

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MEETING AGENDA OF COUNCIL; PUBLIC MEETING
JUNE 5, 2017 @ 2:00 P.M.
PLUME ROOM, MOUNT FOREST & DISTRICT SPORTS COMPLEX**

**PAGE
NUMBER**

CALLING TO ORDER - Mayor Lennox

ADOPTION OF THE AGENDA

DISCLOSURE OF PECUNIARY INTEREST

O ' CANADA

AWARDS / RECOGNITION / DECLARATIONS

PRESENTATIONS

ADOPTION OF MINUTES OF COUNCIL

- Public Meeting of May 23, 2017 001
- Council Meeting of May 23, 2017 006

BUSINESS ARISING

DEPUTATIONS

- Gordon Dunn
- Licensing dogs in Wellington North 014

ITEMS FOR CONSIDERATION

1. MINUTES

Business: Reports, recommendations, correspondence for direction

2. PUBLIC WORKS

- a. Report PW 2017-016 Municipal Service Standards Update 015

3. ECONOMIC DEVELOPMENT

- a. Report EDO-2017-14 Community Growth Plan Update & 2016 Census Data Observations 139
- b. Report EDO-2017-15 Community Improvement Program 143

4. RECREATION

- a. Steve Chambers, Mount Forest Renegades Mixed Slo-Pitch Team request for approval of bar at 3-Pitch Tournament, June 16 and 17, 2017 146

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7. ADMINISTRATION

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- b. Municipality of Brockton resolution dated May 23, 2017 regarding opposition to the amendment to the Conservation Authorities Act 155

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- e. Report CLK 2017-015 being a report on Zoning By-law amendments for kennel licenses 177
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IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION AND ADOPTION

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COMMUNITY GROUP MEETING PROGRAM REPORT

BY-LAWS

- a. By-law Number 044-17 being a by-law to appoint a By-law Enforcement Officer/Property Standards Officer/Peace Officer for the Corporation of the Township of Wellington North 187

CULTURAL MOMENT

Celebrating Local Food & Local Food Tourism 188

CONFIRMATORY BY-LAW NUMBER 045-17 190

ADJOURNMENT

| MEETINGS, NOTICES, ANNOUNCEMENTS | | |
|---|---|------------------------|
| June 7, 2017 | Francis Street Open House (Upper Hall – Arthur Community Centre) | 5:30 p.m. to 7:00 p.m. |
| June 11, 2017 to June 14, 2017 | AMCTO Conference | |
| June 13, 2017 | Recreation and Culture Committee (Meeting Room - Mount Forest Sports Complex) | 8:30 a.m. |
| June 15, 2017 | Cultural Roundtable Committee (Meeting Room - Mount Forest Sports Complex) | 12:00 p.m. |
| June 22, 2017 to June 25, 2017 | Mount Forest Homecoming (Mount Forest Sports Complex) | |
| June 26, 2017 | Regular Council (Plume Room – Mount Forest Sports Complex) | 7:00 p.m. |

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

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
PUBLIC MEETING - MINUTES
TUESDAY, MAY 23 2017 AT 7:00 P.M**

The Public Meeting was held in the Plume Room at the Mount Forest & District Sports Complex to consider an Official Plan Amendment application and a Zoning Amendment application.

Present:

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

Staff Present:

**CAO: Michael Givens
Clerk: Karren Wallace
Executive Assistant: Cathy Conrad
Treasurer: Kimberly Henderson
Chief Building Official: Darren Jones
Economic Development Officer: Dale Small
Interim Director of Public Works: Derek McCaughan
Fire Chief: David Guilbault
Manager of Planning and Environment: Linda Redmond**

Mayor Lennox called the meeting to order.

Declaration of Pecuniary Interest:

No pecuniary interest declared.

OWNER/APPLICANT: Lorne and Mary Horst

LOCATION OF THE SUBJECT LAND

The land subject to the proposed amendment is described as WOSR Part Lot 12, DIV 3 & 4, Subject to ROW RP 61R-8688 Part 2, Municipally known as 9446 Hwy 6, Geographic Township of Arthur. The property is 10.34 ha (25.56 acres) in size and is occupied by a residence, shed and barn.

PURPOSE AND EFFECT OF THE APPLICATION

The purpose and effect of the proposed amendment is to allow the operation of a kennel on the subject property. Other zoning relief may be considered where appropriate.

NOTICE

Notices were mailed to property owners within 120 m of the subject property as well as the applicable agencies and posted on the subject property on April 26, 2017 pursuant to the provisions of the *Planning Act*.

PRESENTATIONS

Linda Redmond, Senior Planner reviewed comments provided by Jameson Pickard, Planner, dated May 16, 2017.

Planning Opinion This zone amendment will rezone the property to permit a Kennel to operate on a site specific basis on the subject lands. This amendment is required in order to comply with the Kennel Licencing process outlined in Townships Dog Licencing By-law.

The applicant has identified two potential locations for the proposed kennel operation as shown on Figure 1 of this report. We are generally supportive of the kennel operation at proposed location "A", as this location provides a suitable distance away from neighbouring dwellings to the North and South and benefits from existing buffering on the property (existing buildings and trees). The proposed kennel operation will be a enclosed building and will house a maximum of 10 dogs.

INTRODUCTION

The property subject to the proposed amendment is described as WOSR Pt Lot 12, DIV 3 & 4, subject to ROW RP 61R-8688 Part 2, in the Geographic Township of Arthur, with a civic address of 9446 Highway 6 and is approximately 10.34 ha (25.56 ac).

PROPOSAL

The purpose of the application is to rezone the subject lands to permit the construction and operation of a dog kennel. The property is occupied by a dwelling, drive shed and Barn. The kennel will consist of a 32 ft. x 64 ft. (9.7 m x 19.5 m) Kennel building designed to house 10 dogs.

PROVINCIAL POLICY STATEMENT (PPS)

The subject property is considered to be within a PRIME AGRICULTURAL area. Section 2.3.3.1 states "In prime agricultural areas, permitted uses and activities are: agricultural uses, agriculture-related uses and on-farm diversified uses."

"Proposed agriculture-related and on-farm diversified uses shall be compatible with, and shall not hinder surrounding agricultural operations. Criteria for these uses may be based on guidelines developed by the Province or municipal approaches, as set out in municipal planning documents, which achieve the same objective."

WELLINGTON COUNTY OFFICIAL PLAN

The subject lands are designated PRIME AGRICULTURE and CORE GREENLANDS according to schedule "A6" of the County Official Plan. Kennels are considered a permitted use within the Prime Agricultural as per Section 6.4.3 of the Plan.

ZONING BY-LAW

The subject lands are zoned Agricultural (A) and Natural Environment (NE). Section 6.5 of the by-law states:

"a kennel is a restricted use in all zones within the Township of Wellington North. Kennels are prohibited uses unless specifically permitted by an amendment to this By-law. Where specifically permitted by an amendment to this By-law, no land, building or structure shall be used for a kennel, unless the land, building and structure is in compliance with the approved By-Law to regulate and provide for the keeping, control and licensing of dogs within the Township of Wellington North."

It is our understanding that the applicant is in the process of obtaining the appropriate licensing from the Township for the new kennel operation. This zone amendment is required in order to comply with licensing requirements set out in section 7.15 of the Dog Licensing By-law No. 004-17 and to be permitted on a site specific basis in the Agricultural zone.

KENNEL LICENSING

The Township has passed Dog Licensing 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. This by-law sets out a number of requirements and standards which the applicant must meet in order to successfully carry on the kennel operation over the licensing term.

The definition of a kennel in the Dog Licensing By-law indicates that in order for a kennel to be established the property must house more than 3 dogs, be located within an Agricultural zone and have a minimum acreage of 25 ac. The applicant is proposing a max 10 dogs in the kennel, the subject property is zoned Agricultural (A) and has an acreage of 25.56 ac. It appears the minimum eligibility requirements set out in the Dog Licensing by-law appear to be met.

The Dog Licencing By-law provides no specific setbacks for a kennel operation to maintain however, section 7.11 of the by-law does require the owners of a kennel to undertake measures to ensure residences on adjacent properties are not impacted.

PLANNING CONSIDERATIONS

Compatibility

The subject property is located centrally in the Township and is surrounded by

agricultural lands and rural residential uses to the North and East and lands associated with the Riverstown waste facility to the immediate West and South, and the hamlet of Riverstown further south. The property is currently accessed via Highway 6.

The applicant is proposing to construct an approximate 32 ft. x 64 ft. (2,048 ft²) kennel building designed to house 10 dogs. Figure 1. below shows two locations for the kennel (Proposal 'A' & Proposal 'B') as proposed by the applicant and their respective setbacks from neighboring dwellings.

Proposal 'A' is preferable to staff as it allows for the maximum distance (approx. 143 m) between the dwelling to the North while still maintaining a significant distance (approx. 198 m) from the dwelling to the south. Further with the kennel at this location, the dwelling to the north receives additional buffering from existing buildings and trees on the site.

The proximity of the proposed kennel at location 'A' to the southern lot line is approximately 6 m. The lands immediately to the south are vacant and zoned for a sanitary waste landfill and do not permit any sensitive land uses (i.e. Dwellings) to be constructed. In addition, there is a significant tree line separating the subject lands from the properties to the south providing visual and noise attenuation. We do not anticipate any negative impacts to result on adjacent properties at location 'A'.

CORRESPONDENCE FOR COUNCIL'S REVIEW

Michael Oberle, Environmental Planning Technician, Saugeen Valley Conservation Authority

- Correspondence dated May 17, 2017, acceptable

Wendy Fairfield, 9448 Highway 6

- Correspondence dated May 23, 2017. Concerns regarding increase in traffic and noise

REQUEST FOR NOTICE OF DECISION

The by-law will be considered at a future regular council. Persons wishing notice of the passing of the by-law must submit a written request.

MAYOR OPENS FLOOR FOR ANY COMMENTS/QUESTIONS

The applicant did not identify themselves as being present to answer any questions regarding the application.

Norma Peterson. 9478 Maas Park Drive, objected to the application with concerns about noise and traffic and safety. On many days they can hear the noise of the equipment at the landfill site on Sideroad 5 West. Noise can carry a long distance, depending on wind direction. The noise from the landfill site tends to be a distant rumble that resembles “white noise”, unlike the irritating, jangle of several unhappy canines barking and whining. Their daughter shares a driveway with the applicant and already experiences unsafe traffic with impatient drivers. The driveway is frequently blocked with cars parked on the shared driveway while drivers buy items at the applicant’s flower stand, making entry off the highway difficult. Increase traffic would only add to the problem.

Chris Kiers, 9484 Maas Park Drive expressed concerned with noise. The amount of noise could vary depending on how many dogs and the type of dogs.

COMMENTS/QUESTIONS FROM COUNCIL

Councillor McCabe inquired if the maximum of 10 dogs was just adult dogs or included puppies. Darren Jones, CBO, confirmed that the 10 dogs would not include puppies up to twelve weeks old.

Councillor Burke commented that in light of comments received regarding the last kennel zoning amendment approved she would like this deferred.

Mayor Lennox inquired is further buffering had been suggested. Ms. Redmond commented that further buffering was not recommended as there is already buffering between the proposed location and the closest residence.

ADJOURNMENT

RESOLUTION 008-2017

Moved by: Councillor Burke

Seconded by: Councillor McCabe

THAT the Public Meeting of May 23, 2017 be adjourned at 7:15 p.m.

CARRIED

CLERK

MAYOR

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MINUTES OF COUNCIL
MAY 23, 2017 @ 7:00 P.M.**

The meeting was held in the Plume Room, Mount Forest & District Sports Complex.

Members Present:

Mayor: Andy Lennox
Councillors: Sherry Burke
Lisa Hern
Steve McCabe
Dan Yake

Staff Present:

CAO: Michael Givens
Clerk: Karren Wallace
Executive Assistant: Cathy Conrad
Treasurer: Kimberly Henderson
Chief Building Official: Darren Jones
Economic Development Officer: Dale Small
Interim Director of Public Works: Derek McCaughan
Fire Chief: David Guilbault
Manager of Planning and Environment: Linda Redmond

CALLING TO ORDER

Mayor Lennox called the meeting to order

ADOPTION OF THE AGENDA

Resolution 2017-182

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Agenda for the May 23, 2017 Regular Meeting of Council be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

None

O' CANADA

RECESS TO MOVE INTO PUBLIC MEETING

Resolution 2017-183

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North recess the Regular Council meeting of May 23, 2017 at 7:02 p.m. for the purpose of holding a Public Meeting and Committee of Adjustment Hearing under the Planning Act.

CARRIED

PUBLIC MEETING UNDER THE PLANNING ACT

- Lorne and Mary Horst, Zoning Amendment Application
- Kenneth Smith, Minor Variance Application

RESUME REGULAR MEETING OF COUNCIL

Resolution 2017-184

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North resume the May 23, 2017 Regular Meeting of Council at 7:23 p.m.

CARRIED

PASSAGE OF BY-LAWS ARISING FROM THE PUBLIC MEETING

Resolution 2017-185

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT By-law Number 041-17 being a by-law to amend Zoning By-law Number 66-01 being the Zoning By-law for the Township of Wellington North be deferred. (WOSR Part Lot 12, DIV 3 & 4, Subject to ROW RP 61R-8688 Part 2, Geographic Township of Arthur, Municipally known as 9446 Highway 6 - Lorne and Mary Horst)

CARRIED

Council directed staff to bring a report to a future Council meeting regarding the provisions in the dog licensing by-law and buffering requirements.

AWARDS / RECOGNITION/ DECLARATIONS

None

PRESENTATIONS

Safe Communities Wellington County

- Benefits of using Ministry of Transportation guidelines for painting of crossovers on municipal roads

Gregg Davidson, Co-Chair and County Councillor Ward 2 and Christine Veit, Program Coordinator appeared before Council to present information regarding the new law related to crossovers and what Safe Communities Wellington County is proposing. The difference between school crossings, crosswalks and pedestrian crossovers was explained as well as the new guidelines for crossovers. The new crossovers are intended to make crossings more visible and safer using thick lines, called ladders, where pedestrians cross and shark teeth to indicate where motorists and cyclist are required to stop. An education and awareness campaign will be held targeting children and families, motorists and cyclists.

Safe Communities Wellington County requested:

- That Council follow the lead of the County and implement the changes when painting lines on municipal roads.
- That Council consider allowing these marking to be used at busy intersections.
- That Council change school crossings to crossovers.

Resolution 2017-186

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North direct staff to prepare a report for a future Council meeting on the Safe Communities Wellington County delegation heard on May 23, 2017 regarding Ministry of Transportation suggested guidelines for crossovers and school crossings; outlining the merits of implementing and the costs associated with doing so.

CARRIED

ADOPTION OF MINUTES OF COUNCIL / PUBLIC MEETING(S)

Resolution 2017-187

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the minutes of the Public Meeting and the Regular Meeting of Council held on May 8, 2017 be adopted as circulated.

CARRIED

BUSINESS ARISING

Councillor Burke, Notice of Motion May 8, 2017 Council Meeting regarding concerns of residents on Concession 4 and the OMB hearing for the Ghent Pit regarding school zone signage and speed limit.

Resolution 2017-188

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North acknowledges the purpose of school zones are to capture and focus motorist awareness that they need to take additional care/caution in the vicinity of schools.

AND WHEREAS the safety of students travelling to and from school is important.

AND WHEREAS the intersection on the third side road and fourth concession in the Township of Wellington North is of a major concern; with the increase of vehicle and truck traffic from an existing gravel pit and addition of the Ghent and proposed Weber pit in this area.

AND WHEREAS to improve road safety in the neighbourhood, stop signs should be installed on the fourth concession to make this intersection a four way stop.

AND WHEREAS a reduce speed limit on the third side road approaching the Mennonite school will also achieve a desired result; for a safer walking, biking environment for this community.

AND FURTHER THAT Council of the Township of Wellington North directs staff to take the appropriate actions to have this signage installed.

Councillor Burke requested a recorded vote:

| <u>Recorded Vote</u> | <u>Yea</u> | <u>Nay</u> |
|----------------------|---------------|---------------|
| Mayor Lennox | | X |
| Councillor Burke | X | |
| Councillor Hern | | X |
| Councillor McCabe | | X |
| Councillor Yake | X | |
| | 2 Yeas | 3 Nays |

DEFEATED

Resolution 2017-189

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North acknowledges the purpose of school zones are to capture and focus motorist awareness that they need to take additional care/caution in the vicinity of schools.

AND WHEREAS the safety of students travelling to and from school is important.

AND WHEREAS the intersection on the third side road and fourth concession in the Township of Wellington North is of a major concern; with the increase of vehicle and truck traffic from an existing gravel pit and addition of the Ghent and proposed Weber pit in this area.

AND WHEREAS to improve road safety in the neighbourhood, stop signs should be installed on the fourth concession to make this intersection a four way stop.

AND WHEREAS a reduce speed limit on the third side road approaching the Mennonite school will also achieve a desired result; for a safer walking, biking environment for this community.

AND FURTHER THAT Council of the Township of Wellington North directs staff to bring a report to a future meeting of Council identifying and evaluating the implications of the actions in this resolution.

CARRIED

DEPUTATIONS

None

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

Items 2a, 4c, 4d, 5a, 6a, 7a, 8b

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

Resolution 2017-190

Moved: Councillor Hern

Seconded: Councillor Yake

THAT all items listed under Items for Consideration on the May 23, 2017 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

1. MINUTES

- a. Recreation and Culture Committee, April 11, 2017 be received

2. FIRE SERVICES

- b. April, 2017 Communiqué #042 be received

3. ECONOMIC DEVELOPMENT

- a. *THAT the Council of the Corporation of the Township of Wellington North receive the Economic Development Officer report EDO-2017-13 dated May 23rd, 2017 with regards to the Community Improvement Program; AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approve one-time grants under the Façade Improvement Grant Program as follows:*

- \$2,500.00 for improvements to 102 Main Street S. in Mount Forest, home to the Mount Forest Museum and Archives.
- \$1,901.17 for improvements to 101 Main Street N. in Mount Forest, home to Walsh's Health and Lifestyle Centre
- \$750.00 for improvements to 248A Main Street N. in Mount Forest, home to 88.7FM The River.
- \$1,250.00 for improvements to 110 Main Street N. in Mount Forest, home to I'm Soooooo Bad.

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approve one-time grants under the Public Arts Grant Program as follows:

- \$2,500.00 to the Arthur Chamber of Commerce to assist with the purchase of new entryway signage (3) into the Town of Arthur.
- \$2,500.00 to the Arthur Chamber of Commerce to assist with the purchase of new metal banners (15) on George Street in Arthur.

4. BUILDING

- a. *THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2017-06 being the Building Permit Review for the period ending March 31, 2017.*
- b. *THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2017-06 being the Building Permit Review for the period ending April 30, 2017.*

6. FINANCE

- b. *General Fund Financial Summary Report, Budget vs Year-to-Date Actual Ending April 30, 2017 be received*
- c. *Cheque Distribution Report dated May 15, 2017 be received*

8. ADMINISTRATION

- a. *Wellington North Power Inc. Quarterly Update - Quarter 1: Period ending March 31st, 2017*
- c. *Report CAO 2017-014 Ontario Small Urban Municipalities Conference (OSUM)*

CARRIED

CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION

Resolution 2017-191

Moved: Councillor Hern
Seconded: Councillor Yake

That Report Fire Chief 2017-004 Wellington North Fire Service Annual Report 2016 be received for information.

CARRIED

Council received correspondence from Patrick J. Kraemer, dated May 16, 2017, regarding Sharon Farms & Enterprises Limited o/a Saugeen Valley Nursing Centre Interconnected Services Agreement

Darren Jones, CBO, provided an update on the office renovations

- Majority of demolition in office is complete
- Back framing is done
- CBO, Building Inspector and Road Superintendent have moved to the upstairs area
- Appears to be on schedule

Resolution 2017-192

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report PW 2017- 015 being a report on the reconstruction of Francis Street East in Arthur project; AND FURTHER THAT the Council of the Township of Wellington North award Contract 5968-17 for the reconstruction of Francis Street East, Arthur, to Steed and Evans Limited, St. Jacobs, at a cost of \$760,000 plus applicable taxes.

CARRIED

Resolution 2017-193

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive Report TR2017-007 being a report on the Results of the 2016 OCIF Top-up Application; AND THAT Council direct staff to defer the 2017 King St. W. / Elgin St. S. reconstruction project;

AND THAT Council direct the Treasurer to transfer \$71,420 of Waterworks reserve and user fee funding allocated to the 2017 King St. W. / Elgin St. S. reconstruction project to the Wellington North Water reserve;

AND THAT Council direct the Treasurer to transfer \$108,790 of Sanitary Sewage user fee funding allocated to the 2017 King St. W. / Elgin St. S. reconstruction project to the Sanitary Sewage Lifecycle reserve;

AND THAT Council direct the Treasurer to reallocate the 2017 OCIF-FC grant in the amount of \$500,471 from the 2017 King St. W. / Elgin St. S. project to the 2017 James St. reconstruction project;

AND THAT Council direct the Treasurer to transfer 2017 budgeted tax levy funding of \$400,471 from the James St. project to the Roads Infrastructure reserve;

AND THAT Council direct the Treasurer to transfer 2017 budgeted Gas Tax grant funding of \$100,000 from the James St. project back to the Federal Gas Tax Reserve Fund.

CARRIED

Resolution 2017-194

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive for information correspondence dated March 26, 2017 regarding County of Wellington Accessibility Funding for the enhancement of the Opti-Mrs Park area by installing additional handicap parking, an accessible walkway into the Splash Pad and Playground area with a new installation of an inclusive playground apparatus.

CARRIED**Resolution 2017-195**

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2017-014 being a report on Bill 68, Modernizing Municipal Legislation Act; AND FURTHER THAT the Council of the Corporation of the Township of Wellington North direct the Clerk bring forward by-laws and policies for Council approval in accordance with the implementation dates when established.

CARRIED**NOTICE OF MOTION**

None

COMMUNITY GROUP MEETING PROGRAM REPORT

Mayor Lennox announced he recently attended:

- Open house at the local radio station, 88.7 The River, celebrating their one year anniversary and their new location.
- Ground Breaking for the long term care facility (Saugeen Valley Nursing Centre)
- A Joint Economic Development meeting with speaker Doug Griffiths presenting "13 Ways To Kill Your Community". Mr. Griffiths left copies of his book for each library in northern Wellington.

BY-LAWS**Resolution 2017-196**

Moved: Councillor Yake

Seconded: Councillor Hern

THAT By-law Number 040-17 being a by-law to set the rates for 2017 taxation and to provide for the collection thereof be read a First, Second and Third time and enacted.

CARRIED

Resolution 2017-197

Moved: Councillor Yake

Seconded: Councillor Hern

THAT By-law Number 042-17 being a by-law to enter into an Interconnected Services Agreement with Sharon Farms & Enterprises Limited (Saugeen Valley Nursing Centre), Wellington County Condominium Corporation No. 231 and the Township of Wellington North be read a First, Second and Third time and enacted.

CARRIED**CONFIRMATORY BY-LAW****Resolution 2017-198**

Moved: Councillor Hern

Seconded: Councillor Yake

THAT By-law Number 043-17 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 May 23, 2017 be read a First, Second and Third time and enacted.

CARRIED**ADJOURNMENT****Resolution 2017-199**

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Regular Council meeting of May 23, 2017 be adjourned at 8:37 p.m.

