

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
AGENDA OF REGULAR COUNCIL MEETING – DECEMBER 5, 2022 AT 1:30 P.M.
CLOSED SESSION TO PROCEED COUNCIL MEETING AND FOLLOW OPEN SESSION
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH
HYBRID MEETING WITH COUNCIL IN PERSON AND VIA WEB CONFERENCING**

HOW TO JOIN

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://us02web.zoom.us/j/81375448471>

Or join by phone:

Canada: 855 703 8985 (Toll Free) or 1 647 374 4685 (long distance charges may apply)

Webinar ID: 813 7544 8471

**PAGE
NUMBER**

CALLING TO ORDER

ADOPTION OF THE AGENDA

Recommendation:

THAT the Agenda for the December 5, 2022 Regular Meeting of Council be accepted and passed.

DISCLOSURE OF PECUNIARY INTEREST

CLOSED MEETING SESSION

The meeting is closed pursuant to Section 239 (2) of the Municipal Act, 2001, specifically:

(3.1) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at ___:___ p.m. that is closed to the public under subsection 239 (2) of the Municipal Act, 2001, specifically:

(3.1) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.

1. REPORTS

- CAO 2022-006 Council Orientation and Welcome

2. RISE AND REPORT FROM CLOSED MEETING SESSION

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at ___:___ p.m.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2022-006 Council Orientation and Welcome.

PRESENTATIONS

Saugeen Valley Conservation Authority

- Update for New Councils – Programs and Services 001

APPOINTMENT BY-LAW (COMMITTEE OF ADJUSTMENT)

- a. By-law Number 126-22 being a by-law to constitute and appoint a Committee of Adjustment for the Corporation of the Township of Wellington North 022

Recommendation:

THAT By-law Number 126-22 being a by-law to constitute and appoint a Committee of Adjustment for the Corporation of the Township of Wellington North be read a First, Second and Third time and enacted.

RECESS TO MOVE INTO PUBLIC MEETING

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North recess the December 5, 2022 Regular Meeting of Council for the purpose of holding a Public Meeting under the Planning Act:

- Pinestone Construction Ltd., Minor Variance

RESUME REGULAR MEETING OF COUNCIL

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North resume the December 5, 2022 Regular Meeting of Council at : .

DEPUTATIONS

Helen Edwards, Seniors’ Centre for Excellence

- Request for support 023

Ryan Deska, Director, Community Engagement and Development, Habitat for Humanity

- Bringing Affordable Home Ownership to Guelph-Wellington 041

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

- 1. Regular Meeting of Council, November 7, 2022 055
- 2. Inaugural Council Meeting, November 21, 2022 065

Recommendation:

THAT the minutes of the Regular Meeting of Council held on November 7, 2022 and the Inaugural Council Meeting held on November 21, 2022 be adopted as circulated.

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

ITEMS FOR CONSIDERATION

1. MINUTES

a. Maitland Valley Conservation Authority

- Members Meeting #7-22, July 20, 2022 070
- Members Meeting #8-22, September 21, 2022 073

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Maitland Valley Conservation Authority Members Meeting #7-2022 held on July 20, 2022, and Members Meeting #8-22 held on September 21, 2022.

b. Arthur Chamber of Commerce

- Directors Meeting, October 12, 2022 076
- Annual General Meeting, October 19, 2022 078
- Directors Meeting, November 9, 2022 079

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur Chamber of Commerce Directors Meeting held on October 12, 2022, Annual General Meeting held on October 19, 2022, and the Directors Meeting held on November 9, 2022.

- c. Mount Forest Business Improvement Area, Annual General Meeting, November 9, 2022 082

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Business Improvement Area Annual General Meeting held on November 9, 2022.

- d. Arthur Business Improvement Association, Annual General Meeting, November 16, 2022 086

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur Business Improvement Association Annual General Meeting held on November 16, 2022.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the Arthur Business Improvement Association Board of Directors:

Chair

- Angela Alaimo

Treasurer

- Tom Gorecki

Directors (Voting):

- Gord Blyth
- Jim Coffey
- Paula Coffey

- Money Dadwan
 - Sheila Faulkner
- Directors (Non-voting)

- Mitch Keirstead

- e. Safe Communities Wellington County Leadership Table, September 21, 2022 089

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Safe Communities Wellington County Leadership Table meeting held on September 21, 2022.

- f. Recreation, Parks and Leisure Committee, November 8, 2022 092

F-1 Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Recreation, Parks and Leisure Committee meeting held on November 8, 2022.

F-2 Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the Damascus Hall Agreement, as recommended by the Recreation, Parks and Leisure Committee.

F-3 Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the Memorandum of Understanding with the Arthur and Mount Forest Pickleball Groups, as recommended by the Recreation, Parks and Leisure Committee.

F-4 Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the amended 2023 Recreation Rates and Fees, as recommended by the Recreation, Parks and Leisure Committee.

F-5 Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the 2024 Recreation Rates and Fees, as recommended by the Recreation, Parks and Leisure Committee.

F-6 Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the Recreation Programs Cancellation and Refund Policy as updated, as recommended by the Recreation, Parks and Leisure Committee.

2. PLANNING

- a. Steve Wever, President, GSP Group Inc., correspondence dated November 1, 2022, regarding Application for Zoning By-law amendment, File No. ZBA 14/22, 7970 Wellington Road 12, Township of Wellington North, removal of Holding (H) provision (G & L White Farms (County Garage) 100

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the correspondence from Steve Wever, President, GSP Group Inc., dated November 1, 2022, regarding Application for Zoning By-law amendment, File No. ZBA 14/22, 7970 Wellington Road 12, Township of Wellington North, removal of Holding (H) provision. (G & L White Farms (County Garage).

- b. Planning Report from Matthieu Daoust, Senior Planner, County of Wellington, dated December 5, 2022, regarding 152 Frederick Street West, Arthur, Zoning By-law Amendment (Surinder Chaudhry) 104

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Planning Report from Matthieu Daoust, Senior Planner, County of Wellington, dated December 5, 2022, regarding 152 Frederick Street West, Arthur, Zoning By-law Amendment. (Surinder Chaudhry)

- c. Report DC 2022 -048, Consent Application B134-22 Waste Management Canada Corp. 116

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2022-48, Consent Application (Easement) B134-22 known as Part Lot 33, Concession 1, Lots 6, 7 & 8, Survey Foster's in the town of Mount Forest. (Waste Management Canada Corp.),

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B134-22 as presented.

- d. Report DC 2022-049, Consent Application B137-22 BJ Industries Inc. 121

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2022-049 being a report on Consent Application (Severance) B137-22 known as Part Lot 21, EOSR, Division 1 in the former Township of Arthur.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B137-22 as presented with the following conditions:

- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- THAT the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- THAT the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is

determined there are municipal drains impacted by the application and a \$250.00 fee for the Drainage Superintendent's review of the application to determine status of any drain; and

- THAT zoning compliance be achieved to the satisfaction of the Township.

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

- e. Report DC 2022-050, 2495535 ONTARIO INC., Site Plan Agreement, 237 Industrial Drive, Mount Forest 126

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report DC 2022-050 regarding the Final Approval of the 2495535 Ontario Inc. Site Plan Agreement for the land at 237 Industrial Drive.

3. BUILDING

- a. Report CBO2022-14 Building Permit Review Period Ending October 31st, 2022 140

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2022-14 being the Building Permit Review for the period ending October 31st, 2022.

4. ECONOMIC DEVELOPMENT

- a. Report EDO 2022- 030 Mount Forest & Arthur Business Improvement Associations 142

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2022-030 being a report on Downtown Revitalization and the Mount Forest and Arthur Business Improvement Associations,

AND FURTHER THAT Council approve the 2023 workplan, budget and tax levy for the Mount Forest BIA as presented and approved at the Nov. 9th, 2022, MF BIA Annual General Meeting,

AND FURTHER THAT Council approve the 2023 workplan, budget and tax levy for the Arthur BIA as presented and approved at the Nov. 16th, 2022, Arthur BIA Annual General Meeting,

AND FURTHER THAT Council approve the following as Directors for the Mount Forest BIA for this term of council. Chair Andrew Coburn, Dwight Benson, Jessica McFarlane, Kathleen Delchario, Kayla Morton, Bill Nelson as voting Directors and Jayme Hewson as a non-voting Director;

AND FURTHER THAT Council approve the following as Directors for the Arthur BIA for this term of council. Chair Angela Alaimo, Gord Blyth, Jim Coffey, Paula Coffey, Money Dadwin, Sheila Faulkner, Tom Gorecki as voting Directors and Mitch Keirstead as a non-voting Director.

5. FINANCE

- a. Vendor Cheque Register Report, November 28, 2022 146

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated November 28, 2022

- b. Murray Short, Engagement Partner, RLB LLP, correspondence dated November 1, 2022, regarding 2022 Audit Plan 152

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the correspondence from Murray Short, Engagement Partner, RLB LLP, dated November 1, 2022, regarding the 2022 Audit Plan.

- c. Report TR 2022—05, 2023 Fees and Charges By-law updates (various services) 157

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report TR2022-04 being a report on 2023 fees and charges by-law updates (various services);

AND FURTHER THAT Council direct staff to proceed with the updates to reflect the changes outlined herein for the 2023 calendar year.

AND FURTHER THAT the Mayor and Clerk be authorized to sign the By-law.

6. OPERATIONS

- a. Report OPS 2022-030 being a report on the R.J. Burnside Report on water supply for Arthur 160

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2022-030 being a report on the R.J. Associates Burnside & Limited Report dated October 2022 (Rev. November 2022) on water supply for Arthur Rev. November 2022;

AND FURTHER THAT Council direct staff to include an Arthur water supply environmental assessment for \$200,000 as part of the 2023 capital budget;

AND FURTHER THAT Council authorize the Director of Operations or their designate to sign any agreements to execute this project.

- b. Report OPS 2022-031 being a report on amendments to the Township's traffic by-law 162

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2022-031 being a report on amendments to the Township's traffic by-law and to repeal By-law 104-21;

AND FURTHER THAT Council approve the housekeeping amendments identified within this report;

AND FURTHER THAT Council authorize the Mayor and Clerk to sign the by-law.

- c. Report OPS 2022-032 being a report on the Township's Drinking Water Quality Management System (DWQMS) – 2022 Management Review Meeting Minutes 165

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report OPS 2022-032 being a report on the Township's Drinking Water Quality Management System (DWQMS) – 2022 Management Review Meeting Minutes.

- d. OPS 2022-033 being a report on the Township's Municipal Servicing Standards update 180

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2022-033 being a report on the Township's Municipal Servicing Standards (MSS) update for information;

AND FURTHER THAT Council direct staff to post the draft MSS update on the municipal website for 60 days to solicit public feedback.

7. ADMINISTRATION

- a. Report CAO 2022-005 More Homes Built Faster Act, 2022 (Bill 23) Update 328

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CAO 2022-005 being an update on the More Homes Built Faster Act, 2022 (Bill 23).

- b. Report CLK 2022-020 being a report on Committee Appointments for the 2022 – 2026 term 350

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the appointment of Councillor XXXX to the Wellington North Cultural Roundtable for the term of Council.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the appointment of Councillor XXXX to the Mount Forest & District Chamber of Commerce as the municipal representative for the term of Council.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the appointment of Councillor XXXX to the Arthur & District Chamber of Commerce as the municipal representative for the term of Council.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the appointment of Councillor XXXX to the Wellington North Safe Communities as the Wellington North representative for the term of Council.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the appointment of Councillor XXXX to the Mount Forest Business Improvement Area Board as the Township of Wellington North representative for the term of Council.

AND FURTHER THAT Council direct staff to bring a by-law to a future meeting of Council;

AND FURTHER THAT Council authorize the Mayor and Clerk to sign the By-law.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the appointment of Councillor XXXX to the Arthur Business Improvement Association Board as the Township of Wellington North representative for the term of Council.

AND FURTHER THAT Council direct staff to bring a by-law to a future meeting of Council;

AND FURTHER THAT Council authorize the Mayor and Clerk to sign the By-law.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the appointment of John Fruin as the municipal representative to the Saugeen Valley Drinking Water Source Protection Committee for the Municipality of Arran-Elderslie, Municipality of Brockton, Town of Hanover, Town of Minto, Township of Southgate and Township of Wellington North for the term of Council.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the appointment of Allan Rothwell as the municipal representative to the Ausable Bayfield Maitland Valley Source Protection Committee for the Township of Howick, Town of Minto, Municipality of North Perth, township of Perth East, Township of Mapleton and Township of Wellington North for the term of Council.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the appointment of Ed Podniewicz as the municipal representative to the Maitland Valley Conservation Authority for the Township of Mapleton, Town of Minto and Township of Wellington North for the term of Council.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the appointment of Ed Podniewicz as the municipal representative to the Maitland Source Protection Authority for the Township of Mapleton, Town of Minto and Township of Wellington North for the term of Council.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the appointment of XXXXX as the municipal representative to the Grand River Conservation Authority for the Township of Mapleton, and Township of Wellington North for the term of Council.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the appointment of Councillor XXXXX as the municipal representative to the Saugeen Valley Conservation Authority for the Town of Minto and Township of Wellington North for the term of Council.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the appointment of Councillor XXXX to the Wellington North Health Professional Recruitment Committee as the municipal representative for the Township of Wellington North for the term of Council.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the appointment of Councillor XXXX to the North Wellington Health Care Corporation Louise Marshall Hospital Board of Directors as the municipal representative for the Township of Wellington North for the term of Council.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the appointment of Councillor XXXX and Councillor XXXX to the Upper Grand Trailway Wellington Sub Committee as the municipal representatives for the Township of Wellington North for the term of Council.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the appointment of Councillor XXXX to the Lynes Blacksmith Shop Committee as the municipal representative for the Township of Wellington North for the term of Council.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the appointment of the following members of Council to the Recreation, Parks & Leisure Committee:

- Councillor
- Councillor

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the appointment of the following members of Council to the Mount Forest Pool Ad-Hoc Committee:

- Councillor
- Councillor

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the appointment of approve the following appointments to the Mount Forest Fireworks festival:

- Councillor
-

- c. Report CLK 2022-022, 2022 Amendment to Electronic Council and Committee meeting policy revision 353

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2022-022 being a report on an amendment to the Electronic Council and Committee meeting policy;

AND FURTHER THAT the Council endorses the amendment to the Electronic Council and Committee meeting policy as such:

the following clause:

“Scope

During any period where an emergency in any part of or all of the municipality has been declared by the municipal Head of Council, or the Premier, Cabinet under the Emergency Management and Civil Protection Act this policy applies to all members of Council and staff participating in a meeting electronically, either via video conference or telephone. Nonetheless, this policy is subject to rules and procedures in the Procedural By-law and/or other provincial legislation.”

to be amended to read:

“Scope

This policy applies to all members of Council and staff participating in a meeting electronically, either via video conference or telephone. Nonetheless, this policy is subject to rules and procedures in the Procedural By-law and/or other provincial legislation.”

8. COUNCIL

- a. Jennifer Stephens, General Manager/Secretary-Treasurer, Saugeen Valley Conservation Authority, correspondence dated November 8, 2022, regarding the New Term of Council and Appointment of SVCA Board Members 360

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the correspondence from Jennifer Stephens, General Manager/Secretary-Treasurer, Saugeen Valley Conservation Authority, dated November 8, 2022, regarding the New Term of Council and Appointment of SVCA Board Members.

- b. Rural Ontario Municipal Association, 2023 – 2027 ROMA Board of Directors Call for Nominations 368

Recommendation:

Be it resolved that the Council for the Corporation of the Township of Wellington North endorses Ward 4 Councillor Steve McCabe for the position of ROMA Zone 2 Representative for the 2023 – 2027 ROMA Board of Directors.

- c. County of Wellington, media release dated November 25, 2022, Wellington North Mayor Elected Wellington County Warden 2022 – 2024 373

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information the County of Wellington media release dated November 25, 2022, Wellington North Mayor Elected Wellington County Warden 2022 – 2024.

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

Recommendation:

THAT all items listed under Items For Consideration on the December 5, 2022 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION

NOTICE OF MOTION

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Renken (Ward 1):

Councillor Burke (Ward 2):

Councillor Hern (Ward 3):

Councillor McCabe (Ward 4):

Mayor Lennox:

BY-LAWS

- a. By-law Number 122-22 being a by-law to provide for an interim tax levy on all assessment within specific tax classes and to provide a penalty and interest rate for current taxes in default and tax arrears 374
- b. By-law Number 123-22 being a by-law to authorize temporary borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2023 377
- c. By-law Number 124-22 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North (Part of Lot 23, Concession B Peel Parts 1 and 8 Plan 61R-10173 and is part of the property with a civic address of 7970 Wellington Road 12) 380
- d. By-law Number 125-22 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North (Crown survey Pt park lot 2 S; 383

Smith St Carrol survey Pt Lots 6 & 9 and RP 61R21974; Parts 1, 11 to 15 and know Municipally as 152 Frederick St W, Geographic Town of Arthur)

- | | |
|--|-----|
| e. By-law Number 127-22 being a by-law to establish the fees and charges for various services provided by the municipality and to repeal By-law 117-21. | 387 |
| f. By-law Number 128-22 being a by-law to amend By-law 007-22 being a by-law to establish 2023 fees and charges for recreation services provided by the municipality | 398 |
| g. By-law Number 129-22 being a by-law to establish 2024 fees and charges for recreation services provided by the municipality and to repeal by-law 007-02 | 402 |
| h. By-law Number 130-22 being a by-law to regulate traffic in the Township of Wellington North and to repeal By-law No. 104-21 | 403 |

Recommendation:

THAT By-law Number 122-22, 123-22, 124-22, 125-22, 127-22, 128-22, 129-22 and 130-22 be read a First, Second and Third time and enacted.

CULTURAL MOMENT

- Celebrating Santa Claus Parades 423

CLOSED MEETING SESSION

The meeting is closed pursuant to Section 239 (2) of the Municipal Act, 2001, specifically:

- (d) labour relations or employee negotiations;

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at ___:___ p.m. that is closed to the public under subsection 239 (2) of the Municipal Act, 2001, specifically:

- (d) labour relations or employee negotiations

1. REPORTS

- HR 2022-015 – Non-Union Employee Remuneration

2. REVIEW OF CLOSED SESSION MINUTES

- November 7, 2022

3. RISE AND REPORT FROM CLOSED MEETING SESSION

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at ___:___ p.m.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report HR 2022-015 – Non-Union Employee Remuneration;

AND FURTHER THAT Council approve the confidential direction to staff.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the November 7, 2022 Council Meeting.

CONFIRMING BY-LAW

424

Recommendation:

THAT By-law Number 131-22 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on December 5, 2022 be read a First, Second and Third time and enacted.

ADJOURNMENT

Recommendation:

THAT the Regular Council meeting of December 5, 2022 be adjourned at : p.m.

MEETINGS, NOTICES, ANNOUNCEMENTS		
Wellington North Cultural Roundtable Committee (Upper Hall, Arthur & Area Community Centre)	Wednesday, December 7, 2022	12:00 p.m.
Louise Marshall Hospital Foundation Donor Appreciation Night (Mount Forest Greenhouse)	Thursday, December 8, 2022	6:00 p.m. to 8:00 p.m.
Mount Forest Business Improvement Association Directors Meeting (Mount Forest Sports Complex)	Tuesday, December 13, 2022	8:00 a.m.
Mount Forest Chamber of Commerce Directors Meeting (Chamber Office)	Tuesday, December 13, 2022	7:00 p.m.
Arthur Chamber of Commerce Directors Meeting (Chamber Office)	Wednesday, December 14, 2022	5:30 p.m.
Regular Council Meeting	Monday, December 19, 2022	7:00 p.m.
Municipal Office closes for holidays	Friday, December 23, 2022	4:30 p.m.
Municipal Office reopens	Tuesday, January 3, 2022	8:30 a.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



Saugeen Valley Conservation Authority

Programs and Services

Jennifer Stephens

General Manager/Secretary-Treasurer

December 5th, 2022



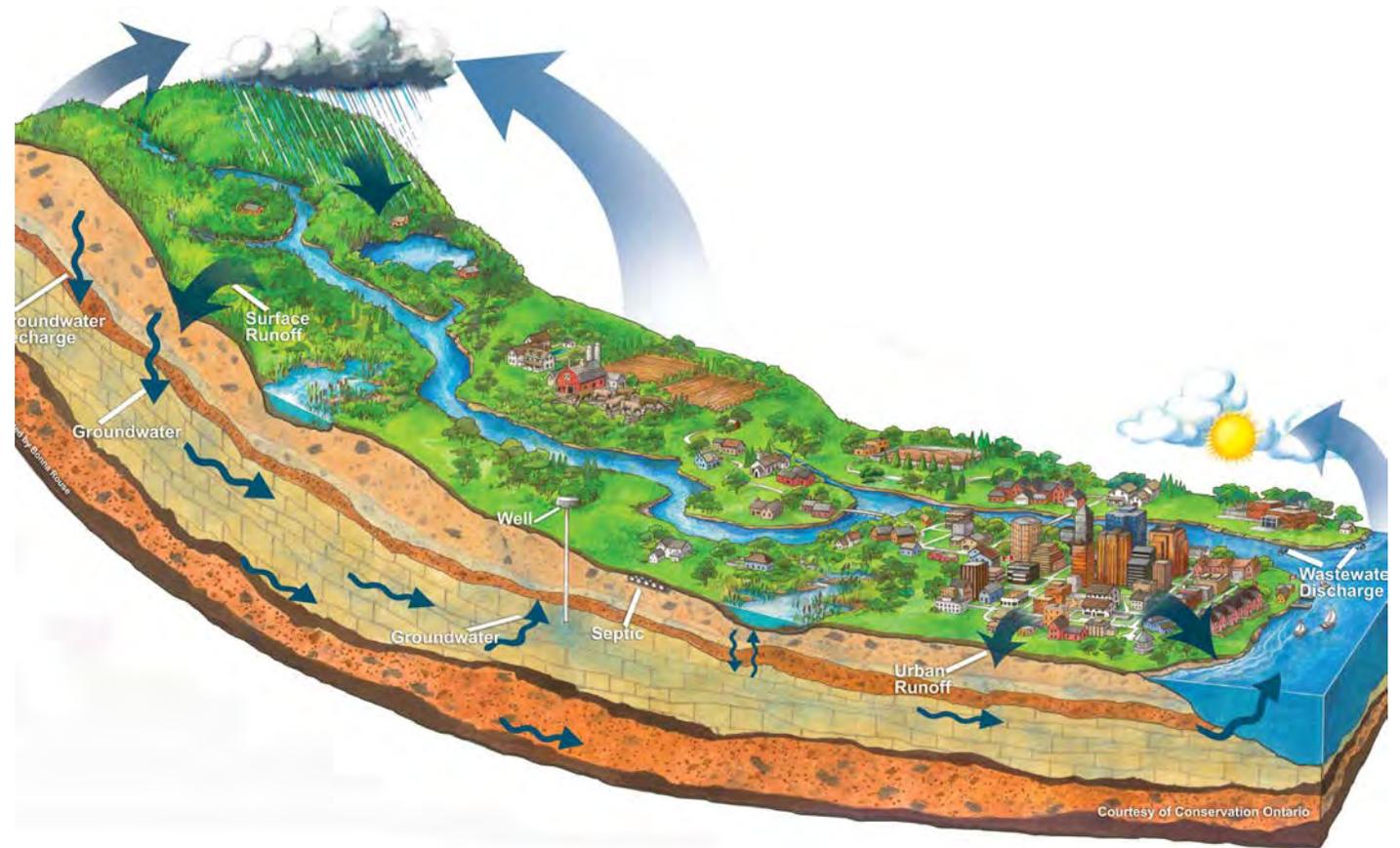
Ontario's Conservation Authorities

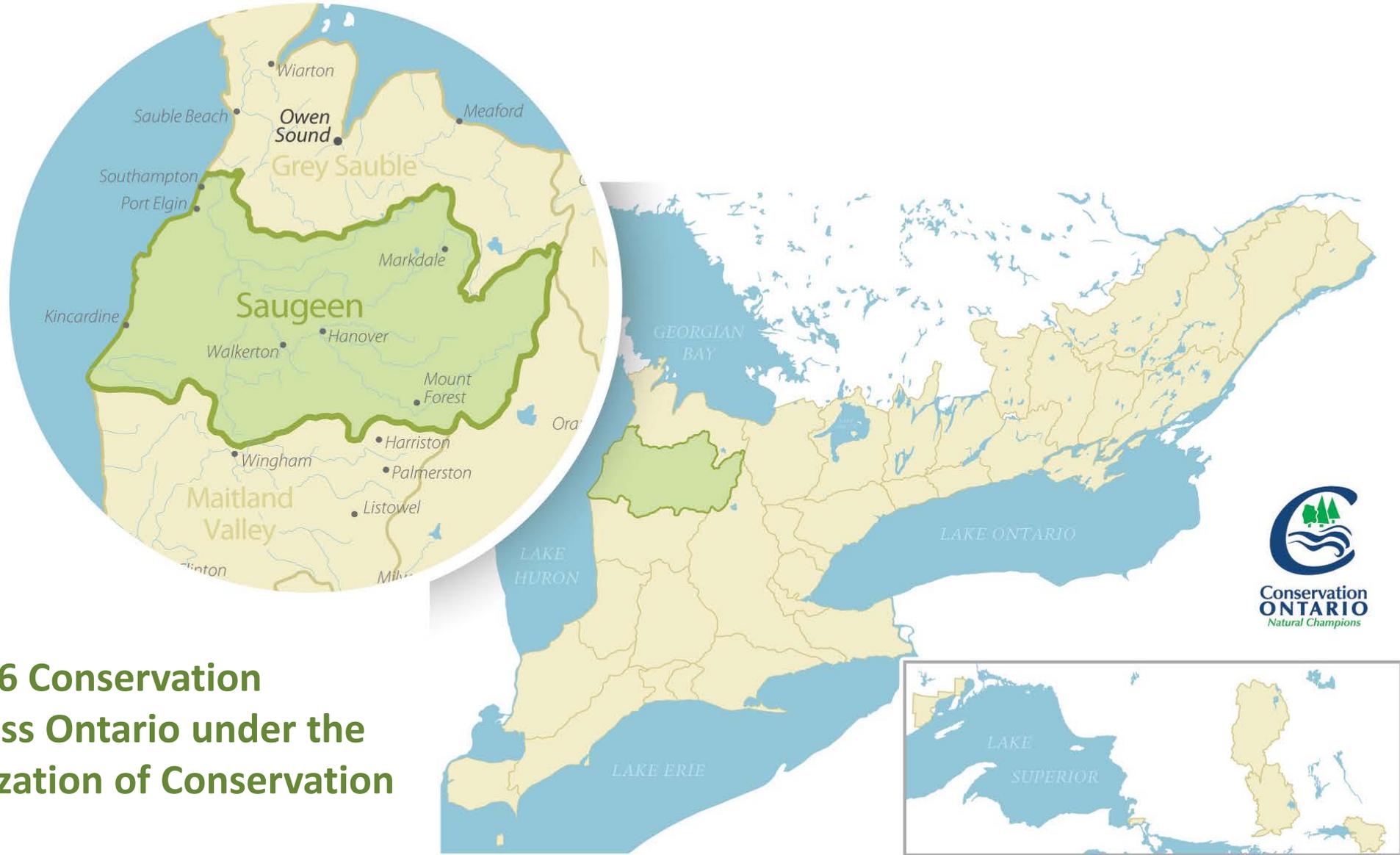
- 36 Conservation Authorities throughout Ontario
- Complete ~32,000 Planning and Permit Reviews Annually
- Manage over \$3.8-Billion worth of flood control and prevention infrastructure
- Protect lives and Prevent more than \$150-million per year in flood damages and disruption
- Work with landowners to plant over 1.3-M trees annually
- Offer 3,500 km worth of trail for people to enjoy, hosting almost 10-M visitors annually
- Second largest landowner in Ontario (collectively)

What is a Watershed?

Water flows Downstream...

- A watershed is simply a catchment area.
- When rain falls, it either infiltrates, evaporates, or runs off.
- What happens on your property might affect your neighbours and vice-versa.





We are one of 36 Conservation Authorities across Ontario under the umbrella organization of Conservation Ontario.

