional details specific to the Township's 2017 allocation are outlined in the attached 2017 OMPF Allocation Notice from the Province, Appendix A.

STRATEGIC PLAN

Do the report's recommendations advance the Strategy's implementation?

Yes No X N/A

Which pillars does this report support?

- | | |
|---|--|
| <input type="checkbox"/> Community Growth Plan | <input type="checkbox"/> Community Service Review |
| <input type="checkbox"/> Human Resource Plan | <input type="checkbox"/> Corporate Communication Plan |
| <input type="checkbox"/> Brand and Identity | <input type="checkbox"/> Positive Healthy Work Environment |
| <input type="checkbox"/> Strategic Partnerships | |

PREPARED BY:	RECOMMENDED BY:
<i>Kimberly Henderson</i>	<i>Michael Givens, CAO</i>
KIMBERLY HENDERSON TREASURER	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER



Ontario Municipal Partnership Fund (OMPF) 2017 Allocation Notice

Township of Wellington North County of Wellington

2349

2017 Highlights for the Township of Wellington North

- The Township of Wellington North's 2017 OMPF allocation is \$1,379,700, which is the equivalent of 20% of the Township's municipal property tax revenue.
- This exceeds the Township's 2016 OMPF by \$203,500 and payments received in 2004 by \$94,700.
- The estimated total benefit of the 2017 provincial uploads for the County of Wellington is \$5,845,900, which is the equivalent of 5% of all municipal property tax revenue in the County.

A Total 2017 OMPF	\$1,379,700
--------------------------	--------------------

1. Assessment Equalization Grant	\$87,400
2. Northern Communities Grant	-
3. Rural Communities Grant	\$917,200
4. Northern and Rural Fiscal Circumstances Grant	\$375,100
5. Transitional Assistance	-

B Upper-Tier 2017 Provincial Uploads

The estimated total benefit of the 2017 provincial uploads for the County of Wellington is \$5,845,900.

The removal of these costs off the property tax base benefits all taxpayers within the County of Wellington, including those residing in the Township of Wellington North.

Information regarding the 2017 provincial uploads for the County of Wellington can be found in the accompanying 2017 Upload Notice Insert.

C Other Ongoing Provincial Support	n/a
---	------------

1. Public Health	n/a
2. Land Ambulance	n/a

D Key OMPF Data Inputs

1. Households	5,001
2. Total Weighted Assessment per Household	\$259,699
3. Rural and Small Community Measure	100.0%
4. Farm Area Measure	86.8%
5. Northern and Rural Municipal Fiscal Circumstances Index	5.6
6. 2017 Guaranteed Level of Support	89.8%
7. 2016 OMPF (Line A from 2016 Allocation Notice)	\$1,176,200

Note: see line item descriptions on the following page.

Issued: November 2016



Ontario Municipal Partnership Fund (OMPF) 2017 Allocation Notice

Township of Wellington North
County of Wellington

2349

2017 OMPF Allocation Notice - Line Item Descriptions

- A** The OMPF grants are described in detail in the 2017 OMPF Technical Guide - this document can be found on the Ministry of Finance's website at: <http://www.fin.gov.on.ca/en/budget/ompf/2017>
-
- A5** If applicable, reflects the amount of transitional support provided to assist the municipality in adjusting to the redesigned OMPF program. See the enclosed Transitional Assistance Calculation Insert for further details.
-
- B** Information regarding the 2017 provincial uploads for the County of Wellington can be found in the accompanying 2017 Upload Notice Insert.
-
- C1** The estimated 2017 municipal benefit resulting from the upload of public health costs from a provincial share of 50 per cent in 2004 to 75 per cent in 2007. In two-tier systems, this benefit is identified at the upper-tier level. Actual municipal savings may not correspond with the Allocation Notice due to budget approvals made by the local Board of Health. Municipalities may provide additional funding beyond their obligated cost share or receive additional savings through other provincial grants for public health programs and initiatives. Any additional municipal funding or savings are not included in the calculation of the public health figure.
-
- C2** The estimated 2017 municipal benefit of the Province's 50 per cent share of land ambulance funding relative to its share in 2005. This incremental increase in land ambulance funding delivers on the Province's commitment to strengthen land ambulance services and maintain the 50:50 sharing of land ambulance costs. In two-tier systems, this benefit is identified at the upper-tier level.
-
- D2** Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.
-
- D3** Represents the proportion of a municipality's population residing in rural areas or small communities. For additional information, see the 2017 OMPF Technical Guide.
-
- D4** Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the 2017 OMPF Technical Guide.
-
- D5** The northern and rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province, and ranges from 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. For additional information, see the 2017 OMPF Technical Guide.
-
- D6** Represents the guaranteed level of support the municipality will receive from the Province through the 2017 OMPF. For additional information, see the 2017 OMPF Technical Guide.
-
- D7** 2016 OMPF allocation

Note: Provincial funding and other ongoing provincial support initiatives rounded to multiples of \$100.



Ontario Municipal Partnership Fund (OMPF) 2017 Transitional Assistance Calculation Insert

Township of Wellington North
County of Wellington

2349

A 2017 OMPF Transitional Assistance (Line B2 - Line B1 if positive)	n/a
--	------------

As the municipality's 2017 OMPF identified on line B1 exceeds the guaranteed support identified on line B2, Transitional Assistance is not required.

B Supporting Details	
1. Sum of 2017 OMPF Grants, excluding Transitional Assistance	\$1,379,700
2. 2017 Guaranteed Support (Line B2a x Line B2b)	\$1,056,300
a. 2016 OMPF (Line A from 2016 Allocation Notice)	\$1,176,200
b. 2017 Guaranteed Level of Support (Line C)	89.8%
C 2017 Guaranteed Level of Support (Line C1 + Line C2)	89.8%
1. 2017 OMPF Minimum Guarantee	85.0%
2. Enhancement Based on Northern and Rural Municipal Fiscal Circumstances Index	4.8%

Note: see line item descriptions on the following page.



Ontario Municipal Partnership Fund (OMPF) 2017 Transitional Assistance Calculation Insert

Township of Wellington North
County of Wellington

2349

2017 Transitional Assistance Calculation Insert - Line Item Descriptions

A Transitional Assistance ensures that in 2017, southern municipalities will receive a minimum of 85 per cent of the support they received through the OMPF in 2016. The Township of Wellington North's 2017 OMPF exceeds this level. As a result, Transitional Assistance is not required.

B1 Sum of 2017 Assessment Equalization, Northern Communities, Rural Communities, and Northern and Rural Fiscal Circumstances Grants.

B2 Guaranteed amount of funding through the 2017 OMPF

B2a 2016 OMPF allocation

B2b Represents the guaranteed level of support the municipality will receive from the Province through the 2017 OMPF. For additional information, see the 2017 OMPF Technical Guide.

C1 Reflects the minimum level of support for southern municipalities.

C2 Reflects the enhancement to the minimum level of support based on the municipality's northern and rural MFCI.

Note: Provincial funding and other ongoing provincial support initiatives rounded to multiples of \$100.

Ontario Municipal Partnership Fund (OMPF) 2017 Northern and Rural Municipal Fiscal Circumstances Index



Township of Wellington North
County of Wellington

2349

A Northern and Rural MFCI - Township of Wellington North

5.6

The northern and rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province on a scale of 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances.

The northern and rural MFCI is determined by six indicators that are classified as either primary or secondary, to reflect their relative importance in determining a municipality's fiscal circumstances.

The table below provides a comparison of the indicator values for the Township to the median for northern and rural municipalities.

B Northern and Rural MFCI - Indicators

	Wellington North Tp	Median
Primary Indicators		
1. Weighted Assessment per Household	\$259,699	\$253,000
2. Median Household Income	\$58,302	\$61,000
Secondary Indicators		
3. Average Annual Change in Assessment (New Construction)	1.2%	1.1%
4. Employment Rate	63.2%	58.0%
5. Ratio of Working Age to Dependent Population	168.3%	194.0%
6. Per cent of Population Above Low Income Threshold	84.0%	87.0%

Note: An indicator value that is higher than the median corresponds to relatively positive fiscal circumstances, while a value below the median corresponds to more challenging fiscal circumstances.

Additional details regarding the calculation of the northern and rural MFCI are provided in the 2017 OMPF Technical Guide, as well as in the customized municipal 2017 Northern and Rural MFCI Workbook.

Ontario Municipal Partnership Fund (OMPF) 2017 Northern and Rural Municipal Fiscal Circumstances Index



Township of Wellington North
County of Wellington

2349

2017 Northern and Rural Municipal Fiscal Circumstances Index - Line Item Descriptions

- | | |
|-----------|---|
| A | The municipality's 2017 northern and rural MFCI. Additional details are provided in the municipality's customized 2017 Northern and Rural MFCI Workbook. |
| B1 | Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households. |
| B2 | Statistics Canada's measure of median income for all private households in 2010. |
| B3 | Measures the five-year (2011 - 2016) average annual change in a municipality's assessment, for example as a result of new construction, excluding the impact of reassessment. |
| B4 | Statistics Canada's measure of number of employed persons, divided by persons aged 15 and over. |
| B5 | Statistics Canada's measure of working age population, divided by youth (aged 14 and under) and senior population (aged 65 and over). |
| B6 | Statistics Canada's measure of the population in private households above the low-income threshold for Ontario compared to the total population in private households. |



Ontario Municipal Partnership Fund (OMPF) 2017 Farm Area Measure Insert

Township of Wellington North
County of Wellington

2349

A	Farm Area Measure (Line B1 / Line B2)	86.8%
----------	--	--------------

The Farm Area Measure (FAM) represents the percentage of a municipality's land area comprised of farm land.

$$\frac{\text{Farm Land Area}}{\text{Municipal Land Area}} = \text{Farm Area Measure}$$

B Supporting Details

1. Farm Land Area		112,855 acres
2. Municipal Land Area		130,045 acres

In 2017, per household funding provided through the Rural Communities Grant will be enhanced for municipalities with a Farm Area Measure of more than 70 per cent, based on a sliding scale. Eligible municipalities receive this enhancement as part of their Rural Communities Grant allocation. Additional details regarding the calculation of the Farm Area Measure are provided in the 2017 OMPF Technical Guide, as well as in the municipality's customized 2017 OMPF Workbook.