CARRIED

CLERK

MAYOR



Township of Wellington North

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

Deputation Request Form

Name of Deputation(s)

Gordon DUNN

Attending as an individual OR Representing a group/organization/business

Name of Group/Organization/Business _____

Contact Information

Mail: _____

Email: jagprodl@msn.com jagprodl@msn.com

Telephone: 352 236 1303

Type of Meeting

Council OR Committee (includes ad hoc) _____

Date of Meeting June 5/17 @ 2:00 pm

Subject Matter (submit your complete deputation submission with this form)

licensing dogs in Wellington North
SEASONAL DOGS - TOURIST 5 MONTHS REGISTER AWAY

Recommendation/Request of Council (what action you would like the Township of Wellington North to take with respect to your matter-use a separate page if required)

To license all SEASONAL ANIMALS THE SAME
NO DISCRIMINATION.

Estimated Financial Impact to municipality:

Capital _____ Annual Operating _____

SIGNATURE: _____

Notice of Collection/Use/Disclosure: All information submitted in support of meetings of Council/Committee/Planning deliberations/ is collected in accordance with the Municipal Act, 2001, s. 8 and 239 (1) and may be used in deliberations, and disclosed in full, including email, telephone numbers, names and addresses on agendas and to persons requesting access to records of Council/Committee/Planning Committee. All information submitted to the municipality is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's office (519) 848-3620.

(REVISED March 2017)



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 June 5th, 2017

FROM: Derek McCaughan, Interim Director of Public Works

SUBJECT: REPORT PW 2017-16 –Municipal Service Standards Update.

RECOMMENDATION

THAT Report PW 2017- 16 being a report on the update of the Township of Wellington North's Municipal Servicing Standards be received;

AND FURTHER THAT the Council of the Township of Wellington North direct staff to apply the Municipal Servicing Standards as presented in Report PW 2017-16 to all planning and planning-related applications;

AND FURTHER THAT where a developer does not believe sidewalks are warranted or possible or beneficial to their proposed development, they provide a written submission to the Township detailing the reasons sidewalks are ill advised and inappropriate for the Township's consideration and acceptance as part of their development proposal.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

A number of reports have been previously provided to Council including the original award of an RFP to provide engineering guidance on this initiative and update reports. Included in Schedule A of this report is the Council update presentation made on July 14th, 2016

BACKGROUND

The update of the Township's *Municipal Servicing Standards* (MSS) was an early 2016 initiative. The process commenced with a Development Forum (March 2016) wherein developers, contractors, consultants, residents and staff were invited to attend an open meeting to better understand how MSS affect how the community is constructed and how the Township proposed to update its standards.

The Township's engineering firm, *Triton Engineering Services Ltd.* (Triton), reviewed the current (2010) MSS and amended it to ensure it reflected current regulatory requirements. This revised version was reviewed internally and once internal comment was reflected upon, then the revised MSS were made available to local stakeholders for comment.

There were three contentious issues identified in this update. They were: 1. Sidewalk installation; 2. Tree planting; and 3. Street Lighting. Let me address each individually:

Sidewalks

From addressing gaps in sidewalk networks to enhancing the level of maintenance, sidewalks are a current focus of many municipal governments. Walkable communities facilitate a sustainable method of transportation and a healthier populace. The recommended approach contained in the MSS is sidewalks will be requested as a standard staff position. Given how at times development can be somewhat fragmented, the determination as to whether a sidewalk is installed simultaneously with the construction of the subdivisions/infill lot or at a future date when it better serves the overall community will be the responsibility and decision of the Township.

Where a developer objects to the Township's position, it is further recommended they be permitted to appeal directly to Council detailing why sidewalks would not be beneficial to their development or onerous to its business case.

Trees

Similar to sidewalks, the urban forest has drawn much attention during the recent past. Of local concern is the past practice of placing trees on the right of way near the property line. Doing so serves to crowd an already densely used area of the boulevard, creates issue with root infiltration and adds to the maintenance demands placed upon the Township. The new MSS calls for the placement of trees on *private property*. Unlike sidewalks that one could argue are primarily of local benefit, the impact of trees has a community-wide benefit, particularly when considered at the aggregate level. For this reason, staff are not recommending an appeal process as set out for sidewalks.

Street Lighting

The new MSS calls for the placement of LED lighting in all new sub-divisions. Again, retrofitting of street lighting to LED lighting is becoming more current in municipalities throughout Ontario. Not only are they more efficient in power consumption, they also represent a significant reduction in maintenance requirements.

The public process concluded with a Public Information Meeting on October 26th. Two members of the public attended. Finally, staff met with 5 different agencies including County of Wellington Staff, Source Water Protection staff and engineering/planning consultants BMRoss, R.J.Burnside and GM BluePlan to review expressed concerns. All concerns were addressed. Included in Schedule B is the recommended Municipal Servicing Standards for 2017.

In closing, MSS are intended to be reviewed every few years to ensure they reflect current regulatory requirements, newer technology and industry standards. In so doing, the updates become generally minor in nature but, more importantly, provide a regular opportunity for conversation with developers regarding how the Township's standards affect development. Staff will endeavour to track areas of suggestion/disagreement that might arise during the interim periods in order to facilitate the Township's next update.

| |
|---------------------------------|
| FINANCIAL CONSIDERATIONS |
|---------------------------------|

N/A

| |
|-----------------------|
| 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 <input type="checkbox"/> Strategic Partnerships</p> | <p>X Community Service Review <input type="checkbox"/> Corporate Communication Plan <input type="checkbox"/> Positive Healthy Work Environment</p> |
|--|--|

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: |
|---------------------|------------------------|

Derek McCaughan

Michael Givens, CAO

| | |
|--|---|
| <p>Derek McCaughan Interim Director of Public Works</p> | <p>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</p> |
|--|---|

Township of Wellington North Meeting of Council

Municipal Servicing Standards

July 14, 2016



Triton Engineering Services Ltd.



Municipal Standards Update Agenda

- ▶ Overview of Ongoing Update to Municipal Standards;
- ▶ Sidewalks, Trees and Street Lights; and
- ▶ Next Steps.



What are Municipal Standards?



MUNICIPAL SERVICING STANDARDS

**TOWNSHIP OF
WELLINGTON NORTH**

- ▶ Available on Township's website;
- ▶ Currently using revision 4 updated August 2010;
- ▶ Establishes technical guidelines for development in Wellington North;



Why are they important?

- ▶ Creates a Benchmark and Guide for development and reconstruction projects;
- ▶ Ensures the use of specific approved construction materials to aid in future maintenance and operation;
- ▶ Ensures development within the community is consistent;
- ▶ Establishes the standard and sets expectation about future reconstruction by Township (\$\$);



Municipal Standards – Scope of Standards

- ▶ Municipal Standards applies to residential home in rural area of Wellington North;
- ▶ Municipal Standards applies to 100 home development in the urban area of Wellington North;
- ▶ Municipal Standards needs to be written to provide awareness and guidance in both instances;
- ▶ Municipal standards is a very technical document;



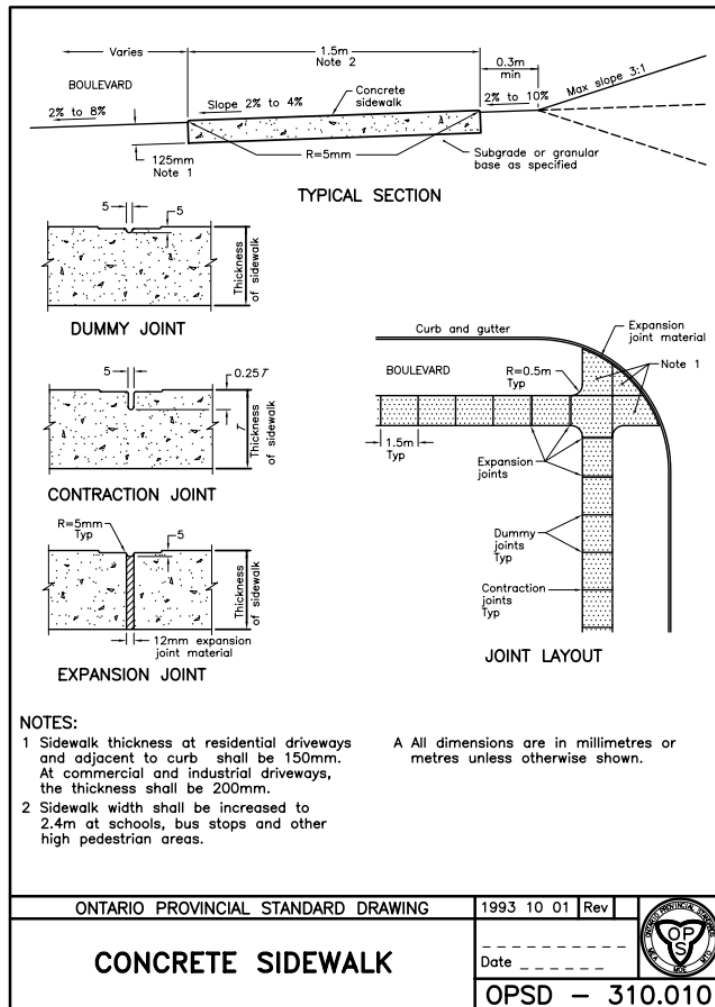
Municipal Standards – Scope of Standards

- ▶ For example, Municipal Standards states that, where appropriate, the following should be included in the applicant's submission: General Servicing Plan, Sediment and Erosion Control Plan, Sanitary Drainage Plan and Landscaping Plan, etc.;
- ▶ For a residential home in rural area only general servicing plan and building permits to proceed to develop;
- ▶ For 100 home development in urban area general servicing plan, sediment and erosion control plan, sanitary drainage plan, landscaping plan and building permits may all be necessary;
- ▶ Municipal standards needs to provide guidance in both circumstances;



Standard Drawings

- ▶ Reference to Ontario Provincial Standard Drawings (OPSD's)
- ▶ Example
 - ▶ Details specifications for concrete sidewalk OPSD – 310.010
- ▶ Township Standard Drawings to meet specific needs



Materials and Product List

TABLE 2: APPROVED MATERIAL AND PRODUCT LIST

| SERVICE | ITEM | APPROVED PRODUCTS |
|------------|--------------|---|
| SANITARY | Sewer Pipe | PVC SDR 35 up to 375mm diameter pipe Concrete CSA#A257.1/A257.2 |
| | Service Pipe | PVC SDR 28 |
| | Connections | Kor-N-Seal (manholes) prefab tees or Kor-N-Tee (services) |
| | Adjustments | 150mm Min. and 300mm max concrete riser complete with "Denso" tape along all joints |
| STORM | Sewer Pipe | 375 mm diameter or less: PVC SDR 35 - IPEX "Ultra Rib" - Loc Pipe "Loc PVC" - Concrete-CSA A257.1 (non-reinforced) and A257.2 (reinforced). - HDPE Boss 2000, 320 kPa stiffness c/w Ultra Stab 75 joint - Royal Rib "Korflo" |
| | | 450 mm diameter or greater: - Concrete-CSA A257.1 (non-reinforced) and A257.2 (reinforced). Leads to rear yard catchbasins are to be concrete. |
| | Service Pipe | PVC SDR 28 |
| | Connections | Kor-N-Seal (PVC) Adaptor with band (ribbed) prefab tee or Kor-N-Tee (services) |
| | Culverts | - Galvanized CSP, minimum 1.6 mm thickness with 0.3m min. cover - HDPE corrugated Boss 2000, 320 kPa stiffness c/w Ultra Stab 75 joint with 0.6m min. cover |
| WATER PIPE | Watermain | C900 PVC Class 150 (DR 18), B 137.3 with Ring-Tite joints and Tracer Wire. |
| | Valves | Mueller Resilient Wedge Gate Valve AWWA C-509, mechanical joint with: - fusion-bonded epoxy coating - bronze stem - open counter clockwise or: Clow Resilient Wedge Gate Valve AWWA C-509, F-6100 mechanical joint with: - fusion-bonded epoxy coating - bronze stem - open counter clockwise |

- ▶ Provides the guidelines for accepted materials and products
- ▶ Example
 - ▶ Fire Hydrant are to be "Clow Canada – Brigadier Series M-67- B with Storz pumper connection - to open counter clockwise.
- ▶ These items change often and should be reviewed annually



Municipal Standards Schedule "A"

Draft Revision Updates

026

- ▶ Update existing standards drawings;
- ▶ Update material specified within the standard;
- ▶ Addition of 22m, 26m road allowance standards;
- ▶ Addition of sanitary pumping station details;
- ▶ Additional information explaining approval agencies;



Municipal Standards Schedule "A"

Draft Revision Updates

027

C. SANITARY SEWERS

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

Sanitary sewer allocations may be requested by contacting the Township's building department.

D. STORM DRAINAGE

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

At times, storm water design may utilize municipal or ward drains for outlet. In addition to other approvals, design that outlet to a municipal and ward drain are 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.



Municipal Standards Schedule "A"

Draft Revision Updates

028

E. WATERMAINS

1. Watermains with services 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 Public Works Department design criteria:

Water: AWWA Guidelines and Standards, Design Guidelines for Drinking Water System, 2008, Township's Drinking Water Works Permits – Section 3.0 as amended, Ontario Water Main Disinfection Procedure as amended, Safe Drinking Water Act, Drinking Water License

F. ROADWAYS

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

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



SIDEWALKS & BIKE TRAILS



Current Revision and Draft Revision

4. Sidewalks:

Concrete sidewalks 1.5 m wide shall be provided on both sides of residential collector and arterial streets and one side on residential local streets. Hand railings shall be provided where 3 or more steps are required. 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.

4. Sidewalks:

Concrete sidewalks 1.5 m wide shall be provided on both sides of residential collector and arterial streets and one side on residential local streets. ~~Hand railings shall be provided where 3 or more steps are required.~~ 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.

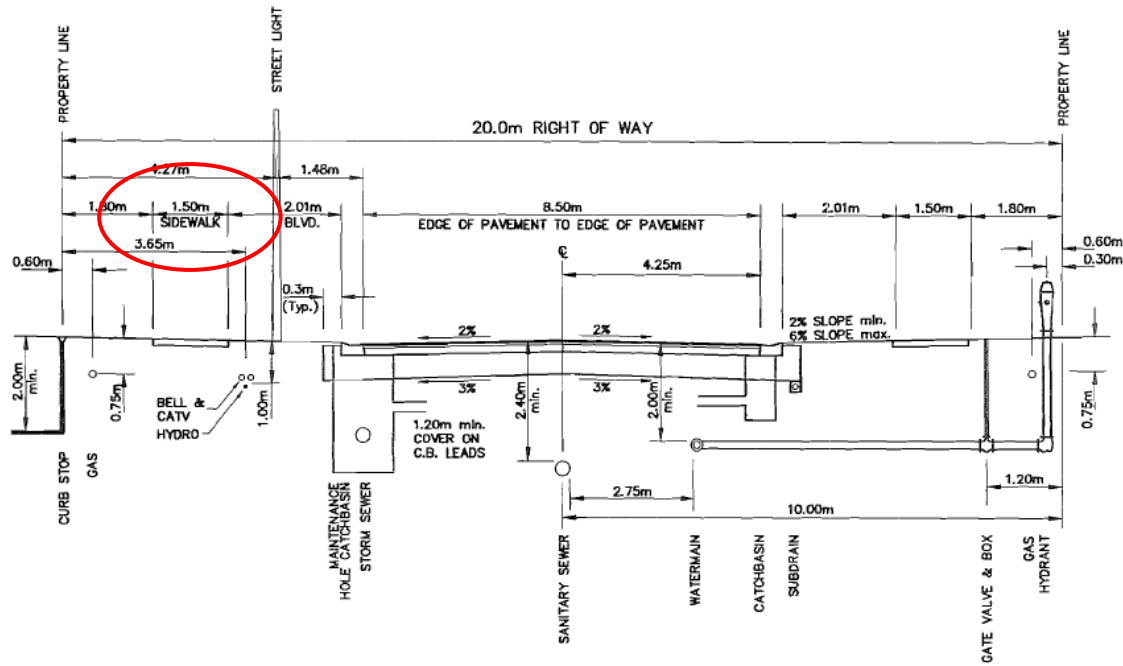


Current Revision and Draft Revision

- ▶ Township roads are all residential local roads except connecting link roads;
- ▶ County roads and connecting link roads would be residential arterial roads;
- ▶ Sidewalks on both sides of Frederick St in Arthur and Main St in Mount Forest and sidewalks on one side of Eliza St in Arthur and John St in Mount Forest;



Sidewalks – Current Revision



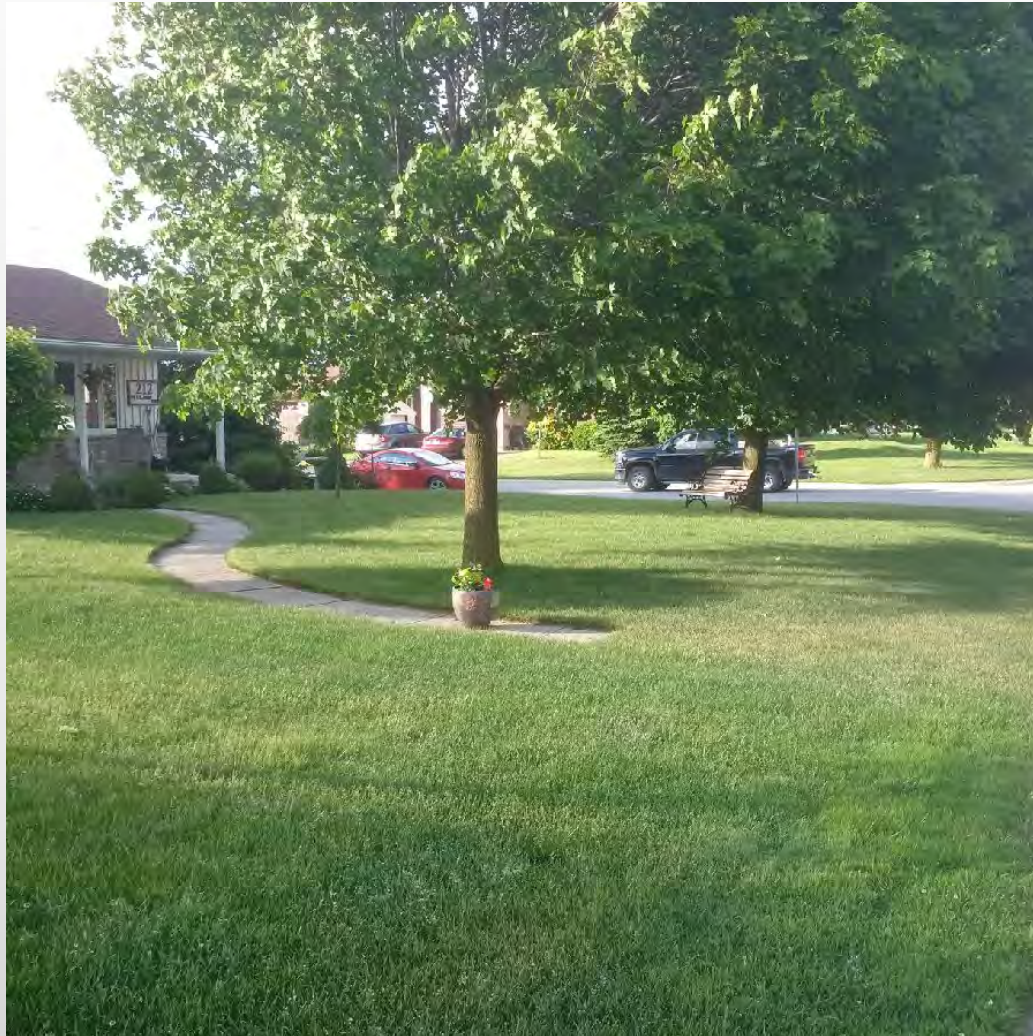
NOTES:

1. LOCATE HYDRO TRANSFORMER BETWEEN PROPERTY LINE AND SIDEWALK.
2. TREE PLANTING TO BE 0.30m FROM PROPERTY LINE.

| | | |
|---|---------------|----------------|
| TOWNSHIP OF WELLINGTON NORTH | DATE | REV. |
| | OCTOBER, 2004 | 1 |
| STANDARD CROSS-SECTION LOCAL STREET – 20.0m R.O.W. | | STD. R1 |



Sidewalks to no where...



Sidewalk to no where...



Pros for sidewalks

- ▶ Sidewalks establish a safe corridor within the road allowance for pedestrian traffic;
- ▶ Sidewalks promote accessibility;
- ▶ Future trend will be to continue to promote sidewalk installation;
- ▶ New development represents an opportunity to build infrastructure to current standard;



Cons for sidewalks

- ▶ Sidewalks represent an ongoing maintenance cost given Township plows sidewalks in urban areas;
- ▶ Sidewalk installation has a cost;



Sidewalks

- ▶ A decision to include sidewalks in the municipal standards will not make sidewalks mandatory in all future development within the Township but it will establish the benchmark;
- ▶ In the future, should a developer request relief from the municipal standards it will be up to them to make written request for committee / Council consideration;



Sidewalks

- ▶ Some local municipalities (Southgate, Centre Wellington) are now asking developer's to give consideration to BIKE TRAILS when designing their developments;
- ▶ All local municipalities have sidewalk requirements within their municipal standards;
- ▶ A sidewalk resolution recently came to Council and was deferred;



Sidewalks

- ▶ **THAT** the Council of the Corporation of the Township of Wellington North, as recommended by the Public Works Committee, declare sidewalks important public infrastructure which promotes community health, accessibility and safety;
- ▶ **AND FURTHER THAT** the Council of the Corporation of the Township of Wellington North, as recommended by the Public Works Committee, direct staff to pursue an allowance from developers in lieu of installed sidewalk at locations where sidewalk installation is not currently possible but may be required in the future;
- ▶ **AND FURTHER THAT** the Council of the Corporation of the Township of Wellington North, as recommended by the Public Works Committee, direct staff to pursue sidewalk on [local, collector and arterial] roads within new developments and during road construction and reconstruction projects;
- ▶ **AND FURTHER THAT** where a developer does not believe sidewalks are warranted or possible or beneficial to their proposed development, they provide a written submission to the Township detailing the reasons sidewalks are ill advised and inappropriate for the Township's consideration and acceptance as part of their development proposal.
- ▶ **DEFERRED**



Sidewalks?