Saugeen Valley Conservation Authority

- 15 Municipalities, with 15 Directors on the Board
- Annual budget of 6.0 million (2023)
- 40 full time staff with additional seasonal staff
- 3rd largest Conservation Authority in Ontario, covering 4,765 km²
- 153 different properties in 86 groupings
- 118 km of shoreline, and 1 waterfall
- 54 km of maintained recreational trails, 129 km in total
- Manage 27 flood and erosion control structures
- Review over 1700-2000 applications annually
- Planted 5.8 million trees since 1974
- Annually plant approximately 150,000 trees

Flood and Erosion Control Prevention



Non-Structural Approaches

Keeping people away from water

- Regulation of development in floodplains
- Flood forecasting and warning
- Water infrastructure maintenance and inspection
- Emergency planning

Structural Approaches

Keeping water away from people

- Dams – to control flow of frazil ice and water
- Dykes – to restrict flows to the proper channel
- Channel works – to protect slopes from erosion

Flood Warning Program

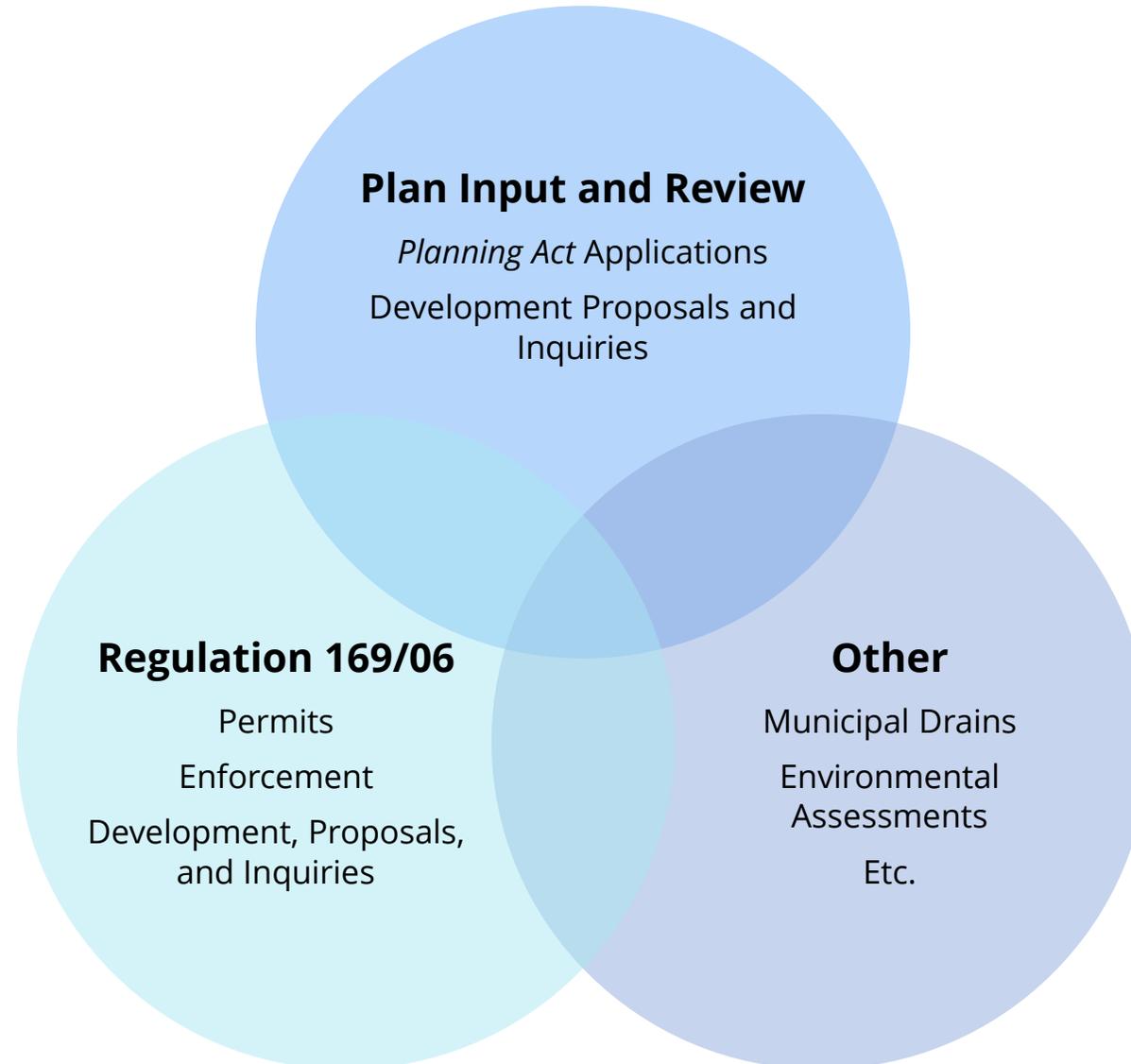
1. To relay routine information concerning watershed river conditions to selected agencies and municipal officials.
2. To provide rapid, advance warning and technical support to concerned officials and to citizens whose lives and properties may be endangered by floodwaters.



Flood Warning Messages

Normal	Green	
Statement	Yellow	<p>Watershed Conditions Statements / Water Safety are issued when general watershed conditions suggest high runoff potential that could lead to flooding and to remind the public that rivers, streams, and ponds may be unsafe for recreational or other activities.</p> <p>High flows, unsafe banks, melting ice or other factors that may result in watercourses being too dangerous for recreational users or the general public.</p>
Flood Watch	Orange	<p>Flood Watch messages are issued when the potential for generalized flooding exists throughout the watershed or identified for specific municipalities.</p>
Warning	Red	<p>Flood Warning messages are issued when flooding is occurring or about to occur. It typically applies to a specific area of the watershed.</p>

Environmental Planning and Regulations



Provincially Delegated Responsibility

All CAs have been delegated responsibility under the Provincial One Window Planning System for Natural Hazard management.

As outlined in a CO/MNRF/MMAH Memorandum of Understanding (MOU) CAs have been delegated responsibilities from the MNRF to represent **provincial interests** regarding natural hazards encompassed by Section 3.1 of the Provincial Policy Statement (PPS).

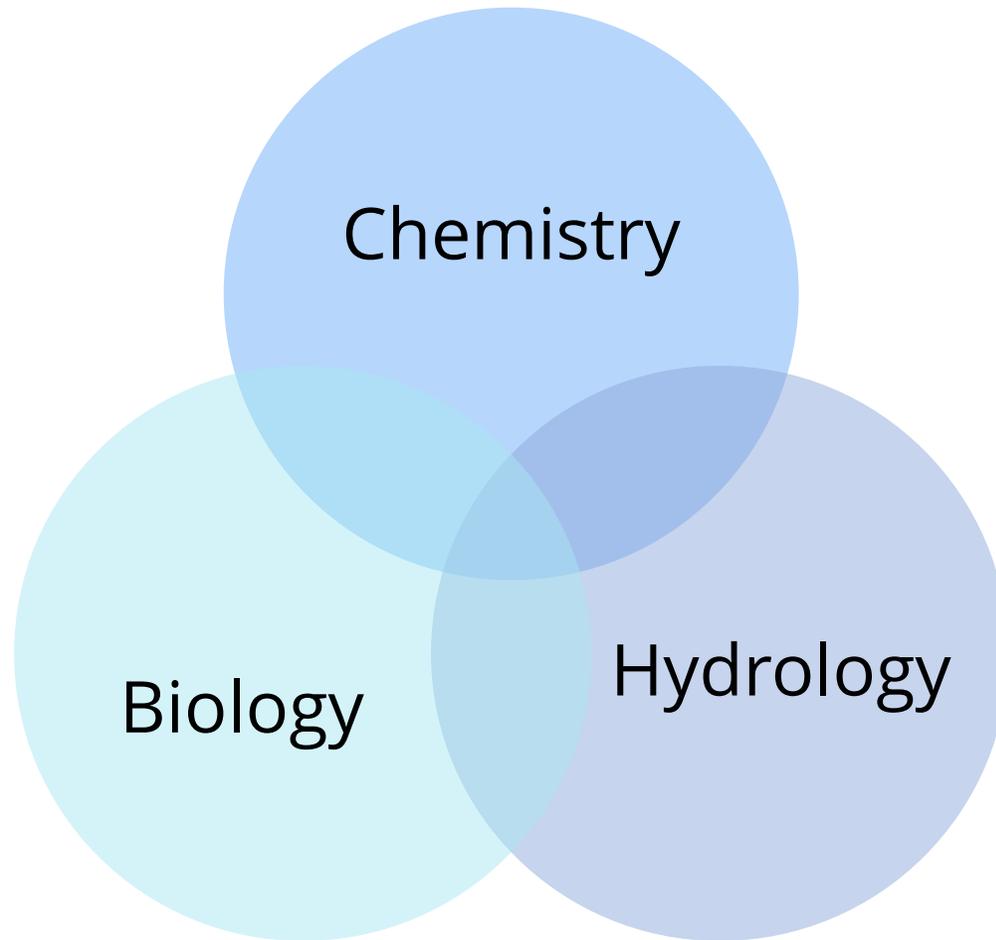
These delegated responsibilities require SVCA to review and provide comments on municipal policy documents (Official Plans and comprehensive zoning by-laws) and development applications.

SVCA's purpose is to ensure municipal policy documents and development applications are consistent with the natural hazard policies of the PPS.



Hurricane Hazel, Toronto 1954

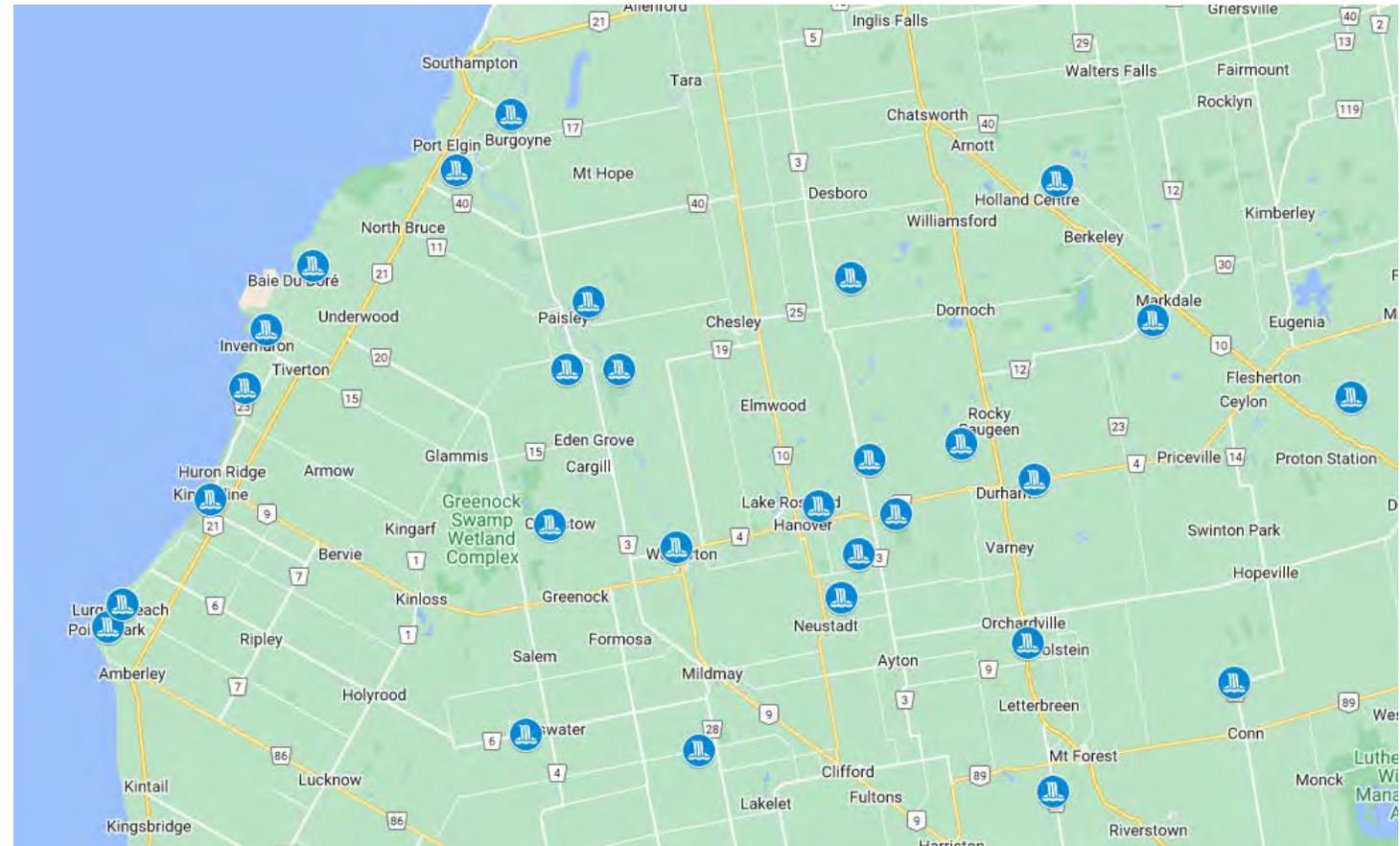
Water Quality Program - Objectives



To establish baseline water quality data;
To observe trends; and
To assess the effectiveness of watershed programs.

Surface Water Monitoring

SVCA takes surface water samples at 29 different stations in an effort to understand the watershed.



Biomonitoring

SVCA samples sediments for insect larvae. Different species have different pollution tolerances.



Groundwater Monitoring

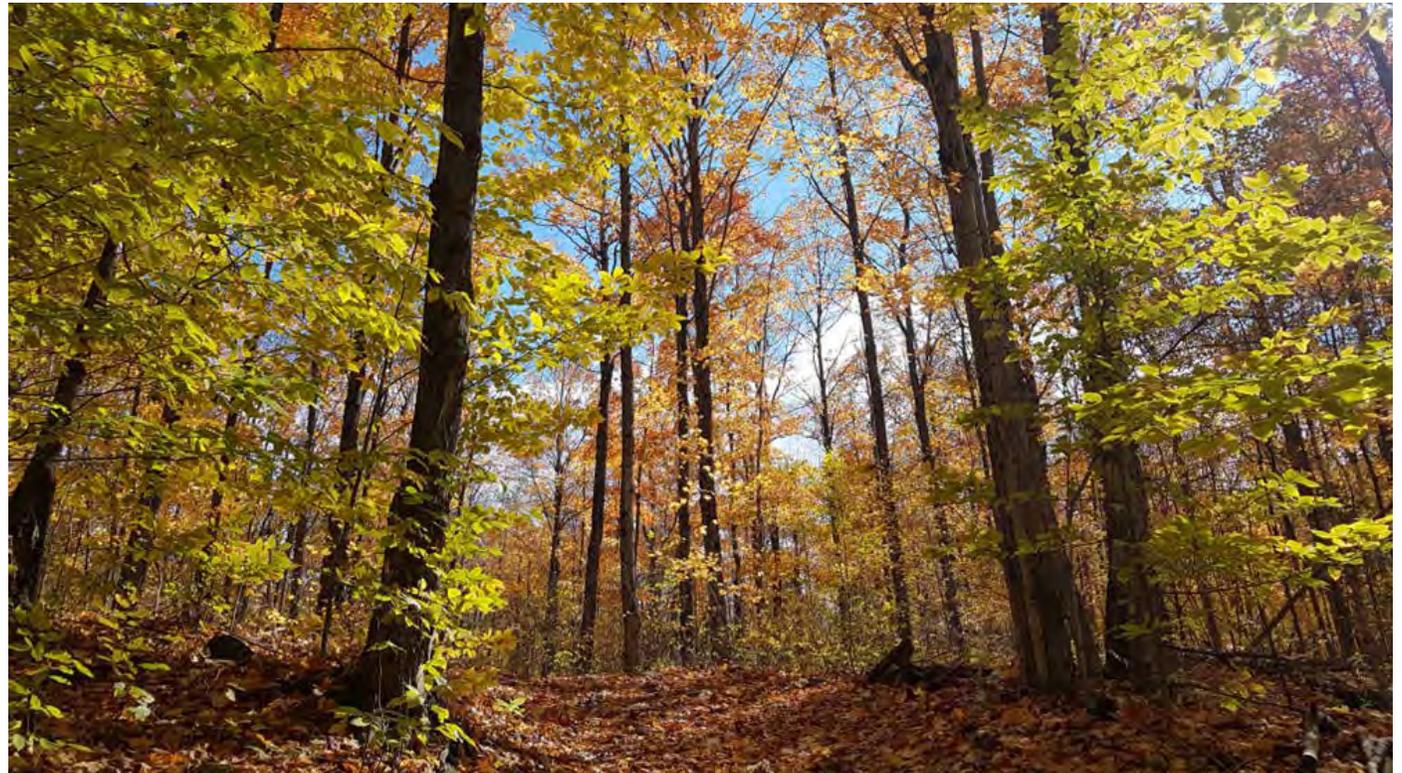
SVCA performs level and maintenance checks quarterly. Well pump and samples are taken every fall.

There are 23 aquifers accessed at 14 sites.



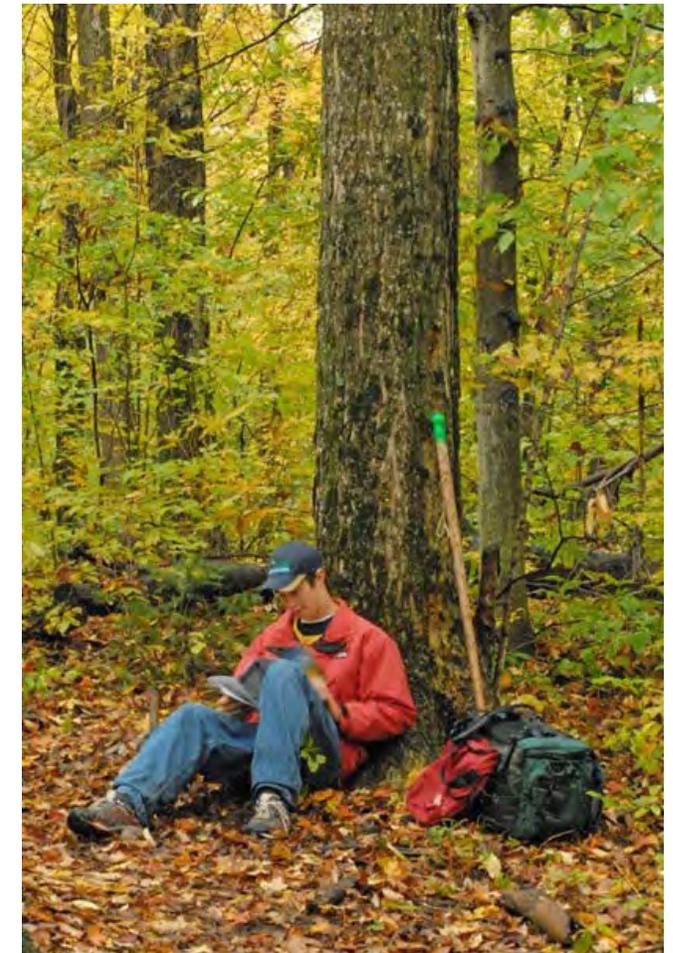
Forestry

- Tree Planting Program
- Managed Forest Tax Incentive Program applications for Authority properties and private landowners
- Tree Marking and Tendering Program
- Maintenance and improvement projects related to Authority forested properties (8,000ha)

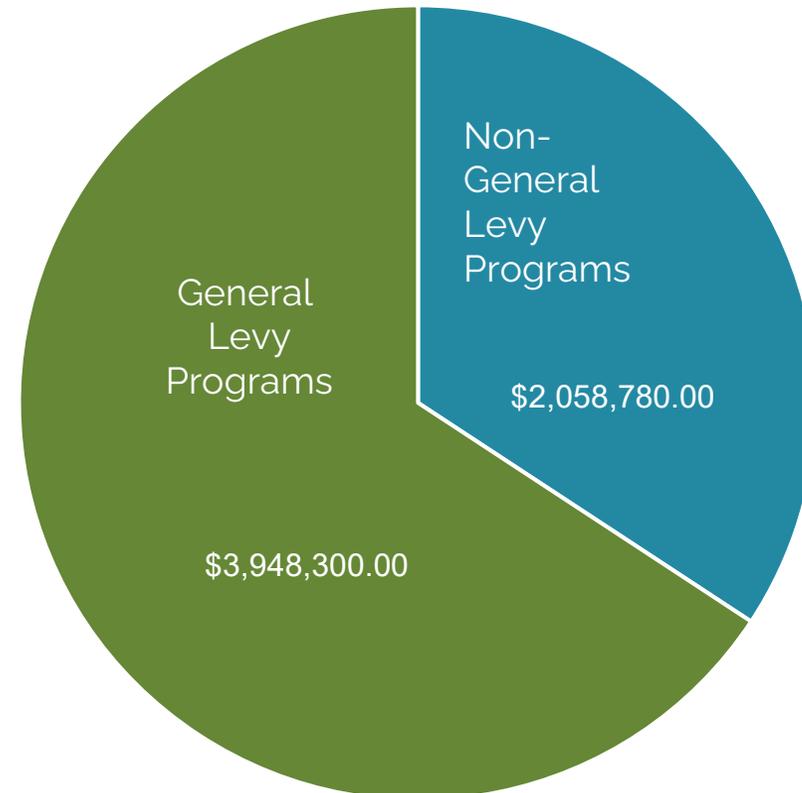


Land Conservation

Planning and design of maintenance or improvement projects related to Authority properties and structures.



2023 Budget



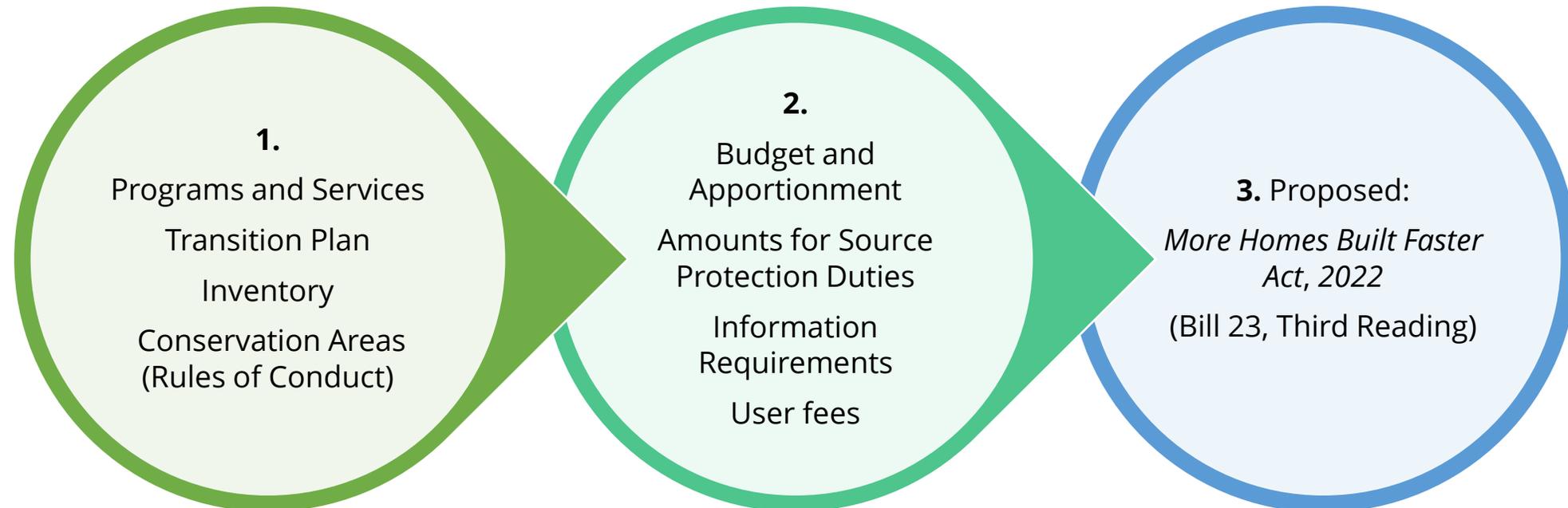
Total: \$6,007,080

Township of Wellington North

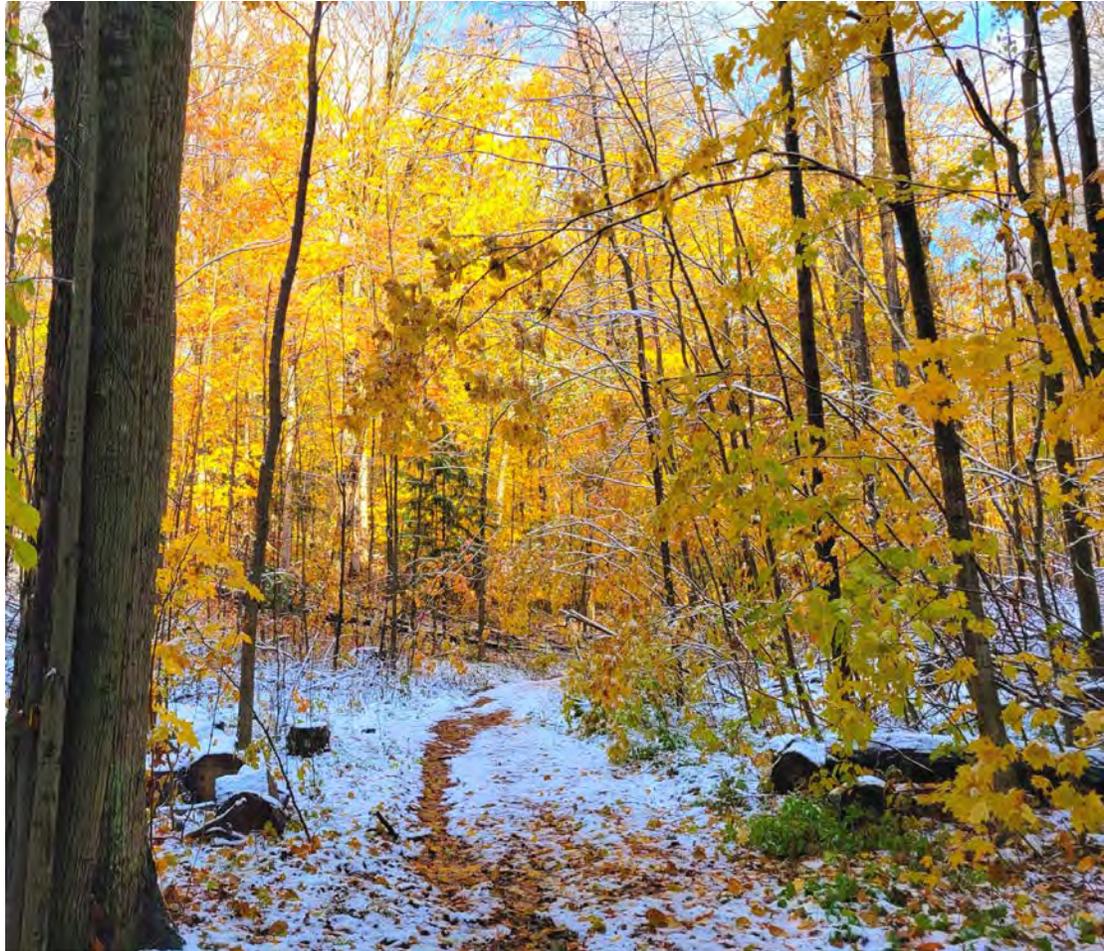
2023 General Levy	Approximate 1% of Municipal Tax Levy	Municipal Levy Impact
\$81,626	\$52,000	0.127%

Conservation Authorities Act

Overview of Related Changes and Proposals from 2021 Onwards



Programs and Services



Category 1: Mandatory programs and services

Category 2: Programs and services a conservation authority does on behalf of municipalities

Category 3: Programs and services that a conservation authority determines are advisable to provide in its jurisdiction

Agreements between municipalities and conservation authorities for Category 2 and 3 Programs and Services must be in place by January 1, 2024.



Thank you!

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

BY-LAW NUMBER 126-22

**BEING A BY-LAW TO CONSTITUTE AND APPOINT A COMMITTEE
OF ADJUSTMENT FOR THE CORPORATION OF THE TOWNSHIP
OF WELLINGTON NORTH**

NOW THEREFORE the Council of The Corporation of the Township of Wellington North hereby **ENACTS AS FOLLOWS:**

1. **THAT** a Committee of Adjustment is hereby constituted and the following members of Council are hereby appointed to membership on the Committee of Adjustment:

**Andrew Lennox
Sherry Burke
Lisa Hern
Steven McCabe
Penelope Renken**

2. **THAT** the term of the appointments will expire on November 30, 2026.
3. **THIS** By-law comes into force on the date of final reading thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 5TH DAY OF DECEMBER, 2022**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK



WELLINGTON NORTH

SEMPER PORRO

DEPUTATION REQUEST FORM

For all deputation requests, please complete this form and submit no later than 12:00 noon on the Tuesday preceding the 2:00pm Council Meeting, 12:00 noon on Wednesday preceding the 7:00pm Council Meeting, or five business days in advance of a Committee Meeting.

Name of Deputation(s)			
Attending as an Individual		Representing a Group/Business/Organization	
Name of Group/Business/Organization:			
Address:			
Email:		Phone:	
Meeting Type:	Council	Committee (Includes Ad Hoc)	Meeting Date:
SUBJECT MATTER:			
Provide Description:			
Recommendation/Request of Council:			
(What action would you like the Township of Wellington North to take with respect to your matter)			

Estimated Municipal Financial Impact:	CAPITAL \$	ANNUAL OPERATING \$
Other Details:		

Signature: _____ Date: _____
 Electronic Signature Accepted

Please submit to:

Karren Wallace, Director Legislative Services/Clerk

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

Email kwallace@wellington-north.com | Phone 519-848-3620 Ext 4227 | Fax 519-848-3228

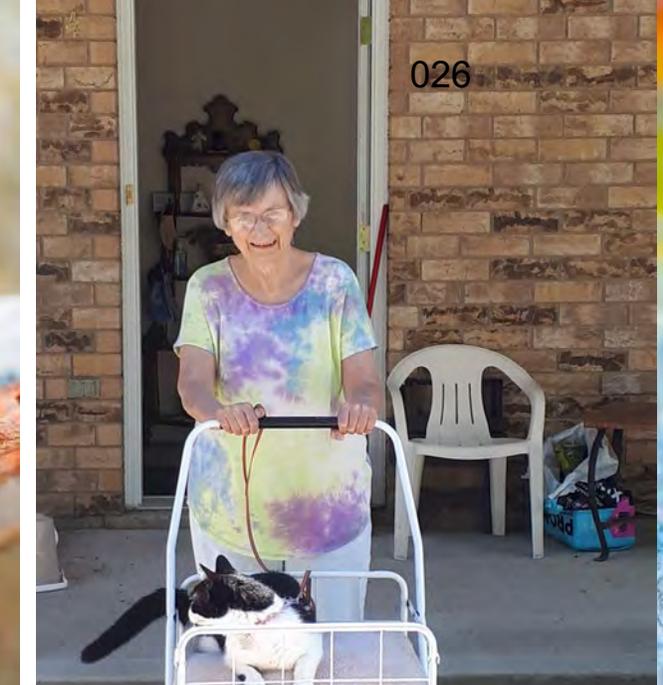
All deputation form requests and submissions and information therein will be circulated publicly on the Council or Committee Agenda. Electronic presentations not circulated via email in advance of the meeting cannot be presented on Wellington North electronic equipment via USB keys. A deputation is limited to a maximum of ten (10) minutes unless an extension of no more than a further five (5) minutes is approved by resolution of Council. The number of deputations will be limited to three (3) at any meeting of Council. **Council or Committee, may in their discretion, refuse to hear any deputation.**

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.