Note: see line item descriptions on the following page.



Ontario Municipal Partnership Fund (OMPF)
2017 Farm Area Measure Insert

Township of Wellington North
County of Wellington

2349

2017 Farm Area Measure Insert - Line Item Descriptions

- A** Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the 2017 OMPF Technical Guide.
-

B1 The number of acres of land for properties in the farm property tax class.

B2 The total number of acres of land in the municipality.



**Ontario Municipal Partnership Fund (OMPF)
2017 Upload Notice Insert**

County of Wellington

2300

A	Estimated 2017 Provincial Uploads	\$5,845,900
----------	--	--------------------

1.	Ontario Drug Benefits	\$859,400
2.	Ontario Disability Support Program - Administration Component	\$277,900
3.	Ontario Disability Support Program - Benefits Component	\$2,792,600
4.	Ontario Works - Benefits Component	\$1,099,800
5.	Ontario Works - Administration Component (Additional Support)	\$755,400
6.	Court Security and Prisoner Transportation	\$60,800

B	2016 Provincial Uploads	\$5,071,000
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C	Increase in Provincial Uploads Compared to 2016 (Line A - Line B)	\$774,900
----------	--	------------------

The removal of these costs off the property tax base benefits all taxpayers within the County of Wellington, including those residing in the Township of Wellington North.

Note: see line item descriptions on the following page.



**Ontario Municipal Partnership Fund (OMPF)
2017 Upload Notice Insert**

County of Wellington

2300

2017 Upload Notice - Line Item Descriptions

- A** Estimated 2017 municipal benefit resulting from the provincial upload of social assistance benefit programs and court security and prisoner transportation (CSPT) costs.
-

- B** 2016 Social Programs Cost. Equal to Line A of the 2016 Upload Notice.

Note: Provincial funding and other ongoing provincial support initiatives rounded to multiples of \$100.



7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0

www.wellington-north.com 1.866.848.3620 FAX 519.848.3228

519.848.3620

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JANUARY 9, 2017**

FROM: MICHAEL GIVENS, CAO

**SUBJECT: REPORT CAO 2017-001 BEING A REPORT ON A SERVICE LEVEL
AGREEMENT WITH WELLINGTON NORTH POWER INC FOR THE
PROVISION OF WATER AND SEWER BILLING AND COLLECTION
SERVICES.**

RECOMMENDATION

THAT Report CAO 2017-001 being a report on the service level agreement with Wellington North Power Inc be received;

AND FURTHER THAT the Council of the Township of Wellington North authorize the Mayor and Clerk to enter into a Service Level Agreement with Wellington North Power Inc. for the provision of Water and Sewer Billing and Collection Services;

AND FURTHER THAT the Council of the Township of Wellington North authorize the Mayor and Clerk to sign the amending by-law 006-17 to reduce the water and sewer account setup fees from \$25.00 to 15.00.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

CAO 2016-015

BACKGROUND

Staff from both Wellington North Power Inc (WNPI) and the Township have been working on formalizing an agreement around WNPI's continued provision of water and sewer billing and collection services. This step was taken to comply with Resolution A&F 2016-027 that was further endorsed by Council.

THAT the Administration and Finance Committee of the Township of Wellington North receive Report CAO 2016-015 being a report on the provision of Water/Sewer Billing and Collection Services for the Township of Wellington North;

AND FURTHER THAT the Administration and Finance Committee direct the CAO and Treasurer to reply to Wellington North Power with the below proposal:

- 1. Township and WNP agree to review water and sewer billing rates every two years;**
- 2. Township agrees to a standard rate for both sewer and water;**
- 3. Township sees the provision of water meter reading as essential to the service and assumes that all costs/risks associated will be covered by WNP;**
- 4. Water/sewer account set-up fees paid by "new" customers will be retained by WNP;**
- 5. Revised rates:**
 - a. Sewer billing and collection: \$1.25 per account per month**
 - b. Water billing and collection: \$1.25 per account per month**
- 6. Township and WNP should share in costs related to one off items considered to be essential to the provision of water and sewer billing and collection i.e. billing software upgrades. Costs sharing should be agreed upon prior to any purchase by the CAO's for both corporations.**
- 7. Above recommendations to be implemented January 1, 2017.**
- 8. The Township and WNP should document its water/sewer billing and collection service arrangement in a formal agreement. This agreement will be prepared by the service provider (WNP) for review by the customer (Township of Wellington North) with acceptance from both parties prior to January 1, 2017.**

The agreement confirms many of the practices that have been happening for a number of years but have never been put to paper. **The agreement will be included in the agenda along with an authorizing by-law.**

WNPI has asked for consideration in reducing the setup fees associated with water and sewer accounts. The current fee is \$25.00 each; WNPI has requested that the Township reduce those fees to \$15.00 each. Council will note that the recommendation reflects authorization for an amended to the current Water and Sewer fees and charges by-law to facilitate this change.

FINANCIAL CONSIDERATIONS

WNPI retains the water and sewer account set up fees as per the agreement as they handle the actual administration. That fee change will have no financial impact on the Township.

STRATEGIC PLAN

Do the report's recommendations advance the Strategy's implementation?

- X Yes No N/A

Which pillars does this report support?

- | | |
|--|--|
| <input type="checkbox"/> Community Growth Plan | X Community Service Review |
| <input type="checkbox"/> Human Resource Plan | <input type="checkbox"/> Corporate Communication Plan |
| <input type="checkbox"/> Brand and Identity | <input type="checkbox"/> Positive Healthy Work Environment |
| X Strategic Partnerships | |

The Township and WNPI have a long standing relationship and both understand the value of providing high level service to our shared customers. This agreement further confirms the Township's faith in WNPI to offer a premium service to the Township at a fair cost.

PREPARED BY:	RECOMMENDED BY:
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Mike Givens

Michael Givens, CAO

MIKE GIVENS CHIEF ADMINISTRATIVE OFFICER	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH**

BY-LAW NUMBER 001-17

**BEING A BY-LAW TO AUTHORIZE TEMPORARY BORROWING
FROM TIME TO TIME TO MEET CURRENT EXPENDITURES
DURING THE FISCAL YEAR ENDING DECEMBER 31, 2017.**

AUTHORITY: Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, Section 407.

WHEREAS the Municipal Act, 2001, S.O. 2001 Chapter 25, Section 407, provides authority for a council by by-law to authorize the head of council and the treasurer to borrow from time to time, by way of promissory note or banker's acceptance, such sums as the council considers necessary to meet, until taxes are collected and other revenues received, the current expenditures of the corporation for the year; and

WHEREAS the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Corporation, except with the approval of the Municipal board, is limited by Section 407 of the Municipal Act, 2001.

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

1. The Head of Council and the Treasurer are hereby authorized to borrow from time to time by way of promissory note or banker's acceptance during the year 2017 (hereinafter referred to as the current year) such sums as may be necessary to meet, until the taxes are collected and other revenues received, the current expenditures of the Corporation and the other amounts that are set out in subsection 407(1) of the Municipal Act, 2001.
2. The lender(s) from whom amounts may be borrowed under authority of this by-law shall be Royal Bank of Canada and such other lender(s) as may be determined from time to time by resolution of council.
3. The total amount which may be borrowed at any one time under this by-law, together with the total of any similar borrowings that have not been

repaid, shall not exceed from January 1 to September 30 of the current year, 50 percent of the total and from October 1 to December 31 of the current year, 25 percent of the total of the estimated revenues of the Corporation as set forth in the estimates adopted for the current year or \$1,000,000.00 whichever is less.

4. The Treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law (a certified copy of the resolution mentioned in section 2 determining the lender,) if applicable, and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of section 407 of the Municipal Act, 2001 that have not been repaid.
 - a) If the estimates for the current year have not been adopted at the time an amount is borrowed under this by-law, the limitation on total borrowing, as set out in section 3 of this by-law shall be calculated for the time being upon the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year.
 - b) If the estimates for the current year have not been adopted at the time an amount is borrowed under this by-law, the statement furnished under section 4 shall show the nature and amount of the estimates revenues of the corporation as set forth in the estimates adopted for the current preceding year and the nature and amount of the revenues received for and on account of the current year.
5. All or any sums borrowed under this by-law shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received; provided that such charge does not defeat or affect and is subject to any prior charge then subsisting in favour of any other lender.