Sidewalks

DISCUSSION



TREES



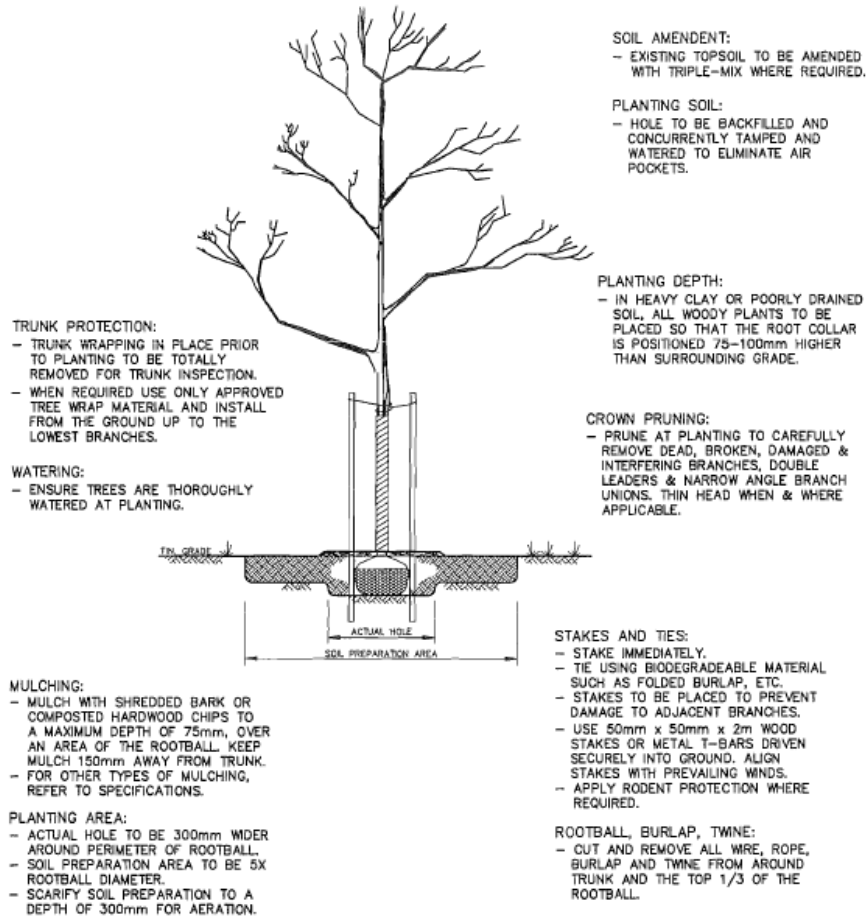
Trees

3.0 Trees:

- 3.1 Trees shall be planted in front of every lot on the Municipal Right-Of-Way at a location 300 mm from the street Property Line.
- 3.2 On corner lots a tree shall be planted every 15 m on the adjacent sideyard on the flanking street.
- 3.3 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.
- 3.4 Planting of trees shall be as detailed on Std. Dwg. L-1 and L-2. They shall be watered at time of planting and every two weeks thereafter up to the expiration of the guarantee period. The guarantee period shall be one year from the date of planting and the period for planting shall be Spring and Fall only.
- 3.5 All trees shall be No. 1 nursery stock, 2.5 m minimum height with a minimum calliper of 60 mm measured 300 mm above ground level.
- 3.6 All areas for planting shall be stabilized with sod or seed as required, prior to planting of trees.



Trees



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

BACKGROUND INFORMATION PROVIDED FROM LANDSCAPE ONTARIO.

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



Trees

3. Trees:

- 3.1 Trees shall be planted in front of every lot **on Private Property** at a location 300 mm from the street Property Line.
- 3.2 On corner lots a tree shall be planted every 15 m **on Private Property** the adjacent sideyard on the flanking street.



Pros for trees in road allowance

- ▶ Township has more control of streetscape;
- ▶ Trees create a nice environment;



Cons for trees in road allowance

- ▶ Township is responsible for future tree maintenance which is costly;
- ▶ Road allowances are full of underground utilities and services;
- ▶ Property owners may or may not want a tree in front of their home;



Trees

DISCUSSION



STREET LIGHTS



Street Lights

H. UTILITIES AND STREET LIGHTING

1. All Hydro, Bell and other utilities shall be underground and placed in accordance with current **Wellington North Power** Servicing Standards, current **Hydro One** and Ontario Electrical Safety Code as set out by the Electrical Safety Authority, Bell Canada and/or local utility company regulations and standards and Ontario Provincial Standards
2. All developments shall be provided with street lighting in accordance with the current municipal requirements are as follows:
 - 2.1 The minimum standard for street lighting shall be 100 watt High Pressure Sodium Lamps set on 9 metre **Class 'B'** concrete poles, or as directed by the Municipality. Each light must be controlled by a dusk to dawn photo-electrical cell. Power feed shall be completely underground. The lights shall generally be placed to the outside of curved roads. The maximum allowable spacing along the street between the lights shall be 50 metres but may be increased, at the Municipality's direction, to a maximum of 75 metres (in special instances). The poles must be installed at the location as shown on the Municipality's Typical Cross-Section. Particular care shall be taken to adequately illuminate the intersections and cul-de-sacs. **All new Street Lights require a separate disconnect system as mandated by ESA.**
3. 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 prior to the execution of a Subdivision Agreement.



Street Lights

H. UTILITIES AND STREET LIGHTING

1. 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:

- a) 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.
- b) 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).



Street Lights

- ▶ Moving from High Pressure Sodium (yellow-orange) to LED type street lights (white-blue);
- ▶ Moving from more simplistic street lighting designs to designs that conform to a recognized industry standard (RP-8);
- ▶ Moving to provide more definition of Township's requirements for street lighting;
- ▶ Less energy consumption and cost;



Street Lights

DISCUSSION



Next Steps...

- ▶ Township will conduct staff meetings in July & August to discuss and review the standards;
- ▶ Draft standard will be brought to Public Works Committee on August 9th for discussion;
- ▶ Public meeting will be held in September / October to engage public and seek input;
- ▶ Intent is to have the review and update completed late fall of 2016 for review and approval by Council;



FINAL THOUGHTS OR QUESTIONS





MUNICIPAL SERVICING STANDARDS

TOWNSHIP OF WELLINGTON NORTH

Date: June, 2017
Revision No.: 6
FINAL

Schedule "B"

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- G1 - Lot Grading Plan – General
- L1 - Deciduous Tree Planting Detail
- L2 - Bare-Root Tree Planting Detail
- R1 - Standard Cross-Section, Local Street – 20 m R.O.W.
- R2 - Standard Cross-Section, Local Street – 22 m R.O.W.
- R3 - Standard Cross-Section, Local Street – 26 m R.O.W.
- 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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- W4 - Connection of New Watermain to Existing Watermain

MANUAL OF MUNICIPAL SERVICING STANDARDSTHE 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 Director of 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 may be required to provide supporting documentation including a Geotechnical Investigation, Hydrogeological Investigation and a Source Water Protection Review as deemed necessary by the Township and/or Conservation Authority. 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 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. Undersides of footing elevations for all basements of buildings are to be 0.6 m above the seasonally high groundwater elevation.

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 Township will assist with evaluation of the off-site infrastructure impacts/capabilities as required and information is available. The Developer will be responsible for costs associated with this assistance.

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. The Township will assist with evaluation of the off-site infrastructure impacts/capabilities as required and information is available. The Developer will be responsible for costs associated with this assistance.

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 related to the development shall begin until Township and other approval agencies approvals/permit requirements have been satisfied

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.

Where specific product or methodology is identified by the Municipal Standards, alternatives of similar or superior quality and performance will be considered at the sole and exclusive discretion of the Township.

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 obvert 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.

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: | | |
| | | |
| • Minor System: | | |
| | | 1 in 5 year storm event for local sewers designs |
| | | 1 in 10 year storm event for high value commercial development downtown business and trunk collectors. |
| | | |
| • Major System: | | |
| | | Regional Storm expressed as "Hurricane Hazel" or 1 in 100 year storm event (whichever generates greater runoff values). |
| | | |
| • Rural System: | | |
| | | 1 in 25 year storm event for road culverts. |
| | | 1 in 10 year storm event for driveway culverts. |

- 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: Catchbasin maintenance holes are to have a 300 mm sump and catchbasins are to have a 600 mm sump.
- t) Benching: Manholes and catchbasin manholes with pipes over 450 mm diameter require benching.
- 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 local road intersection corners. Minimum 9.0 m by 9.0 m daylighting triangle required on collector road 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 mainline services, minimum 9.0 m easements required for two (2) municipal mainline services. Where more than two (2) services are to be accommodated by an easement consult with the 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.

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. Site specific exceptions may be applicable at the discretion of the Township.
- 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.

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.

I.5 Fencing

Fencing shall be installed where there are varying land uses on adjacent properties. The following is applicable;

- a) Black Vinyl Chain Link Fencing
 - Fencing is to be 1.5 metre high, located 0.1 metres on Township property.
 - Required along rear or side yards adjacent to public property, including open space, walkways, parkland, SWM blocks, utility corridors and servicing blocks.
 - Adjacent to school properties the fencing requirements of properties abutting school board lands requires consultation with the local school board.
 - All chain link fencing to be installed as per OPSD 972.130 and OPSS772.
 - Gates are not permitted in required fencing.
- b) Privacy Fencing
 - Fencing is to be 1.8 m high wood board-on-board privacy fence, located on the property line.
 - Required between residential and industrial/commercial/institutional properties. Also required along residential flankages and/ or rear yards which abut collector and arterial roads.
 - Gates are not permitted in required fencing.
 - Fencing is not required where acoustic barriers are to be installed.
- c) Highway Wire Fencing
 - Must be installed with 150mm (6 in.) diameter wood posts with wire fencing (OPSD 971.101)
 - Required between private lands and natural heritage features; between private lands and agricultural lands.
 - May also be required between public lands and natural heritage features; public lands and agricultural lands. This to be determined on a site specific basis at the Town's discretion.
 - Gates are not permitted in required fencing.

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.

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.

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 Jan '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. 2 Nov '15 |

| | | | |
|------------------------------------|--------------------|----|---------------------------|
| Sidewalk Ramps | 310.030 310.033 | - | Rev. 1 Nov '15 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 |
| Chain Link Fence | 972.130 | - | |
| Highway Wire Fence | 971.101 | - | |
| 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

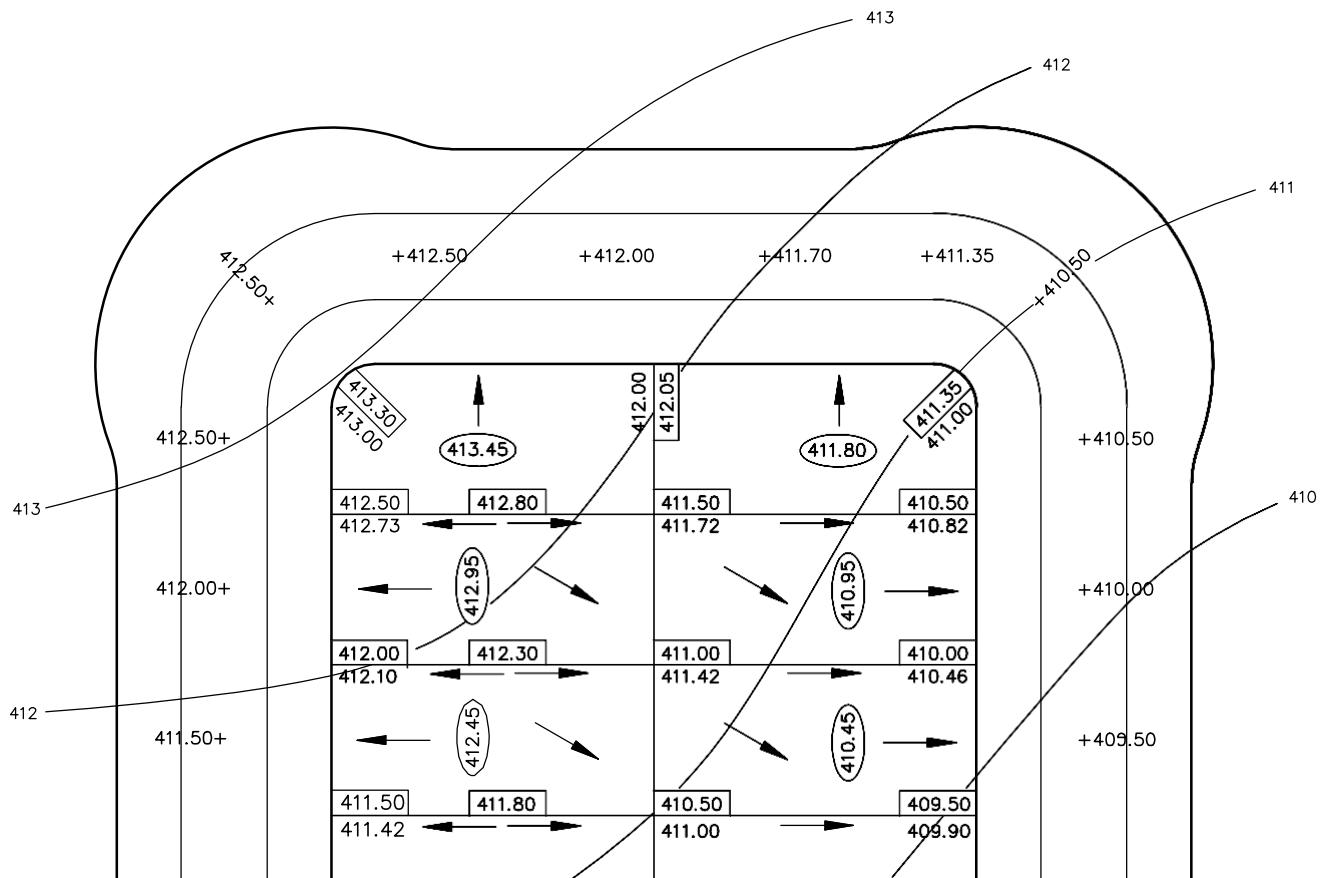
3. **APPROVED MATERIALS AND PRODUCT LIST****TABLE 2: APPROVED MATERIAL AND PRODUCT LIST**

| 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 Armttec, 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) |
| WATER | Watermain | PVC pipe DR 18, Class 235 PVC and conform to ASTM D1784, AWWA Standard C900 and CSA Standard CAN3-B137.3-M86. |
| | 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 |

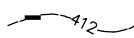



| | | |
|---------------------|-----------------------------|---|
| WATER ... cont'd | Hydrants | Canada Valve, Century Type Compression with "Storz" pumper connection (as manufactured by Mueller) open counter clockwise Clow Canada, Brigadier Series M-67-B with "Storz" pumper connection (as manufactured 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 – March 2017

APPENDIX



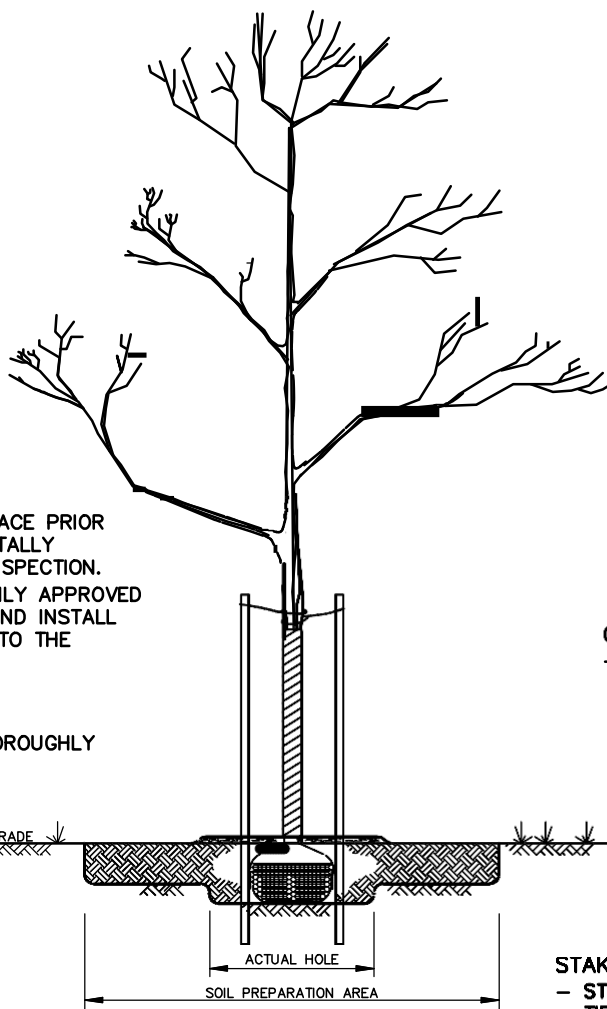
LEGEND

- 412.73 EXISTING LOT CORNER ELEV.
-  EXISTING CONTOURS
 ⊕ 1m OR LESS
- +410.50 PROPOSED Ⓢ ROAD ELEV. ⊕ 20m STA.
-  411.45 PROPOSED LOT CORNER ELEV.
-  PROPOSED SURFACE DRAINAGE & DIRECTION
-  411.95 PROPOSED GRADE
 ⊕ BUILDING

REQUIRMENTS

- 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 AMENDENT:

- 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:

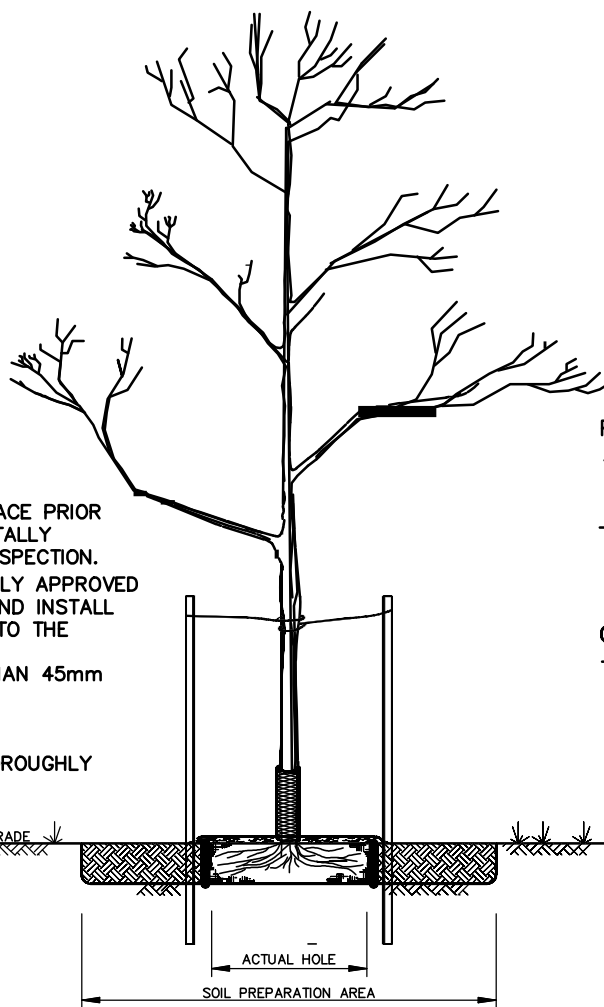
- STAKE IMMEDIATELY.
- TIE USING BIODEGRADABLE MATERIAL SUCH AS FOLDED BURLAP, ETC.
- STAKES TO BE PLACED TO PREVENT DAMAGE TO ADJACENT BRANCHES.
- USE 50mm x 50mm x 2m WOOD STAKES OR METAL T-BARS DRIVEN SECURELY INTO GROUND. ALIGN STAKES WITH PREVAILING WINDS.
- APPLY RODENT PROTECTION WHERE REQUIRED.

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:

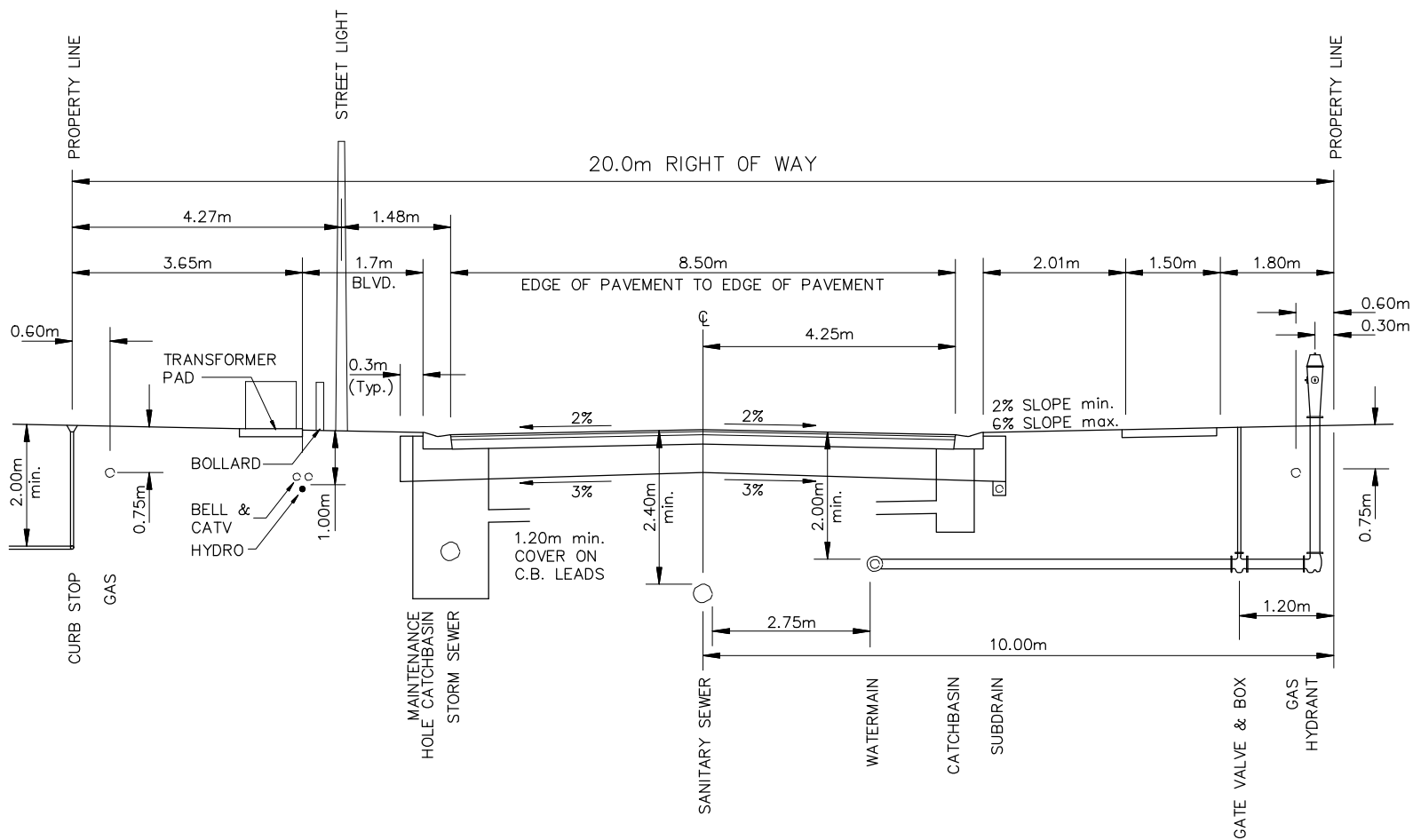
- PRUNE AT PLANTING TO CAREFULLY REMOVE DEAD, BROKEN, DAMAGED & INTERFERING BRANCHES, DOUBLE LEADERS & NARROW ANGLE BRANCH UNIONS. THIN HEAD WHEN & WHERE APPLICABLE.