SENIORS' CENTRE *for* **EXCELLENCE**

Helen Edwards, Kay Ayres, Sharon Rodgers & Doris Cassan



Agenda

- Why are We Here / ACE Coordinator
- Examples of ACE Coordinator activities
- Recent Zoom Townhall Meeting for Seniors
- Statistics - 2021
- Testimonials from our Seniors

Why are we here?

- To ask Wellington North Council to consider matching the donation of \$10,000 to support the **ACE** (*Active, Connected, Engaged*) **Coordinator** position created by the Township of Mapleton.

Position responsibilities include

- Facilitates two Zoom sessions per week
- Creates, monitors, and responds to SCE Facebook posts 3x's weekly
- Use various social media platforms to promote SCE and other community events of interest to seniors
- Creation of monthly SCE newsletter

Facebook Page

Cooking with Karen

For the Love of Words

Seniors' Centre for Excellence

519-638-1000
Hedwards@mapleton.ca

Falls Prevention

DEALING WITH GRIEF - THE IMPORTANCE OF LISTENING

Building Resiliency And Valuing Everyone

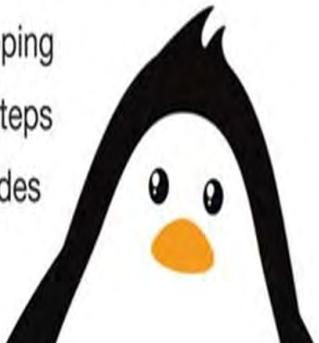
FOR MORE INFORMATION ON HOW YOU CAN HELP, CONTACT:
HEDWARDS@MAPLETON.CA

BUILDING A RESILIENT COMMUNITY, ONE ACT OF KINDNESS AT A TIME.

Funded by the Government of Canada's New Horizons for Seniors Program | **Canada**



- Bend slightly and walk flat footed
- Point your feet out slightly like a penguin
- Keep your centre of gravity over your feet as much as possible
- Watch where you are stepping
- Take shorter, shuffle-like steps
- Keep your arms at your sides (not in your pockets!)
- Concentrate on keeping



zoom

519-638-1000
gbelec@mapleton.ca

Mapleton

Thank you!

“Christmas is doing a little something extra for someone.”

Charles Schultz

Seniors' Centre for Excellence
Christmas Stocking Project 2022

What we know

- ✓ Seniors who are more connected to their community are more likely to report their health as good.
- ✓ Seniors who have higher levels of integration with their community, family, and volunteerism have been associated with delayed memory loss as they age.

Zoom Townhall Meeting

- 100% of seniors who took part in the recent Townhall Meeting reported that attending virtual programming made them feel more connected to their community and peers.
- 100% of seniors indicated that they wanted the program to continue.
- Since ACE position has started, the newsletter mailing list has doubled.

Statistics from 2021

- 869 individuals served
- 8,297 in-person & virtual visits
- Each month approximately 250 paper copies and 300 + electronic copies of our newsletter are distributed



Quotes from our Seniors attending Zoom presentations

“OMG - that was such a good presentation -- made me want to jump right up and get exercising. (However, after 30 secs of standing and doing some as I watched, I was exhausted, so sat down again). It was great to see so many Srs in attendance at this session. I truly know all the benefits of exercising and I have promised myself I would not let my body get into the state it was in the last 2 covid winters -- hence I shall look up the zoom exercises online. I saw the link, that you mentioned, on page 7 of our Newsletter, so shall try that first. I do the 'at the sink' exercises and like them”

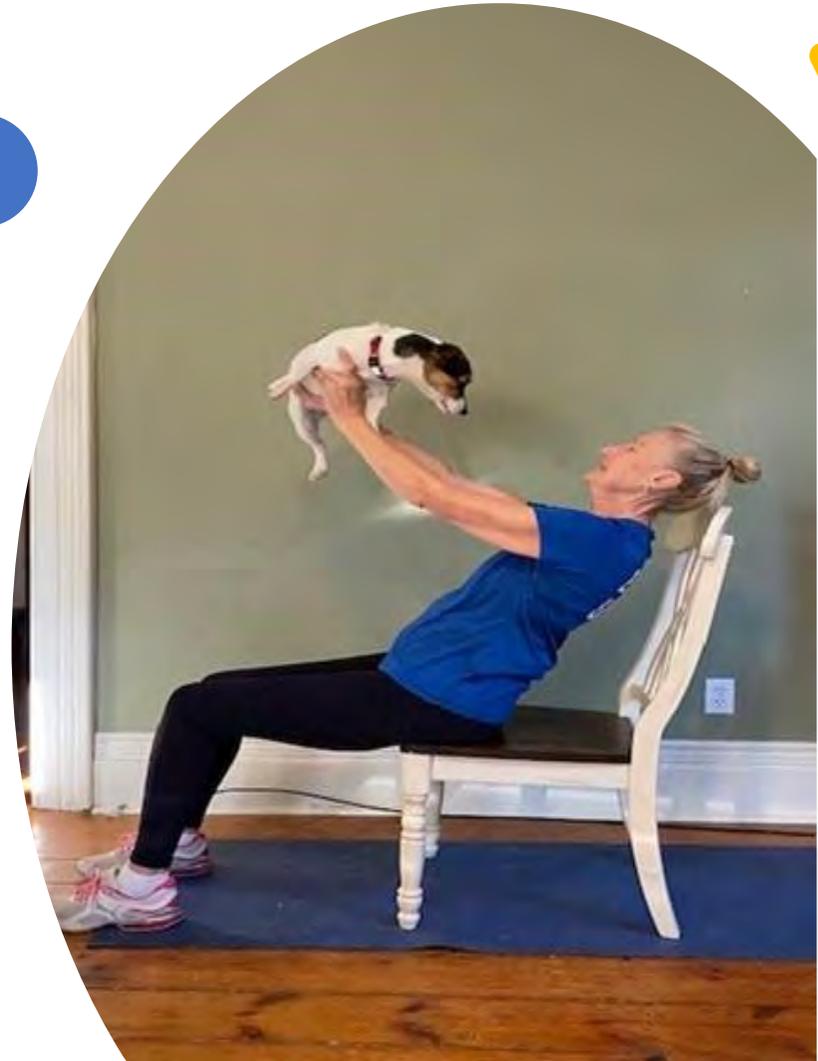
“Wonderful presentation. I'd appreciate the ppt and the recording if possible. Tlx again Glynis for all u do to inform, advocate for and motivate seniors.”

Thank you

Helen, Kay, Sharon and Doris

Hedwards@mapleton.ca

<https://mapleton.ca/living-here/senior-services/seniors-centre-for-excellence>





   December 2022

For those 55 or better...



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A Word from Helen



I was just sitting, reflecting on memories I have of Christmases past. It is funny what sticks in your mind, what you remember, and what you

experience and never think of again.

Christmas is one of those holidays, in my mind, that rarely lives up to the Hallmark moments promoted by the media.

The truth is that for many, Christmas can be a sad time of year. There may be emotional or physical distance from family members or a bereavement—recent or many years ago—that can make the holidays a challenge.



Our minds trick us into thinking that our holidays most certainly **aren't** as good as those of our friends and neighbours. Comparison is the stealer of joy.

Can you think of someone who might be in the position of being emotionally or physically distanced from their family members? Someone who is new to the community? Someone who is grieving who you could reach out to? Could you take some baking to them or send a *Thinking of You* card?

Sharing your time, talents, or stories with your friends and neighbours will fill you with the Christmas Spirit and, indeed, make it the *Most Wonderful Time of the Year*.



Grandpals



To find out more about this exciting program that connects school children and seniors in a magical, gratifying, and fulfilling way, please contact the office at 519-638-1000 or

HEdwards@mapleton.ca. No cost, no pressure, no teaching experience required. The rewards will be life-changing.

Decluttering with Doris



As you bring out the Christmas decorations, think about the things that you keep leaving in the bins instead of putting them on display. If you donate before Christmas, the thrift shop can usually get rid of them sooner and **you don't** have to store them for another year.

Health News

Healthy Aging

When is it Time to Stop Driving?

Pam Turton RN

If you are driving, we all know that at some point there will be a time we, or our loved ones, will have to decide that we need to 'hang up the keys'.

Did you Know?

- As you get older, your vision, reflexes, and hearing changes. These changes can make it harder for you to drive safely. For example, stiffness or pain

makes it hard to turn your head or the steering wheel.

- People aged 70 and older are more likely to get in a car accident than any other age group, with the exception of drivers aged 25 and younger. And because older drivers are usually more fragile, they are more likely to get hurt or die from accidents.
- There is no set age when everyone should stop driving. Each person is different.
- Talk with your Health Care Provider if you have any health concerns related to driving.



Approaches you might consider before the final decision to quit:

- Avoid driving to a city or location that you are not familiar with.
- **Don't drive after dark.**
- **Don't drive if the forecast calls for** the possibility of bad weather.

Warning signs that it's time to stop driving:

- You often have "close calls" with other drivers, or they often honk at you.
- You have trouble moving your foot between the gas and brake pedals, or you get confused about the two.
- Your loved ones are worried about your driving.
- You feel scared or nervous when driving.
- You get lost, even on roads you know.

We all know that lack of alternate transportation is a common issue, especially in rural areas. This creates difficulties with essential activities such as picking up groceries, medications, and attending appointments. If you decide to stop driving, talk with family and close friends about your transportation needs. Try to arrange for those close to you to help provide rides. Or consider a taxi to get around if available in your area.

When you decide to stop driving, have **a plan in place about when to 'hang up the keys' and how to get to places.** Then be proud of making a safe decision for yourself and others, and truly honour the years that you have been driving safely!



For the Love of Words



For the Love of Words writers' group.
Wednesday, December 7 at 7 pm. (Please note date change). Contact Doris Cassan for more information

4luvwrds@gmail.com

Senior Pet Corner

"Christmas Cutie"

Cutie is a Palmerston pooch who tries his best to accommodate the seasonal wishes of Joan, his favourite cheerleader.



Word of the Month

Christougenniatikophobia



The Fear of Christmas

Telling Our Stories

CHRISTMAS CONCERT 1942

Royden McHoag

We spent the morning cutting out paper stars and moons to hang on our tree. We even fashioned paper chains and puffy paper bells. By noon we had the trees and the binder twine so covered up that you could hardly tell they were cedars and Miss Camford had quit crying.



Adults started arriving at the school shortly after lunch. While the men tied the horses to fence posts and stayed outside to have a smoke, the women crowded into the building, squeezing into seats that had strangely shrunk in size since their school years. We pupils, as instructed, retired to the anti-rooms to await our cues to perform.

By the time the men came in, every seat had been filled, and they could only stand around. Everyone, of course, wore a big winter coat and there existed no way to remove it or, at least, no place to put it if they did. Soon the whole school was filled with the stench of cheap perfume, sweat, horses and tobacco, so strong that we, in the anti-rooms, could no longer smell the pail-a-day toilets that usually made the anti-rooms uninhabitable.

Right on two o'clock Miss Camford, in her best dress and lipstick, took centre stage and quieted the din of fifty conversations by proclaiming the concert was about to begin.



Somehow, we got through the program of recitations, carols, and short plays with nobody throwing up, forgetting his lines, or having to go to the bathroom.

Tilly Playmore, the shy girl in grade seven, had been given the non-verbal role of Mary in the obligatory closing nativity scene depiction because she never spoke above a whisper but, on this day, she did. After the shepherds and the wise men (all

played by girls) crowded around the main characters, Tilly, picking up the doll from the manger, blurted out, in the loudest, most distinct voice of the day, "Joseph, get me a diaper!" Her ad-libbed line stole the show.

Everyone agreed that Miss Camford had surpassed the threshold of being a good teacher.

Recipe of the Month

Chewy chocolate chip Cookies *With gratitude to Holly Martin*

Holly Martin is a busy mom, a registered nurse, and a fabulous baker from Drayton.

A few weeks ago, she decided she would like to support our SCE Christmas Stocking project. She thought she would teach her two lovely boys about the importance of giving, so, with the help of her sons, Holly baked, packaged, and delivered boxes of delicious chocolate chunk cookies and donated all the proceeds to the SCE stocking project. How kind and what an important lesson she taught her boys.

Oh, and just in case you were wondering, her cookies are amazing, and Holly agreed to share her recipe with us as an extra treat this holiday month. Thank you, Holly.

Ingredients

- 1 cup of butter
- 1 ½ cups of brown sugar packed
- 1 large egg plus one egg yolk
- 1 teaspoon of vanilla extract
- 3 cups of all-purpose flour
- 1 teaspoon of baking soda
- ¾ of a teaspoon of kosher salt or a scant ½ teaspoon of table salt



10-ounce package of chocolate chips or chocolate chunks (Holly cuts up chocolate bars instead of using chocolate chips)

Instructions:

Preheat oven to 375°F

Melt butter in a heavy saucepan until just melted. Add brown sugar to a large bowl. Pour melted butter over sugar. Stir to combine butter and sugar & let stand for 5 minutes. Add the egg and egg yolk and stir to combine. Mix in vanilla extract. Add flour, baking soda, and salt. Stir until just combined. Stir in chocolate chips or chunks.



Using a medium cookie scoop, drop dough 2 inches apart on the prepared cookie sheet. Bake for about 7 to 8 minutes or until the edges of the cookies are golden brown. The centre should still look soft and slightly underbaked. This will help to keep the cookies soft and chewy.

Thank You



It doesn't matter how many programs we implement, how many projects we undertake or how many

communities we serve...

What does matter, though, is that YOU, our wonderful seniors, participate and support us in so many ways. **It's the end**

of the year, so we thought this a fitting time to thank everyone who is part of our **Seniors' Centre for Excellence.**

Whether you are a recipient of our newsletter, a partaker of our programming, a participant in our ZOOMs, or a partner in our organizing—we love and appreciate you.

Thank YOU for not stopping. Thank YOU for being amazing seniors in Mapleton, Minto, Mount Forest, and North Wellington.

Have a wonderful Christmas.

From your SCE Team!



Always borrow money from a pessimist. He won't expect it back.

(Thanks for the smile, Jim Measures of Clifford.)

Safety First

Our friend, Margaret Blair, advises us to only take what we can safely carry in one arm up and down the stairs. That way, we can hold onto the banister with the other hand.

"I have had too many friends injure themselves on the stairs trying to carry too much," she says.

In Margaret's home, it is one of the Golden Rules that both she and her husband adhere to. So far, so good!

Wise advice, Margaret, especially at this busy time of the year when we can become easily distracted.





Seeking Senior Volunteers for Seniors Offering Support Program (SOS)

This Volunteer program is a telephone-based service where senior volunteers contact seniors once a week or more for social conversations.

- Meet new people
- Volunteer from the comfort of your own home
- Make a difference in your community!



To apply:

Please call 519-821-3760 Extension 2

Seniors Offering Support (SOS) is a senior-based volunteer service where senior volunteers contact senior clients for the purpose of a social call. Calls are to occur at minimum of once per week at an agreed upon schedule between both the volunteer and client. This helps to reduce social isolation with seniors, especially for those residing in rural areas with limited community contact. If you are interested in volunteering, or would like to receive a weekly check-in, call 519-821-3760 Ext.2



Telephone Support

A telephone-based service where seniors in the community can meet new people and receive daily or weekly phone calls!

- Social Calls
- Wellness Checks
- Medication Reminders
- Assistance Accessing Community Resources



For more information:

Please call 519-821-3760 Extension 2

Canadian Anti-Fraud Centre

Who: The Canadian Anti-Fraud Centre

What: Fraud Prevention and Awareness Presentation for Seniors

When: December 8th, 2022 at 1pm

Where: Mount Forest Legion

Why: To educate the senior population on the fraud trends, to learn the tools of the fraudster and to discover the top reported frauds.

How to Report Fraud

- Toll Free: 1-888-495-8501
- Online: Fraud Reporting System (FRS)
- www.antifraudcentre.ca



Competition Bureau
Canada

Bureau de la concurrence
Canada



Please Note. We do our best to ensure that the following information is accurate at the time of publication, but occasionally some exercise and activity programs get cancelled or times change. Please get in touch with the facility or contact person to confirm before you head out. **Please check with the contact person for any holiday dates and time changes.**

Activities & Events:



Coffee Programs:

MOUNT FOREST: Friendship Circle. Tuesday. 10:30 am. Pentecostal Church, 259 Fergus St S.

DRAYTON: Coming Soon! Coffee Group every 2nd Thursday. 10:30 am. Selah Centre, 24 Wood Street. Beginning January 12, 2023.

PALMERSTON: "Muffin Mondays." **Every Monday.** 10 am. United Church. 215 James Street.

PALMERSTON: SCE Coffee Group last Wednesday of the month. 10 am. United Church 215 James Street.

Dining Programs*:

*(*Please note. In case of inclement weather, if school buses are not running in North Wellington, the dining programs are cancelled, too.)*

PALMERSTON:

Wednesday, December 21st, 2022. Palmerston United Church. 215 James Street. Doors open at 11:30 am. Lunch served at Noon.

Speaker: Ian Evans, Extreme Adventurer – **"Life begins at the end of your comfort zone."**

Walking Programs:

Palmerston Community Centre: Weekdays, 8:30-9:30 am

Harriston Community Centre: Weekdays, 8:30-9:30 am

Mount Forest & District Sports Complex: *Walk-A-Doodle-Do.* Thursday. 9:30-11 am

Arthur Arena: Tuesday and Thursday. 9:00-11:00 am. (Coffee hour from 10:00–11:00 am)



Pickleball:

Drayton PMD Arena

Cost: \$3

Monday: 10 am – 12 pm

Wednesday: 10 am – 12 noon & 7 pm – 8:30 pm

Friday: 10 am – 12 pm

Contact person: Amy Grose

agrose@mapleton.ca



*Exercise Classes:

Clifford: Clifford United Church. Monday & Friday 9 am

Harriston: Knox Presbyterian Church. Tuesday 11:15 am & Thursday 11:00 am

Drayton: Drayton Reformed Church. Monday & Wednesday. Fri 9:30 am

Mount Forest: Royal Canadian Legion. Monday & Wednesday. 10:45 am

Elora: Pentecostal Church. Tuesday & Thursday. 1 pm

Arthur: Seniors' Hall. Wednesday 10 am & Friday 10:30 am

*Note: *The VON also offers SMART programs in North Wellington, Centre Wellington, and Guelph, however there are too many of these great classes to list. For further details, please check out this link: <https://mapleton.ca/living-here/senior-services/seniors-centre-for-excellence/exercise-programs>*
 VON: 519-323-2330 EXT-4954; Kelly Gee, SMART Supervisor, kelly.gee@von.ca.

Euchre

Arthur: **Seniors' Hall** - Tuesday 1-3 pm_Bid Euchre - Thursday 1 pm

Contact Person: Eleanor Monaghan 519-848-2741

Drayton: Drayton Reformed Church Sunset Room - Monday 9 am

Contact Person: Gerry Debeyer 519-638-2779

Harriston: Harriston Train Station - Monday 1:30 pm - 3:30 pm

Pepper - Tuesday 1:30 pm - 3:30 pm & Thursday 7-9 pm

Contact Person: Doug Anderson 519-338-3467

Palmerston: CNRA Building - 1st Wednesday of month 2-4 pm

Contact Person: Dale Hurlbut 519-343-3495



Bridge:

Arthur Seniors' Hall - Monday & Friday
1-3 pm

Duplicate Bridge

Mount Forest: **St. Paul's** Anglican church. Fergus St. Friday 1 p.m.
Please bring a partner. **If you don't** have a partner, call Barbara Kerr at 519-323-4341 as she may be able to arrange a spare.

Euchre, Bid Euchre and Other Games at the Mount Forest Sports Complex, 850 Princess St. Mount Forest. Wednesdays 1 pm to 3:30 pm. \$3. Contact Person: Kay Ayres: 226-445-2116. All Seniors welcome!



ZOOM Sessions

Thurs., Dec. 1 @ 10:30 am

Guest: Paul Dias

Topic: Queen Elizabeth II The Platinum Monarch

Tues., Dec. 6 @ 10:30 am

Guest: Rachel Behling

Topic: Christmas Fashion Trends

Thurs., Dec. 8 @ 2 pm

Guest: Doris Cassan

Topic: Jolly Old UK Trip

Tues., Dec. 13 @ 10:30 am

Guest: Paul Dias

Topic: A Christmas Carol

Thurs., Dec. 15 @ 2 pm

Guest: Kaitlin Cantrell

Topic: Grief and the Holidays

Tues., Dec. 20 @ 10:30 am

Guest: Karen Burke, RD

Topic: Cooking with Karen

Thurs., Dec. 22 @ 2pm

Topic: **Christmas Party!**





Habitat
for Humanity[®]
Guelph Wellington

Bringing Affordable Home Ownership to Guelph - Wellington

Ryan Deska

Director, Community Engagement and
Development



Our vision: A world where everyone has a decent place to live

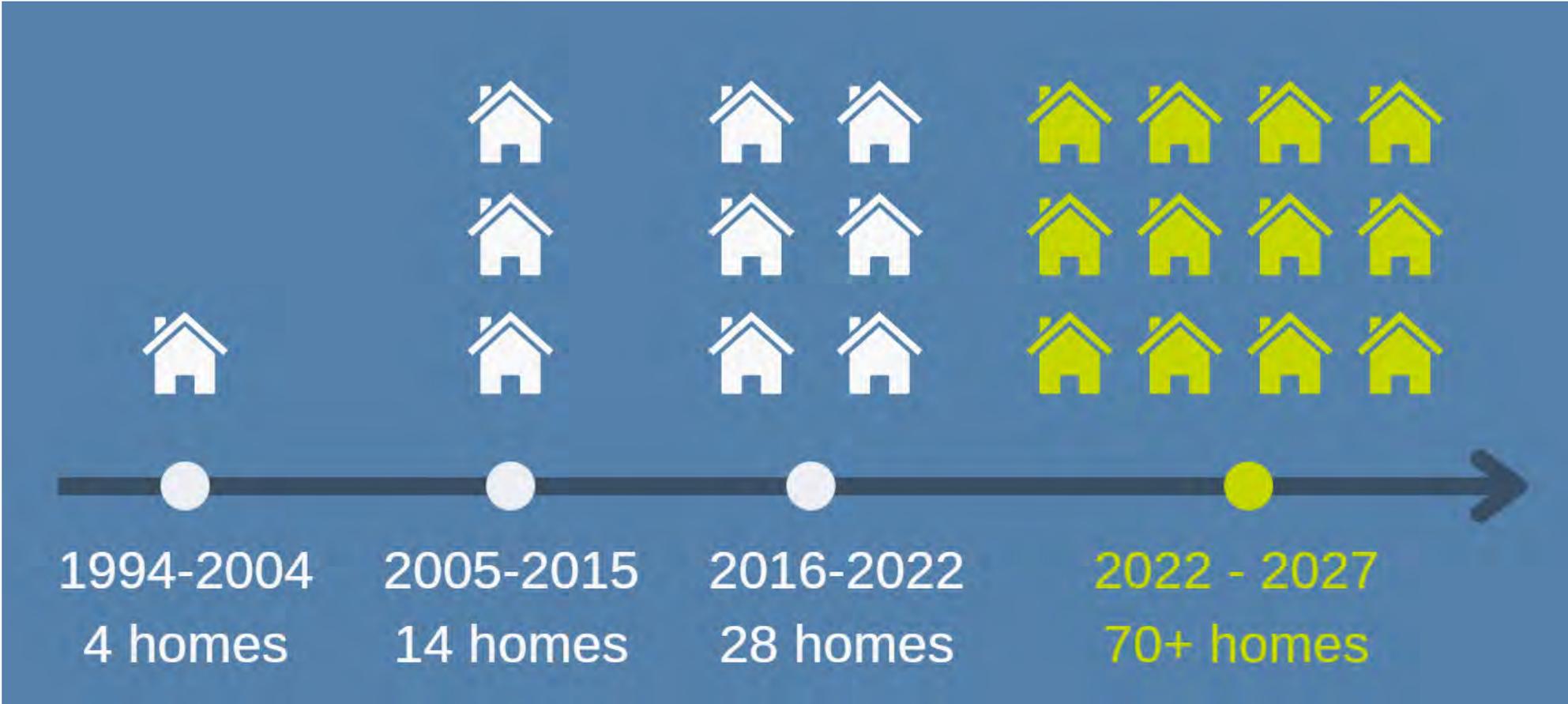
- ✓ Build Homes
- ✓ Engage Community
- ✓ Create Opportunities for Affordable Home Ownership

Affordable Home Ownership



Cityview Village





465 Garafraxa St. W, Fergus

- 32 residential units
 - Stacked two-story townhome units
 - Mix of Habitat and Market Units
- Working towards 100% Universal Design
- Accessibility features tailored to families' needs



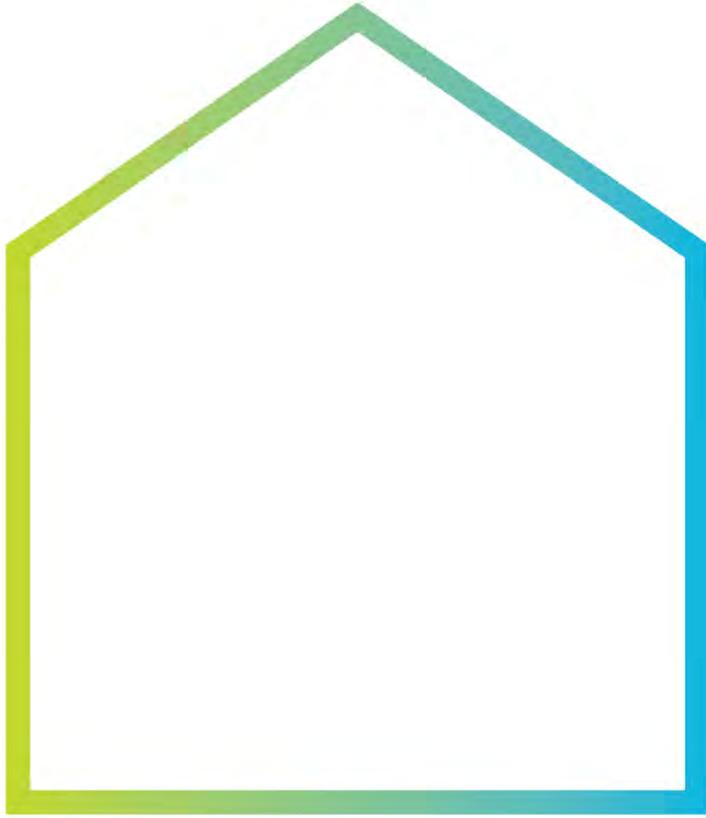
317 Speedvale Ave. E, Guelph

- 32 residential units
 - Mix of Habitat Families & Market Units
- Walkable Community
- Proximity to retail, services, schools and recreation
- Working towards 100% Universal Design
- Accessibility features tailored to family's needs



Our Work Ahead...

- ✓ Community Bonds & Fundraising
- ✓ Family Applications for Housing – Eligibility Questionnaire
- ✓ Approvals & Conditions

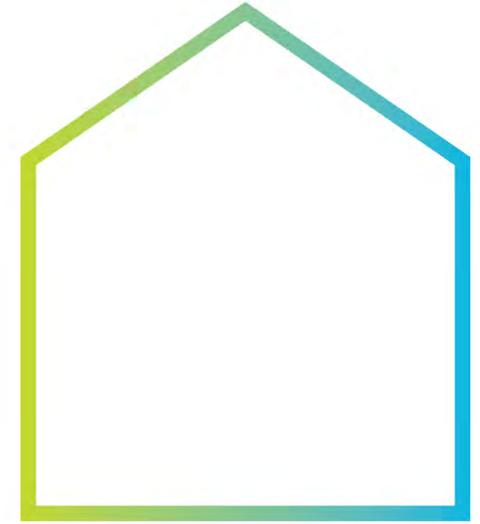


What if your investment portfolio could help build homes in your community?

community bonds

Community Bonds Provide

- ✓ Investors with a defined rate of return
- ✓ Organizations with seed financing
- ✓ Opportunity to partner in creating meaningful social impacts



community bonds

465 Garafraxa St W, Fergus ON		317 Speedvale Ave E, Guelph ON	
CLASS A BOND	CLASS A1 BOND	CLASS B BOND	CLASS B1 BOND
Interest Rate 4.75%	Interest Rate 5.0%	Interest Rate 4.75%	Interest Rate 5.0%
Minimum Investment \$2,500	Minimum Investment \$2,500	Minimum Investment \$2,500	Minimum Investment \$2,500
Interest & Repayment Interest adjusted & paid semi-annually, December 31 & June, 30 Interest adjusted to Meridian 3 year GIC	Interest & Repayment Interest fixed , paid semi-annually, December 31 & June, 30	Interest & Repayment Interest adjusted & paid semi-annually, December 31 & June, 30 Interest adjusted to Meridian 3 year GIC	Interest & Repayment Interest fixed , paid semi-annually, December 31 & June, 30
Maturity Date November 30, 2025	Maturity Date November 30, 2025	Maturity Date November 30, 2025	Maturity Date November 30, 2025

All Bonds are secured by second mortgage, registered against the Properties. A Bond Certificate and Trust Agreement forms the Community Bond legal documentation package

Total Community Bond Offering: \$750,000



community bonds

What if we all put our money to work?

1. Interested? Sign up for more information online at:
www.habitatgw.ca/communitybonds
2. Questions? Schedule a call or attend an upcoming webinar
3. Ready to invest? Give us a call or email invest@habitatgw.ca with a subscription form



community bonds

Habitat Family Selection

Eligibility Questionnaire Now Live at:
<https://habitatgw.ca/apply/>

Habitat Considers:

- The need for decent, affordable housing
- Ability to pay a mortgage
- Willingness to partner with Habitat for Humanity



apply for housing



- ✓ Shop
- ✓ Donate
- ✓ Volunteer



- A series of wellness clinics were held in apartment buildings with typically high numbers of senior residents and / or a high number of 911 calls. These wellness clinics have proven to reduce the number of emergencies calls.
- Remote Patient Monitoring allows paramedics to utilize internet technology to monitor residents. The participant can then be referred to their physician or healthcare provider before the issue becomes an emergency.
- Home visits are arranged for patients identified as high-risk of suffering an emergency. Paramedics visit the resident in their home to attempt to prevent an emergency from occurring.