By-law Number 001-17
Page 3 of 3

6. The Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this by-law together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.
7. Promissory Notes or bankers acceptances made under section 1 shall be signed by the treasurer and the head of council or by such other person as is authorized by by-law to sign it.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 9TH DAY OF JANUARY, 2017.***

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 002-17

BEING A BY-LAW TO LEVY A SPECIAL LOCAL MUNICIPALITY LEVY ON THE RESIDENTIAL CLASS OF RATEABLE PROPERTY WITHIN THE TOWNSHIP FOR THE 2017 TAXATION YEAR

WHEREAS s.326 of *The Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the “Act”), provides that the Council of a local municipality may by by-law identify a special service, designate an area within the municipality to receive the special service and determine whether the costs of providing the special service is to be raised by levying a special local municipality levy on rateable property within the designated area;

AND WHEREAS ss. 326(5) of the Act provides that the Council of a local municipality may by by-law impose a special local municipality levy to contribute toward the cost of any service except for “health programs and services under Part II of the *Health Protection and Promotion Act*, R.S.O. 1990, c.H.7 as amended” and as prescribed by O.Reg. 585/06 (the “Excepted Services”);

AND WHEREAS The Mount Forest Louise Marshall Hospital Foundation (the “Foundation”) is a charitable non-share corporation whose purpose includes raising and providing funds for facilities, equipment and research opportunities at the Louise Marshall Hospital (the “Hospital”);

AND WHEREAS the Hospital is a non-share corporation accredited hospital that provides healthcare and related services to the ratepayers within the geographic area of the Township;

AND WHEREAS the healthcare and related services provided by the Hospital are not Excepted Services;

AND WHEREAS the Foundation has requested that the Corporation of the Township of Wellington North (the “Township”) enact such a by-law to provide a contribution toward the cost of special services namely healthcare and related services by the Hospital to the ratepayers within the geographic area of the Township;

AND WHEREAS Township Council, at its meeting of May 25, 2015, agreed to enact such a by-law and approved a contribution to the Foundation for such special services;

AND WHEREAS Township Council has determined that the special local municipality levy shall only apply to the Residential Property Class of rateable property;

AND WHEREAS the Township has determined it shall raise and contribute a total of \$250,000.00 in four equal installments on December 31 of each year over a four year period commencing in the 2015 taxation year;

AND WHEREAS s. 312(4) of the Act provides that the Council of a local municipality shall pass a special local municipal levy by-law each year;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH ENACTS AS FOLLOWS:

1 Definitions: In this By-law

“Act” means the *The Municipal Act, 2001*, S.O. 2001, c. 25;

“Designated Area” means the geographic area of the Township;

“Foundation” means The Louise Marshall Hospital Foundation and includes any successor corporation or organization;

“Hospital” mean the Louise Marshal Hospital and includes any successor corporations or organizations;

“Property Class” means a class of real property prescribed under the *Assessment Act*, R.S.O. 1990 c.A.31, as amended;

“Residential Property Class” means the residential property class prescribed under the *Assessment Act*, R.S.O. 1990 c.A.31, as amended;

“Special Services” means health care and related services provided by the Hospital within the Designated Area, a contribution toward the costs of which are to be provided by the Township to the Foundation through the Special Services Levy. Special Services do not include health programs and services under Part II of the *Health Protection and Promotion Act*, E.S.O. 1990 c. H. 7 as prescribed by O. Reg. 585/06 pursuant to s. 326 of the Act;

“Special Services Levy” means the special local municipality levy to be imposed under this By-law against all rateable properties in the Resident Property Class in the Designated Area to cover the costs of providing and administering the Special Services;

“Tax or taxes” means any sum payable for the purposes of the Special Services Levy;

“Township” means the Corporation of the Township of Wellington North;

“Township Treasurer” means the Treasurer of the Township;

2. The Designated Area is hereby designated as an area to receive Special Services.
3. The Township shall pay to the Foundation a contribution toward the costs of the Hospital providing the Special Services and shall recover such contribution through the Special Services Levy, all in accordance with the process set out in this By-law.
4. The Special Services Levy shall be \$62,500.00 for the 2017 taxation year. The Special Services Levy shall take the form of a levy imposed equally against the whole of the assessment for rateable real property within the Residential Property Class within the Designated Area.
5. The Township Treasurer shall determine the dates on which the installment payments are due for the Special Services Levy for the rateable properties within the Designated Area.
6. A penalty of 1.25% shall be added on all taxes of the Special Services Levy which are in default on the first day of default, and thereafter a penalty of 1.25% per month will be added on the first day of each and every month the default continues.
7. Penalties and interest added in default shall become due and payable and shall be collected as if the same had originally been imposed and formed part of such unpaid tax levy.
8. If a Court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of this by-law and it is hereby declared that the remainder of this by-law shall be valid and shall remain in full force and effect.

9. The Township Treasurer may mail, or cause the same to be mailed, a written or printed notice specifying the amount of taxes payable to the residence of the persons indicated on the last revised assessment roll.
10. All such taxes are payable at the Township of North Wellington Municipal Office, 7490 Sideroad 7 West, Kenilworth, Ontario.

This by-law shall come into force and effect on the date of its final passing.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 9TH DAY OF JANUARY, 2017.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 003-17

**BEING A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY ON
ALL ASSESSMENT WITHIN SPECIFIC TAX CLASSES AND TO
PROVIDE A PENALTY AND INTEREST RATE FOR CURRENT
TAXES IN DEFAULT AND TAX ARREARS**

AUTHORITY: Municipal Act, 2001, S.O. 2001, Chapter 25, as amended,
Sections 317, 345, 346 and 347.

WHEREAS Section 317 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that the Council of a local municipality may, before the adoption of the estimates for the year pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes, including pipeline, conservation lands, managed forest, residential/farm, farmland, commercial, industrial and multi-residential assessments in the local municipality;

AND WHEREAS Section 317 of the Municipal Act, 2001, S.O. 2001, c.25, provides that the amount levied on a property shall not exceed 50 per cent of the total amount of taxes for municipal and school purposes levied on the property for the previous year.

AND WHEREAS Section 346 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that the Council may require the payment of taxes to be made into the office of the Treasurer by any day or days to be named herein, in bulk or by installments;

AND WHEREAS Section 345 of the Municipal Act, 2001 S.O. 2001, c.25, as amended, provides that the Council of a local municipality may impose late payment charges for the non-payment of taxes or any installment by the due date, a percentage charge, not to exceed 1 1/4 per cent of the amount of taxes due and unpaid, may be imposed as a penalty for the non-payment of taxes on the first day of default the non-payment of taxes in the manner specified in the by-law but interest may not start to accrue before the first day of default. and on the first day of each calendar month thereafter in which default continues, but not after the end of the year in which the taxes are levied;

AND WHEREAS Section 347 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that the Council of any municipality may authorize the Treasurer to accept part payment on account of taxes due and to give a receipt for such part payment, provided that acceptance of any such part payment does not affect the collection of any percentage charge imposed and collectable under Subsection (3) in respect of non-payment of any taxes or any class of taxes or of any installment thereof;

AND WHEREAS Section 345 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that the Council of a local municipality may require that the Treasurer, add to the amount of all taxes due and unpaid, interest at such rate not exceeding 15 per cent per annum as the Council determines, from the 31st day of December in the year in which the taxes were levied until the taxes are paid;

NOW THEREFORE the Council of the Corporation of the Township of Wellington North (hereinafter called the Corporation) hereby enacts as follows:

1. **THAT** for the year 2017, 50 per cent of the total amount of taxes for the previous year shall be levied, raised and collected on all real property taxable within the pipeline, conservation lands, managed forest, residential/farm, farmland, commercial, industrial and multi-residential classes, and liable to pay the same according to the last revised assessment roll:
2. **THAT** the said interim tax levy shall be due and payable in two installments at the Township of Wellington North Municipal Office and most chartered banks and financial institutions as designated by the Municipality, on or before the following dates:

i.	First Installment	February 24, 2017
ii.	Second Installment	April 28, 2017
3. **THAT** the Treasurer mail or cause same to be sent by first class mail to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable, due dates and penalty and interest rates to be applied upon default.
4. **THAT** failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any installment does not affect the timing of default or the date from which penalty shall be imposed.

5. **THAT** penalty of 1.25 per cent will be added to current taxes with installment due dates which are in default, in accordance with Section 2 of this By-law, as of the 1st day of March 2017 and the 1st day of May 2017 respectively to each installment due date, and thereafter a further penalty of 1.25 per cent will be added on the 1st day of each month and every month the default continues until December 31st, 2017.
6. **THAT** interest of 1.25 per cent on the amount of any taxes due and unpaid after December 31, 2017, shall be charged on the 1st day of each calendar month thereafter in which the default continues.
7. **THAT** the Treasurer be authorized to accept partial payment for taxes, from time to time, as long as it does not affect the collection of taxes registered for tax collection.
8. **THAT** the Treasurer be required to apply all payments received to the outstanding penalty and/or interest on the taxes that have been in arrears for the greatest period of time.
9. **THAT** the taxes shall be payable at par at the Corporation of the Township of Wellington North Municipal Office, or by mail to the Municipal mailing address, or through the telephone banking systems of most chartered banks and financial institutions, or over the counter at most chartered banks and financial institutions.
10. **THAT** this by-law shall be deemed to come into force and effect on January 1, 2017 and shall apply to all tax classes.
11. **THAT** in the event that any provision or section of this by-law is found by a court of competent jurisdiction to be ultra vires the posers of the Council of the Corporation, only such provision or section, as the case may be, shall be inoperative and all other provisions and sections of this by-law shall remain in full force and effect.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
9TH DAY OF JANUARY, 2017.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 004-17

BEING A BY-LAW TO REGULATE AND PROVIDE FOR THE KEEPING, CONTROL AND LICENSING OF DOGS WITHIN THE TOWNSHIP OF WELLINGTON NORTH AND REPEAL BY-LAW 34- 13

WHEREAS the Council of The Corporation of the Township of Wellington North has deemed it necessary to pass a by-law regulating or prohibiting the keeping of dogs and the establishment of kennels and to provide for the leashing, muzzling, licensing and control of dogs and the licensing of kennels.