STAKES AND TIES:

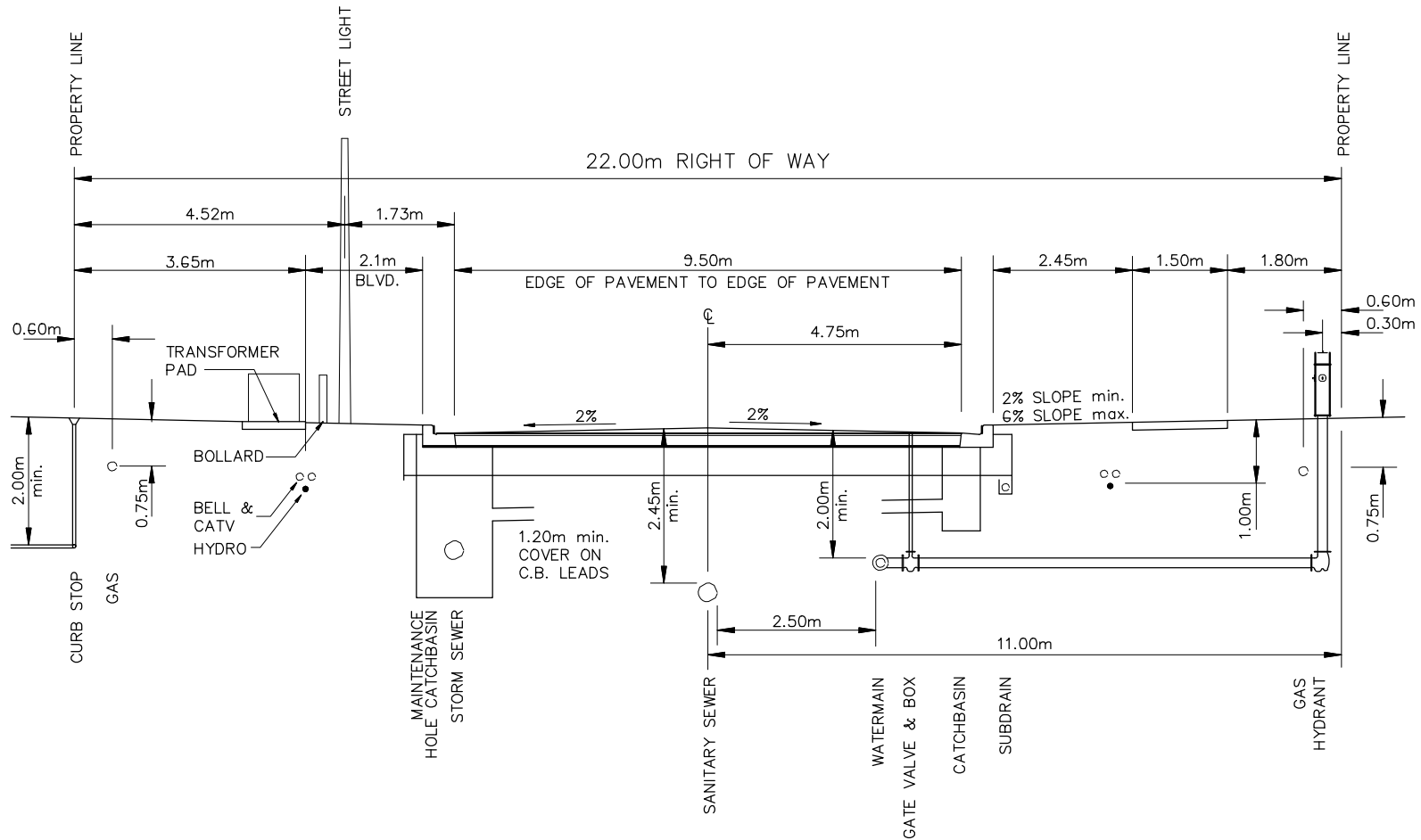
- STAKE BEFORE PLANTING.
- TIE USING BIODEGRADABLE MATERIAL SUCH AS FOLDED BURLAP, ETC.
- STAKE TO BE PLACED TO PREVENT DAMAGE TO ADJACENT BRANCHES.
- USE 50mm x 50mm x 2m WOOD STAKE OR METAL T-BAR DRIVEN SECURELY INTO GROUND. ALIGN STAKE WITH PREVAILING WINDS.
- APPLY RODENT PROTECTION WHERE REQUIRED.

BACKGROUND INFORMATION PROVIDED FROM LANDSCAPE ONTARIO.

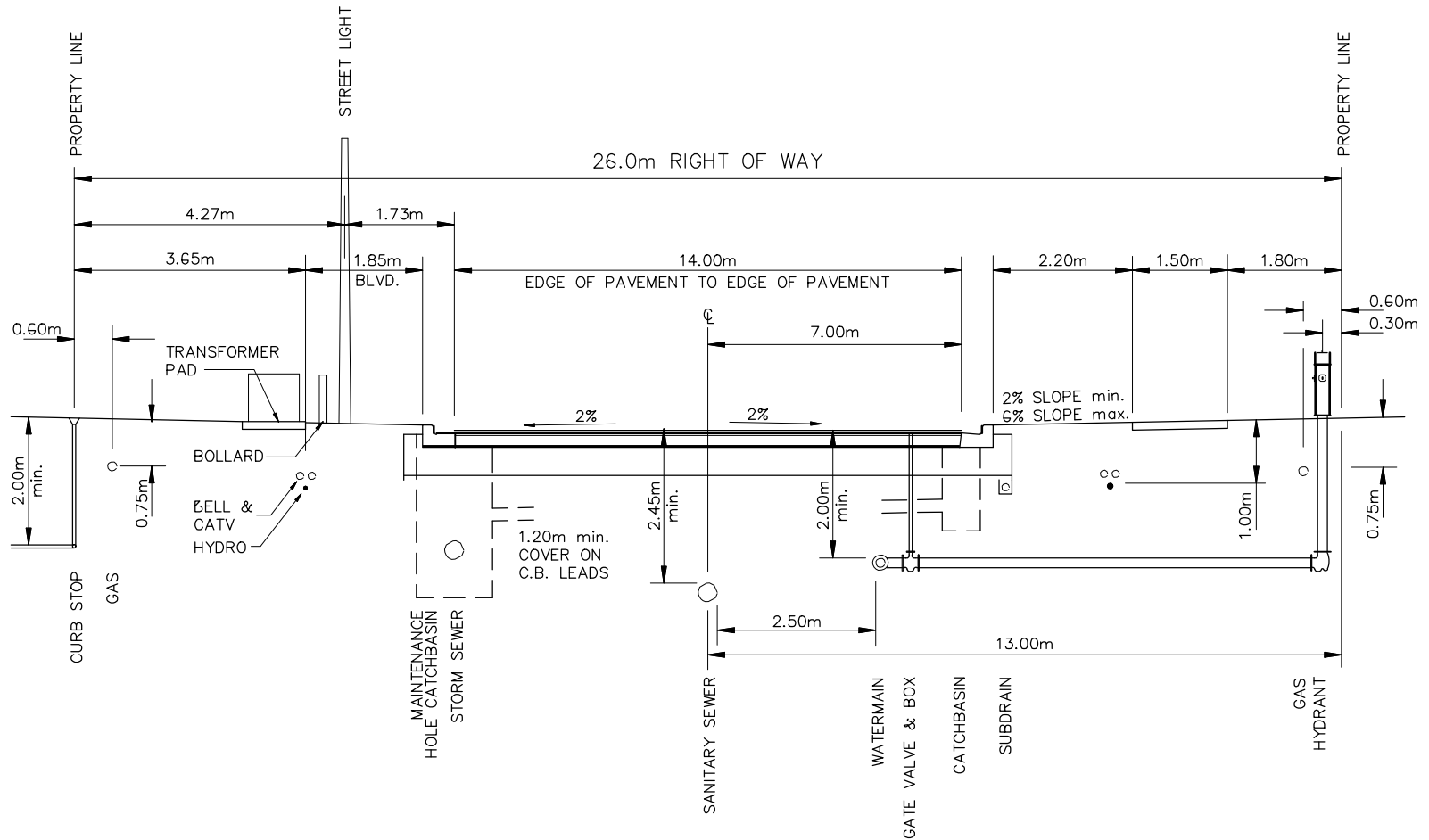
| | | |
|---|----------------|------|
| TOWNSHIP OF WELLINGTON NORTH BARE-ROOT TREE PLANTING DETAIL | DATE | REV. |
| | NOVEMBER, 2000 | 0 |
| STD. L2 | | |



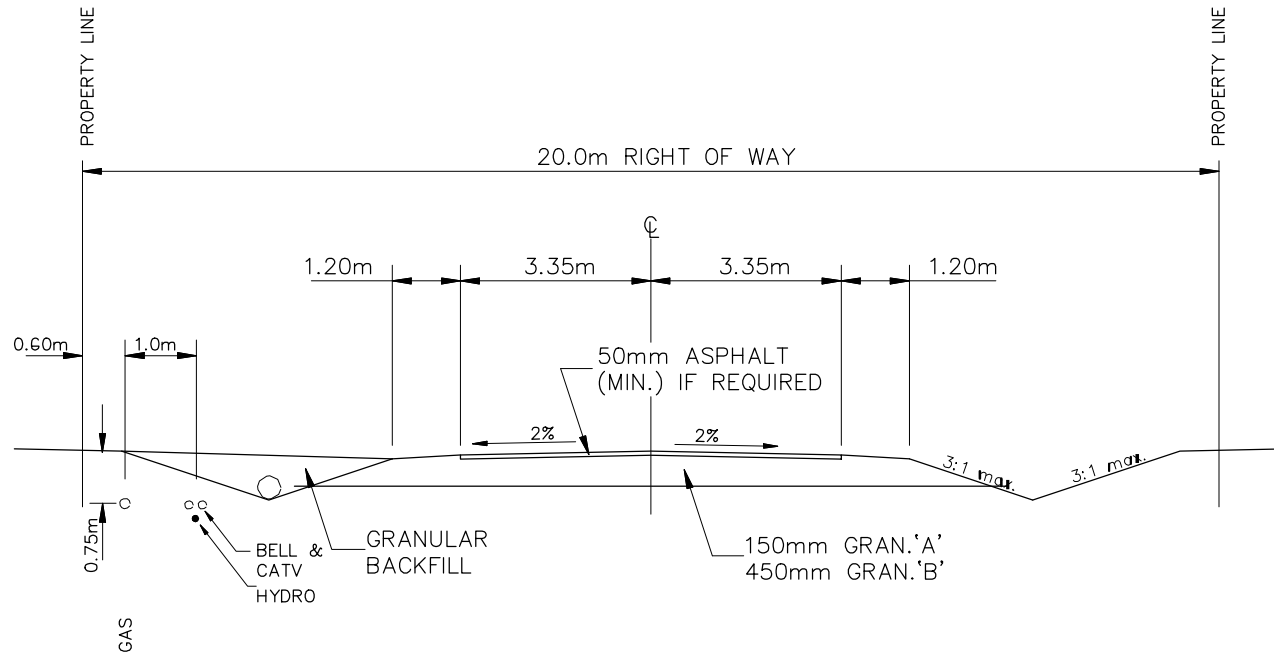
| | | |
|---|-----------------------|----------------|
| TOWNSHIP OF WELLINGTON NORTH | DATE OCTOBER, 2016 | REV. 2 |
| STANDARD CROSS-SECTION LOCAL STREET - 20.0m R.O.W. | | STD. R1 |



| | | |
|--|---------------|----------------|
| 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 |

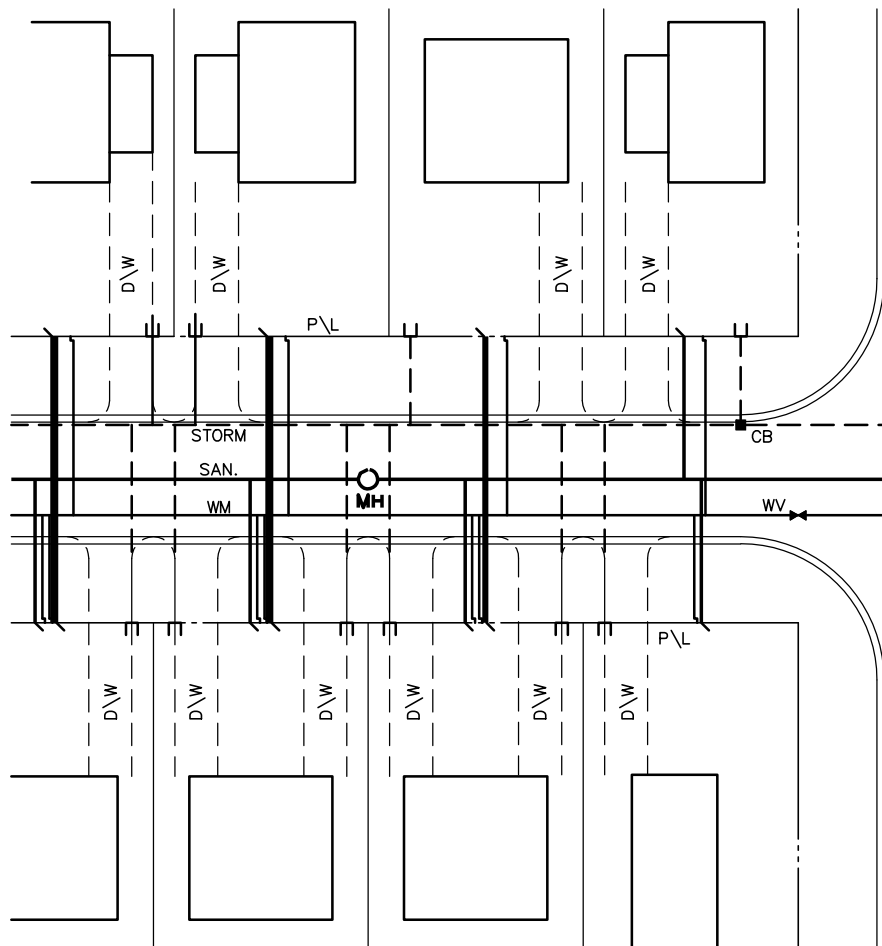


NOTES:

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 | DATE OCTOBER, 2016 | REV. 1 |
| STANDARD CROSS-SECTION RURAL ROAD - 20.0m R.O.W. | | STD. R4 |

SINGLE FAMILY

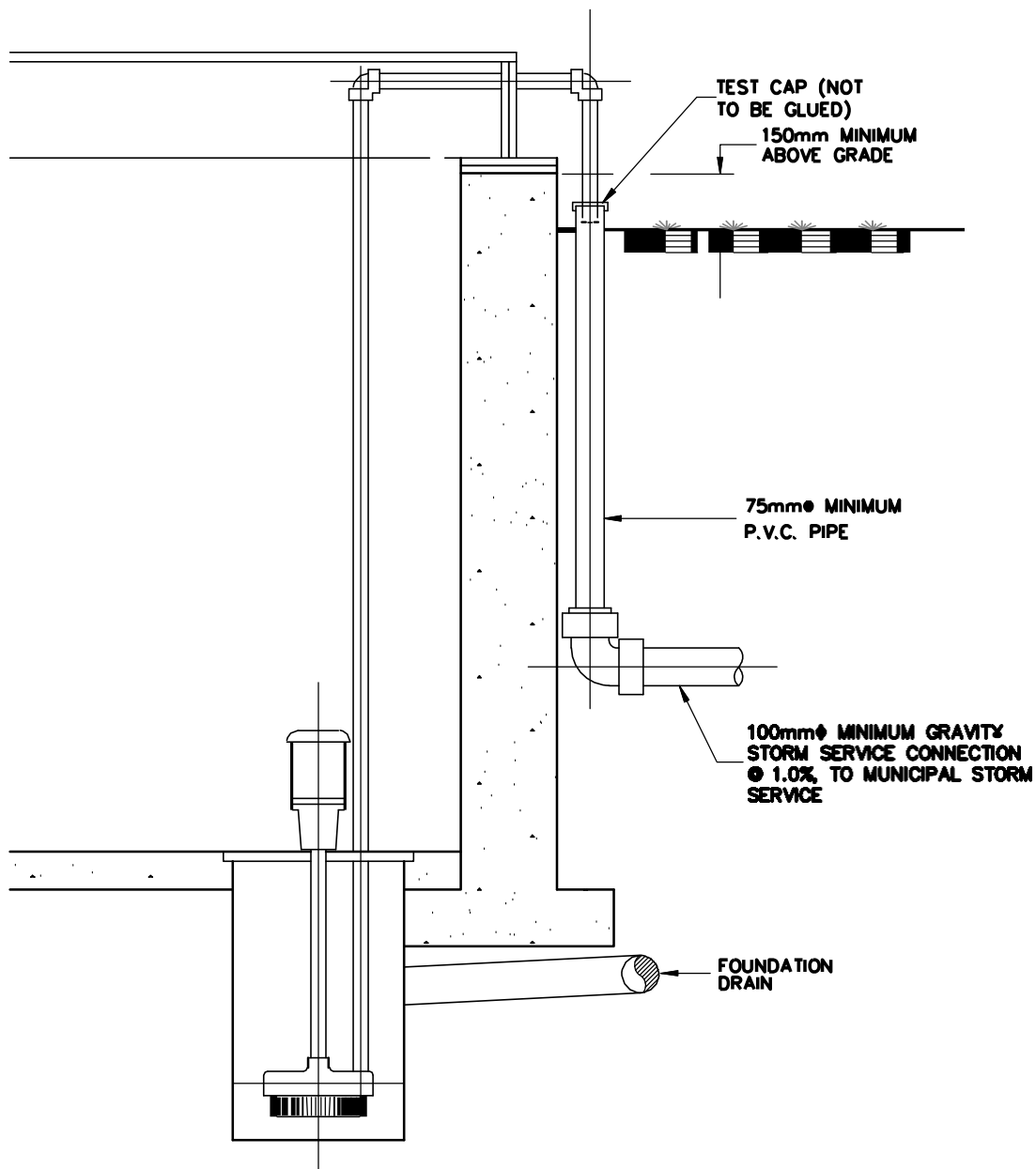


SEMI-DETACHED

NOTES:

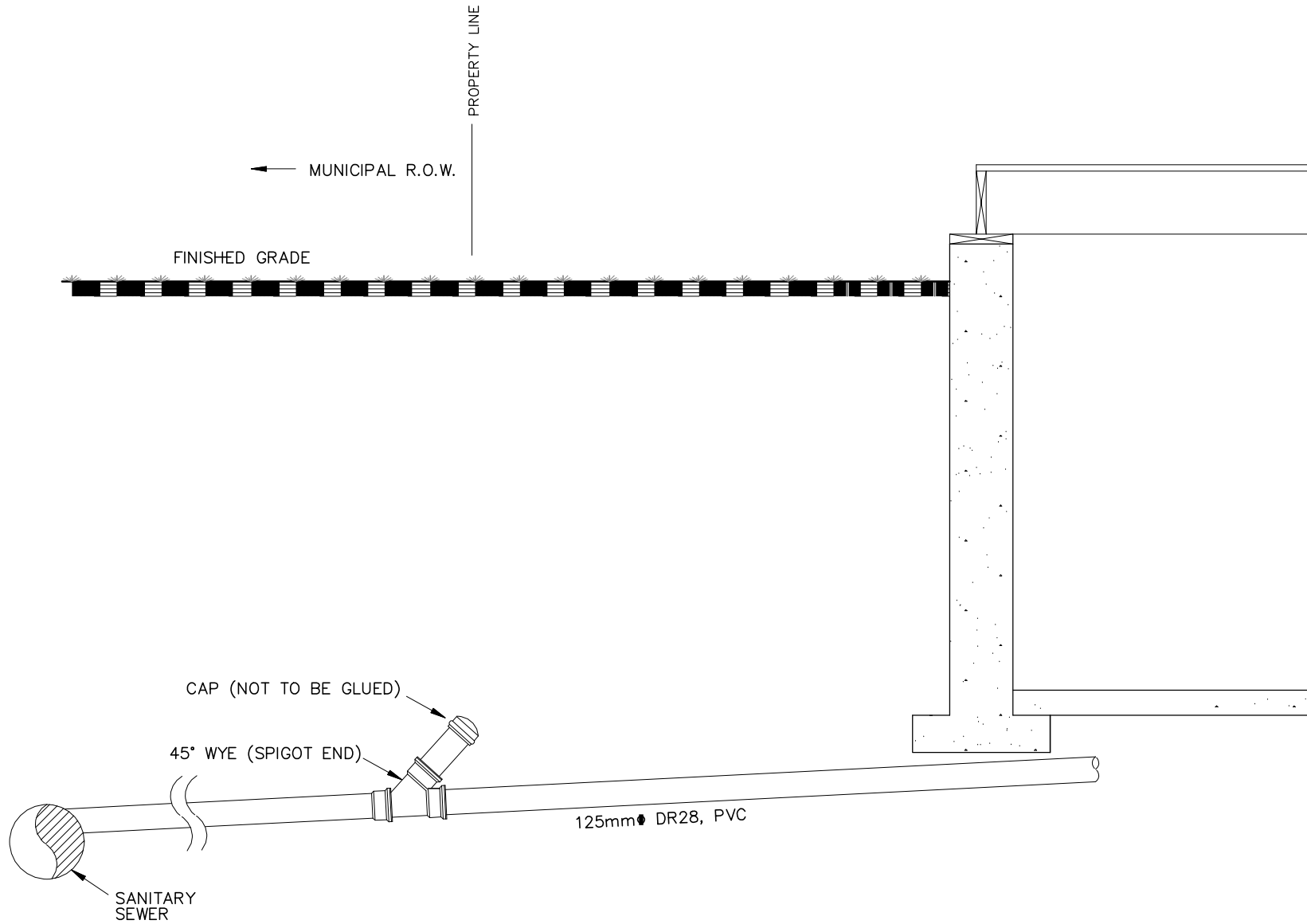
1. 1.5m min. BETWEEN SEWER & WATER SERVICE CONNECTIONS AT CENTRE OF LOT.
2. STORM SEWER SERVICES 1.5m min. FROM SIDE LOT LINE.
3. WATERMAIN VALVES, HYDRANTS & CATCHBASINS NOT TO BE LOCATED IN WALKWAYS OR DRIVEWAYS.
4. ALL SERVICES TO RUN IN A STRAIGHT LINE, PERPENDICULAR TO ζ OF ROAD FROM MAIN TO PROPERTY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

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

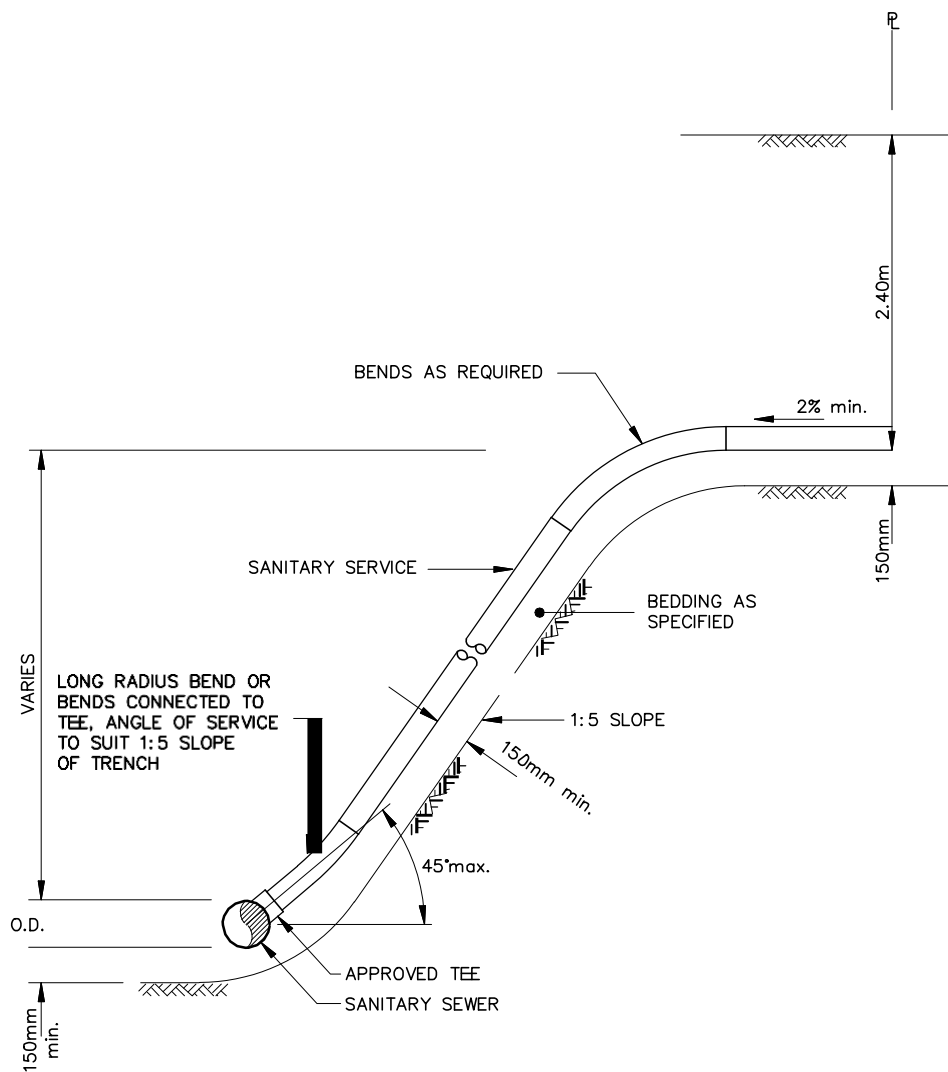


NOTE:
MUNICIPAL STORM SERVICE CONNECTION TO BE LOCATED FIRST.