In 2021, the Provincial Ministry of Long Term Care provided additional funding for a Community Paramedicine Long Term Care project. This project provides services to residents who are on a wait list for Long Term Care placement, in-home nursing, or other care. It helps them to stay in their residences more comfortably while they await placement.

To October this year, community Paramedics have completed over 2,400 in-person and virtual visits with residents in Guelph and Wellington County. The Community Paramedics help seniors and those who are fragile, or at risk, to find services they may be having trouble accessing. It is estimated that 3 out of every 10 of these Community Paramedic visits avoid a trip to the Emergency Department.

The Community Paramedicine project is run by four dedicated paramedics working in Wellington County and an additional four working in the City of Guelph. The team working in the County is stationed in Drayton. With the number of residents rostered the program is quickly reaching its capacity.

In addition to all this, a relatively new service has been incorporated into the Community Paramedicine project that provides care for patients who are palliative and who have expressed a wish to die with dignity in their home. The Community Paramedics currently have a roster of approximately 30 palliative patients who they are helping to remain in their home.

As a side note, at the height of the COVID pandemic the Community Paramedicine program monitored high-risk COVID patients who were recovering in their homes.

RECESS TO MOVE INTO PUBLIC MEETING

RESOLUTION: 2022-346

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North recess the November 7, 2022 Regular Meeting of Council for the purpose of holding a Public Meeting under the Planning Act:

- Robert and Linda Carder, Minor Variance

CARRIED

RESUME REGULAR MEETING OF COUNCIL

RESOLUTION: 2022-347

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North resume the November 7, 2022 Regular Meeting of Council at 2:17 p.m.

CARRIED

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

1. Regular Meeting of Council, October 11, 2022

2. Public Meeting, October 11, 2022

RESOLUTION: 2022-348

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the minutes of the Regular Meeting of Council and the Public Meeting held on October 11, 2022 be adopted as circulated.

CARRIED

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

No business arising from previous meetings of Council.

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

2a, 3a, 4a, 4b, 6b, 7a, 7b

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

RESOLUTION: 2022-349

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT all items listed under Items For Consideration on the November 7, 2022 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest District Chamber of Commerce meeting held on October 18, 2022.

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Saugeen Valley Conservation Authority meeting held on September 15, 2022.

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Grand River Conservation Authority General Membership Meeting held on October 28, 2022.

THAT the Council of the Corporation of the Township of Wellington North receive for information Report DC 2022-047 regarding the Final Approval of the A & M Investments Inc. Site Plan Agreement.

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2022-13 being a report on the City of Guelph By-law Enforcement Services – 6 Month Extension;

AND FURTHER THAT the Council of the Township of Wellington North authorizes the Mayor and Clerk to enter into amending agreement to extend By-law 122-21 with the City of Guelph for the purposes of providing By-law Enforcement Services to the Township of Wellington North.

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated November 1, 2022.

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2022-027 being a report to set the 2023 water and sewer fees and charges;

AND FURTHER THAT Council authorize a 1.5% increase to water and sewer rates for the year 2023, consistent with the recommendations from the 2020 Water and Wastewater Rate Study prepared by DFA Infrastructure International Inc. dated November 13, 2020;

AND FURTHER THAT Council direct staff to include in the 2023 water and sewer fees and charges by-law the Mount Forest Green House fees and charges;

AND FURTHER THAT Council direct staff to include this special rate for consideration as part of the next water and wastewater rate study;

AND FURTHER THAT Council authorize the Mayor and Clerk to sign the necessary by-law.

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2022-030 being a report on a street light maintenance agreement between Township of Wellington North and Wellington North Power Inc.;

AND FURTHER THAT Council authorize the Mayor and Clerk to sign a by-law in order to enter an agreement for street light maintenance agreement with Wellington North Power Inc.

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2022-021 being a report on 2022 Municipal Election Accessibility report.

THAT the Council of the Corporation of the Township of Wellington North receive the County of Wellington Media Release, dated October 6, 2022, regarding County Clerk Announces Retirement.

THAT the Council of the Corporation of the Township of Wellington North receive the Township of Wellington North, Official Results of the October 24, 2022 Municipal and School Board Election.

CARRIED

CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION

RESOLUTION: 2022-350

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive DC Report 2022-046 being a report on Consent Application (Lot Line Adjustment) B3-22 known as Part of Park Lot 1, W/S of Main St and E/S of Foster St Plan of the Town of Mount Forest.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B3-22 as presented with the following conditions:

- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- THAT only one (1) set of municipal servicing (water, sanitary, storm) be provided via 391 Main Street North. Merged lands will need to be serviced privately through existing 391 Main Street North municipal services and to the satisfaction of the municipality;
- THAT driveway access can be provided to the merged parcel to the satisfaction of the of the local municipality;
- THAT zoning compliance is achieved on the merged parcel to the satisfaction of the local municipality;

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

CARRIED

RESOLUTION: 2022-351

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2022-12 being a report on an Agreement for Parking between Wellington County, The Pentecostal Assemblies and the Township of Wellington North

AND FURTHER THAT Council authorize the Mayor and Clerk to sign the By-law to enter into a Parking Agreement with the Corporation of the County of Wellington and the Pentecostal Assemblies.

CARRIED

RESOLUTION: 2022-352

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2022 – 028 on the Community Improvement Program,

AND FURTHER THAT Council approves \$ 6,367.25 in Community Improvement Grants to Arthur Ace Hardware, 480 Smith Street, as follows:

- \$2,500 Building Improvement Grant
- \$2,500 Façade Improvement Grant
- \$1,367.25 Blade Sign Grant

CARRIED

RESOLUTION: 2022-353

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2022-029 being a report on the Hawks Nest competition;

AND FURTHER THAT Council supports a \$2,000 “partner level” of sponsorship in support of this program.

CARRIED

RESOLUTION: 2022-354

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2022-028 being a report on the MTO Connecting Link Program Application – Intake 8;

AND FURTHER THAT Council direct staff to submit an application to the MTO’s Connecting Link Program for the resurfacing of Highway 6 (Smith Street), from Conestoga to Wells Street, in Arthur;

AND FURTHER THAT Council agree to fund the Township’s portion of the project cost, as recommended by Township staff, as well as support the project schedule detailed within the application.

CARRIED

RESOLUTION: 2022-355

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CAO 2022-004 being a report on the remuneration for members of Council.

AND FURTHER THAT the Mayor and Clerk be authorized to enter into By-law 115-22 being a By-law to amend by-law 079-21 being a by-law to set remuneration for members of Council for the year 2022;

AND FURTHER THAT the Mayor and Clerk be authorized to enter into By-law 116-22 being a By-law to amend by-law 062-18 being a by-law to set remuneration for members of Council for the upcoming term of Council (2023-2026).

CARRIED

RESOLUTION: 2022-356

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive report CLK 2022-020 being a report on Committee Appointments for the 2022-2026 term.

AND FURTHER THAT staff bring this report to the December 5th meeting of Council at which time appointments will be determined by Council.

CARRIED

NOTICE OF MOTION

No notice of motion tabled.

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Burke (Ward 2):

- Mount Forest Business Improvement Area, Annual General Meeting will be held on Wednesday morning.

Councillor Hern (Ward 3):

- Arthur Business Improvement Association, Annual General Meeting will be held at the Arthur Community Centre on November 16th at 7:00 p.m.
- Arthur and Mount Forest Chamber of Commerce have meetings this week.

Mayor Lennox:

- Attended an Appreciation Dinner for the Mount Forest Lawn Bowling Club. The club is appreciative of the grants they have received to rejuvenate the club. Membership has greatly increased.
- Mayor Lennox acknowledged the 25 Years of Service Award presented to Councillor Dan Yake by Matthew Rae, MPP, Perth-Wellington, on Friday, November 4th and thanked him for his 28 years of service.

BY-LAWS

- a. By-law Number 114-22 being a by-law to authorize an extension to By-law 122-21 being a By-law Agreement for By-law Compliance Services
- b. By-law Number 115-22 being a by-law to amend By-law 079-21 being a by-law to set remuneration for Member of Council
- c. By-law Number 116-22 being a by-law to amend By-law 062-18 being a by-law to set remuneration for Members of Council
- d. By-law Number 117-22 being a by-law to authorize the execution of a Streetlight Maintenance Services Agreement between Wellington North Power Inc. and The Corporation of The Township of Wellington North

- e. By-law Number 118-22 being a by-law to authorize the execution of a Parking Agreement between the Pentecostal Assemblies, The Corporation of the County of Wellington and The Corporation of the Township of Wellington North

RESOLUTION: 2022-357

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT By-law Number 114-22, 115-22, 116-22, 117-22, and 118-22 be read a First, Second and Third time and enacted.

CARRIED

CULTURAL MOMENT

- Celebrating Wellington North Women in Military Service in World Wars I and II

When Canadian women served in both World Wars, it was mostly on the home front, raising money and replacing men whose military service took them away from all types of work. In World War I, they also served as nurses in the Canadian Army Nursing Service. Nursing Sister Alice Cook of Mount Forest gave her life to the service of injured and ill soldiers in a wartime Toronto hospital, dying of influenza at age 25. Her story was shared as our November 2020 Cultural Moment.

By World War II, although women were not allowed to serve in combat, they took on many crucial roles in the various services both in Canada and in Europe. Women of Wellington North were well represented in nearly every branch.

Two Raftis sisters from West Luther, Genevieve Marie, and Mary Marcella, enlisted in the Women's Royal Canadian Naval Service (*WRCNS also known familiarly as Wrens*), trained on HMCS Conestoga and were posted in 1945 to HMCS Stadacona Base, Halifax. There they served as nurses aids as well as taking on other necessary work. Marjorie Driscoll, from Arthur, also served in the WRCNS, the fourth member of her family to sign up. She had already earned her Bachelor's degree at the University of Toronto.

Erie Mae Jackson of Conn, a prolific writer throughout her life, especially of biographical and autobiographical books, joined the Canadian Women's Army Corps in 1944. She rose to the rank of Sergeant and qualified as a Non-commissioned Officer. The Wellington County Museum holds her writings.

Several women followed their brothers or cousins into service. Pearl Ida Day joined the CWAC, in Toronto, while her four brothers served overseas. Mildred Colwill, who also enlisted in the Women's Army Corps, in 1942, was the sixth member of her family to serve in the Army.

Isabel Jean Mullin joined the Army in the spring of 1942, at 18, and served in the Women's Army Corps. She was transferred to England where she worked as a driver for Canadian Army Officers.

In some cases, little information is easily available on these resolute women. Claire Connell, for instance, is only briefly noted in the Arthur Enterprise-News in 1944: "Miss Claire Connell joined the RCAF". Many may now be known only to their families or to the keepers of military records.

No matter how they have been remembered, these Wellington North women must always be honoured for their loyalty and courage in answering their country's call to service. They set the bar for those local women who are currently doing the same.

Submitted by Gail Donald Wellington North Cultural Roundtable

CLOSED MEETING SESSION

The meeting is closed pursuant to Section 239 (2) of the Municipal Act, 2001, specifically:

- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (d) labour relations or employee negotiations;

RESOLUTION: 2022-358

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 2:54 p.m. that is closed to the public under subsection 239 (2) of the Municipal Act, 2001, specifically:

- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (d) labour relations or employee negotiations;

CARRIED

1. REPORTS

- Report EDO 2022-027 Ontario Volunteer Service Awards Nominations
- Report HR 2022-014 Proposed CUPE Agreement July 1, 2022 to June 30, 2024

2. REVIEW OF CLOSED SESSION MINUTES

- October 11, 2022

3. RISE AND REPORT FROM CLOSED MEETING SESSION

RESOLUTION: 2022-359

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 3:16 p.m.

CARRIED

RESOLUTION: 2022-360

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2022-027 Ontario Volunteer Service Awards Nominations;

AND FURTHER THAT Council approve the confidential direction to staff.

CARRIED

RESOLUTION: 2022-361

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report HR 2022-014 Proposed CUPE Agreement July 1, 2022 to June 30, 2024;

AND FURTHER THAT the Mayor and Chief Administrative Officer be authorized to sign the by-law to ratify the Collective Agreement with the Canadian Union of Public Employees (C.U.P.E.) Local 255.11

CARRIED

RESOLUTION: 2022-362

Moved: Councillor Burke

Seconded: Councillor Hern

THAT By-law Number 119-22 being a by-law to ratify the Collective Agreement with the Canadian Union of Public Employees (C.U.P.E.) Local 255.11 be read a First, Second and Third time and finally enacted.

CARRIED

RESOLUTION: 2022-363

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the October 11, 2022 Council Meeting.

CARRIED

CONFIRMING BY-LAW

RESOLUTION: 2022-364

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT By-law Number 120-22 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 November 7, 2022 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT

RESOLUTION: 2022-365

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Regular Council meeting of November 7, 2022 be adjourned at 3:18 p.m.

CARRIED

MAYOR

CLERK

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MINUTES OF INAUGURAL COUNCIL MEETING
MONDAY, NOVEMBER 21, 2022 AT 7:00 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH
HYBRID MEETING WITH COUNCIL IN PERSON AND VIA WEB CONFERENCING**

Members Present:

**Mayor: Andrew Lennox
Councillors: Sherry Burke
Lisa Hern
Steve McCabe
Penny Renken**

Staff Present:

**Chief Administrative Officer: Brooke Lambert
Director of Legislative Services/Clerk: Karren Wallace
Deputy Clerk: Catherine Conrad
Human Resources Manager: Amy Tollefson
Chief Building Official: Darren Jones
Director of Operations: Matthew Aston
Director of Finance: Farhad Hossain**

CALLING TO ORDER

Brooke Lambert, Chief Administrative Officer, called the meeting to order and conducted the roll call.

O 'Canada

- Debbie Farrelly

DECLARATION OF OFFICE BY MAYOR

- Clerk, Karren Wallace administered the Declaration of Office to Mayor Lennox

PRESENTATION OF CHAIN OF OFFICE

- Deputy Clerk, Catherine Conrad presented the chain of office and gavel to Mayor Lennox

DECLARATION OF OFFICE BY THE MEMBERS OF COUNCIL

- Clerk, Karren Wallace administered the Declaration of Office to the members of Council.

INTRODUCTION OF 2022 – 2026 COUNCIL

- Chief Administrative Officer, Brooke Lambert, introduced the 2022 – 2026 Council

INAUGURAL ADDRESS MAYOR LENNOX

I am honoured to stand before you again today to renew our conversation about our collective future, and to mark a milestone in the progress of our Township. I'd like to welcome back to the table my colleagues from the last term, Councillors Sherry

Burke, Lisa Hern and Steve McCabe. Joining us this time, with her energy and enthusiasm, is Penny Renken. Welcome Penny. To you fellow members of Council, I say congratulations and thank you for offering your time and caring nature to serve our Township, and its communities. The voters of Wellington North have assembled a strong team and I look forward to working with you in the coming years.

I'd also like to recognize the families of our Councillors, a number of which I see here today. Their sacrifice should not go unnoticed. I know at our house I am blessed to have Suzan, who tolerates my ever-changing schedule and who listens patiently as I sometimes have to talk through issues. To municipal staff, here and throughout the Township, thank you for your professional and dedicated work. I look forward to continuing to work with you in the coming years as you continue to serve our strong and proud community.

Over the previous terms we have worked toward delivering high quality public services with an eye to continuous improvement. We have stretched ourselves to move closer to maintaining our existing infrastructure, all the while striving to do it with stable predictable taxation supported on a strong financial foundation. We've also spent time, effort and resources preparing for future growth in our community. As I look back on the past years, I am amazed at what we have been able to accomplish together.

During the election campaign I had a couple people ask me a question that really made me pause and think about the answer. They asked me, "Why is all the discussion about growth and urban issues? There is virtually no discussion about issues outside of Mount Forest and Arthur." When I thought about it, I told them that while municipal operations run pretty smoothly across the township the conversation was being driven by the amount of change that growth and environmental circumstances were bringing to our main urban areas.

We are seeing changes in economic times with inflation at generational highs. We are seeing employers struggling to find workers like never before. We are seeing changes, quite recently, in Provincial policy that can drastically affect municipalities like ours. The pressure on community growth has become immense. Many of you have heard me relate community growth to the circumstances of a growing family. You have also heard me relate the increased pace of growth we are now facing as being similar to the same growing family suddenly finding out they are having triplets. I use this comparison because there are so many parallels. The plans for one more bedroom become the plans for three. The plans to use the car we have turns into the necessity to have a mini van that wasn't anticipated. The existing plans of how we pay the additional cost suddenly become obsolete and we have to be completely rethought and options we hadn't previously planned now must be considered. Most importantly, like the rapid growing family, circumstances will force us to adapt more quickly, be more flexible, and be willing to try new ideas if we are to successfully build our community for the future. It promises to be an exciting time.

Together we must accept the challenge, embrace the opportunity, invest our time and resources building a better and stronger Wellington North. The difficult we will do immediately, the impossible may us take a little longer.

COUNCILLORS' INTRODUCTORY COMMENTS

- Ward 1 – Councillor Renken

I live in Ward 1 and have done so for eleven years. Prior to that we farmed in Ward 2.

I belong to the Cultural Roundtable and I'm looking forward to continuing work on the goals of the Municipal Cultural Plan that we have already started. As I was campaigning, one of the things I was really advocating for was more affordable recreation, especially for those with special needs, and if at all possible, I would like to continue with that.

I know that in the next four years we are going to have some really difficult issues with housing, infrastructure, and economy but, I'm hoping to be able to absorb a lot of the expertise and knowledge of the Mayor, Councillors and the municipal staff for help. I'm looking forward to the challenge

- Ward 2 – Councillor Burke

Thank you to everyone that came tonight to join us. I'd like to congratulate the members of Council that were acclaimed, and recently won. I've always said it is a privilege to represent the residents of Ward 2 in Wellington North and that's what I have done for the past twelve years, and this next term. I appreciate their support. I want to thank the residents for trusting in my commitment, dedication, and community awareness for another term. These are going to be challenging times, as Mayor Lennox alluded to in his speech. I look forward to working with Council and staff and the residents of Wellington North together to face these challenges. This will include not only new initiatives, but those that continue to build and enrich our communities socially, culturally and economically.

In closing I'd also like to say thank you to my amazing friends and family for their patience and encouragement and continuous support; because sometimes when you're a councillor you have to miss certain things and you have to make a decision for the residents who put you into this seat. I couldn't do this job without them, so thank you very much.

- Ward 3 – Councillor Hern

Want an honour, and I'm honestly surprised that this is the third term I am starting. I have a lot of people to thank, the people of Wellington North, and my family, my husband, John, and my son Wyatt. Without their support I could not do this. A lot has changed since my first term and a lot of great things have happened, and unfortunately some not so great. I'm looking forward to the next four years and I'm up for the challenge. I look forward to making more great things happen.

- Ward 4 – Councillor McCabe

It's incredible how quickly eight years can pass and yet at same time I was first sworn in, approximately 2,900 days ago, it seems like yesterday. It's incredibly humbling and an honour to stand, here tonight and start my third term. Not only as a Ward 4 Councillor but as a representative of the great Township of Wellington North. Much has changed in the past two terms but one thing that will not change is my

commitment to you and the residents of Wellington North, no matter what town, hamlet or ward you live in. I've tried to earn your trust and respect and will continue to do so in these next four years and beyond. We have an amazing team when you look at all the employees within the Township. Here too there have been major challenges, but I look forward to continuing to work with our great staff. I am, and truthfully everyone in the Township, should be proud of our whole team. The future has never looked better.

We have a lot of heavy lifting to do, and we have to make a lot of hard decisions that won't suit everyone; but they need to be made. We need to work with the County, Province, and Federal governments to make sure that Wellington North is top of mind. We have numerous projects already known to us, which have huge dollar costs to complete. We need these partners to be at the table with us and I will not stop advocating for us. This is my commitment to the residents of Wellington North and I thank you very much for this privilege.

I want to take this time to welcome Penny to the Council table. I look forward to getting to know you and work with you. I also want to thank Dan Yake for the time he served our residents as well.

Thank you and here's to the next four years.

CORRESPONDENCE-

John Nater, MP, Perth-Wellington, dated November 10, 2022

- Congratulations to new Council

RESOLUTION: 2022 - 366

Moved by: Councillor Renken

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive as information the congratulatory letter from John Nater, MP, Perth-Wellington, dated November 10, 2022.

CARRIED

CONFIRMING BY-LAW NUMBER 121-22

RESOLUTION: 2022-367

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT By-law Number 121-22 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Inaugural Meeting held on November 21, 2022 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT

RESOLUTION: 2022-368

Moved: Councillor Burke

Seconded: Councillor Renken

THAT the Inaugural Council meeting of November 21, 2022 be adjourned at 7:27 p.m.

CARRIED

MAYOR

CLERK

DRAFT Members Meeting #7-22**July 20, 2022**

- Members Present:** Alison Lobb, Ed McGugan, Alvin McLellan, Matt Duncan, Anita van Hittersum, Dave Turton
- Members Absent:** Kevin Freiburger, Roger Watt, Cheryl Matheson, John Grace, Megan Gibson
- Staff Present:** Phil Beard, General Manager-Secretary-Treasurer
- Others Present:** Marianne Love, ML Consulting Ltd.

1. Call to Order:

Chair Duncan welcomed everyone and called the meeting to order at 7:02 pm.

2. Declaration of Pecuniary Interest:

There were no pecuniary interests.

3. Minutes:

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #6-2022 held on June 15, 2022 have been circulated for information and approval. The Members agreed with the minutes and the following motion was made.

Motion FA #67-22**Moved by: Alvin McLellan****Seconded by: Alison Lobb**

THAT the minutes from the General Membership meeting #6-2022 held on June 15, 2022 be approved.
(carried)

4. Business out of the Minutes:

- a) Municipal Support for Draft MOU for Services and Programs: Report #41-2022

Report #41-2022 was presented and the following motion was made:

Motion FA #68-22

Moved by: Dave Turton

Seconded by: Ed McGugan

THAT Report #41-2022 be accepted.
(carried)

5. In-Camera Session

- a) Salary and Benefits Draft Report and Legal Matter

Motion FA #69-22

Moved by: Anita van Hittersum

Seconded by: Alison Lobb

THAT the members move in to the in-camera session.
(carried)

Motion FA #70-22

Moved by: Dave Turton

Seconded by: Alvin McLellan

THAT the members move back in to the full authority meeting.
(carried)

6. Chair and Members Reports:

Matt Duncan advised the Members that he attended the ceremony to mark the completion of the Scott Municipal Drain Restoration Project on July 14th. Lisa Thompson, MPP for Huron-Perth and the Minister of Agriculture, Food and Rural Affairs was also in attendance along with others involved in the project.

Matt also advised the Members that he and the Vice Chairs will be meeting with Matthew Rae, MPP for Perth Wellington and Lisa Thompson, MPP for Huron Bruce on Friday, August 12th to discuss the need for agricultural appointees, MOU for services and programs, funding for conservation authority programs and Healthy Lake Huron.

Matt advised that Members that he planned to also discuss the need to raise the fines for violations in Conservation Areas and for other changes that would better enable conservation authorities to deal with violations in conservation areas.

7. Adjournment - Next Meeting Date, September 21, 2022, at 7:00pm.

8. Adjournment of Members Meeting:

The members meeting adjourned at 8:36pm with the following motion:

Motion FA #71-22

Moved by: Alison Lobb

Seconded by: Alvin McLellan

THAT the members meeting be adjourned.
(carried)



Matt Duncan
Chair



Phil Beard
General Manager
Secretary-Treasurer

Members Meeting #8-22

September 21, 2022

Members Present: Alison Lobb, Ed McGugan, Alvin McLellan, Matt Duncan, Anita van Hittersum, Kevin Freiburger, Roger Watt, Megan Gibson

Members Absent: Cheryl Matheson, Dave Turton, Myles Murdock

Staff Present: Phil Beard, General Manager-Secretary-Treasurer
Jayne Thompson, Communications Coordinator

Others Present:

1. Call to Order:

Chair Duncan welcomed everyone and called the meeting to order at 7:29 pm.

2. Declaration of Pecuniary Interest:

There were no pecuniary interests.

3. Minutes:

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #7-2022 held on July 20, 2022 have been circulated for information and approval. The Members agreed with the minutes and the following motion was made.

Motion FA #72-22

Moved by: Megan Gibson

Seconded by: Roger Watt

THAT the minutes from the General Membership meeting #7-2022 held on July 20, 2022 be approved.
(carried)

4. Business out of the Minutes:

- a) Municipal Support for Draft MOU for Services and Programs: Report #42-2022

Report #42-2022 was presented and the following motion was made:

Motion FA #73-22

Moved by: Alison Lobb

Seconded by: Ed McGugan

THAT MVCA send a consolidated copy of the MOU to the fourteen municipalities who have signed the MOU and sign a separate MOU with the Township of Wellington North.
(carried)

- b) Meeting with MPP, Lisa Thompson: Report #43-2022

Report #43-22 was presented and the following motion was made:

Motion FA #74-22

Moved by: Megan Gibson

Seconded by: Anita van Hittersum

THAT Report #43-22 be accepted as presented.
(carried)

5. Presentations:

- a) Work Plan Highlights June, July, and August:
Jayne Thompson, Communications-GIS-IT Coordinator

Jayne presented the work plan highlights from June July and August.

6. Chair and Members Reports:

Mat Duncan advised the members that Myles Murdock is the new appointee for the Town of Goderich.

7. Consent Agenda:

The following items were circulated to the Members for their information:

- a) Agreements Signed: Report #44-2022
- b) Revenue-Expenditure Report for June, July, and August 2022: Report#45-2022
- c) Work Plan and Budget Update: Report #46-2022
- d) CFI June 7 Meeting Summary and Story in Rural Voice: Report #47-2022
- e) Correspondence for Information:

The following motion was made:

Motion FA #75-22

Moved by: Alvin McLellan

Seconded by: Kevin Freiburger

THAT Report #44-2022 through Report #47-2022 along with their respective recommended motions as well as the correspondence for information as outlined in the Consent Agenda be approved.

(carried)

8. Adjournment - Next Meeting Date, Wednesday, October 19, 2022, at 7:00pm. Meeting to be held at MVCA's Administrative Centre

The members meeting adjourned at 8:05 pm with the following motion:

Motion FA #76-22

Moved by: Alison Lobb

Seconded by: Megan Gibson

THAT the members meeting be adjourned.

(carried)




Matt Duncan
Chair

Phil Beard
General Manager
Secretary-Treasurer



146 George St., P.O. Box
Arthur, Ontario N0G 1A0
(519)-848-5603

Directors Meeting Minutes

October 12th, 2022

Attending: Tom Goreck, Faye Craig, Bonnie McIntosh, Brea Smith, Sheila Faulkner, Dale Small, Counsellor Lisa Hern

Regrets:, Paula Coffey

Brea called the meeting to order @ 5:32 pm and welcomed everyone.

Approval of previous months minutes:

-Faye motion for approval, Bonnie 2nd. Approved by all.

Committee Reports:

Economic Development Report – Dale Small:

- Dale will let Brea know which guests will be attending AGM with the Township
- BIA AGM November 16th
- start thinking about plans for July 1, 2023
- MOU expiring Feb/23, Dale suggest increase, suggest Tom think about additions to MOU
- Xmas road closures looking good
- Xmas annual events, positive feedback
- Another newcomer event in Arthur will be in spring 23

Council Report – Counsellor Lisa Hern:

- discuss notice for council meeting, whether it was or was not shared enough
- Dale will share plan with directors regarding new complex
- Petro at hwy 6 plans, unknown
- Spanky's now at Arthur Arena booth
- CIP update, 140 applicants in 10 years; Dale to sent Brea info to forward to members

Business arising from the previous meeting

AGM Planning -

- Grace Frey - \$100 to have her staff clean up kitchen and dishes: Bonnie Motion to pass, Faye 2nd, All Agree.
- Grace Frey payment to be made by chq on night of AGM.
- table linens: Mary townsend for Ag society & Church, may be able to borrow them. Bonnie will contact her.
- Tom has flowers for Brea for tables.

Membership Builds Our Community as a Place to Work, Play and Live

- Bonnie & Tom offer to help Brea with takedown of AGM Dinner.
- Board Members being sworn in: wording for Andy Lennox, Brea will look in constitution, contact Jacklyn, find paperwork.
- Brea to take notes/minutes during AGM
- Young Citizen of the Year Award, tied; review nominations and discuss criteria for award, 4/4 in agreement that Emma Smyth will receive the award.
- send final notice to membership re: AGM Dinner and tickets this week. Sales close Sunday.
- Brea show clipart for Halloween hunt. Good to move forward.
- Tom to talk to Armstrong trucking Re: AGM attendance.

New business:

- Ad in the Wellington Advertiser for AGM – Brea turned down.
- Donation for charity from each award winner: Brea to email and ask for their decision.

Presidents Report – Tom

- Email mark for bio/intro at AGM
- Hwy 6 signage, 2 years ago Chamber had a sign, do we want updated: Not at this time.

Correspondence:

- nothing to report

Financial Statements:

- Provided by Be Sure Financial.