NOW THEREFORE the Council of the Corporation of the Township of Wellington North hereby enacts as follows:

1. DEFINITIONS

- 1.1 **Animal Control Officer** - shall mean the person or persons appointed by the Council to enforce this By-law and includes the person appointed by the Municipality to control dogs and any servants or agents of such person, any peace officer having jurisdiction within the Municipality.
- 1.2 **Assistance Dog** – shall mean Guide, Hearing or Service Dog including Therapy Dogs, specifically trained and certified by an organization who has received full accreditation from Assistance Dogs International (ADI) **National Service Dogs** [Assistance Dogs International](#) (ADI).
- 1.3 **At Large** – shall mean the location of a Dog when it is found in any place other than the premises of the Owner of the Dog and not under the control of any person;
- 1.4 **Clerk** means the Clerk of The Corporation of the Township of Wellington North.
- 1.5 **Council** means the Council of The Corporation of the Township of Wellington North.
- 1.6 **Dangerous Dog** - shall mean:

- 1.6.1 a Dog, that in the absence of any Mitigating Factor, has attacked, bitten or caused injury to a person or has demonstrated a propensity, tendency or disposition to do so;
 - 1.6.2 a Dog that, in the absence of any Mitigating Factor, has significantly injured a domestic animal, or
 - 1.6.3 a Dog previously designated as a Potentially Dangerous Dog that is kept or permitted to be kept by its Owner in violation of the requirements for such Dog.
- 1.7 **Dog** - shall mean any member of the species canis familiaris which is over twelve (12) weeks of age;
- 1.8 **Farm Dog** - shall mean a dog which is actively herding farm animals, such as cattle or sheep and such Dog is under the control of its Owner;
- 1.9 **Guide Dog** - shall mean a Dog trained as a guide for a disabled person and having the qualifications prescribed by the regulations to the Blind Persons' Rights Act, R.S.O. 1990, c.B.7, or having certification by Hearing Ear Dogs of Canada or Special Skills Dogs of Canada;
- 1.10 **Hunting Dog** - shall mean a Dog properly licensed through the Ministry of Natural Resources for the purpose of hunting moose, deer or raccoons, while hunting pursuant to the Provincial regulations;
- 1.11 **Kennel** – shall mean a place where more than 3 dogs are housed, groomed, bred, boarded, trained, sold or kept for hunting and includes both Boarding Kennels and Breeding Kennels on a lot or parcel which is 25 acres or greater in size within an Agricultural Zone of the Municipality's Zoning by-law and which are licensed under the provisions of this By-law;
- 1.12 **Livestock Guardian Dog**- shall mean a dog that is specifically recognized and used to work and/or live with domestic farm animals, without causing them harm while aggressively repelling predators and is used exclusively for that purpose;
- 1.13 **Mitigating Factor** - shall mean a circumstance which excuses aggressive behaviour of a Dog and, without limiting the generality of the foregoing, may include circumstances where:
- 1.13.1 the Dog was, at the time of the aggressive behaviour, acting in defense to an attack by a person or domestic animal;

- 1.13.2 the Dog was, at the time of the aggressive behaviour, acting in defense of its young or to a person or domestic animal trespassing on the property of its Owner; or
- 1.13.3 the Dog was, at the time of the aggressive behaviour, being teased, provoked, or tormented.
- 1.14 **Muzzle** - shall mean a humane fastening or covering device that is of adequate strength placed over a Dog's mouth to prevent it from biting and which has been or is approved by an Animal Control Officer.
- 1.15 **Noise** - shall mean the sound made by any Dog which unreasonably disturbs the peace, quiet, comfort or repose of any person in any dwelling unit for a period longer than ½ hour, more than twice in seven days;
- 1.16 **Owner** - shall mean any person, group of persons, partnership or corporation who or which possesses or harbours a dog; the words "own", "owns" or "owned", shall have a corresponding meaning, and shall include a person or persons who are temporarily the keeper of dogs; and where the Owner is a minor, shall include the person or persons having the custody of the minor;
- 1.17 **Police Working Dog** - shall mean a Dog trained to aid Law Enforcement Officers and which Dog is actually being used for Police Work purposes for the protection of the public, including the investigation of crime and the apprehension of law violators;
- 1.18 **Potentially Dangerous Dog** -shall mean:
- 1.18.1 Dog that, in the absence of any Mitigating Factor, chases or approaches any person or domestic animal, anywhere other than on the property of the Owner, in a menacing fashion or apparent attitude of attack, including, but not limited to, behavior such as growling or snarling; or
- 1.18.2 Dog that has been impounded by the Animal Control Officer or for whom the Owner has been convicted on a total of three occasions within a twenty-four (24) month period for such Dog being At Large in the Municipality.
- 1.19 **Pound** - includes a veterinary facility or other place(s) designated by resolution of the Council of the Municipality;

- 1.20 **Pound Fee** includes any daily charge that may be collected by the operator of a Pound;
- 1.21 **Pound Keeper** - shall mean the person, or persons, or agency that act as keeper of the Pound;
- 1.22 **Township** - shall mean The Corporation of the Township of Wellington North
- 1.23 **Zoned** means a land use designation in a zoning by-law passed under the provisions of the Planning Act, R.S.O. c. P. 13, as amended.

2. DOGS RUNNING AT LARGE

- 2.1 Every Owner shall keep his or her Dog under restraint at all times.
- 2.2 No person shall allow a Dog to run at Large in the Township.
- 2.3 A Dog shall not be considered running At Large if it is actively engaged in the performance of its trained duties and,
- 2.3.1 a Police Working Dog;
 - 2.3.2 a Hunting Dog;
 - 2.3.3 an Assistance Dog; or
 - 2.3.4 a Farm Dog.
- 2.4 Any Dog found running At Large contrary to this by-law may be seized and impounded by an Animal Control Officer.
- 2.5 An Animal Control Officer may enter on any public property, or private property with the consent of the Owner or tenant, for the purpose of capturing any Dog running At Large.

3. IMPOUNDMENT

- 3.1 It shall be the duty of the Animal Control Officer to respond to calls regarding Dogs running At Large and, where possible:
- 3.1.1 return them to the Owner's residence as shown on municipal licensing records; or
 - 3.1.2 if no records exist, impound the Dog.

- 3.2 The Owner of every Dog impounded, if known, whether or not the Dog is claimed by the Owner from the pound, shall be liable for the payment of the Pound Fee, the boarding fee, and any euthanasia and disposal fees applicable, and shall pay all fees on demand to the Township.
- 3.3 Where at the end of seventy-two (72) hours after being impounded, exclusive of Sundays and holidays and the day of impoundment, possession of the Dog has not been restored to the Owner, the operator of the Pound may dispose of the dog in accordance with the provisions of the *Animals for Research Act*, R.S.O. 1990, c. A. 22, as amended.
- 3.4 No Dog shall be returned to its Owner unless it has been licensed for the current year in accordance with the provisions of this by-law and the municipal fees and charges by-law and all impound and boarding fees are paid in full.
- 3.5 Where a Dog is seized and impounded, is injured or should be destroyed without delay for humane reasons, or for the safety of persons or animals, an Animal Control Officer may dispose of, or have the Dog disposed of as soon after seizure as deemed fit, in a humane manner without permitting any person to reclaim the Dog or animal or without offering it for sale and in that event no damages or compensation shall be recoverable on account of its disposition.
- 3.6 Where a Dog is alleged to have bitten any person or domestic animal, such dog may be impounded and held by the Pound until proceedings under the:
- 3.6.1 *Dog Owners' Liability Act*, R.S.O. 1990, c. D. 16, as amended, have been followed, provided that no dog shall be so impounded or held for a period in excess of twenty-one (21) days unless otherwise ordered by a court of competent jurisdiction; or
- 3.6.2 under the provisions of this by-law.

4. DESIGNATING POTENTIALLY DANGEROUS DOGS

Where an Animal Control Officer designates a Dog as a Potentially Dangerous Dog, the Animal Control Officer shall serve notice upon the Owner of such Dog requiring the Owner, upon receipt of such notice, to comply with any or all of the following requirements:

- 4.1 shall keep the Potentially Dangerous Dog, when it is on the lands and premises of the Owner, confined:

- 4.1.1 within the Owner's dwelling and under the effective control of an adult; or
- 4.1.2 in an enclosed pen constructed with a secure top and sides and either a secure bottom effectively attached to the sides or sides embedded in the ground to a minimum depth of 30 centimeters or as otherwise approved by the Animal Control Officer. The pen shall provide humane shelter for the Potentially Dangerous Dog while preventing it from escaping there from and preventing the entry therein of unsupervised children;
- 4.2 keep the Potentially Dangerous Dog under the effective control of an adult person and under leash, such leash to be approved by the Animal Control Officer and not to exceed 1.8 meters in length, at all times when it is not confined in accordance with subsection 4.1.1;
- 4.3 securely attach a Muzzle to the Potentially Dangerous Dog at all times when it is not confined in accordance with subsection 4.1.1;
- 4.4 permit the Animal Control Officer to insert a microchip implantation in the Potentially Dangerous Dog for the purpose of identifying the Potentially Dangerous Dog;
- 4.5 provide the Animal Control Officer with the new address and telephone number of the Owner within two (2) working days of moving the Potentially Dangerous Dog;
- 4.6 provide the Animal Control Officer with the name, address and telephone number of the new Owner within two (2) working days of selling or giving away the Potentially Dangerous Dog;
- 4.7 advise the Animal Control Officer within two (2) working days of the death of the Potentially Dangerous Dog;
- 4.8 advise the Animal Control Officer forthwith if the Potentially Dangerous Dog is running At Large or has bitten or attacked any person or animal; and
- 4.9 purchase and display at the entrances to the Owner's dwelling a warning sign provided by the Animal Control Officer. The sign shall be posted in such a manner that it cannot be easily removed by passersby and shall be clearly visible to a person approaching the entrance.

5. DESIGNATING DANGEROUS DOGS

Where an Animal Control Officer designates a Dog as a Dangerous Dog, the Animal Control Officer shall serve notice upon the Owner of such Dog requiring the Owner, upon receipt of such notice, to comply with the following requirements and the Owner shall comply with the said requirements:

- 5.1 keep the Potentially Dangerous Dog, when it is on the lands and premises of the Owner, confined:
 - 5.1.1 within the Owner's dwelling and under the effective control of an adult; or
 - 5.1.2 in an enclosed pen constructed with a secure top and sides and either a secure bottom effectively attached to the sides or sides embedded in the ground to a minimum depth of 30 centimeters or as otherwise approved by the Animal Control Officer. The pen shall provide humane shelter for the Potentially Dangerous Dog while preventing it from escaping there from and preventing the entry therein of unsupervised children;
- 5.2 keep the Potentially Dangerous Dog under the effective control of an adult person and under leash, such leash to be approved by the Animal Control Officer and not to exceed 1.8 meters in length, at all times when it is not confined in accordance with subsection 5.1.1;
- 5.3 securely attach a Muzzle to the Potentially Dangerous Dog at all times when it is not confined in accordance with subsection 5.1.1;
- 5.4 permit the Animal Control Officer to insert a microchip implantation in the Potentially Dangerous Dog for the purpose of identifying the Potentially Dangerous Dog;
- 5.5 provide the Animal Control Officer with the new address and telephone number of the Owner within two (2) working days of moving the Potentially Dangerous Dog;
- 5.6 provide the Animal Control Officer with the name, address and telephone number of the new Owner within two (2) working days of selling or giving away the Potentially Dangerous Dog;
- 5.7 advise the Animal Control Officer within two (2) working days of the death of the Potentially Dangerous Dog;

- 5.8 advise the Animal Control Officer forthwith if the Potentially Dangerous Dog is running At Large or has bitten or attacked any person or animal; and
- 5.9 purchase and display at the entrances to the Owner's dwelling a warning sign provided by the Animal Control Officer. The sign shall be posted in such a manner that it cannot be easily removed by passersby and shall be clearly visible to a person approaching the entrance.
- 5.10 The Owner of a Dangerous Dog shall not keep or harbour the Dangerous Dog in a multiple dwelling or a lodging house, and, where the Owner's dwelling is a multiple dwelling or a lodging house, the Dangerous Dog may be kept or harboured at other premises for the purpose of subsection 5.1 and subject to all other provisions of this section 5.