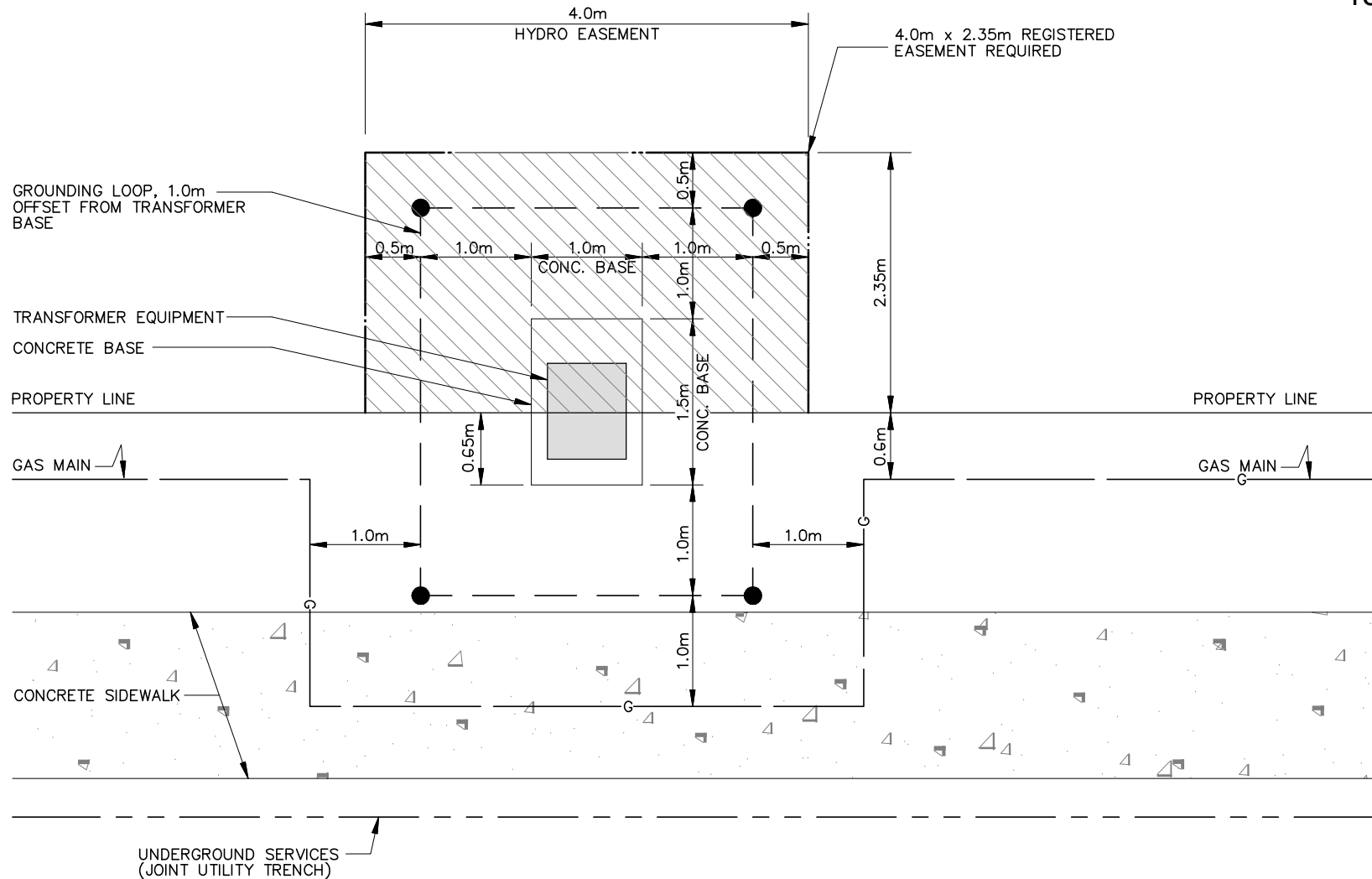
| | | |
|---------------------------------------|-----------------------|-----------|
| TOWNSHIP OF WELLINGTON NORTH | DATE JANUARY, 2001 | REV. 0 |
| SUMP PUMP TO STORM SERVICE CONNECTION | STD. S2 | |



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



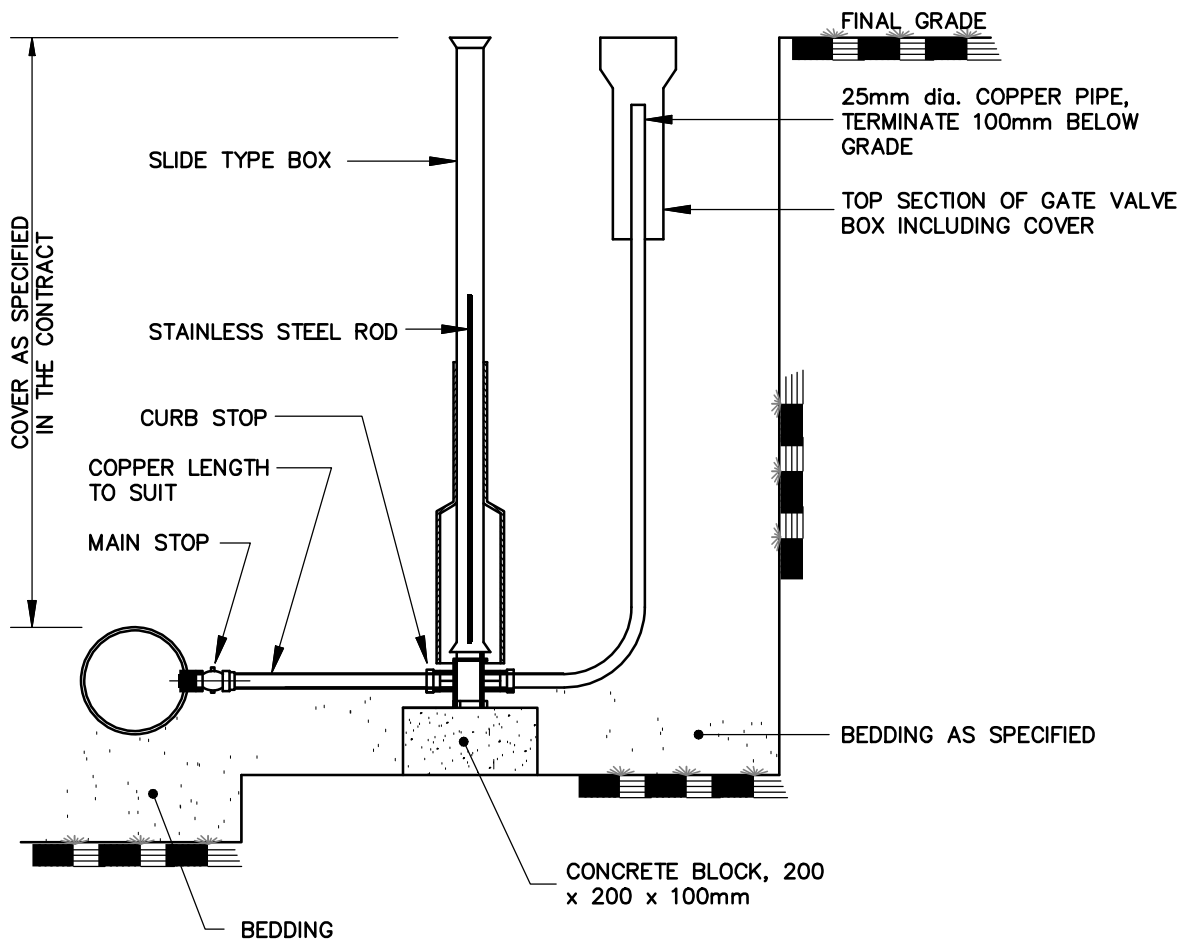
| | | |
|--|---------------|----------------|
| TOWNSHIP OF WELLINGTON NORTH | DATE | REV. |
| | OCTOBER, 2016 | 0 |
| SANITARY SERVICE CONNECTION FOR SEWER MAINS \geq 4.0m DEEP | | STD. S4 |



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.

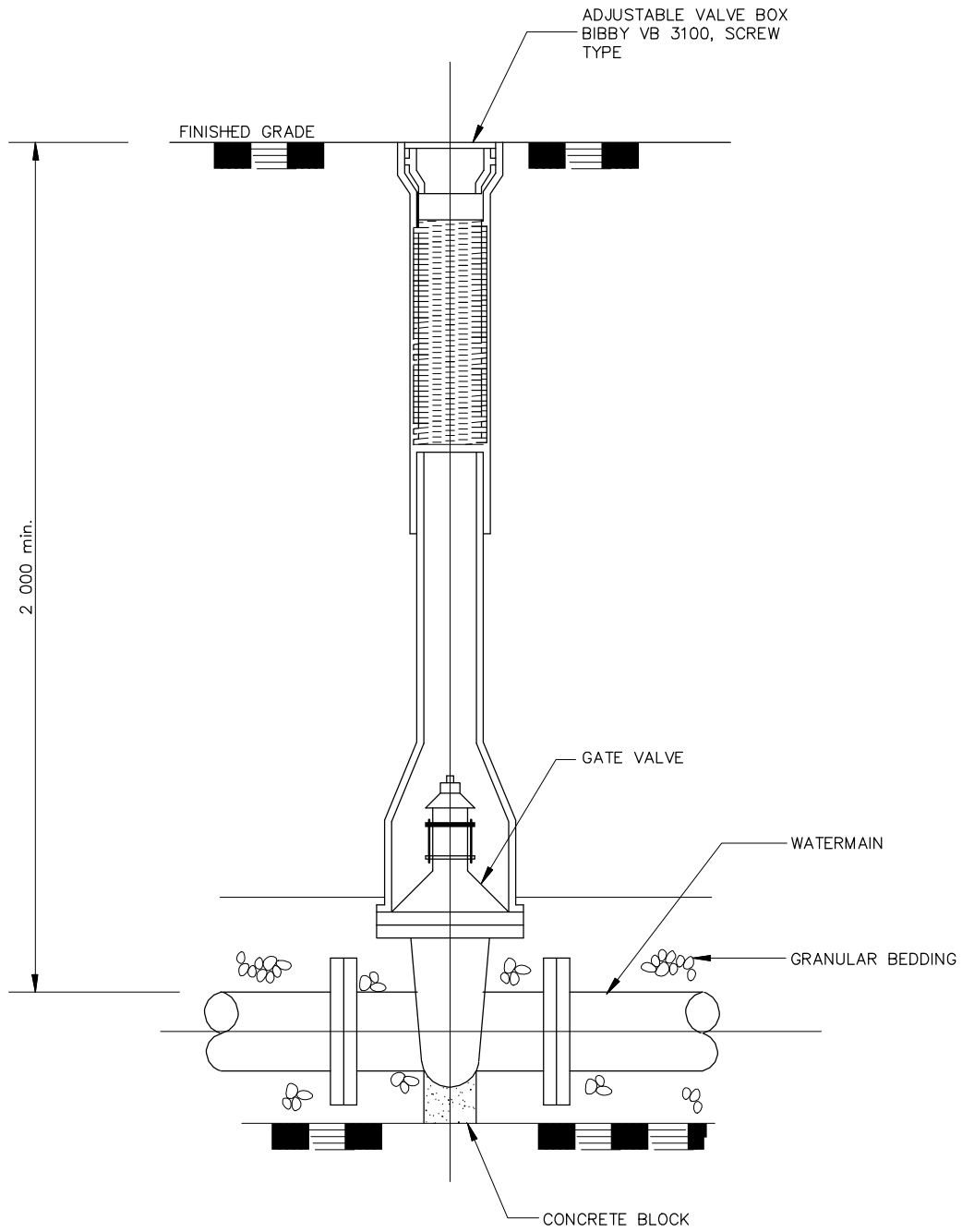
| | | |
|---|-----------------------|-----------|
| TOWNSHIP OF WELLINGTON NORTH ALTERNATIVE TRANSFORMER LOCATION & GAS ROUTING DETAIL 20.0m & 22.0m ROW | DATE OCTOBER, 2016 | REV. 0 |
| | STD. U1 | |



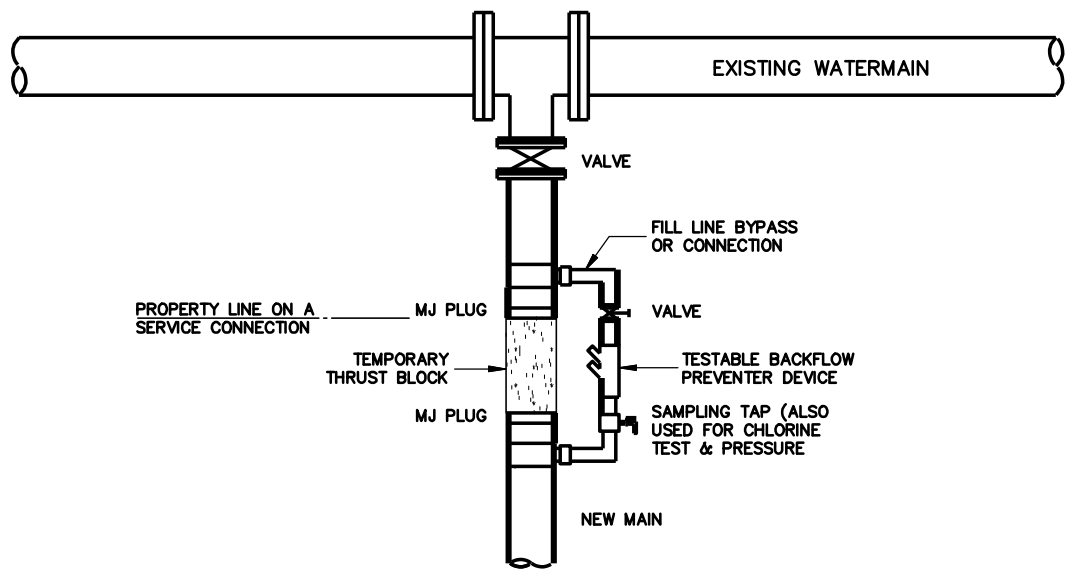
NOTES:

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 |

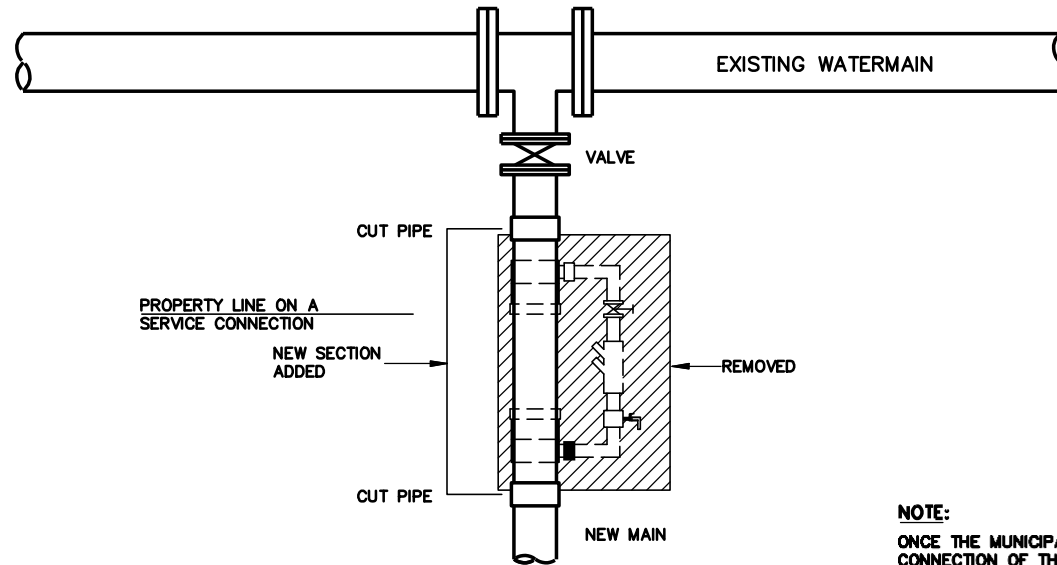


| | | |
|------------------------------|-----------------------|-----------|
| TOWNSHIP OF WELLINGTON NORTH | DATE JANUARY, 2017 | REV. 2 |
| VALVE AND VALVE BOX | STD. W2 | |



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. W3 | |



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www.wellington-north.com

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1.866.848.3620 FAX 519.848.3228

TO: MAYOR AND MEMBERS OF COUNCIL MEETING OF June 5th, 2017

FROM: DALE SMALL, ECONOMIC DEVELOPMENT OFFICER

**SUBJECT: REPORT EDO-2017-14 COMMUNITY GROWTH PLAN UPDATE
&
2016 CENSUS DATA OBSERVATIONS**

RECOMMENDATION

That the Economic Development Officer report EDO-2017-14 dated June 5th, 2017 with regards to the Community Growth Plan and 2016 Census Data be received for information;

PREVIOUS REPORTS PERTINENT TO THIS MATTER

EDO 2017-02 dated January 9th, 2017 EDO 2017-10 dated March 27th, 2017

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” that is going to occur over the next many years.

At the Jan. 9th 2017 council meeting the Terms of Reference for the Community Growth Plan were approved and on March 14th a contract was signed with GSP Group to lead the work effort. The Project Launched on March 29th with the first Working Group Meeting and the first Steering Committee meeting was held on April 12th.

We are extremely fortunate to have a very diverse group of community leaders on our Steering Committee which is comprised of 18 representatives:

- | | | | | |
|----------------------------|--|--|-----------------------------|--|
| 5 Elected Officials | Mayor Andy Lennox & Councillors Sherry Burke, Lisa Hern, Steve McCabe & Dan Yake | | | |
| 9 Community Members | Marianne Christie Teresa Hutchinson Marty Young | Jim Coffey Brett Parker | Paula Coffey Julie Silva | James Craig Murray Townsend |
| 4 Designated Reps | Mike Givens: Jim Klujber: | Chief Administrative Officer Wellington North Power | Jim Taylor: Aldo Salis: | Cultural Roundtable W.C.Planning Department |

At the present time the project continues on schedule, as per the contract signed with GSP and the working group is supporting GSP as they complete their background research and start to identify and analyze the various opportunities and constraints within the Township of Wellington North. We also facilitated a meeting at the County Offices regarding population data, mapping and land inventory. GSP are very familiar with the GIS mapping tools utilized by the County which will make the completion of their research and analysis process much easier.

Our next Working Group meeting is scheduled for June 14th and the next Steering Committee meeting has been scheduled for Wednesday June 28th at the Mount Forest & District Sports Complex. The objective for this meeting will be to:

- Engage the committee in a review of the draft Background Research, Opportunities and Constraints report
- Ensure the opportunities and constraints are fully understood and clearly documented
- Based on Committee discussion make any required edits to the report prior to release to the Public
- Review and finalize the Community engagement and Stakeholder engagement plan for moving forward

An overview of the key Steering Committee dates and milestones is as follows:

| | |
|--|---|
| Project Launch & first meeting with Technical Advisory/Working Group | March 29th |
| Conduct Community Growth Plan Steering Committee Meetings <ul style="list-style-type: none"> • Introductory Meeting, Project Overview, community engagement plans, etc • Present Background Research, Opportunities & Constraints analysis • Present Growth Options for evaluation and identification of preferred options • Present draft Growth Management Strategy • Public Meeting/Open House/Final Council Presentation | April 12th June 28th TBD/Sept TBD/Dec TBD/Jan 2018 |

Our expectation is that the project will continue on schedule through to the end of the year however we do anticipate that scheduling community engagement sessions over the summer might prove difficult. Should this result in any significant change to the above schedule council will be advised accordingly.

Observations & Findings 2016 Census Data: EMPLOYMENT Growth

As council is also aware the 2016 census data is gradually being shared and at the present time we have received employment, population and dwelling counts along with some other sundry data. We are in the process of reviewing this data and thought council might be interested in some of our preliminary observations especially as it relates to the work underway with our Community Growth Plan.

From an employment growth perspective County-wide employment is forecast to increase 20,805 jobs from 2011 to 2036. Wellington North is expected to experience 17% of this employment growth and to reach these targets employment in Wellington North will need to increase 60% from 6,020 jobs in 2011 to 9,620 in 2036. This is a net growth of 3,600 jobs and an average of 144 net new jobs in Wellington North per year over the 25 year period.

Based on the 2016 census data, from 2011 – 2016, Wellington North employment increased by 956 jobs to a total of 6,976. This represents a net 16% increase in jobs since 2011 and an average of 191 jobs created per year, well exceeding the Growth Projection target of 144 per year.

Employment Growth continues to be very strong and we are fortunate that our businesses continue to grow and create employment for our residents. Our recently completed Business Retention & Expansion Program

interviews along with the Employerone survey from the Waterloo Wellington Dufferin Workforce Planning Board both support these findings and recognize the strong growth in Wellington North especially in three of our largest sectors.(Manufacturing, Health Care and Construction)

An interesting observation is when adjusting our population for non-available workers, those under the age of 15 and for arguments sake those over the age of 70, Wellington North has an average of 1.2 jobs per resident. This is the highest average in the County and also suggests that we have a significant number of workers who do not live in Wellington North but travel to our community to work.

Other information gathered from our BR+E reviews as well as the Employerone survey:

- 88% of business hired workers in 2016
- 76% of businesses say they plan to hire in 2017
- 56% of our businesses had difficulty in hiring workers
- 54% of employers rate the availability of qualified workers as fair or poor

Other information gathered from the 2016 Census data:

- The median commuting time to work for Wellington North residents is 15.3 minutes
- 15% of Wellington North workers work at the same location they live

Unemployment rates in Wellington North and the County as a whole continue to be very low and while this is a very enviable position to be in it does cause obvious hiring challenges for our employers. As a result moving forward it will continue to be important for us to focus economic development efforts and programs on the recruitment of residents and workers to our community.

Observations & Findings 2016 Census Data: POPULATION Growth

From a population perspective County-wide population is forecast to increase 41,100 persons from 90,900 in 2011 to 132,000 in 2036. Wellington North is expected to experience 13% of the County's population growth and to reach these targets population in Wellington North will need to increase by 45% from 11,950 in 2011 to 17,170 in 2036. This is a net growth of 5,220 persons and in order to reflect the current capacity issues at the Arthur Wastewater Treatment Plant the growth projections recognize that a large part of the growth in Wellington North will occur between 2021 – 2031.

Based on the census data, from 2011 to 2016 Wellington North population increased by 540 persons to a total of 12,490. This is an average of 108/year and is below the Growth Projection target of 153 per year from 2011 – 2021.