Meeting Adjourned: 6:36pm

Meeting Outline for 2022

November 9, 2022

December 14, 2022

Dates to Remember

November 24th, 2022 – Kickoff to Christmas begins

November 25th, 2022- Shop Local Street Market

November 27th, 2022 – Wreath Fundraiser Pickup (Ag Society)



146 George St., P.O. Box
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Annual General Meeting Minutes

October 19th, 2022

Board Members in Attendance: *Tom Gorecki, Paula Coffey, Faye Craig, Bonnie McIntosh, Brea Smith, Dale Small, Counsellor Lisa Hern*

Arthur Chamber AGM Dinner & Awards Presentation Itinerary

- 6:00pm** Doors open, cocktail hour, Tom welcome guests
- 6:30pm** Tom invite Faye to bless dinner
- 6:45pm** Dinner served
- 7:15pm** Tom introduces Mark from Silver Fox Distillery, Mark begin presentation
- 7:45pm** Tom thank Mark & invite Mayor Lennox to present award winners
- 8:00pm** Tom congratulate winners, invite Mayor Lennox to swear in Chamber Executive
- 8:15pm** Centerpiece giveaway & Tom thank all for coming

Minutes:

- 6:47pm – Tom start Welcome
 - Faye blesses dinner
 - Dinner begins
- 7:30pm – Tom introduce Mark Townsend from Silver Fox Distillery as guest speaker.
 - Mark begins presentation
- 8:00pm – Mayor Andy Lennox & Tom present community awards.
 - Citizen of the Year – Jeff McKee
 - Young Citizen of the Year – Emma Smyth
 - Corporate Citizen of the Year – Musashi Auto Parts
 - Outstanding Business – IScreamm Cone Company
- 8:13pm – Directors sworn in and recite statement lead by Counsellor Steve McCabe.
- 8:25pm – Tom announce raffle draw & door prize winners, winners collect items.
 - Thank everyone for coming.
 - End Annual General Meeting & Dinner.

Meeting Outline for 2022

November 9, 2022

December 14, 2022

Dates to Remember

- November 24th, 2022 – Kickoff to Christmas begins
- November 25th, 2022- Shop Local Street Market
- November 27th, 2022 – Christmas Wreath Pickup

Membership Builds Our Community as a Place to Work, Play and Live



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Directors Meeting Minutes

November 9th, 2022

Attending: *Bonnie McIntosh, Faye Craig, Lisa Hern, Brea Smith*

Regrets: *Paula Coffey, Dale Small, Tom Gorecki*

Brea called the meeting to order @ 5:41 pm and welcomed everyone.

Discussion on what qualifies for quorum within meetings and should that number be reviewed. Bonnie motion to move forward with meeting with just the 4 attendees, Faye 2nd, all agree.

Approval of previous months minutes:

-Bonnie motion for approval, Faye 2nd. Approved by all.

Committee Reports:

Economic Development Report – Dale Small (unable to attend, sent via email):

- Saugeen Connects learning sessions, Brea forward to membership. (done)
- BIA AGM November 16th
- plans for July 1, 2023? Brea email Dale about reserving food trucks and moving forward with events. (done)
- MOU sent

Council Report – Counsellor Lisa Hern:

- shared parking agreement made for Dr Office & Pentecostal church for lot across from office.
- grants approved for Ace Hardware
- connecting link application put in to finish work on main street.
- CIP update; Dale still working on sending Brea info to forward to members

Business arising from the previous meeting

- *AGM review:*
- went really well. 93 in attendance. Final cost approx. \$1400 after ticket sales.
- raffle earned \$120
- costs sheets, no other funds to be paid out for AGM, plaque cheque was sent.
- table cloths, Bonnie washing and ironing.
- Paula looking into linens on auction site, 10 grey linens for approx. \$6.
- Faye recommend donation to Ag Society of \$50
- Brea to design Chamber Thank you Cards to be sent out for AGM.

Membership Builds Our Community as a Place to Work, Play and Live

- improvements for next year: Brea to write/provide speech for awards presentation to make bring more importance to that piece of the night.
- have oath printed out for each member to read along as they recite it.
- Halloween Hunt went well, 9 google form submissions and many other participants that expressed they chose not to complete the form.
- Brea donated Halloween treats to a randomly drawn winner.
- Went over notes from Tourism Webinar that Brea attended on Oct. 17.

New business:

- Tom laying wreath on behalf of the Chamber at the Remembrance Day ceremony. Invoice to come afterwards.
- Wellington Advertiser ad – turned down as per email vote.
- Fresh Wreath Fundraiser with Ag Society – agreed to move forward as per email vote. Currently sit at 14 wreath sales.
- Christmas Community Involvement – colouring contest? Brea will ask Mellissa to be sure no overlap in activities (done). Potential idea, have blank member buildings available to colour and ask kids to decorate for the holidays.
- *Brea Spoke with Mellissa – they have colouring pages available but not as a contest per se. Brea will wait to run The Arthur Chamber Colouring contest until Christmas Time in Arthur has concluded. Contest to run in December. Considering using our friend Arty as the colouring page.*
- Christmas Parade involvement? Bonnie said think about it. Haven't participated in the past. Brea happy to plan something but will be unavailable the night of the parade.
- Drop box access at the office – Brea emailed Ruth Allsop to inquire. She said they don't use it as much and could likely drop off a key for Chamber use.
- Christmas Time in Arthur – 2 refunds from vendors that pulled out of the event – Bonnie says to make cheque out to them.
- Christmas Time in Arthur asked for remaining funds be made out to that name – Brea to check with Dale before funds are processed. (done)
- write cheque for Broadline for rental of porta potties and sink. Total \$406.80.
- Outdoor lights not functioning – have they ever? Brea to email Darren to inquire about fixing. (done)
- Mellissa & Ronda wondering if we should book food trucks for Canada Day event next year – Brea to email Dale and check with him first (done.)
- Check with Optimists regarding Canada Day Events – Tom will contact them.
- Brea to send email to Spanky's to inquire if they would like to join membership – benefits would be that they are the only food business we have to promote. (done)

Presidents Report – Tom

- unable to attend.
- Tom stopped by office next day to go over meeting notes.
- newsletter suggestions: quarterly, meeting dates, business info; member sales; community events.
- mention having a yearly plan set for the Chamber, Brea will add to the agenda for next month.

Correspondence:

-nothing to report

Financial Statements:

- Provided by Be Sure Financial.

Meeting Adjourned: 6:39pm

Meeting Outline for 2022

December 14, 2022

Dates to Remember

November 10th, 2022- Wreath Orders Due

November 11th, 2022- Remembrance Day Ceremony

November 24th, 2022 – Kickoff to Christmas begins

November 25th, 2022- Shop Local Street Market

November 26th, 2022 – OptiMrs Santa Clause Parade

November 27th, 2022 – Wreath Fundraiser Pickup (Ag Society)



MOUNT FOREST BUSINESS IMPROVEMENT ASSOCIATION

ANNUAL GENERAL MEETING MINUTES NOVEMBER 9, 2022 @ 8:00 AM

MOUNT FOREST SPORTS COMPLEX

CALLING TO ORDER – Andrew Coburn; Chair Mount Forest BIA

Chair Andrew called the meeting to order at 8:00am.

ATTENDEES

Andrew Coburn, Jessica MacFarlane, Kayla Morton, Dwight Benson, Bill Nelson, Councillor Sherry Burke, Jayme Hewson, Dale Small, Jaime Parker

APPROVAL OF AGENDA

Moved by Bill Nelson and seconded by Jessica McFarlane to approve the agenda, as circulated.

Motion carried

ADOPTION OF MINUTES

Moved by Dwight Benson and seconded by Kayla Morton to adopt the minutes from the Nov 17th, 2021, AGM as circulated with the Agenda.

Motion carried

COMMENTS FROM THE CHAIR

Chair Andrew thanked everyone for attending and recognized everyone on the Board for their contributions during the year. Andrew gave a brief overview of the programs and initiatives the BIA were focused on in 2022 including the Parkette and Mural.

Special thanks also given to Wellington Produce Packaging for providing storage support to the BIA. Chair Andrew also commented that the BIA Downtown Wi-Fi project was scheduled to go live today.

2022 TREASURERS REPORT

Jaime Parker from Behind the Walls Bookkeeping provided a financial update. The BIA is in a good financial position and thanks to the Rural Economic Development Grant funding will be able to recover 30% of the Parkette, Mural and downtown Wi-Fi costs from the Province, and 20% from the Township.

After a good discussion Jaime was asked to make some edits to the financial statements. After the meeting a revised copy of the Treasurers Report was provided and is included as attachment one in the minutes.

Moved by Bill Nelson and seconded by Dwight Benson to accept the Treasurers Report as amended. **Motion carried**

2023 WORKPLAN AND BUDGET PRESENTATION

Chair Andrew presented the draft 2023 workplan & budget estimate as follows:

<u>Income</u>	
Projected Opening Balance	\$ 75,448
Property Owners Contributions (83 @ \$361.45)	\$ 30,000
Street Cleaning	\$ 2,500
HST Rebate	\$ 4,000
Total Forecast Revenue	\$ 111,948
<u>Expenses</u>	
Flowers (additional needed for upcoming season)	\$ 8,500
Storage (WPP)	\$ 500
Main St Beautification (BMO Parkette)	\$ 40,000
Event Marketing, Promotion (Fireworks, Retail ,etc.)	\$ 7,500
Christmas Decorations (Replacement, purchase)	\$ 4,000
Main St Maintenance	\$ 3,000
Street Cleaning	\$ 2,500
OBIAA Membership	\$ 500
BIA Admin Support	\$ 5,000
Advertising, office, misc.	\$ 2,000
Bank Charges	\$ 100
Total Forecast Expenses	\$ 73,600
<u>Ending Balance</u>	\$ 38,348

Moved by Jessica McFarlane and seconded by Bill Nelson to approve the 2023 workplan as presented.

Motion carried

Moved by Dwight Benson and seconded by Jessica McFarlane to recommend to council that the 2023 BIA Tax Levy be set @ \$361.45/property. (same as 2022) **Motion carried**

OVERVIEW OF LONG-TERM PLANS 2023 AND BEYOND

Chair Andrew discussed the long-term plans for the BIA and the importance of keeping the tax levy at the same rate.

Good discussion on the 2023 projects. Projects being considered include:

- Outdoor Gym
- Courtyard/Alleyway
- Parkette
- Recruitment of an admin assistant

RECOMMENDATION ON DIRECTORS

It was agreed that the following names would be recommended to council for approval as Directors of the Mount Forest BIA:

Andrew Coburn; President
Kathleen Delchiaro
Jayme Hewson (non-voting)

Dwight Benson,
Kayla Morton

Jessica McFarlane
Bill Nelson

CLOSING

Chair Andrew thanked everyone for attending. Director Bill also thanked Chair Andrew for all his efforts in support of the BIA. Bill mentioned the significant “revitalization” of the BIA and thanked Andrew, and everyone present for their participation.

NEXT MEETING

Proposed date of the next AGM is November 8th, 2023

ADJOURNMENT

Moved by Andrew Coburn and seconded by Dwight Benson that the meeting be adjourned at 9:25am.



ATTACHMENT ONE TO AGM MINUTES

Mount Forest Business Improvement Area: Income statement January 1- October 31, 2022

Income	
Property Owner Contributions	\$ 15,000.00
Fundraising	\$
Street Cleaning	
2021 Accounts Receivable	\$ 2,064.24
Net Income	\$ 17,064.24
Expenses	
Flowers/Planters	\$ 6,617.00
Storage	
Main St BMO Parkette	\$ 40,107.08
Promotions, Giveaways, Contests, Donations	\$ 160.00
Downtown Wi-Fi	\$ 32,037.09
Mural	\$ 5,000.00
Christmas Decorating	
Maintenance	\$
Street Cleaning	\$ 2,610.96
OBIAA Membership	\$ 239.03
BIA Admin Support/ Bookkeeping	\$ 561.50
Signage	\$ 1,988.60
Advertising	\$
Office Expenses	\$ 450.50
Bank Charges	\$ 72.25
Appreciation Recognition	\$ 30.00
Donation	\$ 4,000.00
Net Expenses	\$ 93,874.82
Net Surplus (Loss)	\$ (76,810.58)
Current bank balance	\$ 38,404.62
Income not yet received	\$ 64,183.45
Current HST refund	\$ 11,460.01
Expense cheques not yet cashed	\$ 38,600.08
Projected year end bank balance	\$ 75,448.00



Arthur Business Improvement Association

MINUTES
ARTHUR BIA ANNUAL GENERAL MEETING
November 16th, 2022 @ 7:00 PM : Hybrid meeting
Upper Hall Arthur Community Centre & virtually via Zoom link

BOARD MEMBER ATTENDEES: Angela Alaimo, (virtual) Gord Blyth; Secretary,
 Jim Coffey, Paula Coffey Councilor Lisa Hern, Sheila Faulkner,
 Keith Harris, Chair Mitch Keirstead, Tom Gorecki, Treasurer

OTHERS: Money Dadwan Bonnie McIntosh Chris McIntosh,
 Councilor Steve McCabe (virtual) Dale Small

WELCOME AND INTRODUCTIONS: Chair Keith called the meeting to order at 7:02 pm and thanked everyone for attending and asked everyone to introduce themselves.

APPROVAL OF AGENDA Moved by Mitch Keirstead and seconded by Gord Blyth to approve the agenda, as circulated. **Motion carried**

ADOPTION OF MINUTES Moved by Shelia Faulkner and seconded by Jim Coffey to adopt the minutes from the Nov 17th, 2021, AGM as circulated. **Motion carried**

COMMENTS FROM THE CHAIR Chair Keith gave a brief overview of the programs and initiatives the BIA were focused on. Lots of great work has been accomplished by the BIA since 2020 including the Christmas Snowflake decorations, Outdoor Gym, expansion of the downtown floral arrangements, partnering with the Township on a number of streetscape improvements, new planters, benches, Arthur 150th celebration, etc.. Chair Keith closed by personally thanking all Directors and Volunteers who helped achieve this success and said downtown Arthur never looked better than it did in 2022.

2022 TREASURERS REPORT Chair Keith called on Treasurer Tom Gorecki who reviewed the 2022 Treasurers Report. Upon completion it was moved by Gord Blyth and seconded by Mitch Keirstead to accept the Treasurers Report. Bank balance forecast for the end of the year is \$7,706.00 and for the most part reflects funds allocated but not spent on the Community Art/Alleyway project. **Motion carried**

2023 WORKPLAN AND BUDGET PRESENTATION Chair Keith & Treasurer Tom jointly discussed the draft 2023 workplan and budget as follows:

Budget Projection 2023				
	Expense		Income	
Starting Balance				\$ 7,706.00
2023 Tax Levy (\$350/property)			\$ 19,250.00	
Township Loan Repayment Year 2 of 10	\$ 12,669.00			
Downtown Planters	\$ 2,100.00			
Flower touch-ups	\$ 1,100.00			
Advertising & support for 2023 events	\$ 3,000.00			
Closing Balance	\$ 18,869.00		\$ 19,250.00	\$ 8,087.00

2023 Workplan Discussion: Discussion followed on potential programs for the BIA to focus on in the future. Ideas discussed and generally supported include the following:

Sidewalk Cleaning/Color Match	Survey/initiate Truck By-Pass discussion
Enhancements to promote more use of the Outdoor Gym	Additional Planters
Fix lighting at the curb extension	Community Art Location
Replacement Street Banners	

Motion One: Good discussion and general agreement to the workplan. Limited funding due to the debt repayments restricts how much the BIA can do for the next few years but it was agreed that in 2023 the committee should focus on prioritizing the above, especially the Community Art Location, which has been on the workplan since 2020, and the Truck By-Pass discussion if this is something the BIA feels passionate about. **Moved by Gord Blyth and seconded by Mitch Keirstead to approve the 2023 workplan and budget as presented.** **Motion carried**

Motion Two: Discussion followed and agreement that the Tax Levy should be kept the same for a few years, but it was also acknowledged that now is the time for the BIA to do some long-term planning and set some long-term goals. Over the next few years it might be necessary to increase this levy so doing this planning now makes sense. Also, some discussion that perhaps the BIA should consider changing the levy to a per sq. ft. basis vs. per property. **Moved by Paula Coffey and seconded by Tom Gorecki that the Arthur BIA recommend to council that the 2023 BIA Tax Levy be set @ \$350.00/property which is the same as previous years.** **Motion carried**

Motion Three: Prior to the meeting Chair Keith had indicated that he would be stepping down from the Board so it would be necessary to appoint a new chair. Director Mitch also indicated that as he had sold his business and property, he could no longer be a voting member but would like to



Arthur Business Improvement Association

continue on as a non-voting member. All other Board Members were asked if they would continue and non-Board Members were encouraged to put their name forward. After some discussion it was moved by Tom Gorecki and seconded by James Coffey that the following names would be presented to council for approval as Directors of the Arthur BIA:

Chair

- Angela Alaimo

Treasurer

- Tom Gorecki

Directors (Voting):

- Gord Blyth
- Jim Coffey
- Paula Coffey
- Money Dadwan
- Sheila Faulkner,

Directors (Non-voting)

- Mitch Keirstead,

Motion carried

DATE OF NEXT MEETING The next Annual General Meeting for the Arthur BIA was scheduled for November 15th, 2023. The next regular Board of Directors Meeting for the Arthur BIA was not scheduled but it was agreed that there would be no meeting in December.

ADJOURNMENT The Arthur BIA Annual General Meeting was adjourned at 8:07 PM.

Safe Communities Wellington County Leadership Table Meeting

Wellington County Museum and Archives

9:30 a.m., September 21, 2022

In Attendance

Campbell Cork, County of Wellington
Angelle Eybel, Minto Safe Communities
Adrienne Crowder, Wellington Guelph Drug Strategy
Jess Rowden, Upper Grand District School Board
Blaine Burman, County of Wellington
Cathy Sweeney, County of Wellington
Kelly Gee, Victoria Order of Nurses
Amy Grose, Mapleton Township
Cindy McMann, Guelph Wellington Women in Crisis
Tasha Grafos, Wellington North
Stephen Kitras, Centre Wellington
Christine Veit, Safe Communities Wellington County

Call to Order – Angelle Eybel called the meeting to order at 9:34 am.

II. Approval of Minutes – June 15, 2022 - It was Moved by Adrienne Crowder, Seconded by Campbell Cork that the minutes of the meeting held June 15, 2022 be approved. **CARRIED**

III. New Business

(1) National Teen Driver Safety Week – October 16 – 22 – Driving Takes 100

- (i) Focus is on Distracted Driving this year; however Safe Communities will be speaking about the dangers of impaired driving, aggressive driving, rail safety, and speeding too.**
- (ii) Safe Communities will be utilizing the key messages from Parachute Canada to share on social media.**
- (iii) To increase exposure Safe Communities will be at Wellington County High Schools, on The River and The Grand 101.1, and will be partnering with driver training centres that cater to Wellington County residents.**
- (iv) Safe Communities will also be sending out a press release to all media outlets in the area.**

(2) Fall Prevention Month – November 2022

- (i) The Falls Prevention Action Group has created an amped up version of “Exercises by the Kitchen Sink” to share with seniors called “Rise Up to Falls”**
- (ii) Zoom Sessions through Seniors Centre for Excellence providing tips and stories about staying safe from falls among a number of other interesting stories.**
- (iii) Make sure to check out SMART Program exercising through VON**

- (iv) Safe Communities will be following the key messages from www.fallpreventionmonth.ca and applying to our social media accounts
- (v) If you are interested in learning more about falls in every population, the website, www.fallpreventionmonth.ca is a great resource

I. Business Arising

(a) Safe Communities Day – 500 students are already registered!

- (i) Thursday, October 6, 2022
- (ii) Safe Communities have printed 750 tshirts for the day. We are 2/3 of the way there to fulfill our goal
- (iii) We are continuing with the video's we had from last year with a few additions, including a video with Constable Beth Hickey talking about Cyber Safety.
- (iv) We have changed the format this year to include a third block

(2) Drop the Labels Presentation Series

- (i) We will start this again in January– hoping to engage clubs within the high schools and elementary schools, as well as reach out to the libraries or other venues to fill in the areas The Grove does not reside.
- (ii) The five part series will included:
 1. Healthy Relationships & Managing Conflict
 2. Self Esteem & Resilience
 3. Power of Language
 4. Online Safety & Harassment
 5. Healthy Boundaries

II. Reports from Action Groups & Safe Communities Groups

(a) Accidental Poisonings Action Group

- (i) Working with the Grove Hub to implement presentations to educate youth about drug and opioid awareness
- (ii) Coordinated an event in Mount Forest to raise awareness about international Overdose Awareness Day; partnering with a number of stakeholders, including Stonehenge, who now has a bricks and mortar location in Mount Forest – RAAM – Rapid Access Addiction Medicine Clinic
<https://raamww.ca/>

(b) Falls Action Group

- (i) Reported in the Falls Prevention Month Update
- (ii) Participate in Safe Communities Day

(c) Motor Vehicle Action Group

- (i) Sharing the Road with Farm Equipment ad

(ii) Focusing on ATV Safety for the fall utilizing the ATV video that Safe Communities and Wellington County OPP are creating.

(d) Minto Safe Communities

(i) Bike Rodeo this Saturday, September 24, 2022 at the Harriston Curling Club

(ii) Presentation about senior fraud prevention and human trafficking from Minto will be organized.

II. Reports from Municipalities and Organizations

(a) Centre Wellington

(i) Committee has been allocated following the election

III. Meeting Dates for 2022 (9:30 am) – 8:30 am for Action Groups

(a) November 16, 2022

V. Thoughts from the Floor

VI. Adjournment (11:03)

The Next Leadership Table meeting is scheduled for Wednesday, November 16, 2022 at 9:30 a.m. ** Action Groups and Executive Team meeting at 8:30 am

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
RECREATION, PARKS AND LEISURE COMMITTEE MEETING MINUTES
TUESDAY, NOVEMBER 8, 2022 @ 4:00 P.M.
VIA WEB CONFERENCING**

Committee Members Present:

- Steve McCabe, Councillor, Chair
- Dan Yake, Councillor, Member
- Brian Milne, Deputy Mayor Southgate, Member

Regrets:**Staff Members Present:**

- Brooke Lambert, Chief Administrative Officer
- Matthew Aston, Director of Operations
- Mandy Jones, Interim Manager, Programming and Community Engagement
- Tom Bowden, Recreation Services Manager
- Tasha Grafos, Community Recreation Coordinator
- Jessica Turnbull, Administrative Support

Guests:

- Chris McIntosh, Arthur Agricultural Society
- Gerald & Mary Townsend, Arthur Agricultural Society
- Patrick Heeremans, Damascus Rink Dads

Calling to Order
Chair McCabe called the meeting to order at 4:00 p.m.
Adoption of Agenda
RESOLUTION RPL 2022-054 Moved by Member Yake Seconded by Member Milne THAT the agenda for the November 8, 2022 Township of Wellington North Recreation, Parks and Leisure Committee meeting be accepted and passed. CARRIED
Disclosure of Pecuniary Interest
None
Deputation
Arthur Agricultural Society – Barn Repairs and Renovation Options RESOLUTION RPL 2022-055 Moved by Member Yake Seconded by Member Milne THAT the Recreation, Parks and Leisure Committee receive for information the deputation from the Arthur Agricultural Society.

CARRIED

Mr. McIntosh, Treasurer and Board member of the Arthur Agricultural Society, spoke to the history of the Agricultural Society. The barn that sits on the fairgrounds is about 50 years old and has structural issues that need to be addressed. The Agricultural Society has formed a committee which has completed some preliminary options such as repairing the building, renovating the building, and replacing the building, etc. They are looking to receive suggestions and direction from the Township.

Member Milne inquired about the nature of the structural issues. Mr. McIntosh explained that the barn is a pole barn structure that sits on the wettest spot of the ground, causing the posts to rot off at the ground. The fence was replaced about 5 years ago due to the same issue, rotting posts.

Chair McCabe asked what the organization is looking to do along with the posts such as building out, building up, or putting concrete in. Mr. McIntosh explained the costs have drastically increased and they are researching options such as installing bracing, jacking up the building, lifting the building and building a bigger barn. These options all range from \$40,00-\$120,000.

The DOO stated that if compliant with zoning by-laws, the existing footprint of the barn could be expanded.

Mr. McIntosh clarified the building could not be expanded to the west end as it is too close to the curling club. However, there is room to expand to the northeast or southwest.

Member Yake asked if the best scenario would be to build a new facility rather than rehabilitate the old one. Mr. McIntosh stated that he felt a larger facility would be more conducive to their needs, perhaps adding a showing for 4H, but cost is a consideration. A larger barn could be beneficial for the Township, if we could work together on a larger multipurpose barn.

The CAO suggested a site visit with key staff to look at the needs and timing to assist with recommendations.

Damascus Community Centre – Update

No Representative present.

RESOLUTION RPL 2022-056

Moved by Member Yake

Seconded by Member Milne

THAT the Recreation, Parks and Leisure Committee receive the schedule A and B from the Damascus Hall Community Group;

AND FURTHER THAT the Committee recommend the Council of the Township of Wellington North approve the Damascus Hall Agreement.

CARRIED

Damascus Outdoor Ice Rink

RESOLUTION RPL 2022-057

Moved by Member Milne

Seconded by Member Yake

THAT the Recreation, Parks and Leisure Committee receive for information the deputation regarding the Damascus Outdoor Ice Rink.

CARRIED

The Damascus Rink Dads are looking to utilize the Damascus Hall Pavilion as an outdoor ice rink.

Chair McCabe stated that if this outdoor rink was agreed upon, the agreement would parallel that of the Arthur Optimists outdoor ice rink agreement. Chair McCabe added that as the rink would be on Township property, it could not be classified as a private rink, it would have to be available to everyone. Mr. Heeremans stated that they would keep the rink open to anyone wishing to use it. In terms of boards around the rink, the group is looking to this Committee to suggest the best option.

The DOO advised the use of the rink will need to be coordinated with the Damascus Hall rentals. The DOO suggested the RSM work with the group on the details. It was brought to Mr. Heeremans' attention that the water supply hose at the facility is quite small, he indicated that they would be bringing a water truck on site for the initial flood.

Chair McCabe explained there is no lighting at the pavilion which would not enable skating there in the evenings. Mr. Heeremans explained no lighting at night is beneficial as they do not want a lot of activity at night.

Committee is supportive and recommends that Mr. Heeremans meet with the RSM on site to discuss details of the rink.

Minutes of Previous Meeting – September 6, 2022, approved at Council on September 12, 2022

RESOLUTION RPL 2022-058

Moved by Member Yake

Seconded by Member Milne

THAT the Recreation, Parks and Leisure Committee receive for information the minutes of the September 6, 2022 Committee Meeting.

CARRIED

Business Arising From Minutes

None

Ad Hoc Committee Updates

Mount Forest Aquatics Ad Hoc Advisory Committee Meeting of September 13, 2022

There was a meeting scheduled but quorum was not achieved, date of next meeting is unknown at this time.

Reports

RPL 2022-019 Swim Pass Program

Schedule A: Swim Pass One-Page Explanation Sheet

RESOLUTION RPL 2022-059

Moved by Member Milne

Seconded by Member Yake

THAT the Recreation, Parks and Leisure Committee receive for information report RPL 2022-019 being a report on the swim pass program.

CARRIED

Mount Forest's outdoor pool was closed this summer. A subsidy program was offered for transportation from Mount Forest to the Arthur pool. There were only 7 families that participated, with \$1200 in travel costs reimbursed to these families.

RPL 2022-022 Arena Programming

Schedule A: Memorandum of Understanding Arthur and Mount Forest Pickleball Groups

RESOLUTION RPL 2022-060

Moved by Member Yake

Seconded by Member Milne

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2022-022 being a report on Arena Programming.

AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend Council of the Township of Wellington North approve the Memorandum of Understanding with the Arthur and Mount Forest Pickleball Groups.

CARRIED

The IMPCE discussed fall and winter programming offered at both Arthur and Mount Forest facilities, including public skating, older adult skating, parent and tot skating, and stick and puck. Public skating times have been extended to all elementary PD Days, winter break, and March break. A thank you was expressed to all community sponsors of public skating, who provide an opportunity for people to enjoy public skating free of charge. Other indoor activities include pickleball, walking, and coffee hour in Arthur. Community partners offer shuffleboard, organized walking groups, and exercise groups.

The RSM spoke to the Memorandum of Understanding for pickleball groups; pickleball is offered as a Wellington North program, with requirements from both the pickleball group and the Township to operate in Township facilities. The original

agreement has been modified to allow the Memorandum of Understanding to become more longstanding, accommodating the needs of both groups.

The IMPCE brought to the committee's attention a customer concern regarding the cost and availability of indoor walking in Arthur; primarily related to the cost associated with the number of available days.

RPL 2022-020 2023 Rates and Fees Amendment

Schedule A: 2023 Recreation Rates and Fees Amended

RESOLUTION RPL 2022-061

Moved by Member Yake

Seconded by Member Milne

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2022-020 being a report on the amended 2023 Recreation Rates and Fees;

AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North approve the 2023 Recreation Rates and Fees as amended.

CARRIED

Member Milne questioned if there was a consistent percentage applied to increases of fees, and the process staff used to arrive at these new figures. The IMPCE explained that the report shows amendments to rates that were already set last fall to reflect the operating practices that are in place at this time. When the rates and fees were set in 2022, the attempt was to apply a 3.5% increase overall to support a 2% cost of living and 1.5% for recreation software with online payment system.

RPL 2022-021 2024 Rates and Fees

RESOLUTION RPL 2022-062

Moved by Member Yake

Seconded by Member Milne

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2022-021 being a report on the 2024 Recreation Rates & Fees;

AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North approve the 2024 Recreation Rates and Fees.

CARRIED

The 2024 fees are 1.81% overall increase and can be amended in the future.

RPL 2022-023 Cancellation and Refund Policy Update

Schedule A: Recreation Programs Cancellation and Refund Policy

RESOLUTION RPL 2022-063

Moved by Member Yake

Seconded by Member Milne

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2022-023 being a report on updating the Recreation Programs Cancellation and Refund Policy;

AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North approve the Recreation Programs Cancellation and Refund Policy as updated.

CARRIED

The IMPCE stated the policy was created in 2019 in conjunction with the introduction of the summer day camp program. The existing policy being used does not accurately reflect the current procedures related to cancellations and refunds.

This updated policy is recognizing a softer approach for refunds, understanding the need to withdraw children due to illness or other circumstances and that we do often have a waiting list.

RPL 2022-024 Summer Programs

RESOLUTION RPL 2022-064

Moved by Member Milne

Seconded by Member Yake

THAT the Recreation, Parks and Leisure Committee receive for information report RPL 2022-024 being a report on summer programs.