6. LICENSING AND REGISTRATION OF DOGS

- 6.1 No person or persons shall own, harbour or keep more than three Dogs per dwelling unit in areas zoned other than agricultural and on lots or parcels containing less than 25 acres of land.
- 6.2 No person or persons shall own, harbour or keep more than ten Dogs per dwelling unit in areas zoned agricultural.
- 6.3 The provisions of 6.1 and 6.2 do not apply to:
 - 6.3.1 an animal hospital owned and operated by a veterinarian licensed by the Ontario Veterinary Association,
 - 6.3.2 a pet store;
 - 6.3.3 an Ontario Humane Society Shelter or the Pound which complies with this by-law;
 - 6.3.4 a licensed Kennel; or
 - 6.3.5 any Owner or occupier of premises, who, as of September 25th, 2000 had more than three (3) Dogs on a property, may continue to maintain those Dogs on that property provided that those original three (3) Dogs, may not be replaced after their disposition.
- 6.4 No person shall own or harbour any Dog without having obtained a

license and dog tag for the Dog from the Township, in accordance with the fees and charges by-law.

6.4.1 The provisions of 6.4 do not apply to an Assistance Dog.

- 6.5 The license shall be taken out annually on or before January 15th of each year and shall expire on December 31st.
- 6.6 Every dog tag shall bear the serial number and the year in which it was issued and a record shall be kept by the Township showing the name, address and telephone number of the Owner, the serial number of the tag and information to identify the Dog.
- 6.7 No person shall use a tag on a Dog other than the Dog for which such tag is issued.
- 6.8 No license or registration shall be transferable and the license and registration referred to herein shall expire and become void upon the sale, death or other disposal of a Dog to which such license and registration relates.
- 6.9 No person other than the Owner of the Dog shall remove the tag from such Dog.
- 6.10 The Owner shall keep the dog tag securely fixed on the Dog at all times.
- 6.11 A fee shall be charged for the replacement of a lost dog tag as set out in the Township's fees and charges by-law

7. KENNELS

- 7.1 Every Owner or Operator of a Kennel shall no later than the 15th day of January in each year apply for a Kennel License. No person shall own or operate a Kennel without a Kennel License.
- 7.2 The fee for a Kennel License shall cover all Dogs owned and maintained by the Kennel Owner or Operator.
- 7.3 Every person who owns or operates a Kennel shall comply with the applicable by-laws of the Township. No Kennel License shall be issued unless such Kennel complies with the by-laws of the Township. Where an Owner or Operator of a Kennel fails to comply with a by-law of the Township, the Kennel License may be suspended or revoked.

- 7.4 Every person who owns or operates a Kennel shall permit an Animal Control Officer, upon production of proper identification, to enter and inspect the Kennel at all reasonable times for the purposes of determining compliance with the license and the provisions of this by-law or any other by-laws of the Township applicable to a Kennel.
- 7.5 Every person who owns or operates a Kennel shall have regard to the guidelines set out in "A Code of Practice for Canadian Kennel Operations", (Canadian Veterinary Medical Association) second edition May, 2007).
- 7.6 No person who owns or operates a Kennel shall keep Dogs in an unsanitary condition. Conditions shall be considered unsanitary where the keeping of the animal or animals results in an accumulation of fecal matter, an odour, insect infestation or rodent attractants which endanger the health of the animal or any person.
- 7.7 Every person who owns or operates a Kennel shall provide the animals under care, or cause them to be provided with,
- 7.7.1 clean, fresh drinking water and suitable food of sufficient quantity and quality to allow normal, healthy growth and the maintenance of normal, healthy body weight;
 - 7.7.2 food and water receptacles kept clean and disinfected and located so as to avoid contamination by excreta;
 - 7.7.3 the opportunity for periodic exercise sufficient to maintain good health including the opportunity to be unfettered from a fixed area and exercised regularly under appropriate control; and,
 - 7.7.4 necessary veterinary medical care when any animal exhibits signs of pain, illness or suffering.
- 7.8 Every animal enclosure shall provide the animal with protection from heat, cold and wet and be of sufficient size to allow the animal the ability to turn around freely and lie in a normal position.
- 7.9 Every run or pen area must be regularly cleaned and sanitized and excreta removed and properly disposed of daily.
- 7.10 Every run, pen, or exercise yard shall be surrounded by a sturdy fence with a minimum height of 1.2 meters.

- 7.11 Every person who owns or operates a Kennel shall undertake measures to ensure that residences on adjacent properties are not subjected to persistent barking, calling, whining or other persistent Noise making by the Dogs kept at such Kennel.
- 7.12 Where the Township receives a complaint about Noise emissions from a licensed Kennel, an Animal Control Officer shall investigate such complaints and may at his or her sole discretion initiate a prosecution with respect to an alleged contravention of subsection 7.11.
- 7.13 Where a Kennel is found guilty of 3 or more violations of subsection 7.11 in one license term, the Animal Control Officer or Council may order the Owner or Operator to submit, at its expense, a Noise evaluation study prepared by a qualified acoustical consultant and may suspend the license to operate a Kennel until such time as the Noise evaluation study has been reviewed and approved by the Township and satisfactory arrangements for the implementation of any Noise abatement measures have been made, including the entering into of any agreements and the posting of any securities required to ensure the completion of any required Noise abatement measures.
- 7.14 An application for a Kennel license renewal shall be submitted in the proper form, and shall include the appropriate fee paid to the Township.
- 7.15 Any application for a new Kennel shall be subject to an application being made for an amendment to the Township Zoning By-law in respect to applicable zoning for a Kennel.
- 7.16 A license to operate a Kennel shall be subject to such terms and conditions set out in the license and no person shall operate a Kennel except in accordance with the terms and conditions of the Kennel license issued by the Township.
- 7.17 Notwithstanding Section 7 of this by-law, no person shall operate a Kennel within or about any household or building within the Township of Wellington North save and except persons with licensed Kennels legally established prior to the passing of By-law 49-2000, OR after the passing of By-law 49-2000 where the Kennel was established in compliance with the provisions of the applicable Zoning By-law and Licensing By-law for the operation of the Kennel within the Township of Wellington North.

8. DOG WASTE

- 8.1 Every person who owns, harbours, possesses or is in control of any Dog shall immediately remove any feces left by the Dog in the Township:
- 8.1.1 on a highway or roadway;
 - 8.1.2 in a public park;
 - 8.1.3 on any public property other than a public park; or
 - 8.1.4 on any private property other than the property of,
 - 8.1.4.1 the Owner of the Dog, or
 - 8.1.4.2 the person having care, custody or control of the Dog.
- 8.2 Every person who owns, harbours, possesses or is in control of any Dog shall remove from his or her premises and dispose, in a timely manner, feces left by such Dog, so as not to disturb the enjoyment, comfort and convenience of any person in the vicinity of the premises.
- 8.3 Section 8 does not apply to a handler of a Service Dog, where the handler is unable to remove the excrement left by such Dog due to a physical disability or impediment.

9. OTHER MATTERS

- 9.1 No Owner of a Dog shall permit the Dog to make any persistent barking, calling or whining Noise likely to disturb the residents of adjacent properties.

10. APPEAL

- 10.1 Council hereby appoints the Clerk or designate to conduct hearings on its behalf as it relates to the designation of dangerous dogs.
- 10.2 Where the Owner of a Dog who receives a notice from an Animal Control Officer designating such Dog as a Potentially Dangerous Dog or a Dangerous Dog, requests by notice in writing delivered to the Clerk within five (5) working days of receipt of such notice, shall hold a hearing pursuant to the provisions of the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22 within thirty (30) days of the Clerk's receipt of the written request for a hearing and the Clerk may:

- 10.2.1 affirm or rescind the Animal Control Officer's designation of the Dog;
- 10.2.2 substitute its own designation of the Dog as a Potentially Dangerous Dog or Dangerous Dog ; or
- 10.2.3 substitute its own requirements of the Owner of a Potentially Dangerous Dog or Dangerous Dog pursuant to section 4 or 5.

11. INQUIRY

- 11.1 Animal Control Officers may either on his or her own initiative, or as a result of a complaint received by him or her from a resident of the Township, conduct an inquiry into whether a Dog should be designated as a Potentially Dangerous Dog or a Dangerous Dog, as the case may be.

12. IMPOSITION OF REQUIREMENTS OF SECTIONS 4 AND 5

- 12.1 Any of the requirements of sections 4 and 5, except for subsections 4.2 and 4.3 and 5.2 and 5.3, which may be imposed by notice on a Dog Owner by the Animal Control Officer pursuant to such sections, shall not be enforceable until:
 - 12.1.1 the time for requesting an appeal has expired without an appeal being requested;
 - 12.1.2 an appeal has been requested and the request has been withdrawn or abandoned; or
 - 12.1.3 an appeal has been requested and the Clerk has issued its decision.

13. SERVING NOTICES

- 13.1 Any notices served by an Animal Control Officer or requests for hearings made by an Owner pursuant to this By-law, shall be provided by hand delivery or prepaid registered mail and, in the event of service by prepaid registered mail, shall be deemed received on the fifth (5th) day after the date of mailing.