Population growth, while up from the previous five year term when we grew an average of 60 per year, is not yet at the levels contained in the Growth projection forecasts. A number of factors from our perspective have contributed to this shortfall however the most notable one is the lack of housing available in our community especially housing that we would consider to be more affordable and/or higher density type of developments. (Apartments, condominiums, semi-detached, townhome, etc.) Some recent activity has however started in our community and we believe the population of Wellington North will grow significantly over the next 10 years.

At the present time we have only received the population census data for Wellington North as a whole so we do not know the break-out for each of our urban areas, Arthur and Mount Forest, versus the growth in our rural community. From a Wellington North perspective some key findings are:

- We have experienced notable increases in the 20 – 29 and the 30 – 39 year old age groups where we have increased by 288 and 119 residents since 2011.

- The Wellington North median age continues to increase, consistent with what is taking place across the province, and country as a whole. Currently our median age sits at 44.1 years which is above the Provincial median age of 41.4 however well below the Wellington County, including Guelph, median age of 46.2
- There is a significant difference in the median age of our male population which sits at 41.9 versus the median age of our female population which is 45.97. This difference is not so dramatic in Wellington County, including Guelph, where the median age of the male population is 45.1 and female is 47.2.
- 10% of the population of Wellington North is below the age of 10 and 16% of Wellington North's population is over the age of 70. This is similar to the percentages for the rest of Wellington County.

For your information an overview of Wellington North's population and demographic changes since 2006 follows:

| | 2001 | 2006 | 2011 | 2016 |
|------------------------------------|---------------|---------------|---------------|---------------|
| 0 – 9 years | N | 1330 | 1360 | 1267 |
| 10 – 14 years | O | 845 | 795 | 738 |
| 15 – 19 years | T | 860 | 845 | 797 |
| 20 – 29 years | A | 1300 | 1370 | 1658 |
| 30 – 39 years | V | 1205 | 1170 | 1289 |
| 40 – 49 years | A | 1750 | 1645 | 1307 |
| 50 – 59 years | I | 1605 | 1665 | 1892 |
| 60 – 69 years | L | 1275 | 1380 | 1534 |
| 70 – 79 years | A | 855 | 995 | 1154 |
| 80 – 84 years | B | 300 | 395 | 408 |
| 85 years + | L | 300 | 330 | 419 |
| | E | | | |
| Wellington North Population | 11,305 | 11,630 | 11,950 | 12,490 |
| Wellington North Median Age | 38.2 | 41.0 | 42.9 | 44.1 |
| Ontario Median Age | 37.2 | 39.0 | 40.4 | 41.4 |

The demographic outlook for Ontario, Wellington County and Wellington North over the next 20 years will have far reaching economic and fiscal implications. Understanding how we can best leverage and influence growth, while at the same time ensuring the cost implications of this growth are well understood in our community, is the main reason why the completion of a Community Growth Plan is so important.

Over the past 25 years the median age in Ontario has gone from 33 years in 1986 to 41.4 years in 2016 and Seniors aged 65+ now account for 16.7% of the Ontario population. For the first time in history this percentage is higher than the percentage of children under the age of 15 which sits at 16.4% in 2016.

In Wellington North we are seeing similar but somewhat more dramatic demographic changes and we also have significant differences when comparing our two urban areas.

- In Arthur the median age has increased from 35.4 in 2001 to 38.7 in 2011.
- In Mount Forest however the median age has increased from 41.7 in 2001 to 48.1 in 2011.
- In our rural community the median age has actually decreased from 41.6 in 2001 to 39.6 in 2011.

Once we receive the 2016 census data by urban centre we will provide council with an update by community and hopefully this will be available by our next Community Growth Plan Steering Committee meeting.

**Observations & Findings:
HOUSEHOLD Growth**

From a housing perspective County-wide the housing base is forecast to increase 14,560 units from 2011 to 2036. Wellington North is expected to experience 13% of the County's housing growth and to reach these targets housing will need to increase 43% from 4,450 in 2011 to 6,360 in 2036. This is a net increase of 1,910 units or an average of 76 units per year.

Based on the census data, from 2011 to 2016 Wellington North housing increased by 467 dwellings to a total of 4,917. This is an average of 93 dwellings per year and exceeds the Growth Projection target of 76 per year.

Of interest here is while our housing numbers have surpassed the growth projections by a significant amount it has not translated into our population growth exceeding our targets. Most of the recent growth has been in Mount Forest as well as the rural areas however moving forward we expect strong growth will occur in Arthur upon completion of the upgrades to the Wastewater Treatment Plant.

Other observations are as follows:

| | Wellington North | Wellington County (inc. Guelph) |
|---|------------------|------------------------------------|
| % of one person households | 28% | 23.6 |
| % of two person households | 35% | 35.6 |
| avge. # of persons/household | 2.49 | 2.56 |
| % of dwellings that are single detached | 73% | 83% |
| % of dwellings that are owner occupied | 75% | 86% |
| % of dwellings constructed since 1981 | 46% | 60% |
| | | |

STRATEGIC PLAN

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

Yes No N/A

Which pillars does this report support?

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:

Dale Small

Mike Givens

**DALE SMALL
ECONOMIC DEVELOPMENT OFFICER**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**



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Plan to
Simply Explore.
www.simplyexplore.ca

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF June 5th, 2017**

FROM: DALE SMALL, ECONOMIC DEVELOPMENT OFFICER

SUBJECT: REPORT EDO-2017-15 COMMUNITY IMPROVEMENT PROGRAM

RECOMMENDATION

That the Economic Development Officer report EDO-2017-15 dated June 5th, 2017 with regards to the Community Improvement Program be received;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approve one-time grants under the Façade Improvement Grant Program as follows:

- **\$2,500.00** for improvements to 514 Main Street N. in Mount Forest, home to the Mount Forest and District Chamber of Commerce.
- **\$2,500.00** for improvements to 9141 Highway 6 in Kenilworth, home to Sacred Heart Church

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approve one-time grants under the Public Arts Grant Program as follows:

- **\$2,500.00** to Sacred Heart Church in Kenilworth to assist with the purchase of new outdoor signage

PREVIOUS REPORTS PERTINENT TO THIS MATTER

There have been numerous reports on the Community Improvement Program since the program was approved by Wellington North council in May 2012. The most recent one was EDO 2017-13 dated May 23rd, 2017.

BACKGROUND

Since 2012 our Community Improvement Program has enabled the Municipality to provide incentives for individuals, businesses, Community Groups, organizations, etc. to enhance their building presentation to the public and/or to support Public Art, in an effort to help beautify our community. This ten year program has proven quite popular and to date forty applicants have submitted applications for funding to the

Community Improvement Program. The total dollar value of the overall improvements made to our Main Streets is conservatively estimated at \$376,684. Of this amount:

- \$ 84,584 (22%) has been covered by grants under the Community Improvement Program
- \$ 22,500 (6%) has been advanced in interest free loans repayable over 5 years
- \$269,600 (72%) has been covered by the applicants

OVERVIEW

Since our last council meeting three additional applications have been received and as required under our CIP have been reviewed and recommended by our CIP Review Panel. (Darren Jones & Dale Small)

The required Decision Matrix has been completed for all applications and a copy is attached to this report. The Decision Matrix also provides additional information regarding the improvements that are being made to the various locations. The Community Improvement Plan Review Panel recommends council approve funding for all three applications.

FINANCIAL CONSIDERATIONS

\$15,000 in funding has been approved in the 2017 Economic Development operating budget to cover applications under the Community Improvement Program. With these three applications the total funding approved to date will total \$18,901.

The cost overrun of \$3,901 will be accommodated within the Economic Development 2017 operating budget. Should additional applications be received over the remainder of the year they will also be presented to council along with proposed funding options.

STRATEGIC PLAN

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

Yes No N/A

Which pillars does this report support?

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:

Dale Small

Michael Givens

**DALE SMALL
ECONOMIC DEVELOPMENT OFFICER**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

Steve Chambers
392346 Grey Road 109
RR 2
Holstein, ON
N0G 2A0

May 25, 2017

To Whom It May Concern:

The Mount Forest Renegades mixed slo-pitch team is requesting permission to run a mixed 3-pitch tournament with bar on June 16 and 17, 2017. This will take place on the Optimist and Kinsmen ball diamonds in Mount Forest, ON. The agricultural barns have been reserved to be used as tournament headquarters. The Mount Forest Legion is looking after the bar and the legalities behind the license. We are both sharing the cost of purchasing PAL insurance. There will be Smart serve bartenders running the bar at all times.

Our hope is to raise some money for a local family in need. The previous seven years this this tournament has raised over \$30,000 towards local community needs.

Please advise if further information is needed.

Regards,

Steve Chambers



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1.866.848.3620 FAX 519.848.3228

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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JUNE 5, 2017**

**FROM: DARREN JONES
CHIEF BUILDING OFFICIAL**

**SUBJECT: CBO 2017-08 BY-LAW ENFORCEMENT CONTRACT
POSITION**

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive report CBO 2017-08 being a report regarding a By-law Enforcement contract position;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North direct staff to negotiate an independent contract agreement for the provision of by-law and property standards enforcement services;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North appoint David Kopp as by-law enforcement officer/property standards officer/peace officer for the Corporation of the Township of Wellington North.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

NONE.

BACKGROUND

The Township of Wellington North is currently experiencing an influx of residential development applications and non-residential building permit applications. The Township is currently processing four subdivision applications. These are not unexpected developments however they are requiring attention all at once.

The Ontario Building Code sets out maximum time frames for permit applications to be processed and for building inspections to occur and therefore these must take priority.

There are currently very few residential building lots in Mount Forest that are “shovel ready”, developers recognise this and are working towards their final approval for 2017 construction starts. As of May 30, 2017 the Building Department has issued permits with a construction value over 22 million, compared to 2013, 2014 and 2015 where the total construction value for the entire year was just over 18 million, the scope of work on these larger projects requires much more time and effort than previous years. The workload associated with these permits, inspections and development applications leaves very little time to address by-law enforcement and property standards matters in a timely manner.

The Townships preferred method of resolving property standards complaints is “voluntary compliance” this is where the property standards officer meets regularly with the noncompliant property owner to discuss the state of the property and negotiate time frames for stages of a clean up to happen, this usually negates the need to issue orders and have a property cleaned up at the Township’s expense, saving the Township the non recoverable legal costs.

David Kopp has experience as experience as a Chief Building Official and has previously provided supported to the Township as a Building Inspector. Entering into an independent contract agreement with Mr. Kopp will help the Township address issues in an effective manner.

FINANCIAL CONSIDERATIONS

There is \$6,812.00 designated for salaries and wages in the property standards budget that can be used to cover the cost of a contract by-law enforcement officer/property standards officer/peace officer.

Typically building department staff time is allocated to the property standards budget. The building department budget has adequate funds to cover the additional time spent on building department matters.

STRATEGIC PLAN

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

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 type="checkbox"/> Strategic Partnerships | <input checked="" type="checkbox"/> Community Service Review <input type="checkbox"/> Corporate Communication Plan <input checked="" type="checkbox"/> Positive Healthy Work Environment |
|--|--|

By-law and property standards enforcement are important functions in ensuring that the community remains beautiful and helps limit neighbour issues. Township staff always strive to meet the service needs identified by the residents and councillors in the most effective and efficient manner.

PREPARED BY:

RECOMMENDED BY:



Mike Givens

**DARREN JONES
CHIEF BUILDING OFFICIAL**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**



**CHERYL
GALLANT**

MUNICIPALITY OF EAST FERRIS

MAY 02 2017

RECEIVED

YOUR MEMBER OF PARLIAMENT
RENFREW-NIPISSING-PEMBROKE
www.cherylgallant.com

April 12th, 2017

Clerk-Treasurer
East Ferris Township
390 Highway 94
Corbeil, Ontario, POH 1K0

Dear Clerk-Treasurer,

As you may be aware, the 2017 Federal Deficit Budget raises personal taxes by targeting all municipal politicians, school board trustees, and elected members of municipal utilities boards, commissions, and corporations.

On Page 208 of the budget, the Trudeau Liberals removed the tax-exempt portion of remuneration paid to local officials.

Introduced in 1947 under the federal *Income Tax Act*, the purpose of the one-third tax-free expense allowance was to provide "an allowance for expenses incidental to the discharge of the person's duties as an elected officer."

Unlike some elected officials in cities who receive office budgets, car and expense allowances as well as six-digit salaries, this is not the case with most municipal politicians I know, with a majority of our councillors receiving a base salary of less than \$20,000.

As it was described to me by a local Mayor about this tax grab:

"Most municipal Council members in rural areas are already very poorly compensated for the work they do in their communities. As Mayor my hourly compensation is well below minimum wage. I make far less than any other municipal staff person working similar hours on behalf of the municipality. It is extremely difficult to attract good candidates into municipal politics now. Removing the 1/3 tax exemption on Council remuneration without compensating for that loss will make it nigh on impossible."

It is the expectation of debt-obsessed Ottawa that remuneration will be "grossed-up" (increasing the salary to offset the increased tax payment) so as not to impact the take-home pay received by a mayor and councillors. This in turn will boost individual tax bills for elected officials as well as costs to ratepayers, who are already struggling with increasing property taxes.

Rather than curbing the abuse of taxpayer money this tax grab claims to stop, by eliminating the tax-free provision, Municipalities will no longer be required to review their remuneration by law at a public meeting once during their four-year term.

Municipalities will now be forced to divert funds which would be spent on roads, bridges or clean water to reimbursing elected officials. This, along with the increased borrowing costs associated with the federal government's infrastructure bank scheme, will place increased pressure to raise property taxes, making home ownership more unaffordable.

This tax grab is an unfair burden on Canadian Municipalities and local ratepayers. The Trudeau Liberals need to be told their spending problem cannot be solved on the backs of home owners struggling to make ends meet.

Sincerely,

Cheryl Gallant, M.P.
Renfrew—Nipissing—Pembroke
CG:sf

Cheryl Gallant, M.P.
Constituency Office
84 Isabella St.
Pembroke, ON, K8A 5S5
(Tel) 613-732-4404
(Fax) 613-732-4697



The Corporation of the Municipality of Brockton¹⁵⁵

Number: 17-14-174

Session: May 23, 2017

Moved By: [Signature]

Seconded By: Bill Bell

12.3 Oppose Amendment to the Conservation Authorities Act

Whereas the provincial government has proposed to amend the Conservation Authorities Act.

Whereas the amendment will require Conservation Authority Boards to have a composition of 50% members with scientific backgrounds.

Whereas the amendment will restrict the ability of municipal councils to appoint board members.

Be it resolved that the municipality of Brockton oppose the amendment to the Conservation Authorities Act.

| Member of Council | Yea | Nay |
|-------------------|-----|-----|
| Adams, Steve | | |
| Bell, Bill | | |
| Gieruszak, Dan | | |
| Inglis, David | | |
| Leifso, Dean | | |
| Oberle, Chris | | |
| Peabody, Chris | | |
| Totals | | |

Carried

[Signature]

Defeated



The Corporation of the County of Wellington

By-law Number 5523-17

A by-law to establish development charges for the Corporation of the County of Wellington.

WHEREAS subsection 2(1) of the *Development Charges Act, 1997* c. 27 (hereinafter called "the Act") provides that the council of a municipality may pass By-laws for the imposition of development charges against land for increased capital costs required because of the need for services arising from development in the area to which the by-law applies;

AND WHEREAS the Council of The Corporation of the County of Wellington ("County of Wellington") has given Notice in accordance with Section 12 of the *Development Charges Act, 1997*, of its intention to pass a by-law under Section 2 of the said Act;

AND WHEREAS the Council of the County of Wellington has heard all persons who applied to be heard no matter whether in objection to, or in support of, the development charge proposal at a public meeting held on March 21, 2017;

AND WHEREAS the Council of the County of Wellington had before it a report entitled Development Charge Background Study dated February 24, 2017 prepared by Watson & Associates Economists Ltd., wherein it is indicated that the development of any land within the County of Wellington will increase the need for services as defined herein;

AND WHEREAS the Council of the County of Wellington on May 25, 2017 approved the applicable Development Charge Background Study, dated February 24, 2017, in which certain recommendations were made relating to the establishment of a development charge policy for the County of Wellington pursuant to the *Development Charges Act, 1997*;

AND WHEREAS the Council of the County of Wellington on March 21, 2017 determined that no additional public meeting was required.

NOW THEREFORE THE COUNCIL OF THE COUNTY OF WELLINGTON ENACTS AS FOLLOWS:

DEFINITIONS

1. In this by-law,
 - (1) "Accessory use" means a use, including a building, which is commonly incidental, subordinate and exclusively devoted to the main use or main building situated on the same lot;
 - (2) "Act" means the *Development Charges Act, S.O. 1997, c. 27*;
 - (3) "Administration Service" means any and all studies carried out by the municipality that are with respect to eligible services for which a development charge by-law may be imposed under the *Development Charges Act, 1997*;
 - (4) "Agricultural use" means a bona fide farming operation;
 - (5) "Apartment dwelling" means any dwelling unit within a building containing more than four dwelling units where the units are connected by an interior corridor;
 - (6) "Bedroom" means a habitable room larger than seven square metres, including a den, study, or other similar area, but does not include a living room, dining room or kitchen;
 - (7) "Board of education" means a board defined in s.s. 1(1) of the *Education Act*;

- (8) “Building Code Act” means the *Building Code Act*, R.S.O. 1990, c.B.-13, as amended;
- (9) “Bona Fide Farm Use” means the proposed development will qualify as a farm business operating with a valid Farm Business Registration Number Issued by the Ontario Ministry of Agriculture, Food and Rural Affairs and be assessed in the Farmland Realty Tax Class by the Municipal Property Assessment Corporation;
- (10) “Capital cost” means costs incurred or proposed to be incurred by the municipality or a local board thereof directly or by others on behalf of, and as authorized by, the municipality or local board,
- (a) to acquire land or an interest in land, including a leasehold interest;
 - (b) to improve land;
 - (c) to acquire, lease, construct or improve buildings and structures;
 - (d) to acquire, lease, construct or improve facilities including,
 - (i) rolling stock with an estimated useful life of seven years or more,
 - (ii) furniture and equipment, other than computer equipment, and
 - (iii) materials acquired for circulation, reference or information purposes by a library board as defined in the *Public Libraries Act*, R.S.O. 1990, c.P.-44; and
 - (e) to undertake studies in connection with any of the matters referred to in clauses (a) to (d);
 - (f) to complete the development charge background study under Section 10 of the Act;
 - (g) interest on money borrowed to pay for costs in (a) to (d); required for provision of services designated in this by-law within or outside the municipality.
- (11) “Council” means the Council of The Corporation of the County of Wellington;
- (12) “Development” means any activity or proposed activity in respect of land that requires one or more of the actions referred to in section 6 of this by-law and including the redevelopment of land or the redevelopment, expansion, extension or alteration of a use, building or structure except interior alterations to an existing building or structure which do not change or intensify the use of land;
- (13) “Development charge” means a charge imposed pursuant to this By-law;
- (14) “Dwelling unit” means a room or suite of rooms used, or designed or intended for use by, one person or persons living together, in which culinary and sanitary facilities are provided for the exclusive use of such person or persons, including time share units;
- (15) “Existing Industrial Building” means a building or buildings existing on a site on the day this by-law is passed, or the first building or buildings constructed on a vacant site pursuant to site plan approval, under Section 41 of the *Planning Act*, subsequent to the passage of this by-law for which full development charges were paid, that is used for or in conjunction with:
- 15.1 the production, compounding, processing, packaging, crating, bottling, packing or assembly of raw or semi-processed goods or materials in not less than seventy five percent of the total gross floor area of the building or buildings on a site (“manufacturing”) or warehousing related to the manufacturing use carried on in the building or buildings;
 - 15.2 research or development activities in connection with manufacturing in not less than seventy five percent of the total gross floor area of the building or building on the site;

- 15.3 retail sales by a manufacturer, if retail sales are at the site where manufacturing is carried out; such retail sales are restricted to goods manufactured at the site, and the building or part of a building where such retail sales are carried out does not constitute greater than twenty five percent of the total gross floor area of the building or buildings on the site; or
 - 15.4 office or administration purposes if they are:
 - 15.4.1 carried out as an accessory use to the manufacturing or warehousing, and
 - 15.4.2 in or attached to the building or structure used for such manufacturing or warehousing.
- (16) "Grade" means the average level of finished ground adjoining a building or structure at all exterior walls;
- (17) "Gross floor area" means the total floor area measured between the outside of exterior walls, or between the outside of exterior walls and the centre line of party walls dividing the building from another building, of all floors above the average level of finished ground adjoining the building at its exterior walls.
- (18) "Local board" means a public utility commission, public library board, local board of health, or any other board, commission, committee or body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes of the municipality or any part or parts thereof;
- (19) "Local services" means those services or facilities which are under the jurisdiction of the municipality and are related to a plan of subdivision or within the area to which the plan relates, required as a condition of approval under s.51 of the *Planning Act*, or as a condition of approval under s.53 of the *Planning Act*;
- (20) "Multiple dwelling" means all dwellings other than single detached dwellings, semi-detached dwellings, and apartment dwellings;
- (21) "Municipality" means The Corporation of the County of Wellington;
- (22) "Non-residential uses" means a building or structure used for other than a residential use;
- (23) "Owner" means the owner of land or a person who has made application for an approval for the development of land upon which a development charge is imposed;
- (24) "Planning Act" means the *Planning Act*, R.S.O. 1990, c.P.-13, as amended;
- (25) "Place of Worship" means that part of a building or structure that is exempt from taxation as a place of worship under the *Assessment Act*, R.S.O. 1990, Chap. A.31, as amended, or any successor thereof;
- (26) "Regulation" means any regulation made pursuant to the Act;
- (27) "Residential uses" means lands, buildings or structures or portions thereof used, or designed or intended for use as a home or residence of one or more individuals, and shall include a single detached dwelling, a semi-detached dwelling, a multiple dwelling, an apartment dwelling, and the residential portion of a mixed-use building or structure;
- (28) "Semi-detached dwelling" means a building divided vertically into two dwelling units each of which has a separate entrance and access to grade;

- (29) "Services" means services set out in Schedule "A" to this By-law;
- (30) "Single detached dwelling" means a completely detached building containing only one dwelling unit.
- (31) "Special care/special need dwelling" means:
- a) a building containing two or more dwelling units, which units have a common entrance from street level:
 - (i) where the occupants have the right to use in common, halls, stairs, yards, common rooms and accessory buildings;
 - (ii) which may or may not have exclusive sanitary and/or culinary facilities;
 - (iii) that is designed to accommodate persons with specific needs, including, but not limited to, independent permanent living arrangements; and
 - (iv) where support services such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care and attendant services are provided at various levels; and includes, but is not limited to, retirement homes or lodges nursing homes, charitable dwellings, group homes (including correctional group homes) and hospices;
 - b) a building that is a student residence;

CALCULATION OF DEVELOPMENT CHARGES

2. (1) Subject to the provisions of this By-law, development charges against land shall be imposed, calculated and collected in accordance with the base rates set out in Schedule "B", which relate to the services set out in Schedule "A".
- (2) The development charge with respect to the uses of any land, building or structure shall be calculated as follows:
- a) in the case of residential development or redevelopment or the residential portion of a mixed use development or redevelopment, as the sum of the product of the number of dwelling units of each type multiplied by the corresponding total amount for such dwelling unit type, as set out in Schedule "B";
 - b) in the case of non-residential development or redevelopment, or the non-residential portion of a mixed use development or redevelopment, as the sum of the product of the gross floor area multiplied by the corresponding total amount for such gross floor area as set out in Schedule "B".
- (3) Council hereby determines that the development or redevelopment of land, buildings or structures for residential and non-residential uses will require the provision, enlargement or expansion of the services referenced in Schedule "A".