CARRIED

The IMPCE discussed the Aquatics and Summer Camp programming outcomes, costs, successes, and challenges experienced in 2022.

Chair McCabe asked about the Bronze Medallion certification and next to become a lifeguard. The IMPCE explained that once someone turns 13, they can take the bronze medallion course, then at 14 they can take the bronze cross Course, and at 15 they can take the National Lifesaving Pool Course and the Swim Instructors Course, however they cannot work as a lifeguard until the age of 16. Chair McCabe expressed that offering the program at a lower cost is a good initiative to encourage new aquatics staff to join the Wellington North team.

IMPCE spoke to the committee about the success of hosting the Mount Forest Day Camp out of the curling club rather than our Mount Forest & District Sports Complex. This opened space up for rental and allowed the children to be close enough to visit amenities such as the library and splashpad. Currently, Arthur Day Camp is exploring using the curling club there in 2023, allowing the Arthur and Area Community Centre to be fully open for facility rentals over the summer.

IMPCE addressed the County fee subsidy program, introduced in 2019 and carried over every year until either party terminates the agreement. Unfortunately, as the Wellington North Day Camp Program is only operational for 8 weeks per year, the administration costs associated are too high. The Township has sent a letter of termination to the County to cancel the program for 2023. The Township will now direct families that may need support to Children's Foundation, Free to Grow,

<p>Canadian Mental Health Association, Family & Children’s Services, or the Canadian Jump Start program.</p>
<p>RPL 2022-025 Splash Pad Use RESOLUTION RPL 2022-065 Moved by Member Yake Seconded by Member Milne THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2022-025 being a water volume comparison for the Mount Forest and Arthur splash pads. CARRIED The RSM reviewed the water usage for 2020, 2021, and 2022 for both the Arthur and Mount Forest splash pads. Water usage in Mount Forest decreased in 2022, likely this was due to increased usage for the opening year of the splashpad. Member Milne was appreciative of the report and questioned the hydro and water expenses and whether the used water went to the sewer system or stormwater system. The RSM confirmed the water goes to the stormwater drainage and that the costs are for hydro and water access at the splashpad.</p>
<p>Items for Consideration</p>
<p>None.</p>
<p>Roundtable</p>
<p>Community Garden Update The DOO stated that Elsa Mann and her group have a way forward and there is a community event at the end of the month. She is hopeful that some members of council will attend. The DOO explained that they had a grant opportunity prior to March and have secured some land. They are looking to do a kickoff later this month with a partner in the community. Member Milne added that the community garden in Dundalk has been very popular and well received.</p>
<p>Spanky’s BBQ Concessions Update The RSM spoke to the Concession stands in both Arthur and Mount Forest, where Spanky’s has signed a year-long agreement to operate the concession stands in both facilities. They are trying new ideas; expanded hours, unique menu items, and social media marketing. The hope is that everything will continue to go well and we can look to a long-term contract.</p>
<p>Staffing Challenges Update The RSM explained that on Oct 17th a staff member called in sick and unfortunately this resulted in a closure of the Arthur arena. The department is in better shape now as two new part-time employees have been hired and are looking for hire 2 - 3 more arena attendants.</p>

Arthur Arena Roof Project

The DOO discussed the project has come in more expensive than anticipated – Staff have looked at getting a repair done that will buy some time. The repair is \$15,000 and the roof will be a capital project of approximately \$1,000,000. This is raised for the committee's awareness, as we need to address this issue.

Welcome Community Recreation Coordinator

Tasha Grafos is the new Community Recreation Coordinator while Mandy Jones, Interim Manager, Programming and Community Engagement, is on leave until January 2024.

Adjournment

RESOLUTION RPL 2022-066

Moved by Member Yake
Seconded by Member Milne

THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of November 8, 2022 be adjourned at 5:33 p.m.

CARRIED



SHAPING GREAT COMMUNITIES

November 1, 2022

File No.: 21359

Township of Wellington North
7490 Sideroad 7 W, PO Box 125
Kenilworth, ON
N0G 2E0

Attn: Darren Jones, Chief Building Official

**Re: Application for Zoning By-law Amendment, File No. ZBA 14/22
7970 Wellington Road 12, Township of Wellington North**

GSP Group has been retained as the planning consultant to the Township of Wellington North for the purposes of reviewing and processing the above-noted application for Zoning By-law Amendment to lift the Holding (H) Symbol from the zoning of the subject land. This letter provides the Township with our planning review of the application and a recommendation for Township Council's consideration.

Location

The land subject to the application is located south of Arthur along the east side of Wellington Road 12 and is part of the property described as Part of Lot 23, Concession B Peel Parts 1 and 8 Plan 61R-10173 and known Municipally as 7970 Wellington Road 12, Township of Wellington North. The subject land is 3.68 ha (9.09 ac) in area and is located in the south-westerly portion of the property. The location is shown on the map appended.

Purpose and Effect of the Application

The purpose of the application is to remove the Holding (H) Symbol from the current site-specific RIN-16(H) Zone to permit the development of the subject land for a public works garage and public uses.

The current zoning of the subject land was established through the approval of a previous Zoning By-law Amendment Application (File No. ZBA 24/21) by the passage of By-law Number 060-2022 on May 9, 2022, which re-zoned the subject land from Agricultural Exception One (A-1) to a Rural Industrial Exception (RIN-16) Zone to limit the permitted uses to a public building, public uses, public works yard and accessory uses, buildings and structures, to permit the proposed use of the land by the County of Wellington for a public works garage and yard and a future ambulance station. A Holding (H) provision requires an archaeological assessment to be completed for the lands, a Ministry letter confirming the report has been entered into the Ontario Public Register of Archaeological Reports, and for the recommendation of the archaeological assessment to be carried out.

The applicant has completed the required archaeological assessments and provided a copy of the archaeological reports as well as a Ministry letter (enclosed) confirming archaeological clearance for the subject lands. Accordingly, the conditions of the Holding (H) provision have been satisfied and a by-law should be passed to remove the Holding (H) provision from the RIN-16 zoning of the subject lands in the Township's Zoning By-law.

PLANNING | URBAN DESIGN | LANDSCAPE ARCHITECTURE

72 Victoria St. S., Suite 201, Kitchener, ON, N2G 4Y9
162 Locke St. S., Suite 200, Hamilton, ON, L8P 4A9
gspgroup.ca

Comments

No objections to the approval of the application have been received as of the date of this letter.

A statutory public meeting for the previous zoning application was held by Township Council at its meeting on May 9, 2022. Comments were received from the Wellington Federation of Agriculture (WFA) via their letter dated May 9, 2022, indicating that the WFA does not support the application and recommends that the proposed use be located on non-agricultural lands. These comments were considered at the public meeting and ultimately the application was approved, notice of the decision was given and no appeals were received.

Public consultation is not required for the current application to lift the Holding (H) provision under Section 36 of the Planning Act. Notice of Council's intent to pass a by-law to lift the Holding (H) provision has been given in accordance with the Act.

Recommendation

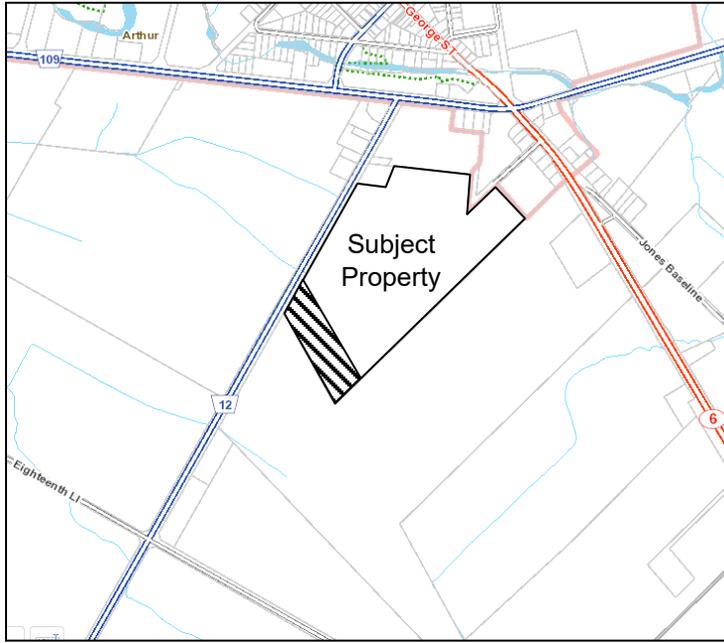
That Zoning By-law Amendment (Application File No. 14/22) should be approved to remove the Holding (H) provision from the subject lands and the corresponding by-law should be passed.

Sincerely,
GSP Group Inc.



Steve Wever, MCIP, RPP
President

LOCATION MAP:



 Land subject to proposed Zoning By-law Amendment

Ministry of Citizenship and Multiculturalism (MCM)

Archaeology Program Unit
Heritage Branch
Citizenship, Inclusion and Heritage Division
5th Floor, 400 University Ave.
Toronto ON M7A 2R9
Tel.: (416) 414-7787
Email: Jessica.Marr@ontario.ca

Ministère des Affaires civiles et du Multiculturalisme (MCM)

Unité des programme d'archéologie
Direction du patrimoine
Division de la citoyenneté, de l'inclusion et du patrimoine
5e étage, 400 ave. University
Toronto ON M7A 2R9
Tél. : (416) 414-7787
Email: Jessica.Marr@ontario.ca



Oct 20, 2022

Janet Gardner (P1020)
Archaeological Research Associates Ltd.
35 Aldersbrook London ON N6G 3E1

RE: Entry into the Ontario Public Register of Archaeological Reports: Archaeological Assessment Report Entitled, "Stage 2 Archaeological Assessment, Proposed Arthur Garage, Township of Wellington North, Part of Lot 23, Concession B, Geographic Township of Peel, Wellington County, Ontario", Dated Jun 9, 2022, Filed with MCM Toronto Office on Jun 15, 2022, MCM Project Information Form Number P1020-0064-2022, MCM File Number 0016211

Dear No Contact Title Gardner:

The above-mentioned report, which has been submitted to this ministry as a condition of licensing in accordance with Part VI of the *Ontario Heritage Act*, R.S.O. 1990, c 0.18, has been entered into the Ontario Public Register of Archaeological Reports without technical review.¹

Please note that the ministry makes no representation or warranty as to the completeness, accuracy or quality of reports in the register.

Should you require further information, please do not hesitate to send your inquiry to Archaeology@Ontario.ca

cc. Archaeology Licensing Officer
Kevin Mulholland, County of Wellington
Kevin Mulholland, County of Wellington

1In no way will the ministry be liable for any harm, damages, costs, expenses, losses, claims or actions that may result: (a) if the Report(s) or its recommendations are discovered to be inaccurate, incomplete, misleading or fraudulent; or (b) from the issuance of this letter. Further measures may need to be taken in the event that additional artifacts or archaeological sites are identified or the Report(s) is otherwise found to be inaccurate, incomplete, misleading or fraudulent.



PLANNING REPORT

for the TOWNSHIP OF WELLINGTON NORTH

Prepared by the County of Wellington Planning and Development Department

DATE: December 5th, 2022
TO: Darren Jones, CBO
 Township of Wellington North
FROM: Matthieu Daoust, Senior Planner
 County of Wellington
SUBJECT: **152 Frederick St W, Arthur**
Zoning By-law Amendment

SUMMARY

The purpose of this report is to provide the Township with recommendations regarding the above-noted application to permit the construction of a 55-59 unit four storey apartment building.

Following the public meeting held on October 11th, 2022, the applicant has submitted a revised site plan and a letter to address the comments and concerns of the neighbouring property owners. The revised site plan includes upgraded landscaping and buffering along the boundary of the site. Specific responses have been provided to the concerns raised at the public meeting. Planning Staff have reviewed the revised site plan and response letter and have considered the public comments that have been received.

Planning Staff are of the opinion that the zoning by-law amendment to permit an apartment building on the property is consistent with Provincial Policy and conforms with the County of Wellington Official Plan.

Planning Staff note that site plan approval will be required for the proposed development which will finalize details relating to landscaping, buffering, fencing, snow storage etc. addresses and compatibility of the building with the adjacent properties. Planning Staff have also prepared a draft zoning by-law amendment for Council's consideration. A copy of the draft by-law is attached as Schedule 2 to this report.

INTRODUCTION

The property subject to the proposed amendment is described as Crown survey Pt Park 2 S Smith St Carrol Survey Pt Lots 6 & 9 and Municipally known as 152 Frederick St W, Geographic Town of Arthur. The subject property is 0.92 ha (2.27 ac) in size and is currently occupied by two existing commercial structures. The location of the property is shown on Figure 1.



Figure 1: Airphoto of subject lands (Source: County of Wellington, 2020)

PROPOSAL

The purpose of this zoning amendment is to rezone the subject lands from Holding Central Commercial (H)C1 zone to High Density Residential (H)R3-22 and (H)C1-34 to permit the construction of a 55-59 unit four storey apartment building (Figure 2). The proposed development will include one vehicular access located on Frederick St W, a total of 80 to 83 parking spaces and an outdoor amenity area to be used by the apartment residents.

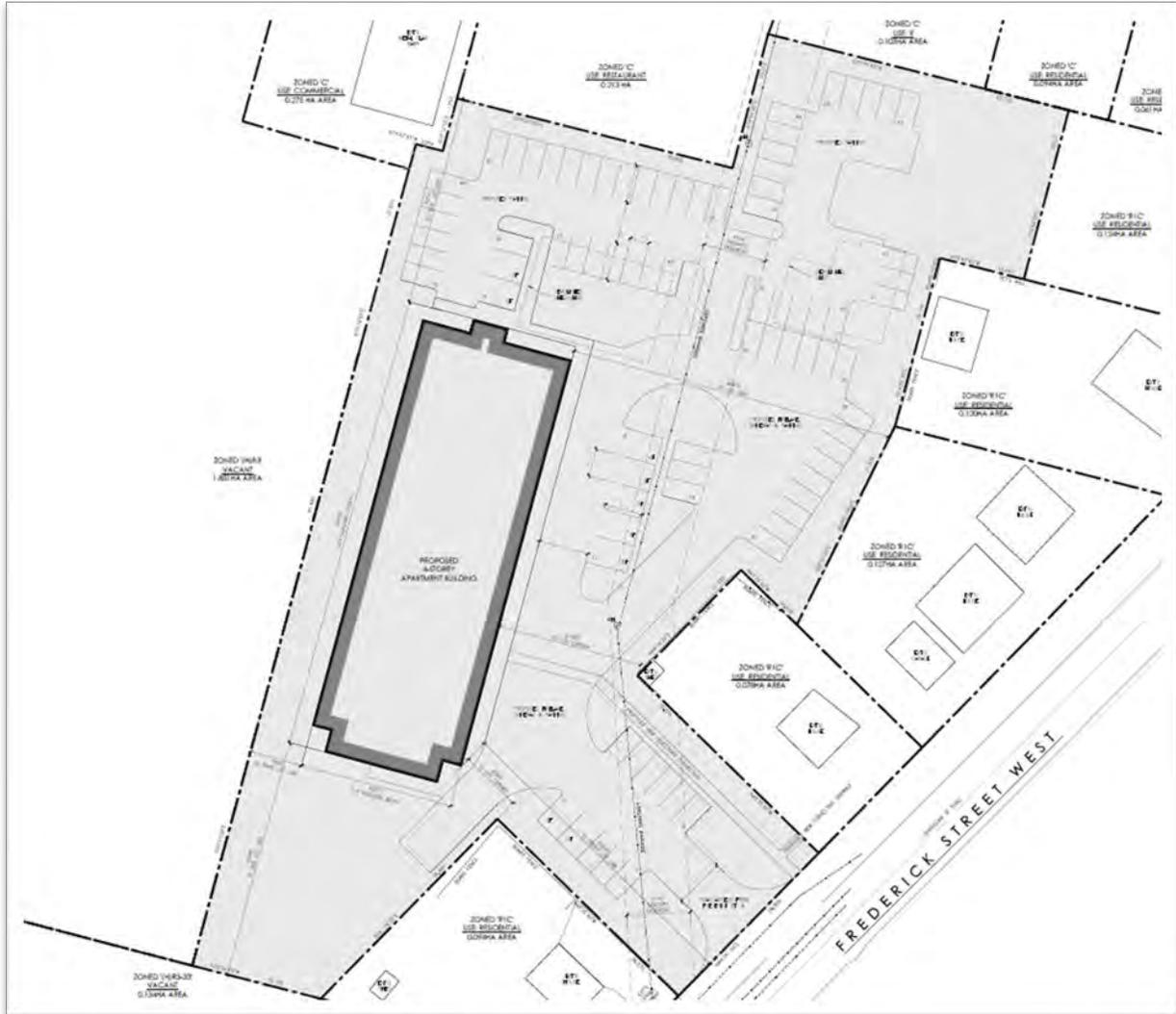


Figure 2: Site plan submitted by Grinham Architects, August 18th, 2022

SUPPORTING STUDIES

The applicant has completed the following technical reports and studies in support of the proposed application:

- A Water Demand Estimation letter prepared by Van Harten Surveying Inc
- A Traffic Impact letter prepared by Paradigm Transportation Solutions Ltd
- A Sanitary Use letter prepared by Van Harten Surveying Inc
- A Shadow Study prepared by Grinham Architects
- A Planning Justification Report prepared by MHBC Planning

The applicant has indicated that they have considered and responded to these concerns through the revised plan (figure 3) and with the submitted response letter. A copy of the response letter and revised plan are attached as **Schedule 1** to this report.

AGENCY COMMENTS

The application was circulated to commenting agencies in accordance with the Planning Act. No objections or concerns were received. Further, following public concerns raised around firefighting for the proposed development. Planning Staff followed up with the Township's Fire Chief who confirmed no concerns with the proposed development.

SITE PLAN APPROVAL

The development of an apartment building is subject to site plan approval in the Township. Site Plan Approval would be required prior to the issuance of a building permit for the project. Planning Staff note that the site plan application will provide the opportunity for a more detailed review of the design of the site. Such matters as landscaping, buffering, fencing, drainage, grading, snow storage, parking, the provision of sidewalks etc. will be reviewed in greater detail. The site plan process provides the mechanism to implement landscaping, buffering, and other site works which will consider and address compatibility of the development with neighbouring properties.

DRAFT ZONING BY-LAW AMENDMENT

A draft zoning by-law amendment has been prepared for public review and Council's consideration, and attached to this report as **Schedule 2**. Although a site specific exemption is proposed, Planning Staff note that the proposed development meets all minimum R3 zoning standards.

Planning Staff are recommending that the Holding (H) provisions be kept in place on the entire property which requires that adequate water and waste water servicing be available and allocated to the project by Council. Further, the Holding symbol requires that any storm water management issues be addressed. The applicant will be required to come before Council to remove the Hold on the lands to proceed with any development on the property. Planning Staff are also recommending that an additional requirement be added to the holding provisions on the property which requires that a Record of Site Condition be completed for the property before development may proceed.



Figure 4: County Official Plan Mapping

Given the Central Business District County Official Plan Designation (red shading Figure 4) Planning Staff are recommending this portion of the subject lands be zoned Holding Site Specific Central Commercial (H)C1-34. The site

specific and holding provision will ensure that development in this portion of the property is limited to parking, stormwater management, an amenity area and other supporting functions for the residential development.

The portion of the property that is located in the Residential Official Plan designation (yellow shading figure 4) is recommended to be rezoned Holding Site Specific Residential (H)R3-22. The Site Specific R3 zoning will allow for the apartment use and includes a Holding provision for servicing, stormwater management and a Record of Site Condition.

PLANNING OPINION

In our opinion, the proposed 55-59 unit four storey apartment building is consistent with Provincial Policy, including the PPS and the Growth Plan (A Place to Grow). The introduction of medium density residential development is consistent with Wellington North Community Growth Plan, and with the policies of the County Official Plan which support residential redevelopment and intensification that is compatible with existing neighborhoods.

Respectfully submitted

County of Wellington Planning and Development Department



Matthieu Daoust, MCIP RPP
Senior Planner

Schedule 1 – Applicant’s Response Matrix and Revised Site Plan

Public Meeting – October 11, 2022

Public Concern	Response
High density affecting personal enjoyment of existing properties	<ul style="list-style-type: none"> • The proposed development will provide housing in a time of housing crisis.
<p>Sets a precedent for a 4-storey building in the area.</p> <p>Currently the area only contains 3-storey apartments</p>	<ul style="list-style-type: none"> • High density development exists in the area on the south side of Frederick Street West. • The proposed development will contribute to the variety of the housing supply in the area. • The proposed development provides increased variety in housing forms supporting a complete community. • High density development will allow for a more affordable alternative for housing • The lands to the west of the subject lands are zoned for future high density development, development is planned for the area.
Traffic considerations of a high density apartment	<ul style="list-style-type: none"> • A traffic opinion letter was completed by Paradigm Traffic Consultants. • No road improvements were recommended through their review. • Traffic impacts were identified to be minimal and can be accommodated by the current capacity of the roadway. • The site access was found to be acceptable for the proposed development and an additional access to Smith Street was not recommended. • The proposed development is in close proximity to the commercial area and active transportation is anticipated, reducing vehicle trips.
Parking located along the property entrance	<ul style="list-style-type: none"> • A landscape buffer is provided along the edge of the entire property. • Landscaping and buffering will be further detailed through the site plan process.
Green space and the need for a playground in the area	<ul style="list-style-type: none"> • An outdoor amenity area is proposed for future residents of the development including: <ul style="list-style-type: none"> ○ Landscaped parkette with seating

	<ul style="list-style-type: none"> ○ New trees along the perimeter of the amenity area • The amenity area will be detailed at the site plan stage of development and a landscaping plan will be completed.
Request for privacy fencing along rear of property limit	<ul style="list-style-type: none"> • Fencing and landscaping will be incorporated through the site plan stage of development.
Concerns of grading and water run-off affecting neighbouring properties	<ul style="list-style-type: none"> • A holding provision will be placed on the property until the details of grading and servicing are finalized to the satisfaction of the County. • A detailed grading plan will be prepared and water will be directed to an appropriate direction detailed through a future stormwater management plan.
Concerns of a natural wetland.	<ul style="list-style-type: none"> • GRCA was circulated on the application and have no concerns with the development. • The lands adjacent to the property are not mapped as a wetland by the GRCA or Province. • The property is not directly regulated by the GRCA.
Accommodation within schools	<ul style="list-style-type: none"> • The Upper Grand District School Board does not object to the proposed application and made no further comments regarding accommodation of students generated by this development.
Concern of tree removals around the property	<ul style="list-style-type: none"> • A tree management plan may be detailed at the time of site plan and tree protection areas can be identified for the protection of existing trees.
Concern of a lack of sidewalks	<ul style="list-style-type: none"> • A pedestrian connection is provided throughout the development and to the roadway. • Any improvements along the road frontage will be detailed through site plan.
Privacy	<ul style="list-style-type: none"> • Landscaping and buffering will be incorporated into the proposed development for added privacy.
	<ul style="list-style-type: none"> • Buffering may include plantings and fencing all of which will be detailed at site plan stage.

Schedule 2 – Draft Zoning By-law

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
 BY-LAW NUMBER _____.

BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01
 BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH

WHEREAS, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01; as amended pursuant to Section 34 & 36 of The Planning Act, R.S.O. 1990, as amended

NOW THEREFORE the Council of the Corporation of the Township of Wellington North enacts as follows:

1. THAT Schedule 'A' Map 2 to By-law 66-01 is amended by changing the zoning on lands legally described as Crown survey Pt park lot 2 S; smith St Carrol survey Pt Lots 6 & 9 and RP 61R21974; Parts 1, 11 to 15 as shown on Schedule "A" attached to and forming part of this By-law from:
 - **Holding Central Commercial (H)C1 to Holding Site Specific Residential (H)R3-22 and Holding Site Specific Central Commercial (H)C1-34**
2. THAT Section 31, Exception Zone 1 – Arthur Village, is amended except as amended by the inclusion of the following new exceptions:

<p>31.22 Chaudry</p>	<p>(H)R3-22</p>	<p>Notwithstanding any other provisions to the contrary, the following regulations shall apply:</p> <p><u>Holding (H) Provision</u> Notwithstanding any other provisions of this By-law, permitted uses and buildings are limited to those legally existing as of the date of the passing of this amendment until the Holding (H) Provision is removed by Council. The Holding provision may be removed when Council is satisfied that the following matters have been addressed:</p> <ol style="list-style-type: none"> I. Municipal water and sewage capacity has been allocated by Council; II. Stormwater management issues have been adequately addressed; and III. A satisfactory Record of Site Condition has been obtained.
<p>31.34 Chaudry</p>	<p>(H)C1-34</p>	<p>Notwithstanding any other provisions to the contrary, the land zoned (H)C1-34 may be used for parking, stormwater management, snow storage, amenity area and other supporting functions for a residential use on the residential zoned portion of the subject lands.</p>

		<p><u>Holding (H) Provision</u> Notwithstanding any other provisions of this By-law, permitted uses and buildings are limited to those legally existing as of the date of the passing of this amendment until the Holding (H) Provision is removed by Council. The Holding provision may be removed when Council is satisfied that the following matters have been addressed:</p> <ul style="list-style-type: none"> I. Municipal water and sewage capacity has been allocated by Council; II. Stormwater management issues have been adequately addressed; and III. A satisfactory Record of Site Condition has been obtained.
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3. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

READ A FIRST AND SECOND TIME THIS _____ DAY OF _____, 2022

READ A THIRD TIME AND PASSED THIS _____ DAY OF _____, 2022

MAYOR

CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NO. _____

Schedule "A"



This is Schedule "A" to By-law _____.

Passed this ___ day of _____ 2022

MAYOR

CLERK

EXPLANATORY NOTE**BY-LAW NUMBER** _____.**THE LOCATION OF THE SUBJECT LANDS**

The property subject to the proposed amendment is described as Crown survey Pt park lot 2 S; smith St Carrol survey Pt Lots 6 & 9 and RP 61R21974; Parts 1, 11 to 15 and know Municipally as 152 Frederick St W, Geographic Town of Arthur. The property is approximately 0.92 ha (2.27 ac) in size and currently zoned Holding Central Commercial (H)C1 Zone.

THE PURPOSE AND EFFECT of the proposed amendment is to rezone the subject lands from Holding Central Commercial (H)C1 Zone to Holding Site Specific Residential (H)R3-22 and (H)C1-34 Zone to permit the construction of a 55-59 unit apartment building.



Staff Report

To: Mayor and Members of Council Meeting of December 5, 2022

From: Tammy Pringle, Development Clerk

Subject: DC 2022-048, Consent Application B134-22 Waste Management of Canada Corp.

RECOMMENDATION

THAT Council of the Township of Wellington North receive DC Report 2022-048 being a report on Consent Application (Easement) B134-22 known as Part Lot 33, Concession 1, Lots 6, 7 & 8, Survey Foster's in the town of Mount Forest.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B134-22 as presented.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

The subject property is located in the north west quadrant of the Town of Mount Forest and is geographically known as 200 Sligo Road West.

Proposed easement is 6m x 70.978m = 451.15 square metres, for storm drainage in favour of 437-445, 505 & 515 Main St. N – Sobeys.

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS

- APPENDIX A:
 - Severance Sketch No. 22-14-740-00-A prepared by Leo Liu – J. D. Barnes Limited, dated September 22, 2022.
- APPENDIX B:
 - Aerial View of Subject Lands
- APPENDIX C:
 - Matthieu Daoust, Senior Planner
Planning and Development Department, County of Wellington: Report

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

No

N/A

Which priority does this report support?

Modernization and Efficiency

Partnerships

Municipal Infrastructure

Alignment and Integration

Prepared By: Tammy Pringle, Development Clerk

Tammy Pringle

Recommended By: Brooke Lambert, Chief Administrative Officer

Brooke Lambert

APPENDIX B – Aerial View of Subject Lands



APPENDIX C – Planning Report



Planning and Development Department | County of Wellington
 County Administration Centre | 74 Woolwich Street | Guelph ON N1H 3T9
 T 519.837.2600 | F 519.823.1694

Application	B134-22
Location	Part Lot 33 Concession 1 Lots 6-8 Survey Foster's TOWNSHIP OF WELLINGTON NORTH
Applicant/Owner	Waste Management of Canada Corp

PRELIMINARY PLANNING OPINION: This proposal is for a stormwater drainage easement on the property municipally known as 200 Sligo Road W in favour of 437 – 445, 503 and 515 Main St, Mount Forest for a proposed grocery store.

This application is generally consistent with Provincial policy and would generally conform to the Official Plan. Planning staff have no further concerns.

PLACES TO GROW: No issues.

PROVINCIAL POLICY STATEMENT (PPS): No issues.

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated as INDUSTRIAL within the County of Wellington Official Plan.

The matters under section 10.1.3 were considered including item b) “that all lots can be adequately serviced with water, sewage disposal, stormwater management or drainage...”. The proposed easement would replace an existing temporary easement agreement and recognize an existing storm sewer providing drainage from the Commercial use.

WELL HEAD PROTECTION AREA: The subject lands are located within Well Head Protection Area C with a vulnerability score of 4.

LOCAL ZONING BY-LAW: The subject lands are zoned Industrial (M1).

SITE VISIT INFORMATION: To date the subject lands have not been visited or photographed. Planning Staff will conduct a site visit at a later date.

Matthieu Daoust, RPP MCIP
 Senior Planner
 January 13th, 2023



Staff Report

To: Mayor and Members of Council Meeting of December 5, 2022

From: Tammy Pringle, Development Clerk

Subject: DC 2022-049, Consent Application B137-22 BJ Industries Inc.

RECOMMENDATION

THAT Council of the Township of Wellington North receive DC Report 2022-049 being a report on Consent Application (Severance) B137-22 known as Part Lot 21, EOSR, Division 1 in the former Township of Arthur.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B137-22 as presented with the following conditions:

- **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- **THAT** the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- **THAT** the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is determined there are municipal drains impacted by the application and a \$250.00 fee for the Drainage Superintendent’s review of the application to determine status of any drain; and
- **THAT** zoning compliance be achieved to the satisfaction of the Township.