14. FAILURE TO COMPLY AND COST RECOVERY

- 14.1 The Township, its agents and servants, and any Animal Control Officer shall not be liable for damages or compensation for any Dog injured or killed under the provisions of this By-law and no such damages or compensation shall be paid to any person.
- 14.2 Where a person defaults in complying with a direction, requirement or order under this By-law to do a matter or thing, an officer or agent on behalf of the Township may, with such assistance from others as may be required, enter the land on which the contravention occurred at any reasonable time, and carry out such direction, requirement or order at the person's expense.
- 14.3 In accordance with section 446 of the *Municipal Act, 2001* the Municipality may recover the costs, from the person directed, required or ordered to do a matter or thing under this By-law, by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes, and such costs to the tax roll and collecting them in the same manner as property taxes, and such costs shall include interest at an annual rate of 15 per cent.
- 14.4 For the purpose of subsection 21.2, interest shall be calculated for the period commencing the day the Municipality incurs the costs and ending on the day the costs including the interest are paid in full.
- 14.5 The amount the Municipality's costs incurred plus interest to the date payment is made in full, constitutes a lien upon the land, upon the registration of a notice of lien upon the land.

15. PENALTY PROVISIONS

- 15.1 Every person who contravenes any of the provisions of this By-law is guilty of an offence pursuant to section 429 of the Municipal Act and all contraventions of this by-law are designated as continuing offences.
- 15.2 Every person who is convicted of an offence is liable to a minimum fine of Two Hundred and Fifty Dollars (\$250) and a maximum fine of Twenty-Five Thousand Dollars (\$25,000.00) for the first offence and a maximum fine of Fifty Thousand Dollars (\$50,000.00) for a subsequent offence.

- 15.3 Notwithstanding section 15.2, every person who is convicted of an offence is liable to a set fine pursuant to the *Provincial Offences Act*, R.S.O. 1990, c. P. 33.
- 15.4 Pursuant to section 441 of the *Municipal Act, 2001* if any part of a fine for a contravention of this by-law remains unpaid after the fine becomes due and payable under section 66 of the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended, including any extension of time for payment ordered under that section, the Municipality may give the person against whom the fine was imposed a written notice specifying the amount of the fine payable and the final date on which it is payable, which shall be not less than twenty one (21) days after the date of the notice.
- 15.5 If the fine remains unpaid after the final date specified in the notice, the fine shall be deemed to be unpaid taxes for the purposes of section 351 of the *Municipal Act, 2001*.
- 15.6 In accordance with section 441.1 of the *Municipal Act, 2001* any part of a fine owing pursuant to this by-law or a related provincial offence may be added to the tax roll for any property in the Municipality for which all of the Owners are responsible for paying the fine, and collect such fine in the same manner as municipal taxes.

16. SEVERABILITY

- 16.1 If any section, subsection, clause, paragraph or provision of this By-law is found by any Court of competent jurisdiction to be invalid or beyond the powers of the Council to enact, such section, subsection, clause, paragraph or provision shall be deemed to be severable from the remainder of this by-law and all other sections or parts of this By-law shall be deemed to be separate and independent there from and are enacted as such.

17. REPEAL SECTION

- 17.1 This by-law will come into force and effect upon the passing of this by-law by Council.
- 17.2 Notwithstanding section 17.1, the set fines referred in section 15.3 above will come into force and effect upon the final approval of the set fines schedule by the Chief Justice, or designate, of the Ontario Court of Justice pursuant to Part 1 of the *Provincial Offences Act*, R.S.O.

1990, c. P. 33, as amended. The set fines schedule, as approved, is attached hereto as Schedule "A" and forms part of this by-law.

- 17.3 By-law number 34-13 of the Township and all by-laws amending the same and any other by-law inconsistent with the provisions of this by-law are hereby repealed on the date this by-law comes into force and effect.
- 17.4 Notwithstanding Section 17.3, the provisions of By-law number 34-13 and their amending by-laws, are deemed to continue in force and effect with respect to any and all orders, appeals or prosecutions issued, filed or commenced under those by-laws and any assessment, rate, charge, tax, fee, liability or penalty outstanding under same by-laws may be collected as if such by-laws had not been repealed.
- 17.5 Notwithstanding section 17.3, By-law number 34-13, and its amending by-laws, are deemed to continue in force and effect with respect to any enforcement under Part I of the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended, as well as the set fine schedule as approved by the Chief Justice, until such time as the Chief Justice approves the set fine schedule as set out in section 15.2 above. Where the provisions of any By-law number 34-13 and their amending by-law are inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 9th DAY OF JANUARY, 2017.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

Schedule A

The Corporation of the Township of Wellington North

PART I PROVINCIAL OFFENCES ACT

By-law Number 105-17: A by-law to regulate and provide for the keeping, control and licensing of dogs within the Township of Wellington North

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision creating or defining offence	COLUMN 3 Set Fines
1	Allowing a dog to run at large	Section 2.2	\$100.00
2	Potentially dangerous dog not confined	Section 4.1	\$500.00
3	Potentially dangerous dog not under the effective control of an adult person and under leash approved by Animal Control Officer	Section 4.2	\$500.00
4	Not securely attaching a muzzle to potentially dangerous dog	Section 4.3	\$500.00
5	Not permitting Animal Control Officer to insert a microchip implantation in potentially dangerous dog	Section 4.4	\$400.00
6	Not providing Animal Control Officer with new address and telephone number of owner within two (2) working days of moving potentially dangerous dog	Section 4.5	\$100.00
7	Not providing Animal Control Officer with name, address and telephone number of new owner within two (2) working days of selling or giving away potentially dangerous dog	Section 4.6	\$100.00
8	Not advising Animal Control Officer within two (2) working days of death of potentially dangerous dog	Section 4.7	\$50.00
9	Not advising Animal Control Officer forthwith if potentially dangerous dog is running At Large or has bitten or attacked any person or animal	Section 4.8	\$100.00
10	Not displaying a warning sign	Section 4.9	\$200.00
11	Dangerous dog not confined	Section 5.1	\$500.00
12	Dangerous dog not under the effective control of an adult person and under leash approved by Animal Control Officer	Section 5.2	\$500.00
13	Not securely attaching a muzzle to dangerous dog	Section 5.3	\$500.00
14	Not permitting Animal Control Officer to insert a microchip implantation in dangerous dog	Section 5.4	\$400.00
15	Not providing Animal Control Officer with new address and telephone number of owner within two (2) working days of moving dangerous dog	Section 5.5	\$100.00

16	Not providing Animal Control Officer with name, address and telephone number of new owner within two (2) working days of selling or giving away dangerous dog	Section 5.6	\$100.00
17	Not advising Animal Control Officer within two (2) working days of death of dangerous dog	Section 5.7	\$50.00
18	Not advising Animal Control Officer forthwith if dangerous dog is running at large or has bitten or attacked any person or animal	Section 5.8	\$100.00
19	Not displaying a warning sign	Section 5.9	\$200.00
20	Harbouring dangerous dog in a multiple dwelling or a lodging house	Section 5.10	\$500.00
21	Keeping more than three dogs per household or dwelling unit in an area zoned other than agricultural and/or on a lot or parcel containing less than 25 acres of land	Section 6.1	\$250.00
22	Keeping more than ten dogs per household or dwelling unit in an area zoned agricultural	Section 6.2	\$250.00
23	Owning or harbouring a dog without having obtained a license and dog tag for the dog	Section 6.3	\$100.00
24	Using a dog tag for a dog other than the dog for which tag was issued	Section 6.6	\$50.00
25	Transfer of license or registration	Section 6.7	\$150.00
26	Tag not securely fixed on dog	Section 6.9	\$150.00
27	Owning or operating a Kennel without a Kennel license	Section 7.1	\$350.00
28	Not permitting inspector to enter and inspect Kennel	Section 7.4	\$250.00
29	Owning or operating a Kennel and keeping dogs in an unsanitary condition	Section 7.6	\$200.00
30	Not providing clean, fresh drinking water and suitable food of sufficient quality	Section 7.7.1	\$200.00
31	Not keeping food and water receptacles clean and disinfected and located so as to avoid contamination by excreta	Section 7.7.2	\$200.00
32	Not providing opportunity for periodic exercise including the opportunity to be unfettered from a fixed area and exercised regularly under appropriate control	Section 7.7.3	\$200.00
33	Not providing necessary veterinary medical care when an animal exhibits signs of pain, illness or suffering	Section 7.7.4	\$200.00
34	Not providing enclosure with protection from heat, cold and wet and of sufficient size to allow the animal the ability to turn around freely and lie in a normal position	Section 7.8	\$200.00
	Not regularly cleaning and sanitizing run or pen or removing	Section 7.9	\$200.00

	and disposing of excreta daily		
35	Run or pen not surrounded by sturdy fence with minimum height of 1.2 metres	Section 7.10	\$200.00
36	Not ensuring the residents on adjacent properties to a Kennel are not subjected to persistent barking, calling, whining, or other persistent noise making by the dogs kept at such Kennel	Section 7.11	\$200.00
37	Not immediately removing any feces left by a dog in the Municipality on a highway or roadway, in a public park, on any public property other than a public park, or on any private property other than the property of the owner of the dog or the person having care, custody or control of the dog	Section 8.1	\$100.00
38	Not removing and disposing in a timely manner feces left by a dog on the premises of the person who owns, harbours, possesses, or is in control of a dog	Section 8.2	\$100.00
39	Allowing dog to make persistent barking, calling or whining noise like to disturb residents of adjacent properties	Section 9.1	\$200.00

NOTE: The general penalty provision for the offences listed above is section 15 of bylaw 105-2017, certified copied of which have been filed and s. 61 of the *Provincial Offences Act*, R.S.O. 1990, c.P.33

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

BY-LAW NUMBER 005-17

**BEING A BY-LAW TO AMEND BY-LAW 089-15 BEING A BY-LAW
TO ESTABLISH THE FEES AND CHARGES FOR WATER AND
SEWER SERVICES PROVIDED BY THE MUNICIPALITY**