PHASE-IN OF DEVELOPMENT CHARGES

3. The development charges imposed pursuant to this by-law are not being phased-in and are payable in full, subject to the exemptions herein, from the effective date of this by-law.

APPLICABLE LANDS

4. (1) Subject to Sections 5 and 6, this by-law applies to all lands in the municipality, whether or not the land or use is exempt from taxation under Section 3 of the *Assessment Act*, R.S.O. 1990, c.A.-31.

- (2) This by-law shall not apply to land that is owned by and used for the purposes of:
- (a) a board of education;
 - (b) any municipality or local board thereof;
 - (c) a hospital under the *Public Hospitals Act*;
 - (d) a college or university;
 - (e) a cemetery or place of worship;
 - (f) non-residential farm building constructed for bona fide farm uses.
- (3) Further to Section (2)(f), where the municipality is unable to determine whether the development is a bona fide farm use, the owner shall pay the full non-residential development charge, in accordance with section 4(1) herein. If, within 36 months of payment of the full non-residential development charge, the owner provides a valid Farm Business Registration Number issued by the Ontario Ministry of Agriculture, Food and Rural Affairs and evidence satisfactory to the municipality that the development has been identified in the Farmland Realty Tax Class by the Municipal Property Assessment Corporation, the municipality shall refund to the owner the difference between the full non-residential development charge paid and the Farm Building development charge applicable as at the date a building permit was issued.

RULES WITH RESPECT TO EXEMPTIONS FOR INTENSIFICATION OF EXISTING HOUSING

5. (1) Notwithstanding Section 4 above, no development charge shall be imposed with respect to developments or portions of developments as follows:
- (a) the enlargement of an existing residential dwelling unit;
 - (b) the creation of one or two additional residential dwelling units in an existing single detached dwelling where the total gross floor area of the additional unit(s) does not exceed the gross floor area of the existing dwelling unit;
 - (c) the creation of one additional dwelling unit in any other existing residential building provided the gross floor area of the additional unit does not exceed the smallest existing dwelling unit already in the building.
- (2) Notwithstanding subsection 5(1)(b), development charges shall be calculated and collected in accordance with Schedule "B" where the total residential gross floor area of the additional one or two dwelling units is greater than the total gross floor area of the existing single detached dwelling unit.
- (3) Notwithstanding subsection 5(1)(c), development charges shall be calculated and collected in accordance with Schedule "B" where the additional dwelling unit has a residential gross floor area greater than,
- (a) in the case of semi-detached house or multiple dwelling, the gross floor area of the existing dwelling unit, and
 - (b) in the case of any other residential building, the residential gross floor area of the smallest existing dwelling unit.

RULES WITH RESPECT TO AN "INDUSTRIAL" EXPANSION EXEMPTION

6. (1) Notwithstanding Section 4, if a development includes the enlargement of the gross floor area of an existing industrial building:
- (a) there shall be an exemption from the payment of development charges for one or more enlargements of an existing industrial building on its site, whether attached or separate from the existing industrial building, up to a maximum of fifty per cent of the gross floor area before the first enlargement for which an exemption from the payment of development charges was granted pursuant to the *Development Charges Act* or this subsection. Development charges shall be imposed in accordance with Schedule "B" with respect to the amount of floor area of an enlargement that results in the gross floor area of the industrial building being increased by greater than fifty per cent of the gross floor area of the existing industrial building; or
 - (b) if the gross floor area is enlarged by more than 50 percent, development charges are payable on the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement.

DEVELOPMENT CHARGES IMPOSED

7. (1) Subject to subsection (2), development charges shall be calculated and collected in accordance with the provisions of this by-law and be imposed on land to be developed for residential and non-residential uses, where, the development requires,
- (a) the passing of a zoning by-law or an amendment thereto under Section 34 of the *Planning Act*;
 - (b) the approval of a minor variance under Section 45 of the *Planning Act*;
 - (c) a conveyance of land to which a by-law passed under subsection 50(7) of the *Planning Act* applies;
 - (d) the approval of a plan of subdivision under Section 51 of the *Planning Act*;
 - (e) a consent under Section 53 of the *Planning Act*;
 - (f) the approval of a description under Section 50 of the *Condominium Act*, R.S.O. 1990, c.C.-26; or
 - (g) the issuing of a permit under the *Building Code Act*, in relation to a building or structure.
- (2) Subsection (1) shall not apply in respect to:
- (a) local services installed or paid for by the owner within a plan of subdivision or within the area to which the plan relates, as a condition of approval under Section 51 of the *Planning Act*;
 - (b) local services installed or paid for by the owner as a condition of approval under Section 53 of the *Planning Act*.

LOCAL SERVICE INSTALLATION

8. Nothing in this by-law prevents Council from requiring, as a condition of an agreement under Section 51 or 53 of the *Planning Act*, that the owner, at his or her own expense, shall install or pay for such local services, within the Plan of Subdivision or within the area to which the plan relates, as Council may require.

MULTIPLE CHARGES

9. (1) Where two or more of the actions described in subsection 7(1) are required before land to which a development charge applies can be developed, only one development charge shall be calculated and collected in accordance with the provisions of this by-law.
- (2) Notwithstanding subsection (1), if two or more of the actions described in subsection 7(1) occur at different times, and if the subsequent action has the effect of increasing the need for municipal services as set out in Schedule "A", an additional development charge on the additional residential units and additional gross floor area shall be calculated and collected in accordance with the provisions of this by-law.

SERVICES IN LIEU

10. (1) Council may authorize an owner, through an agreement under Section 38 of the Act, to substitute such part of the development charge applicable to the owner's development as may be specified in the agreement, by the provision at the sole expense of the owner, of services in lieu. Such agreement shall further specify that where the owner provides services in lieu in accordance with the agreement, Council shall give to the owner a credit against the development charge in accordance with the agreement provisions and the provisions of Section 39 of the Act, equal to the reasonable cost to the owner of providing the services in lieu. In no case shall the agreement provide for a credit that exceeds the total development charge payable by an owner to the municipality in respect of the development to which the agreement relates.
- (2) In any agreement under subsection (1), Council may also give a further credit to the owner equal to the reasonable cost of providing services in addition to, or of a greater size or capacity, than would be required under this by-law.
- (3) The credit provided for in subsection (2) shall not be charged to any development charge reserve fund.

RULES WITH RESPECT TO RE-DEVELOPMENT

11. In the case of the demolition of all or part of a residential building or structure:
- (a) a credit shall be allowed, provided that the land was improved by occupied structures (or structures capable of occupancy) within the five years prior to the issuance of the building permit, and the building permit has been issued for the development or redevelopment within five years from the date the demolition permit has been issued; and
- (b) if a development or redevelopment involves the demolition of and replacement of a residential building or structure, a credit shall be allowed equivalent to the number of dwelling units demolished multiplied by the applicable residential development charge in place at the time the development charge is payable.

- (c) if a development or redevelopment involves the demolition of and replacement of a non-residential building or structure, a credit shall be allowed equivalent to the gross floor area demolished multiplied by the applicable non-residential development charge in place at the time the development charge is payable.
12. A credit can, in no case, exceed the amount of the development charge that would otherwise be payable, and no credit is available if the existing land use is exempt under this by-law.

TIMING OF CALCULATION AND PAYMENT

13. (1) Development charges shall be calculated and payable in full in money or by provision of services as may be agreed upon, or by credit granted under the Act, on the date that the first building permit is issued in relation to a building or structure on land to which a development charge applies.
- (2) Where development charges apply to land in relation to which a building permit is required, the building permit shall not be issued until the development charge has been paid in full.

RESERVE FUNDS

14. (1) Monies received from payment of development charges under this by-law shall be maintained in eleven separate reserve funds as follows: roads and related; libraries; studies; ambulance, childcare, police, health, social services administration, homes for the aged, waste diversion and *Provincial Offences Act*.
- (2) Monies received for the payment of development charges shall be used only in accordance with the provisions of Section 35 of the Act.
- (3) Where any development charge, or part thereof, remains unpaid after the due date, the amount unpaid shall be added to the tax roll and shall be collected as taxes.
- (3) Where any unpaid development charges are collected as taxes under subsection (4), the monies so collected shall be credited to the development charge reserve funds referred to in subsection (1).
- (4) The Treasurer of the Municipality shall, in each year, furnish to Council a statement in respect of the reserve funds established hereunder for the prior year, containing the information set out in Section 12 of O.Reg. 82/98.

BY-LAW AMENDMENT OR APPEAL

15. (1) Where this by-law or any development charge prescribed thereunder is amended or repealed either by order of the Ontario Municipal Board or by resolution of the Municipal Council, the Municipal Treasurer shall calculate forthwith the amount of any overpayment to be refunded as a result of said amendment or repeal.
- (2) Refunds that are required to be paid under subsection (1) shall be paid with interest to be calculated as follows:
- (a) Interest shall be calculated from the date on which the overpayment was collected to the date on which the refund is paid;
- (b) The Bank of Canada interest rate in effect on the date of enactment of this by-law shall be used.
- (3) Refunds that are required to be paid under subsection (1) shall include the interest owed under this section.

BY-LAW INDEXING

16. The development charges set out in Schedule "B" to this by-law shall be adjusted annually as of January 1st of each year commencing January 1, 2018, without amendment to the by-law, in accordance with the most recent twelve month change in the Statistics Canada Quarterly, "Construction Price Statistics".

SEVERABILITY

17. In the event any provision, or part thereof, of this by-law is found by a court of competent jurisdiction to be ultra vires, such provision, or part thereof, shall be deemed to be severed, and the remaining portion of such provision and all other provisions of this by-law shall remain in full force and effect.

HEADINGS FOR REFERENCE ONLY

18. The headings inserted in this by-law are for convenience of reference only and shall not affect the construction of interpretation of this by-law.

BY-LAW REGISTRATION

19. A certified copy of this by-law may be registered on title to any land to which this by-law applies.

BY-LAW ADMINISTRATION

20. This by-law shall be administered by the County Treasurer.

SCHEDULES TO THE BY-LAW

21. The following Schedules to this by-law form an integral part of this by-law:
- | | |
|--------------|---|
| Schedule "A" | - Schedule of Designated Municipal Services |
| Schedule "B" | - Schedule of County-wide Development Charges |

DATE BY-LAW EFFECTIVE

22. This By-law shall come into force and effect on the first day of June 2017.

DATE BY-LAW EXPIRES

23. This By-law will expire at 12:01 a.m. on June 1, 2022 unless it is repealed by Council at an earlier date.

SHORT TITLE

24. This by-law may be cited as the "County of Wellington Development Charge By-law, 2017."

EXISTING BY-LAW REPEALED

25. By-law Number 5309-12 is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS MAY 25, 2017.



A handwritten signature in blue ink, appearing to read "Dennis Lever".

DENNIS LEVER - WARDEN

A handwritten signature in blue ink, appearing to read "Donna Bryce".

DONNA BRYCE - COUNTY CLERK

**SCHEDULE A
to By-law Number 5523-17**

Designated County Services under this By-law

- 1) Library Services
- 2) Studies
- 3) Ambulance
- 4) Police Services
- 5) Roads and Related
- 6) Child Care
- 7) Provincial Offences Act
- 8) Health Unit
- 9) Social Services Administration
- 10) Homes for the Aged
- 11) Waste Diversion

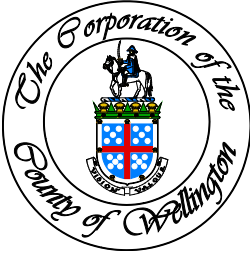
SCHEDULE B

to By-law Number 5523-17

SCHEDULE OF COUNTY-WIDE DEVELOPMENT CHARGES

EFFECTIVE JUNE 1, 2017

| SERVICE | RESIDENTIAL | | | | | NON-RESIDENTIAL (per s.f. of Gross Floor Area) |
|-------------------------|---|---------------------------------|---|------------------------|--|---|
| | Single-Detached Dwelling & Semi-Detached Dwelling SD | Apartments 2 Bedrooms + APT2 | Apartments Bachelor & 1 Bedroom APT1 | Other Multiples OTH | Special Care / Special Dwelling Units SCD | |
| Library | 944 | 613 | 447 | 746 | 296 | 0.04 |
| Studies | 69 | 45 | 33 | 55 | 22 | 0.03 |
| Ambulance | 54 | 35 | 26 | 43 | 17 | 0.01 |
| Police | 130 | 84 | 62 | 103 | 41 | 0.05 |
| Roads and Related | 2,733 | 1,773 | 1,294 | 2,159 | 857 | 1.03 |
| Childcare | 21 | 14 | 10 | 17 | 7 | - |
| Provincial Offences Act | 121 | 79 | 57 | 96 | 38 | 0.04 |
| Health Unit | 93 | 60 | 44 | 73 | 29 | 0.01 |
| Social Services | 115 | 75 | 54 | 91 | 36 | 0.01 |
| Homes for the Aged | 86 | 56 | 41 | 68 | 27 | 0.01 |
| Waste Diversion | 348 | 226 | 165 | 275 | 109 | 0.13 |
| TOTAL | 4,714 | 3,060 | 2,233 | 3,726 | 1,479 | 1.36 |



THE CORPORATION OF THE COUNTY OF WELLINGTON

NOTICE OF THE PASSING OF A DEVELOPMENT CHARGE BY-LAW BY THE CORPORATION OF THE COUNTY OF WELLINGTON

TAKE NOTICE that the Council of the County of Wellington passed By-law No. 5523-17 on May 25, 2017 to establish development charges for the Corporation of the County of Wellington under section 12 of the Development Charges Act, 1997 as amended by Bill 73 and O.Reg. 428/15;

AND TAKE NOTICE that any person or organization may appeal to the Ontario Municipal Board under Section 14 of the Act, in respect of the development charge by-law, by filing with the Clerk of the County of Wellington on or before July 4, 2017 (40 days after the day the by-law is passed) a notice of appeal setting out the objection to the by-law and the reasons supporting the objection.

The schedule of development charges imposed by the by-law is as follows:

| SERVICE | RESIDENTIAL | | | | | NON-RESIDENTIAL (per s.f. of Gross Floor Area) |
|-------------------------|---|---------------------------------|---|------------------------|--|---|
| | Single-Detached Dwelling & Semi-Detached Dwelling SD | Apartments 2 Bedrooms + APT2 | Apartments Bachelor & 1 Bedroom APT1 | Other Multiples OTH | Special Care / Special Dwelling Units SCD | |
| Library | 944 | 613 | 447 | 746 | 296 | 0.04 |
| Studies | 69 | 45 | 33 | 55 | 22 | 0.03 |
| Ambulance | 54 | 35 | 26 | 43 | 17 | 0.01 |
| Police | 130 | 84 | 62 | 103 | 41 | 0.05 |
| Roads and Related | 2,733 | 1,773 | 1,294 | 2,159 | 857 | 1.03 |
| Childcare | 21 | 14 | 10 | 17 | 7 | - |
| Provincial Offences Act | 121 | 79 | 57 | 96 | 38 | 0.04 |
| Health Unit | 93 | 60 | 44 | 73 | 29 | 0.01 |
| Social Services | 115 | 75 | 54 | 91 | 36 | 0.01 |
| Homes for the Aged | 86 | 56 | 41 | 68 | 27 | 0.01 |
| Waste Diversion | 348 | 226 | 165 | 275 | 109 | 0.13 |
| TOTAL | 4,714 | 3,060 | 2,233 | 3,726 | 1,479 | 1.36 |

The development charges set out above come into effect on June 1, 2017 and apply to all lands within the County of Wellington (as shown in the map.) The by-law also provides for the automatic indexing of the development charges on January 1 of each year.

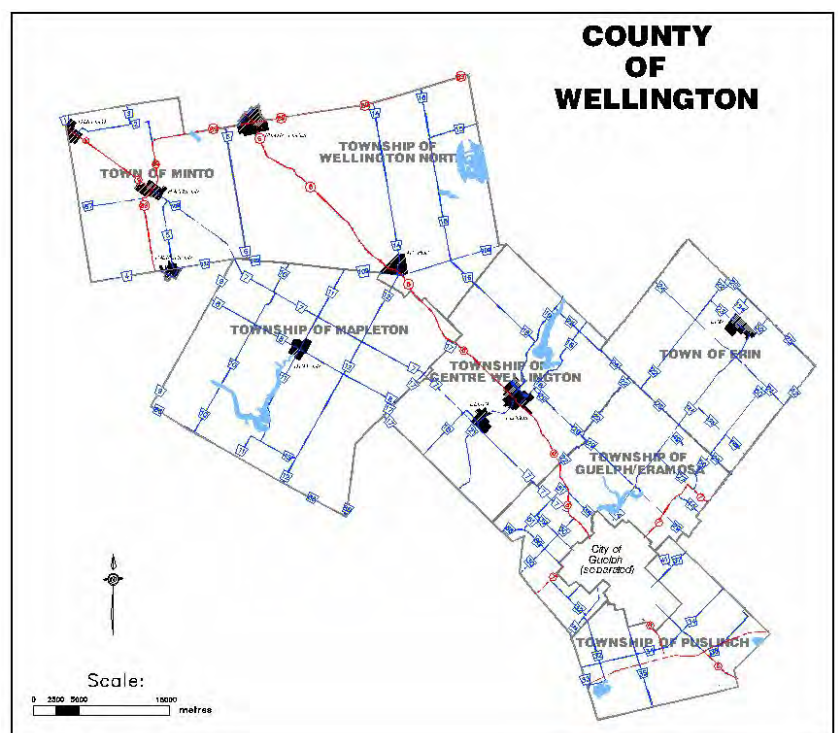
A copy of the complete by-law is available for examination in the clerk's office during regular office hours of 8:30 am to 4:00 pm, Monday to Friday and is also available on the County web site at

<http://www.wellington.ca/en/government/developmentcharges.asp>

Dated at the County of Wellington this 25th day of May, 2017

Donna Bryce

Clerk of the County of Wellington



SCHEDULE "A"
BY-LAW 5523-17

SCHEDULE OF COUNTY-WIDE DEVELOPMENT CHARGES - EFFECTIVE JUNE 1ST, 2017

| SERVICE | RESIDENTIAL | | | | | NON-RESIDENTIAL |
|-------------------------|---|-------------------------|---------------------------------|-----------------|---------------------------------------|--------------------------------|
| | Single-Detached Dwelling & Semi-Detached Dwelling | Apartments 2 Bedrooms + | Apartments Bachelor & 1 Bedroom | Other Multiples | Special Care / Special Dwelling Units | (per s.f. of Gross Floor Area) |
| Library | 944 | 613 | 447 | 746 | 296 | 0.04 |
| Studies | 69 | 45 | 33 | 55 | 22 | 0.03 |
| Ambulance | 54 | 35 | 26 | 43 | 17 | 0.01 |
| Police | 130 | 84 | 62 | 103 | 41 | 0.05 |
| Roads and Related | 2,733 | 1,773 | 1,294 | 2,159 | 857 | 1.03 |
| Childcare | 21 | 14 | 10 | 17 | 7 | - |
| Provincial Offences Act | 121 | 79 | 57 | 96 | 38 | 0.04 |
| Health Unit | 93 | 60 | 44 | 73 | 29 | 0.01 |
| Social Services | 115 | 75 | 54 | 91 | 36 | 0.01 |
| Homes for the Aged | 86 | 56 | 41 | 68 | 27 | 0.01 |
| Waste Diversion | 348 | 226 | 165 | 275 | 109 | 0.13 |
| TOTAL | 4,714 | 3,060 | 2,233 | 3,726 | 1,479 | 1.36 |

REDEVELOPMENT

- A credit will be provided against development charges owing where buildings or structures have been demolished to permit the redevelopment of the property.
- The eligibility for demolition credits is restricted to demolitions that occur within five years of the redevelopment of the property.

UNPAID CHARGES TO BE ADDED TO TAX ROLL

- Where a development charge or any part of it remains unpaid after it is payable, the amount unpaid will be added to the tax roll and will be collected in the same manner as taxes.

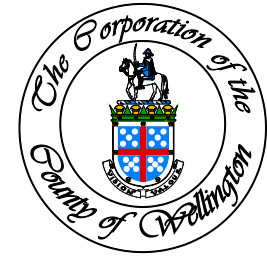
STATEMENT OF THE TREASURER

- The County Treasurer is required to produce an annual statement showing detailed information about each reserve fund established to account for development charge revenues.
- The statement will document the continuity of each reserve fund, including the description of each service, opening and closing balances, details of any credit transactions, details of any borrowing from the reserve fund that may have occurred, the amount spent on growth related projects, the portion of each project that is funded from the reserve fund and the portion funded from other sources of financing.

ADDITIONAL INFORMATION

- This pamphlet is intended to give an overview of development charges. For more complete information, reference should be made to the County's annual development charges statement, the Development Charge Background Study, and by-law 5523-17, which are available on the County's website at www.wellington.ca, or in printed version in the County Clerk's office during regular office hours of 8:30am to 4:30pm, Monday to Friday.
- For further information please contact:

Cathy Butcher
Financial Analyst - Capital
 Treasury Department
 County of Wellington
 74 Woolwich St.
 Guelph, Ontario N1H 3T9
 T 519.837.2600 x 2370
 Toll Free 1.800.663.0750
 F 519.837.1850
 E cathyb@wellington.ca



THE CORPORATION OF THE COUNTY OF WELLINGTON

DEVELOPMENT CHARGE INFORMATION By-Law 5523-17

This pamphlet summarizes the Development Charge By-Law for the County of Wellington

June 2017

The information contained herein is intended only as a guide. Interested parties should review the approved by-law and consult with the County of Wellington Treasury Department staff to determine the applicable charges that may apply to specific development proposals.

PURPOSE OF DEVELOPMENT CHARGES

- Development Charges assist in financing capital projects required to meet the increased need for services resulting from growth and development. Development charge funds may only be used for the purpose for which they are collected.

BACKGROUND STUDY

The Development Charges Act, 1997 and Ontario Regulation 428/15 require that, prior to the passing of a by-law, a development charges background study be undertaken, with reference to:

- The forecasted amount, type and location of future development;
- The average service levels provided in the County over the 10-year period immediately preceding the preparation of the background study;
- Capital cost calculations for each eligible development charge service;
- An examination of the long term capital and operating costs for the infrastructure required to service the forecasted development.

Watson and Associates Economists Ltd. prepared the study for the County dated February 24, 2017. The study served as the basis for the development charge rates approved by County Council on May 25, 2017 through by-law 5523-17.

DEVELOPMENT CHARGES FOR THE COUNTY OF WELLINGTON: BY-LAW NO. 5523-17

- Residential development charges (calculated on the number and type of units) are imposed upon all lands within the County of Wellington.
- The development charge is payable in full upon issuance of a building permit.
- The development charge rates set out below are effective June 1, 2017:

| Development Type | Rate (per unit) |
|--|------------------------|
| Single Detached and Semi-Detached Dwelling | \$4,714 |
| Apartments (1 bedroom or less) | \$2,233 |
| Apartments (2 or more bedrooms) | \$3,060 |
| Special Care / Special Dwelling Units | \$1,479 |
| Other Multiples | \$3,726 |

- Non-residential development charges are imposed on all non-residential development within the County of Wellington:

| Development Type | Rate (per sq. ft. of gross floor area) |
|--|---|
| Commercial, Institutional and Industrial | \$1.36 |

TERM OF BY-LAWS

- By-law 5523-17 will remain in force until June 1, 2022 unless repealed at an earlier date.