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

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

The subject property is located in the south east quadrant of the Township and is geographically known as 7519 Sideroad 7 East, former Township of Arthur.

Proposed severance is 53.5m fr x 141.4m = 0.8 hectares, vacant land for proposed self-storage units.

Retained parcel is 157.7m fr x 151.4m = 2.4 hectares, existing and proposed commercial use with existing welding shop.

FINANCIAL CONSIDERATIONS

The municipality will realize \$130.00 in clearance fees and parkland dedication consistent with By-law No. 011-22.

ATTACHMENTS

- APPENDIX A:
 - Severance Sketch No. 22-9758 prepared by Greg Ford at Wilson – Ford Surveying & Engineering, dated October 25, 2022.
- APPENDIX B:
 - Aerial View of Subject Lands
- APPENDIX C:
 - Matthieu Daoust, Senior Planner
Planning and Development Department, County of Wellington: Report

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

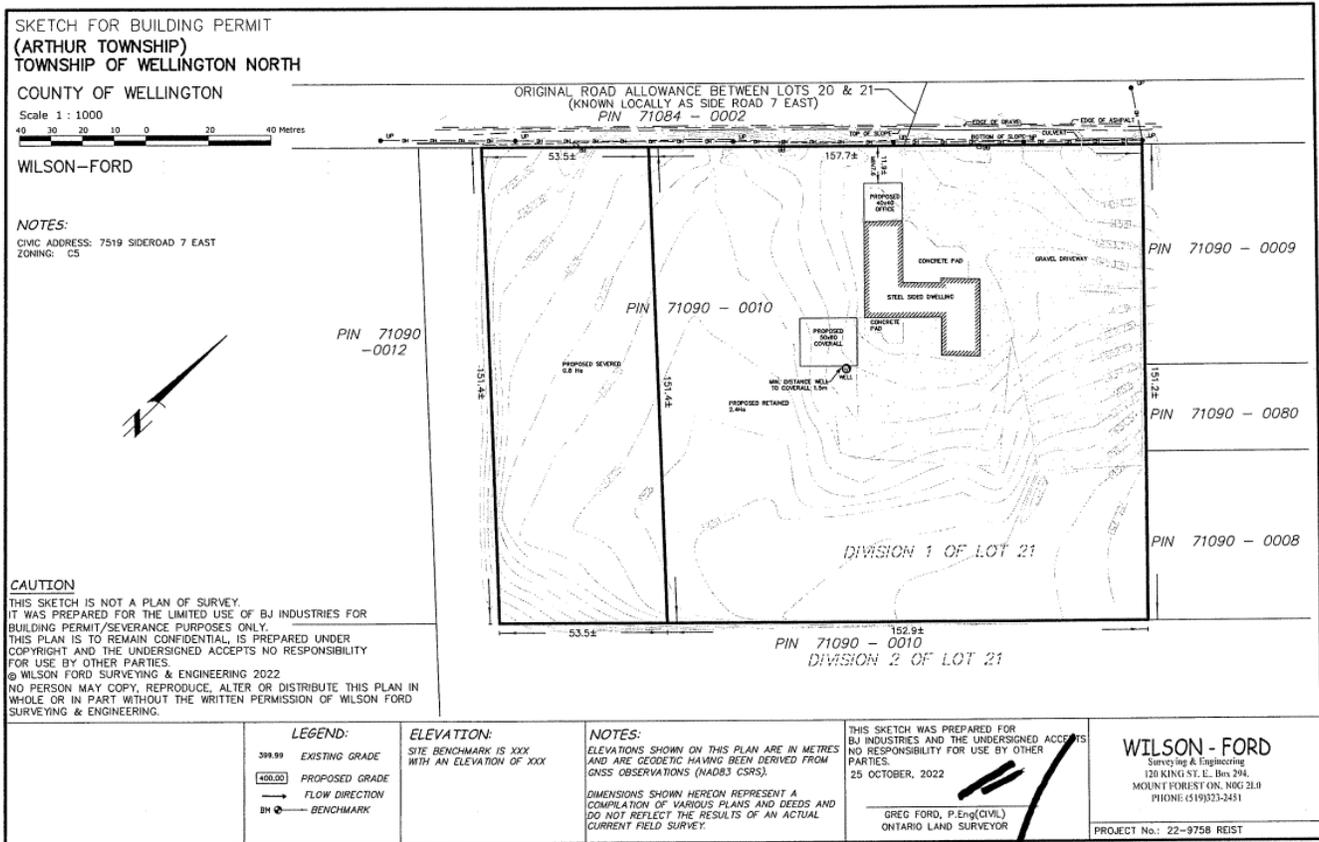
Yes
 No
 N/A

Which priority does this report support?

Modernization and Efficiency
 Partnerships
 Municipal Infrastructure
 Alignment and Integration

Prepared By:	Tammy Pringle, Development Clerk	<i>Tammy Pringle</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>

APPENDIX A – Severance Sketch



APPENDIX B – Aerial View of Subject Lands



APPENDIX C – Planning Report



Planning and Development Department | County of Wellington
 County Administration Centre | 74 Woolwich Street | Guelph ON N1H 3T9
 T 519.837.2600 | F 519.823.1694

Application	B137/22
Location	Part Lot 21, EOSR DIV 1 TOWNSHIP OF WELLINGTON NORTH
Applicant/Owner	BJ Industries Inc

PRELIMINARY PLANNING OPINION: This application would sever a 0.8 ha (1.97 ac) vacant parcel in the Hamlet of Kenilworth for a proposed mini self storage facility. A 2.5 ha (5.9 ac) commercial parcel would be retained with an existing welding/assembly shop and office.

This application is consistent with Provincial Policy and would generally conform to the Official Plan. We have no concerns provided the following matters are addressed as conditions of approval:

- a) That driveway access can be provided to the severed lands to the satisfaction of the of the appropriate road authority;
- b) That servicing is addressed to the satisfaction of the local municipality; and
- c) That zoning compliance be achieved to the satisfaction of the Township.

PLACES TO GROW: No issues.

PROVINCIAL POLICY STATEMENT (PPS): No issues.

WELLINGTON COUNTY OFFICIAL PLAN: The proposed severed and retained lands are located within the Hamlet of Kenilworth.

Section 7.4.1 states that “other uses including commercial, small scale industrial ... may also be permitted where compatible and where adequate levels of service can be provided.”

The matters under section 10.1.3 were also considered, including: item a) “...new lots will be consistent with official plan policies and zoning regulations”; item b) that all lots will be adequately serviced; item d) “that all lots will have safe driveway access to an all-season maintained public road...”.

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

LOCAL ZONING BY-LAW: The subject property is currently zoned Hamlet Commercial (C5) Zone. The applicant is proposing to construct a mini self storage facility on the severed parcel. The proposed use is not permitted within the C5 zone. A condition requiring zoning compliance has been recommended.

SITE VISIT INFORMATION: The subject lands have not yet been photographed, Planning Staff will conduct a site visit at a later date.

Matthieu Daoust, RPP MCIP
 Senior Planner
 January 12th, 2023



Staff Report

To: Mayor and Members of Council Meeting of December 5, 2022

From: Tammy Pringle, Development Clerk

Subject: **DC 2022-050, 2495535 ONTARIO INC
SITE PLAN AGREEMENT, 237 INDUSTRIAL DRIVE, MOUNT FOREST**

RECOMMENDATION

THAT Council of the Township of Wellington North receive for information Report DC 2022-050 regarding the Final Approval of the 2495535 Ontario Inc. Site Plan Agreement for the land at 237 Industrial Drive.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

None

BACKGROUND

Subject Lands

The property is in the north west quadrant of the town of Mount Forest, on the north side of Industrial Drive. The land holding is approximately 2.68 acres and is legally known as PT LOT 32 CON 1 DIV 3 NORMANBY, PT 6 60R2397 LYING EAST OF PT 1 61R10476 EXCEPT PTS 1 & 2, 61R6639, PTS 1 & 2, 61R6948, PT 2, 61R7988, PT 1, 61R9374, PTS 1 & 2, 61R10178, PT 1, 61R10813 & PT 1, 61R10824 & PT 1, 61R11985; SAVE & EXCEPT PARTS 1 & 3, 61R21920; TOWNSHIP OF WELLINGTON NORTH

The Proposal

The Owner has applied for Site Plan Approval from the Township to construct a multi use commercial site with 8 commercial rental units. This project will include erosion/sediment control, site grading and storm water management.

Existing Policy Framework

The subject lands are designated M1 Industrial Zone in the Township of Wellington North Zoning By-Law 66-01 and Industrial in the County of Wellington Official Plan.

COMMENTS AND ANALYSIS

The applicant has satisfied staff that this proposed development will be constructed in a manner that is consistent with municipal standards and best practices. A copy of the agreement is attached.

COMMUNICATION PLAN

The executed site plan agreement has been forwarded to the Township's solicitor for registration.

FINANCIAL CONSIDERATIONS

This proposal has no financial impact on the municipality as the Owner has provided securities and deposits to ensure all of the Works will be completed.

ATTACHMENTS

- A. Location Map
- B. Site Plan Agreement

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

- Yes
 No
 N/A

Which priority does this report support?

- Modernization and Efficiency
 Partnerships
 Municipal Infrastructure
 Alignment and Integration

Prepared By:	Tammy Pringle, Development Clerk	<i>Tammy Pringle</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>

SCHEDULE A – Location Map



SCHEDULE B –Site Plan Control Agreement

DocuSign Envelope ID: 301FFEA5-B998-4B08-9508-6E8673469A06

SITE PLAN CONTROL AGREEMENT

THIS AGREEMENT made this 17 day of November, 2022.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
(the "Township")
OF THE FIRST PART

-and-

2495535 ONTARIO INC.
(hereinafter collectively called the "Owner")
OF THE SECOND PART

WHEREAS the Owner is the registered owner of the lands described as

PART LOT 32, CON 1, DIV 3 NORMANBY, BEING PART 6, 61R21920; TOWNSHIP OF WELLINGTON NORTH

PIN: 71072-0143

AND

PART LOT 32 CONCESSION 1 DIVISION 3 NORMANBY, BEING PT 5, 61R21920; TOWNSHIP OF WELLINGTON NORTH

PIN: 71072-0149

(hereinafter called the "Lands")

AND WHEREAS the Township has enacted a Site Plan Control Area By-law pursuant to the provisions of Section 41 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, which said By-law affects the Lands;

AND WHEREAS this Agreement is being entered into by the parties hereto as a condition to the approval of the plans and drawings submitted by the Owner pursuant to Section 41 of the *Planning Act*.

AND WHEREAS the Owner has submitted to the Township, plans and drawings of a proposed development on the Lands described in Schedule "A" attached hereto;

AND WHEREAS the Township approved the plans and drawings submitted by the Owner subject to certain conditions;

AND WHEREAS these plans can be viewed at the Offices of The Corporation of the Township of Wellington North, 7490 Sideroad 7 West, Kenilworth, Ontario.

NOW THEREFORE in consideration of the mutual covenants hereinafter expressed, the Township's approval of the plans and drawings described herein and other good and valuable consideration, the receipt and sufficiency whereof the parties irrevocably acknowledge, the parties agree as follows:

1. Plans showing the location of all buildings and structures to be erected on the Lands and showing the location of all facilities and works to be provided in conjunction therewith including, without limitation, all facilities and works required under Section 3 below (the "Plans").
2. The Owner covenants and agrees to construct all buildings, structures, facilities and works in accordance with the Plans.

SITE PLAN AGREEMENT
2495535 ONTARIO INC.

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3. The Owner agrees that the building or buildings shall be erected and the project shall be completed in accordance with the Plans and all applicable laws, including without limitation, the exterior building design, site, elevation, landscape-buffering and layout plans as approved by the Township, subject only to such changes as are approved, in writing, by the Township. The Township reserves the right to waive or rescind any term or condition contained in this Agreement provided that such condition is waived or rescinded by Resolution of Council.
4. The Owner agrees that there shall be no outside storage on the Lands other than as provided in Paragraph Section 3 of this Agreement.
5. The Owner agrees that all surface and roof drainage will be controlled on the Lands and taken to an outlet with catch basins, where necessary, in a manner approved by the Township and/or The Corporation of the County of Wellington (the "County").
6. The Owner agrees that snow shall be removed from the parking lot area for the Lands.
7. The provisions set out in Schedule "B" to this Agreement are site specific requirements that relate to the Lands and, to the extent that there is any inconsistency or conflict between the two sets of provisions, the terms of Schedule "B" shall prevail.
8. The Owner agrees to dedicate to the Township, free and clear of all encumbrances, all easements and lands required by the Township for the construction, maintenance and improvement of any existing or newly required watercourses, ditches, land drainage works and sanitary sewage facilities on the Lands and, on request by the Township, to deliver the properly executed documents in registrable form to the Township in order to complete the dedication to the Township and to pay all costs incurred by the Township in respect to the aforementioned dedications.
9. The Owner shall, where required by Township and/or County resolution, dedicate to the Township and/or to the County widening of highways that abut on the Lands at no cost to the Township and/or County, free and clear of all encumbrances.
10. The Owner hereby releases and indemnifies the Township, the Township's consulting engineer, and, where applicable, the County, its servants, consultants, agents and contractors from any and all liability and associated costs, claims or demands in respect of the proper maintenance and operation of the matters and facilities required by virtue of this Agreement.
11. In the event works are to be performed by the Owner, its servants or its agents on lands owned by or to be conveyed to the Township, referred to as offsite Works, the Owner shall:
 - a) The Owner shall obtain and maintain in full force and effect a policy of comprehensive general liability insurance, completed operations insurance, and automobile liability insurance, providing coverage for a limit of not less than FIVE MILLION DOLLARS (\$5,000,000.00) for each occurrence of a claim of bodily injury (including personal injury), death or property damage, including loss of use thereof, that may arise directly or indirectly out of the acts or omissions of the Owner. Such policy or policies shall be issued in the joint names of the Owner, with the Township and the Township's consulting engineer as additional insurers, and the form and content shall be subject to the approval of the Township. The policy shall be in effect for the period described in 11 (e) of this agreement. The issuance of such policy or policies of insurance shall not be construed as relieving the Owner from responsibility for other or larger claims, if any, for which it may be held responsible. A Certificate of Insurance shall be provided prior to the start of construction and on an annual basis. The policy shall specify that it cannot be altered, cancelled, or allowed to lapse

SITE PLAN AGREEMENT
2495535 ONTARIO INC.

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unless prior notice by registered mail has been received thirty (30) days in advance by the Township.

- b) If requested by the Township and prior to the commencement of the Works, the Owner's contractor shall forward a Certificate of Insurance evidencing this insurance with the executed Agreement.
- c) It is also understood and agreed that in the event of a claim any deductible or self-insured retention under these policies of insurance shall be the sole responsibility of the Developer and that this coverage shall preclude subrogation claims against the Township and will be primary insurance in response to claims.
- d) The Township's claims process for Third Party claims is to refer the claimant, including lien claimants, directly to the Developer and to leave the resolution of the claim with the Contractor. This applies regardless of whether or not it is an insured loss.
- e) The Owner shall, upon the earlier of (a) commencing any works on the relevant lands, or (b) applying for a building permit, supply the Township with cash or a letter of credit (the "Security") in form satisfactory to the Chief Administrative Officer ("CAO") and in an amount of THIRTY TWO THOUSAND, THREE HUNDRED AND SIXTY DOLLARS (\$32,360) as found in Schedule C, sufficiently guaranteeing the satisfactory completion of the offsite works on Township property described in or contemplated by this Agreement and further guaranteeing the workmanship and materials and the repair of all damage to works or facilities required by this Agreement for a minimum period of two (2) years from the date of certification of substantial completion, and receive written approval from the Township Engineer. The Security must further guarantee payment to the Township of all inspection or other costs that the Township may incur as a result of this Agreement. When the work is completed to the satisfaction of the Township Engineer, the Security may be reduced to an amount equal to Ten (10%) per cent of the original amount determined by the Township Engineer for each phase and shall not be further reduced until the Township Engineer has approved the works at the end of the said minimum two (2) years period. No interest shall be payable on any such security deposit.
- f) The Owner hereby acknowledges and agrees that should there be a deficiency in or failure to carry out any work or matter required by any clause of this Agreement, whether or not such work or matter is specifically secured by way of letter of credit, and the Owner fails to comply, within thirty (30) days written notice, with a direction to carry out such work or matter, the Township may draw on the letter of credit and enter onto the subject lands and complete all outstanding works or matters, and pay all costs and expenses incurred thereby from the proceeds so drawn.
- g) The Owner hereby acknowledges and agrees that the Township reserves the right to draw on and use the letter of credit to complete any work or matter required to be done by the Owner pursuant to this Agreement. The Owner further acknowledges and agrees that, notwithstanding subsection 11(e) to this Agreement, in the event that the Municipality determines that any reduction in the letter of credit will create a shortfall with respect to securing the completion of any work or matter remaining to be carried out by the Owner pursuant to this Agreement, the Municipality will not be obligated to reduce the letter of credit until such time as such work is completed to the satisfaction of the Municipality or the Municipality has sufficient security to ensure that such work will be completed.

SITE PLAN AGREEMENT
2495535 ONTARIO INC.

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12. In the event works are to be performed by the Owner, its servants or its agents on lands other than lands owned by the Township, referred to as onsite Works, the Owner shall:
- a) Provide the Township with, upon the earlier of (a) commencing any works on the relevant lands, or (b) applying for a building permit, supply the Township with a letter of credit or other satisfactory security in an amount equal to 50% to a maximum of FIFTY THOUSAND DOLLARS (\$50,000) of the cost of works and facilities relating to onsite servicing, storm drainage, surface treatment of parking areas, landscaping, buffer strips, fencing, grading, curbing and similar physical improvement works. No interest shall be payable on any such security deposit.
 - b) Complete the said works and facilities within a period of one (1) year from the date of issuance of a building permit, or within two (2) years of the execution of this agreement by the Township if no building permit is required by the development provided for herein, and provide satisfactory proof of completion of the said works including survey, engineering, architectural (including landscape architect where required), or another professional certification, at the Owner's sole expense. When a substantial amount of the work is completed to the satisfaction of the Township, the Security may be reduced to an amount determined by the Township for each phase and shall not be further reduced until the Township has approved the works.
 - c) Upon failure of the Owner to complete the said works and facilities within the said one year period, the Township may draw on the said letter of credit or other satisfactory security, such amount or amounts as may be required to pay for the work done or to be done pursuant to the provisions of this section and the Township and/or its authorized agents are hereby authorized to enter upon the relevant lands to perform the said works and facilities.
13. The Owner shall grade the Lands and maintain the grading elevations in order to provide for surface drainage which shall be as provided for in the Plans. The Owner shall not use or cause or permit to be used any new construction on the Lands until after an as-built grading survey has been provided by an Ontario Land Surveyor and a professional engineer or architect has given the Township, at the Owner's expense, a letter of compliance for grading and drainage and Storm Water Management and signed by the engineer or architect certifying that all services, structures, works and facilities on or in the Lands which fall within the provisions of Section 41 of the *Planning Act* and are required for this development by the Plans and this Agreement and not contained within a building, have been installed and completed in a manner satisfactory to the engineer or architect.
14. The Owner covenants and agrees not to permit the Lands to drain otherwise than into a properly installed drainage system with proper catchbasins and the grades and drainage facilities shall be so established as to provide roof water onto the internal system and maintain an on-site storm water management system to limit storm run-off from the site to a predevelopment rate of flow and to indemnify and save harmless the Township from any liability for excess run-off as a result of construction or development on the Lands.
15. The Owner covenants and agrees to implement and monitor on-site sediment and erosion control measures, during construction of this development, to the satisfaction of the Township and to allow the Township and its agents, in perpetuity, access to the Lands to inspect roof drains, inlet control devices and storm water management facilities.
16. The Owner is responsible for dust control of all dust resulting from the development, whenever necessary. To eliminate dust, the Owner may be required to apply dust suppressants, covering stockpiles of topsoil with tarps or applying ground cover to the areas that have been stripped and left undeveloped at the direction of the Township.

SITE PLAN AGREEMENT
2495535 ONTARIO INC.

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17. The Township and Owner agree that the Owner may choose to develop the Lands in phases and in accordance with the approved phasing plan, as shown on the approved Plans. In such case, the Owner agrees as follows:
 - a) that the Owner will not apply for nor will the Township be obligated to issue a building permit for such phase(s) until the provisions of this section have been complied with and the Owner has provided evidence that servicing capacity is available to accommodate the particular development phase, to the satisfaction of the Township;
 - b) that the Owner shall submit to the Township for review and approval proper plans and specifications showing the works and facilities required for site plan approval of each phase;
 - c) that the Owner shall provide to the Township a letter of credit or other satisfactory security in an amount to be determined by the CAO or the Chief Building Official (the "CBO"), and the provisions of this Agreement shall apply to such security with respect to such phase(s); and
 - d) that the provisions of this Agreement shall apply to all such phases.
18. The Owner covenants and agrees to have the Owner's Engineer prepare and submit As Recorded Drawings within six (6) months of completion of the Works to the Township's Development Technologist for review in electronic files (PDF) format. Once approved by Township, the Owner shall submit three (3) bound paper sets of drawings printed on 24" x 36" paper copies and electronic files (PDF and AutoCAD or similar and GIS shape files). Refer to current Township Municipal Servicing Standards for current as constructed drawing submission requirements.
19. The Owner covenants and agrees to have the Owner's Engineer prepare and submit to the Township within six (6) months of completion of the Works an individual Service Record Sheet (SRS) on 8.5" x 11" paper for each property. SRS to be submitted to the Township's Development Technologist for review, until approved, at which time the Township requests two (2) paper sets of SRS 8.5" x 11" and electronic files (PDF). SRS are required for each municipal service within the development; drinking water, sanitary sewer and storm sewer. Refer to current Township Municipal Servicing Standards for Service Record Sheets submission requirements and template.
20. The Owner covenants and agrees to make all necessary arrangements and to be solely responsible for the costs of removing and relocating any existing municipal or public services requiring relocation in the course of, or in connection with, the construction, installation or provision of the works, services and facilities under this Agreement.
21. This Agreement shall be registered against title to the Lands at the Owner's expense. It is understood and agreed that, after this Agreement has been registered against title, it shall not be released by the Township. After all terms and conditions of this Agreement have been complied with to the satisfaction of the Township; the Township, upon request and at the Owner's expense, shall issue a Certificate of Compliance certifying compliance with this Agreement to the date of the Certificate.
22. The Owner hereby grants to the Township, its servants, agents and contractors a license to enter onto the Lands and into structures for the purpose of inspecting the works and the Lands or for any other purpose pursuant to the rights of the Township under this Agreement.
23. The Owner shall obtain from all mortgagees, charges and other persons having an interest in the Lands a postponement of their respective interests to this Agreement in a form satisfactory to the Township and said postponement(s) shall be registered against title to the Lands at the expense of the Owner so that this Agreement shall have priority over all other interests registered against the

SITE PLAN AGREEMENT
2495535 ONTARIO INC.

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Lands. The Owner acknowledges and agrees that the site plan approval in respect of the Lands shall be conditional upon obtaining the above postponement documents and registering them against title to the Lands.

- 24. The covenants, agreements, conditions and understandings set out herein and in Schedule "B" hereto, which form part of this Agreement, shall run with the Lands and shall enure to the benefit of and be binding upon the parties hereto and their heirs, executors, administrators, successors and assigns, as the case may be.
- 25. If the proposed development governed by this Agreement is not commenced within two (2) years from the date of the execution of this Agreement, or if the Owner does not make a submission for site plan approval of its broader development of the Lands within two (2) years from the date of the execution of this Agreement, the Township may, at its sole option and on sixty (60) days' notice to the Owner, declare this Agreement null and void and of no further force and effect. The refund of any fees, levies or other charges paid by the Owner pursuant to this Agreement shall be in the sole discretion of the Township, but under no circumstances will interest be paid on any refund.
- 26. Nothing in this Agreement constitutes a waiver of the Owner's duty to comply with any By-law of the Township or any other law.

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SITE PLAN AGREEMENT
2495535 ONTARIO INC.

17-11-2022

THIS AGREEMENT is executed by the Township this 17 day of November, 2022.

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

Per:

DocuSigned by:
Brooke Lambert, CAO

BROOKE LAMBERT – CAO

I have authority to bind the corporation.

16-11-2022

THIS AGREEMENT is executed by the owner this 16 day of November, 2022

2495535 ONTARIO INC.

Per:

DocuSigned by:
Brad Wilson

BRAD WILSON - President

I/we have authority to bind the corporation.

DEVELOPER'S MAILING ADDRESS:	<u>P.O. Box 7, Mount Forest, ON, N0G 2L0</u>
DEVELOPER'S PHONE NUMBER:	<u>Cell: 519-369-4209, Office: 519-509-8000</u>
DEVELOPER'S EMAIL ADDRESS:	<u>brad@wilsoncorp.ca</u>

SITE PLAN AGREEMENT
2495535 ONTARIO INC.

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SCHEDULE "A"

Approved Plan and Drawings

- 237 Industrial Drive Development, Township of Wellington North, Contract No. 03703, Engineer's Drawings prepared by Cobide Engineering Inc., 517 10th Street, Hanover, Ontario, N4N 1R4, bearing the signature and seal of T.L. Burnside, P.Eng., Registered Professional Engineer over the date of 10/28/2022, including the following drawings:

DOCUMENT NUMBER	DOCUMENT NAME	REVISION NUMBER	REVISION DATE	PREPARED BY
TS	Title Sheet	2	Oct 24/22	Cobide Engineering Inc.
ESC1	Erosion and Sediment Control Plan	2	Oct 24/22	Cobide Engineering Inc.
SP1	Development Site Plan	2	Oct 24/22	Cobide Engineering Inc.
SS1	Site Servicing Plan	2	Oct 24/22	Cobide Engineering Inc.
SGR1	Site Grading Plan	2	Oct 24/22	Cobide Engineering Inc.
SWMP1	Storm Water Management Pond	2	Oct 24/22	Cobide Engineering Inc.
DET1	Miscellaneous Details I	2	Oct 24/22	Cobide Engineering Inc.
DET2	Miscellaneous Details II	2	Oct 24/22	Cobide Engineering Inc.
DET3	Miscellaneous Details III	2	Oct 24/22	Cobide Engineering Inc.
DET4	Miscellaneous Details IV	2	Oct 24/22	Cobide Engineering Inc.
DET5	Miscellaneous Details V	2	Oct 24/22	Cobide Engineering Inc.

- Additional reports:

DOCUMENT NUMBER	DOCUMENT NAME	REVISION NUMBER	REVISION DATE	PREPARED BY
	Functional Servicing Report		November 2022	Cobide Engineering Inc.
	Geotechnical Investigation		August 31, 2022	CMT Engineering Inc.

SCHEDULE "B"**Site Specific Requirements**

The provisions set out in this Schedule are site specific requirements that relate to the Lands. This Schedule shall be read in conjunction with the provisions of the main body of this Agreement, but to the extent that there is any inconsistency or conflict between the two sets of provisions, the following terms of this Schedule shall prevail.

- The Owner agrees that all the services, works, facilities and matters required under this Agreement located on the lands shall be maintained for the life of the proposed development covered by the Site Plan at the Owner's, and each subsequent Owner of Lots or Blocks within the development, expense, including the stormwater management works (including OGS unit) and SWM Pond, private fire hydrant, perimeter board fence, retaining wall and landscaping. The Owner shall give the Township and its agents reasonable access on reasonable notice to the lands for the purpose of verification of compliance with the terms of this Agreement. The requirement includes, but is not limited to, the annual inspection and cleaning of the oil grit separator structure.
- The Owner agrees the onsite private fire hydrant, colour yellow, as shown in the site plan, is to be inspected and maintained to ensure they operate as per the fire hydrant design requirements. The onsite private fire hydrant is to be annually inspected by a person duly licenced to perform that function and shall maintain written records including date and time when inspection was completed, corrective measures, and list of what maintenance work was completed. The written records shall be retained at the building premises for examination by the Township's Chief Fire Official upon request. .
- Prior to receiving occupancy, the Owner shall provide to the Township the Environmental Compliance Approval from the Ministry of the Environment, Conservation and Parks, for the SWM works (i.e. the OGS structure).
- Prior to the start of construction:
 - a. The Owner is to receive written permission from neighbouring properties where lands will be access for construction purposes including retaining wall and associated grading and restoration and installation of fencing. Upon completion of construction, the Owner is to obtain written acceptance from neighbouring properties that they are content with the completed Works.
 - b. The Owner is to receive an entrance permit from the Township.
 - c. Proposed works are to be staged in such a way to allow traffic flow on Industrial Drive past the subject property at all times. A schedule of proposed works within the road allowance must be submitted to the Township prior to construction.
- Prior to issuance of Building Permit, the Owner shall submit the retaining wall design.

SITE PLAN AGREEMENT
2495535 ONTARIO INC.

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SCHEDULE "C"

Estimated Cost of the Offsite Works

Cost estimate is dated November 7, 2022, prepared by Cobide Engineering Inc

Project No. 03703		November 7, 2022
 <p>SUMMARY 237 Industrial Drive, Mount Forest Preliminary Cost Estimate Town of Mount Forest</p>		
Item		Total
	237 Industrial Drive (Off-Site Works)	
1.0	Total Preliminary Construction Cost	\$32,360.93
	237 Industrial Drive (On-Site Works)	
2.0	Total Preliminary Construction Cost	\$1,094,986.19
	Combined Preliminary Cost	\$1,127,348.12
<p>Notes:</p> <p>1. The Estimate of Construction costs is provide for budgetary purposes only. This is not to be interpreted as a guarantee by Cobide Engineering Inc. of the actual project cost. The final cost of the project will be determined by the tendering and construction process.</p>		

SITE PLAN AGREEMENT
2495535 ONTARIO INC.