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

1. **THAT** Schedule B to By-law 089-15 is replaced by Schedule B attached hereto.
2. **THAT** all fees and charges will be subject to applicable taxes [including but not limited to, Harmonized Sales Tax (H.S.T.).
3. **THAT** unpaid fees and charges imposed pursuant to this by-law are subject to an interest rate of one and one-half percent per month.
4. **THAT** all charges payable under this by-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Township of Wellington North owned by such person or persons and may be collected in the same manner as taxes, in accordance with Section 398 *Municipal Act*, 2001 S.O. Chapter 25 as amended.
5. **THAT** this by-law shall come into force upon the passage of this by-law.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 9TH DAY OF JANUARY, 2017.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

**THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NUMBER 005-17**

SCHEDULE "B"

WATER & SEWER RATES

Effective January 9, 2017

DESCRIPTION	
Water	
Residential (flat rate)	
Residential - monthly	\$45.67
Residential - annually	\$548.00
Non-residential Customers – Annual Flat Rate	\$657.00
Non-residential	
Rate per cubic metre	\$2.01
Meter Maintenance Fee (Commercial / Industrial) - monthly	\$17.00
Wastewater (Sewer)	
Residential (flat rate)	
Residential - monthly	\$56.17
Residential - annually	\$674.00
Non-residential Customers – Annual Flat Rate	\$808.00
Non-residential	
Rate per cubic metre	\$2.47
Water Account Set up	\$15.00
Sewer Account Set up	\$15.00

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

BY-LAW NUMBER 006-17

BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF A SERVICE LEVEL AGREEMENT BETWEEN THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH AND WELLINGTON NORTH POWER INC. FOR THE PROVISION OF WATER AND SEWER BILLING AND COLLECTION SERVICES.

WHEREAS The Corporation of the Township of Wellington North and Wellington North Power Inc. wish to enter into an agreement for the provision of water and sewer billing and collection services.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH ENACTS AS FOLLOWS:

1. That the Corporation of the Township of Wellington North enter into an agreement with Wellington North Power Inc in substantially the same form as the agreement attached hereto as Schedule "A".
2. That the Mayor and the Clerk of the Corporation of the Township of Wellington North are hereby authorized and directed to execute the said agreement and all other documentation required on behalf of the Corporation.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 12TH DAY OF SEPTEMBER, 2016.**

ANDREW LENNOX, MAYOR

KARREN WALLACE CLERK



**Service Level Agreement
between
Township of Wellington North
and
Wellington North Power Inc.
for
Provision of Water and Sewer
Billing and Collection Services.**

Effective from: January 1, 2017
Renewal Date: December 31, 2018

Document status: Final

Prepared by: Wellington North Power Inc. (December 2016)

SCHEDULE A

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SCHEDULE A

Agreement Overview

This Agreement represents a Service Level Agreement (“SLA” or “Agreement”) between the Township of Wellington North (“Township”) and Wellington North Power Inc. (“WNPI” or “service provider”) for the provision of billing and collection services for water and sewer customer accounts.

This Agreement is effective from January 1, 2017 and remains valid until the renewal date listed above or until superseded by a revised Agreement mutually endorsed by both the Township and WNPI.

This Agreement outlines the parameters of the services provided to the Township by WNPI. Furthermore, this Agreement identifies the expectations of both parties.

This Agreement fulfils the requirements as set-out in:

- a) The Township of Wellington North’s “Administration and Finance Committee” resolution (*resolution number A&F 2016-027 - dated July 18, 2016*) that was passed at the Township’s Regular Meeting of Council (*resolution number: 2016-349 - dated August 15, 2016*); and
- b) Recommendation to the Wellington North Power Inc.’s Board of Directors to accept the resolution from the Township of Wellington North concerning water/sewer billing and collection proposal that was passed at the Board of Directors’ meeting (*resolution number: 2016-0927-102 – dated September 27, 2016*).

Purpose and Objectives**2.1 Purpose**

The purpose of this Agreement is to ensure the proper elements and commitments are in place to provide the service expectations of the Township of Wellington North for the provision of water and sewer billing and collections services as provided by Wellington North Power Inc.

2.2 Objectives

The objectives of this Agreement are to:

- a) Provide clear reference to service ownership, accountability, roles and/or responsibilities.
- b) Present a clear, concise and measurable description of service provision to the Township.
- c) Fulfill the perceptions of expected service provision with actual service delivery.

SCHEDULE A

Service Agreement

3.1 Service Scope

The following services, to be provided by Wellington North Power Inc., will be considered in scope for this Agreement:

3.1.1 **Billing of Water and Sewer Accounts**

- Wellington North Power Inc. (WNPI) will bill water and sewer accounts every month.
- WNPI will apply the following method for billing water and sewer accounts:
 - For non-metered accounts:
Apply a flat rate fee for water and sewer as established by the Township from time to time.
 - For metered accounts:
Metered usage multiplied by the rate for water and sewer as set by the Township.
- For an account where there is no sewer infrastructure supplied or maintained by the Township of Wellington North, WNPI will bill only for water usage.
- WNPI will include water and sewer charges on the service provider's electricity invoice.
- Monthly invoices will be mailed to customers on/shortly after the 15th of every month.
- Prior to issuing customer invoices, WNPI will perform validation checks on a sample of bills to ensure correctness of rates applied, and where appropriate, metered volume.
- For metered accounts, WNPI will:
 - Obtain a reading from the meter at the property at the end of each month.
 - The readings will be collected by a Meter Reader under the direction of WNPI using a hand-held device. Readings will be downloaded into WNPI systems to enable billing.
 - Downloaded readings will be validated including:
 - Was a reading obtained?
 - Is the reading exceptionally high or low when compared to prior months and/or same month last year?
- If a reading was not obtained, WNPI will:
 - Create an "Estimate Read" based on prior month's readings.
 - For a "Final" account (i.e. customer is vacating the property), if the meter reading is not available, WNPI will contact the Township's water department and request a site visit to obtain a reading that can be used for final billing of the account.
The Township's water department staff will provide WNPI with a meter reading as soon as possible.

SCHEDULE A

If no actual meter reading is available at the time of generating monthly bills, WNPI will use an “Estimated Meter Reading” to final the account.

- For “exceptionally high or low readings”, WNPI will:
 - Pro-actively contact the customer before issuing the monthly bill.
 - Contact will be either by telephone or e-mail advising a higher meter reading has been taken and this month’s invoice will be higher than normal.
 - Suggest the customer may want to check their property for any signs of water leaks or faucets/valves that have not been turned off.
 - WNPI will mail the monthly invoice to the customer as per normal.
- WNPI is responsible for the privacy and security of customer’s information and customer data.
- WNPI is responsible for the set-up and testing of revised/new water and sewer rates and/or charges as provided from the Township.
- WNPI require information of amended/new rates and/or charges relating to water and/or sewer from the Township a minimum of 30 days prior to their effective date to enable WNPI to set-up and test the rates in the billing system.

3.1.2 **Collection of Water & Sewer Accounts**

- Wellington North Power Inc. (WNPI) will perform diligent collection of monies owed on water and sewer accounts.
- For customer payment of water and sewer usage, WNPI will allocate monies received to the customer’s water and sewer accounts.
- WNPI will maintain individual customer account records to show current balance and overdue balance for water and sewer accounts.
- WNPI will pursue overdue balances as part of their collections processes utilizing best industry practices.
- WNPI will provide information to the Township of customer accounts where water and/or sewer balances are in arrears by more than 90 days past their payment due date.
- For customer accounts in arrears by more than 90 days past their payment due date, the Township will:
 - Inform WNPI on any action that has been taken to address the arrears situation; and
 - Inform WNPI what action is required regarding billing and collections (e.g. Township may decide to turn off the water service until the debt is paid, therefore WNPI to inform the Township of when the customer payment has been received so the supply can be reconnected.)
- WNPI will monitor customers who have left the Township with a balance owing on their water/sewer. Should such customer return to the area and request the set-up of an account, WNPI will seek payment for their “debt” for unpaid water/sewer usage. Any monies collected by WNPI for this ‘bad debt’ will be passed onto the Township.

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3.1.3 Customer Queries

- WNPI will handle and answer customer telephone calls, e-mails and correspondence regarding general queries concerning water and/or sewer invoices, rates and usage.
- For technical queries (i.e. how are “flat rates” determined), WNPI will forward the customer details to the Township who will be responsible for replying to the customer.
- If there is a dispute that cannot be resolved between WNPI and the customer, WNPI will escalate this to the Township together with necessary information. The Township will have the ultimate decision in determining corrective action to resolve the water and/or sewer dispute.

3.1.4 Exceptions

In isolated or extreme circumstances, the Township maintains the right to request WNPI to use alternative usage data to bill customers for their water/sewer usage. (For example, in prolonged periods of cold weather, the Township of Wellington North may advise customers to run taps to prevent their water pipes from freezing. In this isolated circumstance, the Township will notify WNPI how to bill customer metered accounts for that particular period. This will involve the Township and WNPI sharing data and assumptions to formulate a solution that satisfies the Township’s expectations.)

3.1.5 Reports

- WNPI will provide data to the Township regarding water and/or sewer information as requested within 5 business days of the request being made.
- WNPI will provide information to the Township of customer accounts where water and/or sewer balances are in arrears by more than 90 days past their payment due date.
- On a quarterly basis, WNPI will provide information to the Township of any customers who’s debt has been written-off (e.g. the customer has received a “Final Bill” as they are vacating the property, payment has not been received within 90 days and the customer is uncontactable or refusing to pay the arrears.)

3.2 Requirements from the Township

The Township responsibilities and/or requirements in support of this Agreement include:

- The Township is responsible for providing WNPI with updates/amendments concerning Resolutions, By-Laws, Government / Ministerial directives or regulatory changes that could affect the billing and collection of water/sewer accounts.
- The Township is responsible for the installation, testing, verification, accuracy, measurement and replacement of water meters.
- The Township is responsible for providing WNPI with new/revised water and/or sewer rates and any associated charges at least 30 days prior to their effective

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date. (WNPI require a minimum of 30 days to set-up and test the rates in the billing system).