INDEXING OF DEVELOPMENT CHARGES

- The development charges will be automatically adjusted annually on January 1st of each year, without amendment to the by-law, in accordance with the most recent annual change in the Statistics Canada Quarterly, "Construction Price Statistics."

SERVICES COVERED

Development charges have been imposed for the following categories of County services in order to pay for the increased capital costs required as a result of increased needs for services arising from development:

- Police
- Roads and Related (Garages & Equipment)
- Library
- Studies
- Ambulance
- Childcare
- Provincial Offences Act
- Health Unit
- Social Services Administration
- Homes for the Aged
- Waste Diversion



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JUNE 5, 2017**

FROM: MICHAEL GIVENS, CAO

**SUBJECT: REPORT CAO 2017-015 WELLINGTON NORTH POWER- BOARD
CONFIGURATION**

RECOMMENDATION

THAT Report CAO 2017-015 being a report on Wellington North Power (WNP)
- Board Configuration is received for information;

AND FURTHER THAT the Council of the Township of Wellington North
supports proceeding with a six member Board of Directors for the foreseeable
future;

AND FURTHER THAT the Council of the Township of Wellington North extend
the director term by 1-year for both the CAO of the Township of Wellington
North (Michael Givens) and Wellington North Power CAO (Richard Bucknall)
until November 30, 2019.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

- March 27, 2017-CAO 2017-100 Wellington North Power Board Director Appointments
- April 4, 2016-CAO 2016-007 WNP Board Members
- April 20, 2015-CAO 2015-10 Wellington North Power Board Shareholder Representation
- December 17, 2014-CAO 2014-30 Wellington North Power-Board Member Appointment

| |
|-------------------|
| BACKGROUND |
|-------------------|

The current configuration of the Wellington North Power (WNP) Board of Directors is as per the below table.

| Board of Director | Appointment Date | Term End | Role |
|--------------------------|-------------------------|--------------------------|--------------------------------------|
| Alan Rawlins | Jan. 1, 2008 | Resignation May 31, 2017 | Independent Community Representative |
| Mark Hillis | July 1, 2016 | June 30, 2020 | Independent Community Representative |
| Paul Smith | July 1, 2016 | June 30, 2020 | Independent Community Representative |
| Richard Bucknall | Apr. 27, 2015 | November 30, 2018 | Non-independent (Corporation of WNP) |
| Andy Lennox | Apr. 27, 2015 | November 30, 2018 | Non-Independent (Shareholder) |
| Dan Yake | Apr. 27, 2015 | November 30, 2018 | Non-Independent (Shareholder) |
| Michael Givens | Apr. 27, 2015 | November 30, 2018 | Non-Independent (Shareholder) |

Notes-

1. In 2013, the Township authorized the extension of Board member terms to 4 years from 2 years.
2. In 2015, the current configuration of the Board was established via Township Council resolution on April 27, 2015.
3. The terms on the Board for the Mayor, CAO's and Councillor coincide with municipal council terms.

The Township of Wellington North as the primary shareholder of Wellington North Power (WNP) has a responsibility for appointment of members to the Board of Directors and for making decisions regarding the Board configuration. Council has the responsibility to ratify appointments, notifying WNP and the Township of Southgate (minority shareholder).

In 2016, two Board positions were filled, a committee comprised of Andy Lennox (Mayor), Dan Yake (Councillor), Richard Bucknall (CAO WNP) and Michael Givens (CAO Township) interviewed potential candidates after the Township advertised for applicants. The interview committee then made recommendations to Township Council. Mark Hillis and Paul Smith were appointed and have been very strong members of the Board. Both making very positive contributions to the corporation, bringing original ideas and fresh perspective.

The below excerpts are from the WNP Shareholder Agreement and provide context to the role of the Board of Directors-

3.1 Shareholder Objectives

The Shareholders' objective in connection with the relationship to the Corporation is that **the Board supervises the management of the Corporation** in a manner which:

- a) Takes due consideration of the financial objective established by the Shareholders;
- b) Protects the investment of the Shareholders by appropriately managing the Corporations' exposure to the normal risks inherent in its business as a Local Electricity Distribution company;
- c) Provides the Shareholders with their desired rate of return on their investment, giving due consideration to rates of return permitted by the regulatory agencies;
- d) Provides adequate reporting to the Shareholder.

4.1 Board of Directors

Subject to Section 4.11, **the business and affairs of the Corporation shall be managed by the Board of Directors**. As determined by the Articles, the Board shall consist of a minimum of three (3) and a maximum of ten (10) directors.

Appointments to the Board are subject to the approval, or ramification in the case of interim appointments necessitated by vacancies, by Shareholder resolution.

With the resignation of Alan Rawlins on May 31, 2017 from the WNP board, appointed board members have been reduced from seven to six. The current six member board maintains the regulatory requirement of a 1/3 independent contingent. Although the Township received 3 applications from interested candidates to fill the vacant board position, it is my recommendation that Council support the WNP Board proceeding as is with a six member board on the basis of:

- The board functions well and is moving forward with strategic discussions that will shape the future of WNP.

- Council can anticipate that the Ontario Energy Board (the regulator) will continue to review governance and that may impact the future makeup and required committees of the Board of Directors of utility companies.
- Council can further anticipate being asked to make decisions on forthcoming recommendations that will come from the WNP board of directors and the officers of the corporation. These decisions may impact the structure of the corporation and impact the role of the shareholder in other corporations that function outside of the electricity distribution sector.
- Furthermore, I recommend extending the director term by 1-year for both the CAO of Township of Wellington North (myself) and WNP CAO (Richard Bucknall). This extension would be until November 30, 2019. This ensures the terms of the directors are staggered therefore providing some consistency to both the Shareholder and WNP and avoids potentially appointing a majority of “new” directors at any one time.

As an alternative to proceeding with a six member board, Council may consider reducing the board to five directors. If Council wishes to pursue this direction, I would recommend that Council consider removing either Richard Bucknall or Michael Givens from the Board.

- Richard, the Chief Administrative Officer for WNP, is one of the officers of WNP. Richard provides information and recommendations for the Board to consider. This role would continue even if he was not a board member. Currently as a board member, Richard not only presents his own recommendations but has a vote on either accepting or defeating these recommendations. Part of the board’s responsibility is to hold the officers accountable. This is a challenge for an individual who is both an officer and a board member.
- As the Chief Administrative Officer of the Township of Wellington North, I have responsibilities to the Corporation of the Township of Wellington North. I always have the shareholders best interests in mind. Separating the best interests of the shareholder from the best interest of WNP can be challenging. Removing me from the board would still leave two members of Council on WNP’s board.
- I recommend extending the director term by 1-year for the remaining CAO. This extension would be until November 30, 2019. This ensures the terms of the

directors are staggered and avoids potentially appointing a majority of “new” directors at any one time.

| |
|---------------------------------|
| FINANCIAL CONSIDERATIONS |
|---------------------------------|

Annual remuneration for each board member is approximately \$6,300.00, an expense to WNP. Additional costs associated with attending relevant events are paid in addition to the remuneration.

Remuneration does not apply to either the CAO of WNP or the CAO of 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?

Community Growth Plan

Community Service Review

Human Resource Plan

Corporate Communication Plan

Brand and Identity

Positive Healthy Work Environment

X Strategic Partnerships

The Township as the primary shareholder has a responsibility to undertake certain fundamental activities for WNP including appointment of Board of Director members via resolution and establishing the board configuration.

| | |
|-------------------------------|--|
| PREPARED BY: | RECOMMENDED BY: |
| <i>Michael Givens</i> | <i>Michael Givens, CAO</i> |
| MICHAEL GIVENS CAO | MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER |



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JUNE 5, 2017**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2017-015 BEING A REPORT ON ZONING BY-LAW
AMENDMENTS FOR KENNEL LICENSES**

RECOMMENDATION

THAT Report CLK 2017-015 being a report on Zoning By-law amendments for Kennel licenses be received for information.

AND FURTHER THAT the Clerk be directed to bring a bylaw to amend 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 to the June 26, 2017 meeting of Council;

AND FURTHER THAT a copy of the draft amending by-law be circulated to the owners of the six licensed kennels in the municipality prior to the June 26, 2017 Council meeting;

AND FURTHER THAT the rezoning by-law for Lorne and Mary Horst be brought forward to the June 26, 2017 meeting for Council consideration.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

| |
|-------------------|
| BACKGROUND |
|-------------------|

On May 23, 2017, a public meeting under the Planning Act was held to consider a zoning by-law amendment for Lorne and Mary Horst, 9446 Highway 6 to permit a kennel and a 32 ft. x 64 ft. (9.7 m x 19.5 m) building designed to house 10 dogs.

The Planning report cited no concerns provided the kennel building was constructed as shown on the plan in location "A". Zoning amendment by-law 037-17 was considered at the Council meeting immediately after the public meeting.

Concerns were raised by a concerned citizen related to the kennel provisions in the canine control by-law and as such the zoning by-law amendment was deferred pending more information.

Staff reviewed the by-law and make the following recommendations to enhance and improve the kennel provisions in the canine control by-law 004-17 (the by-law):

Kennels defined in the by-law as:

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*

Specific provisions for kennels are in Section 7 of the by-law and are set out in Schedule "A" to this report.

The current by-law provides that up to 10 dogs, not including pups under 12 weeks of age, may be kept on agricultural lots over 25 acres. If an owner wishes to operate a Kennel, they must apply for a rezoning.

Section 7.5 of the by-law provides that:

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).

Staff recommend that for clarity, clause be amended to read:

*Every person who owns or operates a Kennel shall have regard to and **operate within** the guidelines set out in "A Code of Practice for Canadian Kennel*

Operations", (Canadian Veterinary Medical Association) second edition May, 2007) as amended from time to time.

The Code of Practices provides guidelines on:

- Housing and Accommodation
- Food and Water
- Care and Supervision
- Transportation
- Euthanasia
- Education
- Emergencies and Unforeseen Problems
- Minimal Space Requirements for a Dog
- Number of times a dog has been breed in a year
- Vaccination Schedule

Staff do not recommend reciting or mirroring any provisions in the Code of Practice in the municipal canine control by-law. When the Code of Practice is amended, the by-law would need to be amended. Should the Code of Practice be amended and the by-law is not amended, the by-law and Code would be in conflict.

The Code does not require that animals have unfettered access to both inside and outside areas. Currently Section 7.8 of the by-law provides that:

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.

Staff recommend that the following clause be added:

Every kennel operator shall provide access to a fenced area to the outside that permits the animal to access the outside area and return to the inside area on its own accord.

Section 7.15 of the by-law provides:

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.

Staff recommend that clause 7.15 of the by-law be amended to read:

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 in **conjunction with the application for a Kennel license referred to in Section 7.14**

The by-law provides that any operator of a licensed kennel is exempt from obtaining a license for the dogs in the kennel. Staff recommend that clause be amended to exempt only boarding kennels, so that all dogs in a breeding kennel must be licensed.

Staff recommend the following clauses be added:

The applicant shall provide acoustical barriers where necessary, as determined by the animal control officer. Barriers are to be set out on the detailed site plan and submitted with the application for the kennel license and may include, but not limited to solid fence and/or natural buffer of trees and/or mound of earth.

No kennel or facility or structure used in connection with the kennel shall be located less than 150 metres (492 feet) of any adjacent property owners habitable building or buildings for the keeping of livestock.

Any new kennel license issued after the passage of this by-law shall be limited to a maximum of 25 dogs.

Kennels shall be owned, managed and/or operated by the property owner on which the kennel is located;

The kennel owner/operator/manager shall reside on the property on which the kennel is located.

All breeding kennels shall provide sufficient designated space for the property enrichment and socialization of puppies.

Staff recommend that the Kennel application form on Schedule "B" be attached to the amended canine control by-law. The documentation in the form provides for:

- Kennel floor plans
- Site plan approval
- Sign off by Building and Planning department
- Proof of insurance
- Proof of membership in the Canadian Kennel Club or other
- Police checks
- Numbers of dogs, ages and sex on the premises
- Indication they are operating a boarding kennel or breeding kennel
- Veterinary reports on all dogs
- Breeding Kennels – the number of times per year that the dogs were bred

As a housekeeping item, staff recommend removing clause 6.3.5 as all dogs in existence before 2000 would likely be deceased:

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.

Staff recommend the following clause be added:

That all kennels in existence, who have currently received their 2017 kennel license, will be subject to the provisions in the amended by-law and will be required to meet the requirements in the kennel application form.

FINANCIAL CONSIDERATIONS

There are no financial implications by receiving or implementing the recommendations in this report. Staff do recommend that the kennel license fee increase to \$500.00 for a new license and \$250.00 for a renewal of license. This will be included for Council considered in the 2018 fees and charges by-law.

STRATEGIC PLAN

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

Yes No N/A

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

Karren Wallace, Clerk

Michael Givens, CAO

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

SCHEDULE "A"

- 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.*



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Schedule "B" Kennel Application Form

| | |
|-----------------------|--|
| Date Received: | |
|-----------------------|--|

| Kennel Type | | Fee |
|-----------------|--------------------------|-----------------------------------|
| Breeding Kennel | <input type="checkbox"/> | <input type="checkbox"/> \$150.00 |
| Boarding Kennel | <input type="checkbox"/> | <input type="checkbox"/> \$150.00 |

Personal information on this form is collected under the legal authority of the Municipal Act. The information is collected and maintained for the purpose of creating a record public pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Clerk's Office. 519-848-3620 ext. 27.

| Applicant Information | | | |
|-----------------------|----------------------|-----------------|-------------|
| Full Name | Last | First | MI |
| Address | Street Name & Number | | PO Box |
| | Apt # | City/Town | Postal Code |
| Home Phone: | | Business Phone: | |
| E-mail: | | | |
| Kennel Name: | | | |
| Kennel Address: | | | |

| Required Information for your Application – NEW KENNELS |
|--|
| <input type="checkbox"/> Kennel Floor Plans |
| <input type="checkbox"/> Planning Department Sign off –receipt of Zoning Amendment application |
| <input type="checkbox"/> Site Plan Approval |
| <input type="checkbox"/> Building Department Approval |

Required Information For Your Application – RENEWAL AND NEW KENNELS

Completed Application Form

License Fee (cash, cheque, debit)

If this is a Renewal License, have you expanded the operation? Yes No

- If yes, please provide details: _____

Dog Licenses for dogs permanently living at address (mandatory purchase at time of application)

Boarding Kennel – Insurance Certificate (minimum limit of \$2,000,000)

Breeding Kennel – Proof of Membership

- Canadian Kennel Club
- Other _____

Police Information Check (dated within 60 days of application)

- Yearly for Owners/Operators
- Staff – 1st year of employment, every 3rd year after

Complete list of all dogs kept on premises stating:

- name, breed, age, and sex

Current veterinary reports for all animals on the premises showing the following:

- that all vaccinations are up to date
- the dogs are in good health; and
- Breeding Kennels – the number of times per year that the dogs were bred

Signature of Applicant

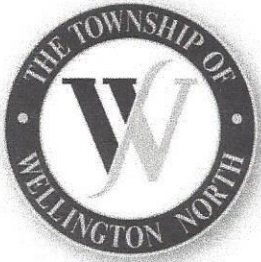
I, _____, hereby declare that the above information is correct, that I have read and understood the provisions contained in By-Law #004-2017, as amended of the Township of Wellington North as well as the Code of Practice for Canadian Kennel Operations, as amended and agree to abide by these and any other applicable by-laws and code pertaining to Kennels.

Signature

Date

| FOR OFFICE USE: Department Sign Off: | | |
|---|------------|-------|
| Planning Department | Signature: | Date: |
| Building Department | Signature: | Date: |
| Clerk’s Department | Signature: | Date: |

REMIT TO: Clerk, Township of Wellington North, Box 125, 7490 Sideroad 7 W, Kenilworth ON N0G 2E0



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Kenilworth, ON N0G 2E0

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Plan to
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Application for Noise Exemption To Noise Control By-law 5001-05

| | | |
|----------------|------|--------|
| Applicant Name | Last | First |
| | Bon | Lynton |

| | | |
|-------------------|----------------------|-------------|
| Applicant Address | Street | Postal Code |
| | 271 Smith st. Arthur | N0G 1A0 |

| |
|--------------------------|
| Applicant's Phone Number |
| 519-823-6179 |

| |
|------------------------|
| Group or Organization |
| N/A - Private Function |

| |
|------------------------------|
| Event Title |
| Daughter's wedding Reception |

| | |
|---|---------------|
| Date of Event | Time of Event |
| (If event is being held over more than one day, specify times for each day) | |
| July 22, 2017 | 3pm - 1am |

| |
|--|
| Description of Event – include the source of sound or vibration in respect of which the exemption is being sought: |
| The event is a wedding reception. The source of the sound and/or vibration will be coming from the DJ playing music and the sound of people talking both with and without a microphone |

| |
|---|
| State the particular provision or provisions of the By-law from which the exemption is being sought |
| By-law 5001-02 Schedule 2 Act #2 - the operation of any electronic device and Act #4 - yelling, shouting from 2100 - 0100 |

May 30, 2017
Date

Lynton Bon
Signature

Submit to:
Clerk's Office
Township of Wellington North
P.O. Box 125 KENILWORTH, ON N0G 1P0
(519) 848-3620 ext 127

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH**

BY-LAW NUMBER 044-17

**BEING A BY-LAW TO APPOINT A BY-LAW ENFORCEMENT
OFFICER/PROPERTY STANDARDS OFFICER/PEACE OFFICER
FOR THE CORPORATION OF THE TOWNSHIP OF WELLINGTON
NORTH**

WHEREAS it is deemed expedient to appoint a By-law Enforcement Officer/Property Standards Officer/Peace Officer.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH** enacts as follows:

1. **THAT DAVID KOPP** is hereby appointed as By-law Enforcement Officer/Property Standards Officer/Peace Officer for the Township of Wellington North, the position to be known as By-law Enforcement Officer/Property Standards Officer/Peace Officer.

2. **AND FURTHER THAT** the said David Kopp shall hold office during the pleasure of the Council and shall exercise all the authority, powers and rights and shall perform all the duties and obligations which by Statute or By-laws are or may be conferred or imposed upon the By-law Enforcement Officer/Property Standards Officer/Peace Officer and other duties that may be imposed by Council.

3. FORCE AND EFFECT

This By-law shall take effect and become in full force and effect upon its passing.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 5TH DAY OF JUNE, 2017.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

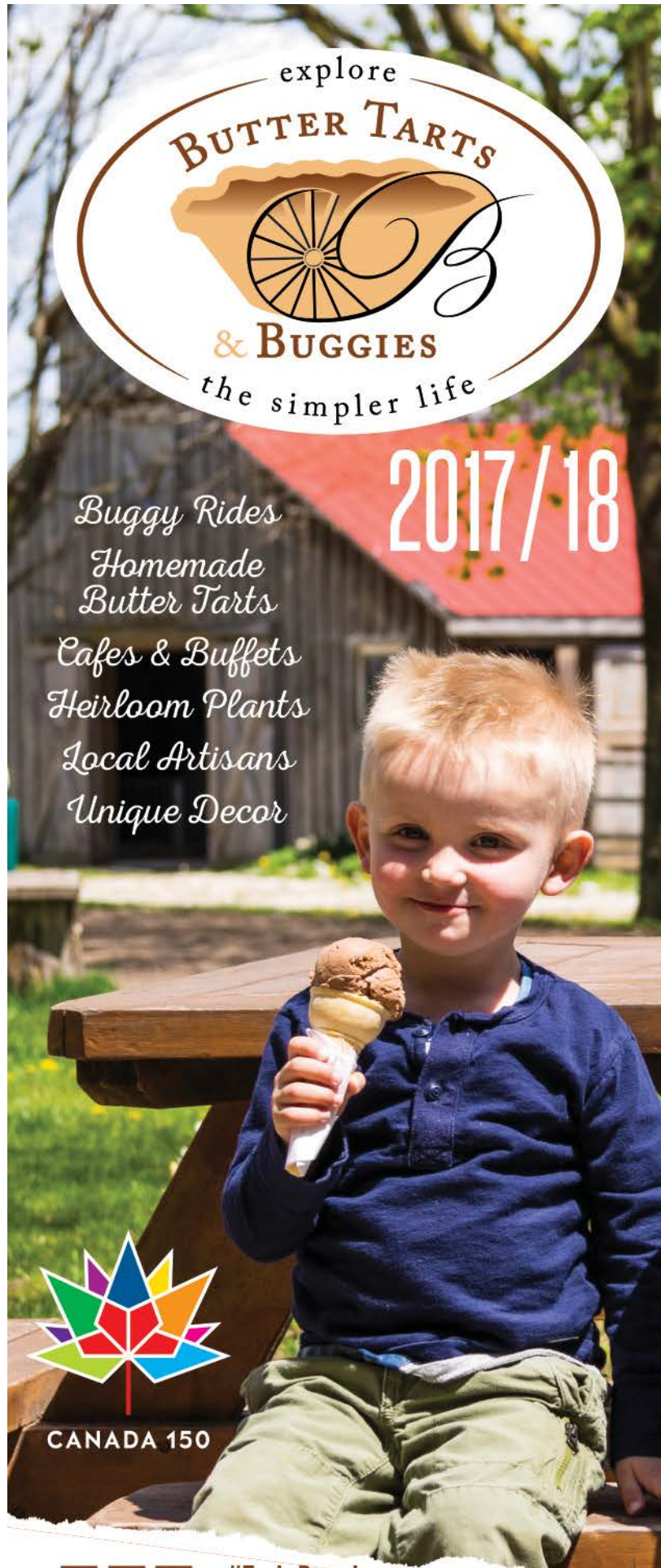


Preserving, promoting and developing Wellington North's unique cultural resources to build a vibrant community and a prosperous economy.

Our Cultural Moment this month celebrates Local Food & Local Food Tourism and we would like to bring attention to two local programs

Now in its fourth season the **Wellington North Farmers Market** opened on Friday May 26th at King Street East in Mount Forest, next to the Victory Community Centre. A Farmers Market provides a great opportunity for the Community to connect while at the same time supporting our local farmers and producers. There are so many reasons why buying local makes sense and I would encourage everyone to please come out and support your local Farmers Market. The market runs through to October 6th and I would like to give a special mention and thank you to Pastor Harry Engel who continues to donate his time each and every Friday afternoon as our Market Manager.

“Butter Tarts and Buggies: Explore the Simpler Life”, has moved into its second season, with our launch last weekend in-conjunction with the Spring Rural Romp. Developed in 2016 in-partnership with the Town of Minto and the Township of Southgate we are pleased to have the Township of Mapleton join the program this year. With twenty eight participants throughout Northern Wellington and Southern Grey County this self guided tour allows residents and tourists the opportunity to experience a showcase of local food, handcrafted items, producers and business related to the horse and buggy culture and obviously Butter Tarts!! To learn more and to plan your tour, please pick up one of the new brochures, or visit our online interactive map at www.buttertartsandbuggies.com.



explore
BUTTER TARTS
& BUGGIES
the simpler life

2017/18

- Buggy Rides*
- Homemade Butter Tarts*
- Cafes & Buffets*
- Heirloom Plants*
- Local Artisans*
- Unique Decor*



CANADA 150

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH**

BY-LAW NUMBER 045-17

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 JUNE 5, 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 June 5, 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 5TH DAY OF JUNE, 2017.**

**ANDREW LENNOX
MAYOR**

**KARREN WALLACE
CLERK**