- The Township is responsible for notifying WNPI of the installation of any new or replacement water meters.
- The Township is responsible for investigation and resolution of customer claims concerning excessive water usage, illegal water use and/or water leaks.
- The Township will be responsible for providing information to WNPI that will assist with fielding customer queries. Sharing of information between the Township and WNPI will minimize the number of customer queries that need to be escalated to the Township.
- If WNPI fails to obtain a final meter reading for a customer vacating a property, the Township's water department staff will use best endeavors to provide WNPI with a meter reading as soon as possible.
- Once notified of customer accounts in arrears by more than 90 days past their payment due date, the Township will inform WNPI on how to proceed with billing and collections for each account.
- The Township will act as a mediator and will have the ultimate decision in determining corrective action to resolve customer disputes concerning water / sewer billing or account collection.
- Consumer communication and information:
 - The Township will be responsible for preparing and proofing any water and/or sewer messages to be included in consumers' invoices (as a bill insert).
 - Where possible, the Township and WNPI will work together to share the printing cost of bill inserts. (As per regulations, WNPI cannot distribute a bill insert that has no reference to LDC activities or the electricity sector.)
 - The Township is responsible for posting any social media messages or notices in publications regarding water and/or sewer services.

3.3 Resolving Issues

WNPI will work with customers and the Township to overcome any issues and obstacles; however if either of these parties are not receiving the service they expect, they are encouraged to speak directly with an Officer of WNPI to discuss the matter.

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Meter Reader

4.1 Requirement of Water Meter Reader

For metered water accounts, WNPI will utilize the services of a Water Meter Reader. The Water Meter Reader is required to use a hand-held device to obtain readings from the water meters that have been installed by the Township. These readings, typically at month-end, are used as inputs to calculate water metered usage at the property to be used for billing the customer.

4.2 Hiring of Water Meter Reader

WNPI will be responsible for the hiring of a Water Meter Reader and the terms of employment/independent contractor agreement associated with this position.

4.3 Insurance of Water Meter Reader

WNPI will pay the Workplace Safety and Insurance Board (WSIB) premiums associated for the Water Meter Reader during the water meter reading duties.

4.4 Water Meter Reader Compensation

The Water Meter Reader will be compensated based on:

- A dollar (\$) cost per water meter read and;
- Mileage travelled (with an upper mileage limit) as per Independent Contractor Agreement between the Reader and WNPI.

WNPI will compensate the Water Meter Reader by cheque within two weeks of submitting the completed monthly water meter readings (as per the Independent Contractor Agreement between the Water Meter Reader and WNPI).

WNPI will recover 100% of compensation paid to the Water Meter Reader (for the cost per meter read and mileage travelled to obtain readings) from the Township.

Any amendments or revisions to these compensation rate amounts will be reviewed and approved by both the Township and WNPI prior to renewing, renegotiating or negotiating an Agreement with the Water Meter Reader.

Hardware / Software

The Township and WNPI will share hardware/software costs related to only one-off items considered to be essential to the provision of water and sewer billing and collection. Such items include, but not limited to:

- Billing software / Customer Information System (CIS) upgrades;
- Meter reading equipment (hand-held devices and transfer equipment);
- Licence for meter reading software / equipment;
- Software to back-up meter reading data and software on network drive;

Cost sharing will be agreed prior to any hardware/software purchases by the CAO's / Officers of both corporations.

Other Costs

The Township and WNPI will share costs related to one-off items considered to be essential to the provision of water and sewer billing and collection.

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Cost sharing will be agreed prior to any purchases by the CAO's / Officers of both corporations.

Customer (end-user) Rates and Charges

The Township is responsible for providing WNPI with new / revised water and sewer rates and any associated charges, with the exception of "Account Set-up Fees".

7.1 Account Set-up Fees

WNPI will be responsible for determining and setting an appropriate fee to set-up new accounts for water and/or sewer customers ("Account Set-Up Fee"). This is a one-time set-up fee to cover the administrative tasks that include:

- Creating a new account in customer information and billing systems;
- Confirming water/sewer rates correctly inputted and attached to the customer's account;
- Advising the customer how water and sewer rates are charged and how they appear on their bill; and
- Validation of opening meter reading for the first bill issued.

Water and sewer account set-up fees paid by "new" customers/tenants and landlords will be retained by WNPI.

WNPI has the right to review and adjust the "Account Set-up Fee" for water and sewer services paid by "new" customers / tenants and landlords. For any adjustments to this fee, WNPI will inform and obtain Township approval. The Township will update relevant By-laws and appropriate Schedule and provide copies to WNPI.

Payment Terms

WNPI will issue a monthly cheque to the Township for water and sewer revenues billed (not collected). This payment is based on:

- a) The water (both metered and non-metered) usage and sewer usage for all customers billed multiplied by the water/sewer rates set by the Township;
- b) Any additional specific charges that the Township have requested WNPI to apply to specific accounts; and
- c) Excludes "Account Set-up" fee for "new" customer/tenants and landlords.

Rate Structure

As agreed with the Township, there will be a standard ("same") chargeable rate for both water and sewer billing and collection services provided by WNPI.

For the period **January 1, 2017** to **December 31, 2018**, WNPI will charge the Township the following rates:

- a) Sewer billing and collection: \$1.25 per account per month; and
- b) Water billing and collection: \$1.25 per account per month.

WNPI will provide a monthly invoice to the Township for review and payment.

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Periodic Review

This Agreement is valid from the **Effective** Date of January 1, 2017 until the Renewal Date of December 31, 2018. The renewal date ensures this Service Level Agreement is reviewed and updated **every two years**.

An **Officer** of Wellington North Power Inc. (“Document Owner”) is responsible for facilitating reviews of this document. Contents of this document may be amended as required, provided mutual agreement is obtained from the Township and WNPI. The Document Owner will incorporate all subsequent revisions and obtain mutual agreements / approvals as required.

Termination**11.1 Early Termination**

Either party may terminate this Agreement immediately on written notice to the other party if the other party enters into a settlement agreement with its creditors, is declared bankrupt, goes into liquidation, or a receiver, or a receiver and manager, or statutory manager is appointed in respect of it, or any steps are taken towards its winding up or it is unable to pay its debts when due.

11.2 Termination by Either Party

If one party materially defaults in the performance of any of its obligations under this Agreement and:

- the material default is capable of being remedied, and within 30 days of notice by the non- defaulting party specifying the default, is not remedied; or
- the material default is not capable of being remedied,

the non-defaulting party may immediately terminate, or temporarily suspend, the operation of this Agreement at its sole discretion.

11.3 Termination by Customer for Convenience

The Township may terminate this Agreement for convenience at any time in its discretion upon sixty (60) days’ written notice to WNPI (the Service Provider).

11.4 Consequences of Termination

On termination of this Agreement for any reason whatsoever:

The Township will promptly pay to WNPI (the Service Provider) an amount to fairly reflect the work performed by Service Provider under this Agreement;

WNPI, within 30 days of the termination date, provide an electronic file to the Township of all water/sewer accounts and all related customer data with 24 months’ of billed data. Both parties agree that a transition period will be required and the Township agrees to pay WNPI for all costs associated with this transfer. The amount of such payment is to be mutually agreed by both parties;

At the agreed upon termination date, WNPI will cease the provision of water and sewer billing collection services for the Township.

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Force Majeure

Notwithstanding any other provision of this Agreement, non-performance by either party of any of its obligations (other than to pay money) under this Agreement will be excused, without liability for non-performance, during the time and to the extent that this is prevented by an event or circumstance beyond the reasonable control of that party (Force Majeure). The party claiming the benefit of this clause must promptly give written notice to the other party specifying the cause and extent of its inability to perform any of its obligations under this Agreement and the likely duration of the non-performance and must take all reasonable steps to remedy or reduce the Force Majeure.

Entire Agreement

This Agreement will constitute the entire agreement between the parties for the provision of billing and collection services for water and sewer customer accounts and supersedes all prior written and oral proposals, agreements and communications between the Township and WNPI.

Acceptance**14.1 Township of Wellington North Acceptance**

Signatures

Andrew Lennox, Mayor

Karren Wallace, Clerk

Date

14.2 Wellington North Power Inc. (the “Service Provider”) Acceptance

Signature

Print Name & Title

Date

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

BY-LAW NUMBER 007-17

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH AT ITS REGULAR MEETING HELD ON JANUARY 9, 2017.

WHEREAS Section 5 of the Municipal Act, S.O. 2001 c.25 (hereinafter called "the Act") provides that the powers of a Municipal Corporation shall be exercised by its Council;

AND WHEREAS Section 5(3) of the Act states, a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law, unless the municipality is specifically authorized to do otherwise;

NOW THEREFORE the Council of The Corporation of the Township of Wellington North hereby **ENACTS AS FOLLOWS:**

1. The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on January 9, 2017 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Wellington North at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. That the Mayor and the proper officials of the Corporation of the Township of Wellington North are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Wellington North referred to in the proceeding section hereof.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Township of Wellington North.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 9TH DAY OF JANUARY, 2017.**

**ANDREW LENNOX
MAYOR**

**KARREN WALLACE
CLERK**

MEETINGS, NOTICES, ANNOUNCEMENTS

Monday, January 16, 2017	Special Meeting (Budget Meeting)	4:30 p.m.
Thursday, January 19, 2017	Cultural Roundtable Committee	12:00 p.m.
Monday, January 23, 2017	Public Meeting	7:00 p.m.
Monday, January 23, 2017	Regular Council	Following Public Meeting
January 29 to 31, 2017	ROMA Conference	

The following accessibility services can be made available to residents upon request with two weeks' notice:

Sign Language Services – Canadian Hearing Society – 1-877-347-3427

- Kitchener location – 1-855-656-3748

TTY: 1-877-843-0368 Documents in alternate forms – CNIB – 1-800-563-2642