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Project No. 03703		November 7, 2023			
		237 Industrial Drive, Mount Forest On-site Works Preliminary Cost Estimate Town of Mount Forest			
Item	Preliminary Cost Summary	Total			
1.0	General Construction Items and Removals	\$58,100.00			
2.0	Sanitary Sewers	\$57,850.00			
3.0	Watermain and Appurtenances	\$40,660.00			
4.0	Storm Sewers	\$114,800.00			
5.0	Surface Works	\$543,920.00			
6.0	Engineering (10%)	\$81,533.00			
7.0	Contingency (10%)	\$81,533.00			
8.0	HST (13%)	\$116,592.19			
Total Preliminary Cost Estimate		\$1,094,988.19			
Section 1.0 General Construction Items and Removals					
Item	Description	Quantity	Unit	Unit Price	Total
1.01	Mobilization/Demobilization	100%	LS	\$10,000.00	\$10,000.00
1.02	Topsoil Stripping (PQP)	10,800	m ²	\$2.00	\$21,600.00
1.03	Materials Testing	100%	LS	\$15,000.00	\$15,000.00
1.04	Supply, Install, and Maintain Straw Bale Flow Check Dams	100%	LS	\$4,500.00	\$4,500.00
1.05	Supply, Install, Maintain, and Remove Temporary Mud Mat	2	Each	\$3,500.00	\$7,000.00
Total Section 1.0					\$58,100.00
Section 2.0 Sanitary Sewers					
Item	Description	Quantity	Unit	Unit Price	Total
2.01	200 mm dia. PVC Sanitary Sewer	146.0	m	\$225.00	\$32,850.00
2.02	125 mm dia. PVC Sanitary Sewer Service	1	Each	\$2,500.00	\$2,500.00
2.03	1200 mm dia. Sanitary Manhole	3	Each	\$7,500.00	\$22,500.00
Total Section 2.0					\$57,850.00
Section 3.0 Watermain and Appurtenances					
Item	Description	Quantity	Unit	Unit Price	Total
3.01	150 mm dia. PVC Watermain	96.0	m	\$210.00	\$20,160.00
3.02	150 mm dia. Gate Valve	1	Each	\$3,500.00	\$3,500.00
3.03	50 mm dia. PVC Water Service	1	Each	\$2,000.00	\$2,000.00
3.04	150 mm dia. PVC Water Service (Fire Flow)	1	Each	\$2,700.00	\$2,700.00
3.05	Supply and Install Fire Hydrant c/w Hydrant Sign and Test Box	1	Each	\$10,000.00	\$10,000.00
3.06	Insulation Box	1	LS	\$300.00	\$300.00
3.07	Commission Watermain	100%	LS	\$2,000.00	\$2,000.00
Total Section 3.0					\$40,660.00
Section 4.0 Storm Sewers					
Item	Description	Quantity	Unit	Unit Price	Total
4.01	300 mm dia. HDPE Storm Sewer	276.5	m	\$200.00	\$55,300.00
4.02	600x600 mm Catchbasin	3	Each	\$3,500.00	\$10,500.00
4.03	1200 mm dia. Precast Concrete Storm Manhole	1	Each	\$4,500.00	\$4,500.00
4.04	1200 mm dia. Precast Concrete Catchbasin Manhole	1	Each	\$4,500.00	\$4,500.00
4.05	1200 mm dia. Precast Concrete OGS	1	Each	\$30,000.00	\$30,000.00
4.06	Concrete Headwall c/w Trash Rack	1	Each	\$10,000.00	\$10,000.00
Total Section 4.0					\$114,800.00
Section 5.0 Surface Works					
Item	Description	Quantity	Unit	Unit Price	Total
5.01	Earth Excavation	12,000	m ³	\$7.50	\$90,000.00
5.02	Supply and Place Granular "B"	6,500	Tonne	\$18.00	\$117,000.00
5.03	Supply and Place Granular "A"	2,250	Tonne	\$21.00	\$47,250.00
5.04	Imported Granular Fill (Provisional)	1,000	Tonne	\$15.00	\$15,000.00
5.05	Hot Mix Asphalt - HL4 (50mm)	775	Tonne	\$120.00	\$93,000.00
5.06	Hot Mix Asphalt - HL3 (40mm)	625	Tonne	\$130.00	\$81,250.00
5.07	Retaining Wall - Stormwater Management Pond	108	m	\$500.00	\$54,000.00
5.08	Concrete Sidewalk	190	m ²	\$100.00	\$19,000.00
5.09	Supply and Install Pre-cast Barrier Concrete Curb (OPSD 603.020)	54	m	\$80.00	\$4,320.00
5.10	Supply and Install Barrier Concrete Curb (OPSD 600.110)	87	m	\$80.00	\$6,960.00
5.11	Line Painting	100%	LS	\$3,500.00	\$3,500.00
5.12	Signage (One-way, no parking, etc.)	100%	LS	\$2,000.00	\$2,000.00
5.13	Topsoil, Sed. & Landscaping	100%	LS	\$8,000.00	\$8,000.00
5.14	Supply and Install Rip-Rap c/w Geotextile	33	m ²	\$80.00	\$2,640.00
Total Section 5.0					\$543,920.00
Notes:					
1. The Estimate of Construction costs is provide for budgetary purposes only. This is not to be interpreted as a guarantee by Cobide Engineering Inc of the actual construction costs.					



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council, Meeting of December 5, 2022
From: Darren Jones, Chief Building Official
Subject: CBO 2022-14 Building Permit Review Period Ending October 31st, 2022

RECOMMENDATION

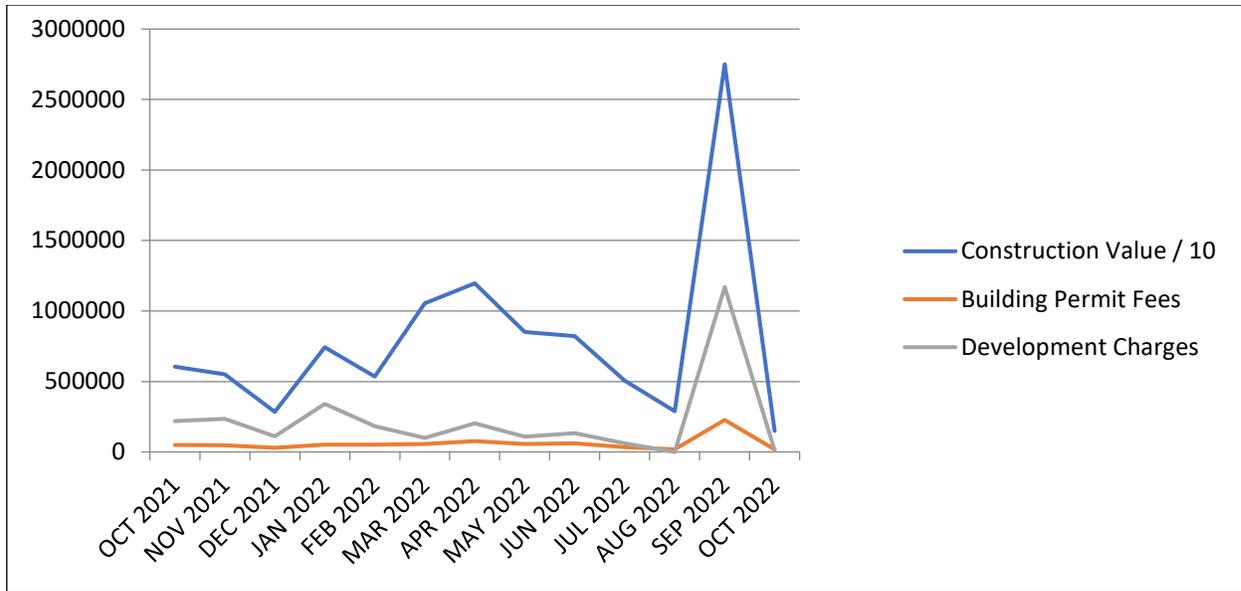
THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2022-14 being the Building Permit Review for the period ending October 31st, 2022.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

1. CBO 2022-11 Building Permit Review Period Ending September 30th, 2022
2. CBO 2021-16 Building Permit Review Period Ending October 31st, 2021

BACKGROUND

PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEVELOPMENT CHARGES
Single Family Dwelling	0	0.00	0.00	0.00
Multi Family Dwelling	0	0.00	0.00	0.00
Additions / Renovations	4	393,000.00	4,127.48	0.00
Garages / Sheds	0	0.00	0.00	0.00
Pool Enclosures / Decks	2	22,500.00	279.00	0.00
Commercial	2	103,500.00	2,981.94	0.00
Assembly	0	0.00	0.00	0.00
Industrial	1	500,000.00	5,338.32	12,500.48
Institutional	0	0.00	0.00	0.00
Agricultural	6	380,000.00	4,027.94	0.00
Sewage System	3	80,000.00	1,560.00	0.00
Demolition	2	10,000.00	260.00	0.00
Monthly Total	20	1,489,000.00	18,574.68	12,500.48
Total Year to Date	361	88,963,710.00	635,118.89	2,296,008.67
12 Month Average	33	8,109,642.50	60,499.56	221,623.12



10 Year Monthly Average	22	2,884,201.00	28,726.61	79,987.64
10 Year, Year to Date Average	239	39,499,587.10	332,166.41	673,845.06

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

None.

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

- Yes
 No
 N/A

Which priority does this report support?

- Modernization and Efficiency
 Partnerships
 Municipal Infrastructure
 Alignment and Integration

Prepared By:	Darren Jones, Chief Building Official
Recommended By:	Brooke Lambert, Chief Administrative Officer



Staff Report

To: Mayor and Members of Council Meeting of December 5th, 2022
From: Dale Small
Economic Development Officer
Subject: EDO 2022-030 Mount Forest & Arthur Business Improvement Associations

RECOMMENDATION

THAT Council of the Corporation of Township of Wellington North receive Report EDO 2022-030 being a report on Downtown Revitalization and the Mount Forest and Arthur Business Improvement Associations,

AND FURTHER THAT Council approve the 2023 workplan, budget and tax levy for the Mount Forest BIA as presented and approved at the Nov. 9th, 2022, MF BIA Annual General Meeting,

AND FURTHER THAT Council approve the 2023 workplan, budget and tax levy for the Arthur BIA as presented and approved at the Nov. 16th, 2022, Arthur BIA Annual General Meeting,

AND FURTHER THAT Council approve the following as Directors for the Mount Forest BIA for this term of council. Chair Andrew Coburn, Dwight Benson, Jessica McFarlane, Kathleen Delchario, Kayla Morton, Bill Nelson as voting Directors and Jayme Hewson as a non-voting Director.

AND FURTHER THAT Council approve the following as Directors for the Arthur BIA for this term of council. Chair Angela Alaimo, Gord Blyth, Jim Coffey, Paula Coffey, Money Dadwin, Sheila Faulkner, Tom Gorecki as voting Directors and Mitch Keirstead as a non-voting Director

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

EDO 2020-030 Mount Forest & Arthur Business Improvement Associations
EDO 2021-031 Mount Forest & Arthur Business Improvement Associations

BACKGROUND

Downtown Revitalization is a key priority and strategic program in Wellington North and council and staff leadership with the creation of the Arthur BIA and revitalization of the Mount Forest BIA has enabled us to establish a sustainable model to support ongoing downtown revitalization programs.

As an economic development program Downtown Revitalization has been a key priority for many years. The following is a brief overview of some of the key events and milestones:

- 2012 WN established our first **Community Improvement Program**. To date 150 applicants have received support with the total dollar value of improvements conservatively estimated at \$3.2 million.
- 2016 Doug Griffiths and his **13 Ways to Kill Your Community** came to Northern Wellington with an interesting perspective on what not to do!
- 2017 we partnered with Wellington County, to learn from Roger Brooks and the “**20 Ingredients of an Outstanding Downtown**” (included as attachment A) which we continue to use as a guide for our Downtown Revitalization programs.
- 2018 **Main Street Revitalization** funding was received, and council established revitalization teams in both Arthur & Mount Forest to support Main Street priorities.
- 2019 **Your Town Rising** was contracted with the support of the Arthur Chamber to do a downtown walk-about and panel discussion.
- 2020 **Arthur BIA** established, and **Mount Forest BIA** revitalized

In 2023 Downtown Revitalization will continue to be a priority area of focus within the Economic Development Office. Currently we are considering re-engaging Your Town Rising and we are also in the process of updating our Community Improvement Program. This should come to council for approval this spring and will include some new programs as well as the elimination of some less popular programs.

Arthur Business Improvement Association: Since establishing the Arthur BIA in January 2020 they have partnered and supported a number of improvements in downtown Arthur. This includes the Christmas Snowflake decorations, downtown floral arrangements, partnering with the Township on the shop local programs, Outdoor Gym installation, new L.E.D. sign at the Fire Hall along with a number of streetscape improvements, (curb extension, accessibility enhancements, planters, benches etc.) as part of the Connecting Link Project.

In council’s agenda package is a copy of the minutes from the Arthur BIA AGM of Nov.16, 2022. Included in the minutes is an overview of the 2023 budget and workplan. The following two motions were passed unanimously by the BIA and require final approval by council:

- That the 2023 workplan and budget be approved as presented
- That the 2023 Arthur BIA Tax levy be set at \$350.00/property, the same level as previous years.

The Board of Directors for the Arthur BIA has been in place since January 2020 and at this time the current Chair, Keith Harris is stepping off the Board and Mitch Keirstead, who recently sold his business and property, is moving to a non-voting position. All other Directors continue to be very active and wish to continue for another term of council. They include Angela Alaimo who has agreed to step into the Chairs position, Tom Gorecki as Treasurer, Gord Blyth, Paula Coffey, Jim Coffey, and Sheila Faulkner. Joining the Board of Directors for the first time is Money Dadwan, from Dadwan Properties Inc., the owners of 257 George Street which will soon be the new home for the Topsy Fox Pub & Grill. The Council Representative on the Arthur BIA for the past four years has been councillor Lisa Hern.

Mount Forest BIA: The Mount Forest BIA had a good year in 2022 as a number of new board members completed their second year on the Board. Major programs included partnering with the Township and receiving RED (Rural Economic Development) funding for the new Parkette, downtown mural and installation of Downtown Wi-Fi, all of which were completed in 2022.

In council's agenda package is a copy of the minutes from the MF BIA AGM of Nov. 6th, 2022. Included in the minutes is an overview of the 2023 budget and workplan and the following two motions were passed unanimously by the BIA and now require final approval by council:

- That the 2023 workplan and budget be approved as presented
- That the 2023 Mount Forest BIA Tax levy be set at \$361.45/property, the same level as previous years.

All current Directors for the Mount Forest BIA remain very active and wish to continue for another term of council. They include Andrew Coburn as Chair, Kayla Morton as Secretary along with Directors Dwight Benson, Jessica McFarlane, Bill Nelson, Kathleen Delchario and Jayme Hewson as a non-voting member. Jaime Parker from Behind the Walls Bookkeeping has been contracted by the MF BIA to perform Treasurers duties. The Council Representative on the MF BIA for the past four years has been councillor Sherry Burke.

FINANCIAL CONSIDERATIONS

Staff support all the Director nominations as well as the 2023 workplans and decision to keep the tax levy's the same as previous years. This will continue to enable the BIA's to move forward with their downtown revitalization goals and objectives and long-term plans.

ATTACHMENTS

Attachment A: 20 Ingredients of an Outstanding Downtown

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

No

N/A

Which priority does this report support?

Modernization and Efficiency Partnerships

Municipal Infrastructure Alignment and Integration

Prepared By: Dale Small, Economic Development Officer *Dale Small*

Recommended By: Brooke Lambert, Chief Administrative Officer *Brooke Lambert*

The 20 Ingredients of an Outstanding Downtown



1 **Razor sharp focus**
Food, art, entertainment, antiques, wine, nightlife...



2 **The Action Plan**
Your to-do list from A to Z. It takes a whole community to win.



3 **Critical mass**
10 eateries, 10 retail shops, 10 open after 6, in three blocks.



4 **Anchor tenants**
Shops, restaurants, activities people will travel for.



5 **Consistent hours**
Businesses open common days and hours.



6 **Living, staying downtown**
Condos, loft apartments, hotels, and inns.



7 **Pioneers with vision**
And patient money, who take the chance and make the investment.



8 **Just one block**
Concentrate on creating one awesome block. Your demonstration project.



9 **Four hour parking**
Better yet, all-day parking within two blocks.



10 **Public restrooms**
Relieved shoppers and visitors spend more. Open after 5:00!



11 **A Programmed Plaza**
250 days of activity a year. Retailers will follow - in droves.



12 **Community gateways**
First impressions are critical. Add directions to downtown.



13 **Wayfinding system**
Vehicular & pedestrian wayfinding, pole banners, visitor info kiosks.



14 **Downtown gateways**
Create a sense of place and sense of arrival. You're here!



15 **An Intimate setting**
Just one traffic lane each direction and crosswalks every half block.



16 **Blade signs**
Retail signs perpendicular to traffic. Consistent height and width.



17 **Sidewalk cafe dining**
Beautification, umbrellas, lighting = incredible ambiance.



18 **Curb appeal**
70% of first-time sales come from curb appeal. Beautification pays!



19 **Constant activity**
Activities and entertainment. Bring downtown to life!



20 **Give downtown a name**
A name makes it a destination, not a geographic designation.



11/28/22

Township of Wellington North
VENDOR CHEQUE REGISTER REPORT
Payables Management

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
78714	A & M Investments Inc	11/02/22	\$1,326.00
78715	Abell Pest Control Inc	11/02/22	\$71.40
78716	Aitken Custom Framing	11/02/22	\$649,661.05
78717	BCS Construction	11/02/22	\$5,028.50
78718	Bell Mobility	11/02/22	\$2,332.59
78719	Blue Grotto Global Investments	11/02/22	\$768.50
78720	Bluewater Fire & Security	11/02/22	\$430.70
78721	Broadline Equipment Rental Ltd	11/02/22	\$407.36
78722		11/02/22	\$350.00
78723	Canadian Rink Services	11/02/22	\$2,854.38
78724	Compass Minerals Canada	11/02/22	\$15,288.66
78725	D & R Electronics	11/02/22	\$293.10
78726	DocuSign Inc	11/02/22	\$6,198.62
78727		11/02/22	\$133.12
78728	Easypay	11/02/22	\$399.00
78729	Fasken Martineau DuMoulin LLP	11/02/22	\$745.80
78730	Hydro One Networks Inc.	11/02/22	\$2,833.48
78731		11/02/22	\$400.00
78732		11/02/22	\$400.00
78733	Manulife Financial	11/02/22	\$33,683.91
78734	Mount Forest Foodland	11/02/22	\$145.19
78735		11/02/22	\$190.00
78736	Perfectmind Inc	11/02/22	\$6,780.00
78737	Premier Equipment Ltd.	11/02/22	\$836.96
78738	Rockwood Farmers' Market	11/02/22	\$37.50
78739	Specialty Grouting Services Inc	11/02/22	\$13,808.60
78740		11/02/22	\$220.00
78741		11/02/22	\$242.34
78742	Twp of Wellington North	11/02/22	\$333.06
78743	Uline	11/02/22	\$2,595.68
78744	Enbridge Gas Inc.	11/02/22	\$4,355.62
78745	Wachs Canada Ltd.	11/02/22	\$1,456.24
78746	W.H.A. Publications	11/02/22	\$904.00
78747	Wightman Telecom Ltd.	11/02/22	\$135.36
78748		11/02/22	\$400.00
78749	Workplace Safety & Ins Board	11/02/22	\$10,029.36
EFT0004238	Agrisan SC Pharma	11/02/22	\$8,485.28
EFT0004239	A J Stone Company Ltd.	11/02/22	\$420.79
EFT0004240	ALS Canada Ltd.	11/02/22	\$519.80

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0004241	Arthur Home Hardware Building	11/02/22	\$1,255.32
EFT0004242	B. Richardson Transport Ltd.	11/02/22	\$9,046.17
EFT0004243	B M Ross and Associates	11/02/22	\$4,080.89
EFT0004244	Brandt Cambridge	11/02/22	\$6,177.04
EFT0004245	Canada's Finest Coffee	11/02/22	\$90.80
EFT0004246	CG Equipment	11/02/22	\$189.53
EFT0004247	CMT Engineering Inc.	11/02/22	\$7,650.10
EFT0004248	Cordes Enterprise	11/02/22	\$2,385.14
EFT0004249	Corporate Express Canada Inc.	11/02/22	\$294.05
EFT0004250	Decker's Tire Service	11/02/22	\$1,248.65
EFT0004251		11/02/22	\$265.00
EFT0004252	Evoqua Water Technologies	11/02/22	\$738.75
EFT0004253	FOSTER SERVICES/822498 ONT INC	11/02/22	\$2,169.60
EFT0004254		11/02/22	\$250.00
EFT0004255	GSP Group	11/02/22	\$4,075.11
EFT0004256	H Bye Construction Limited	11/02/22	\$3,870.25
EFT0004257	Hort Manufacturing (1986) Ltd.	11/02/22	\$188.37
EFT0004258	Ideal Supply Inc.	11/02/22	\$658.32
EFT0004259	Industrial Alliance Insurance	11/02/22	\$163.51
EFT0004260	Maple Lane Farm Service Inc.	11/02/22	\$34.53
EFT0004261		11/02/22	\$100.00
EFT0004262	Midwest Co-operative Services	11/02/22	\$32.50
EFT0004263	Officer's Auto Care Inc.	11/02/22	\$193.82
EFT0004264	Reeves Construction Ltd	11/02/22	\$12,791.01
EFT0004265	Resurface Corporation	11/02/22	\$152.55
EFT0004266	R. J. Burnside & Assoc. Ltd.	11/02/22	\$986.49
EFT0004267	ROBERTS FARM EQUIPMENT	11/02/22	\$3,708.91
EFT0004268	Rural Routes Pest Control Inc.	11/02/22	\$90.68
EFT0004269	Entandem	11/02/22	\$407.34
EFT0004270	Suncor Energy Inc.	11/02/22	\$14,523.76
EFT0004271	Teviotdale Truck Service & Rep	11/02/22	\$877.64
EFT0004272	Town of Minto	11/02/22	\$174.69
EFT0004273	Viking Cives Ltd	11/02/22	\$1,500.46
EFT0004274	Wellington North Power	11/02/22	\$54,895.12
EFT0004275	Young's Home Hardware Bldg Cen	11/02/22	\$543.35
78750		11/09/22	\$1,620.00
78751	Arthur Agricultural Society	11/09/22	\$165.00
78752		11/09/22	\$615.49
78753	Broadline Equipment Rental Ltd	11/09/22	\$2,459.72
78754	Canada Post Corporation	11/09/22	\$2,100.72
78755	Canadian Tire #066	11/09/22	\$293.79
78756	Cedar Creek Tools	11/09/22	\$326.56
78757	Chalmers Fuels Inc	11/09/22	\$6,490.01
78758	Compass Minerals Canada	11/09/22	\$15,048.66
78759	DPOC	11/09/22	\$50.73
78760	Eastlink	11/09/22	\$946.05

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
78761		11/09/22	\$120.00
78762	Hydro One Networks Inc.	11/09/22	\$877.24
78763	JB Mobile Undercoating	11/09/22	\$4,681.59
78764	Jim's Auto Service	11/09/22	\$666.69
78765		11/09/22	\$1,949.36
78766		11/09/22	\$254.07
78767	MOLOK NORTH AMERICA LTD	11/09/22	\$420.36
78768	PepsiCo Beverages Canada	11/09/22	\$542.81
78769	Premier Equipment Ltd.	11/09/22	\$384.70
78770	Royal Bank Visa	11/09/22	\$518.79
78771	TD Wealth	11/09/22	\$807.20
78772	Trevor Roberts Auto Repair	11/09/22	\$299.91
78773	Township of Centre Wellington	11/09/22	\$1,943.91
78775	Enbridge Gas Inc.	11/09/22	\$1,944.84
78776	UnitedCloud Inc.	11/09/22	\$511.99
78777	W.T. Land Corporation	11/09/22	\$2,401.25
78778	Ward & Uptigrove Consulting &	11/09/22	\$10,791.50
78779	Waste Management	11/09/22	\$1,151.82
EFT0004276	A J Stone Company Ltd.	11/09/22	\$367.25
EFT0004277	ALS Canada Ltd.	11/09/22	\$452.00
EFT0004278	Assoc Mun Mgrs, Clerks & Treas	11/09/22	\$1,076.89
EFT0004279	Arthur Home Hardware Building	11/09/22	\$532.42
EFT0004280	Arthurs Fuel	11/09/22	\$185.09
EFT0004281	Barclay Wholesale	11/09/22	\$1,806.20
EFT0004282	B M Ross and Associates	11/09/22	\$35,252.63
EFT0004283	Canada's Finest Coffee	11/09/22	\$90.80
EFT0004284	CARQUEST Arthur Inc.	11/09/22	\$104.61
EFT0004285	Carson Supply	11/09/22	\$127.13
EFT0004286	CG Equipment	11/09/22	\$2,349.86
EFT0004287	Corporate Express Canada Inc.	11/09/22	\$677.98
EFT0004288	Steve Cudney	11/09/22	\$150.00
EFT0004289	Canadian Union of Public Emplo	11/09/22	\$1,733.48
EFT0004290	DeBoer's Farm Equipment Ltd.	11/09/22	\$335.85
EFT0004291	Decker's Tire Service	11/09/22	\$3,084.90
EFT0004292	Delta Elevator Co. Ltd.	11/09/22	\$946.03
EFT0004293	Excel Business Systems	11/09/22	\$281.22
EFT0004294	FOXTON FUELS LIMITED	11/09/22	\$3,819.80
EFT0004295	Ideal Supply Inc.	11/09/22	\$423.15
EFT0004296	Innovative Access Technologies	11/09/22	\$972.93
EFT0004297	International Trade Specialist	11/09/22	\$2,495.94
EFT0004298	J J McLellan & Son	11/09/22	\$220.35
EFT0004299	Maple Lane Farm Service Inc.	11/09/22	\$193.48
EFT0004300		11/09/22	\$250.00
EFT0004301	Midwest Co-operative Services	11/09/22	\$45.93
EFT0004302	Ont Mun Employee Retirement	11/09/22	\$63,228.44
EFT0004303	PETRO-CANADA	11/09/22	\$3,827.00

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0004304	Purolator Inc.	11/09/22	\$18.09
EFT0004305	Risolv IT Solutions Ltd	11/09/22	\$12,116.89
EFT0004306	Saugeen Economic Development C	11/09/22	\$3,200.00
EFT0004307	Shred All Ltd.	11/09/22	\$90.40
EFT0004308	Suncor Energy Inc.	11/09/22	\$21,634.91
EFT0004309	Superior Tire Sales & Service	11/09/22	\$104.88
EFT0004310	Viking Cives Ltd	11/09/22	\$523.70
EFT0004311	Wellington Advertiser	11/09/22	\$282.50
EFT0004312	Cox Construction Limited Guelp	11/10/22	\$689,861.25
78780	Arbro Excavating 2001 Ltd.	11/17/22	\$2,135.70
78781	Baker Forestry & Contracting L	11/17/22	\$8,424.15
78782	Bell Mobility	11/17/22	\$1,057.26
78783	Bi-Tech Contracting Inc.	11/17/22	\$2,260.00
78784	Broadline Equipment Rental Ltd	11/17/22	\$2,610.30
78785	Compass Minerals Canada	11/17/22	\$30,440.09
78786	Emission Testing on the Spot	11/17/22	\$406.80
78787	Eramosa Engineering Inc.	11/17/22	\$3,594.27
78788		11/17/22	\$400.00
78789	JD Mobile Repair Service	11/17/22	\$734.61
78790		11/17/22	\$785.25
78791	Kronos Canadian Systems Inc.	11/17/22	\$1,165.61
78792	Lardeb Farms Ltd.,	11/17/22	\$875.18
78793	Mount Forest Foodland	11/17/22	\$56.99
78794	The Murray Group Limited	11/17/22	\$2,546.12
78795	PepsiCo Beverages Canada	11/17/22	\$520.24
78796	Royal Bank Visa	11/17/22	\$2,937.29
78797		11/17/22	\$560.24
78798	Telizon Inc.	11/17/22	\$743.24
78799	Architects Tillmann Ruth Robin	11/17/22	\$12,624.22
78800	Twp of Wellington North	11/17/22	\$553.70
78801	Ronald White	11/17/22	\$400.00
78802	Wightman Telecom Ltd.	11/17/22	\$507.86
EFT0004313	Assoc Mun Mgrs, Clerks & Treas	11/17/22	\$483.64
EFT0004314	Assoc of Mun of Ontario	11/17/22	\$593.25
EFT0004315	Arthur Home Hardware Building	11/17/22	\$131.42
EFT0004316	Artic Clear 1993 Inc.	11/17/22	\$52.50
EFT0004317	B. Richardson Transport Ltd.	11/17/22	\$2,976.95
EFT0004318	Brandt Cambridge	11/17/22	\$2,574.08
EFT0004319	Brandt Security	11/17/22	\$954.84
EFT0004320	CMT Engineering Inc.	11/17/22	\$1,495.84
EFT0004321	Coffey Plumbing, Div. of KTS P	11/17/22	\$1,210.23
EFT0004322	Corporate Express Canada Inc.	11/17/22	\$148.50
EFT0004323	County of Wellington	11/17/22	\$32,023.06
EFT0004324	Drexler Construction Limited	11/17/22	\$160,525.61
EFT0004325		11/17/22	\$400.00
EFT0004326		11/17/22	\$45.93

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0004327	H Bye Construction Limited	11/17/22	\$45,610.83
EFT0004328	Helm MSP Inc.	11/17/22	\$417.51
EFT0004329	Ideal Supply Inc.	11/17/22	\$140.51
EFT0004330	International Trade Specialist	11/17/22	\$470.10
EFT0004331	KORE Mechanical Inc.	11/17/22	\$2,442.29
EFT0004332	Midwest Co-operative Services	11/17/22	\$1,984.19
EFT0004333	Officer's Auto Care Inc.	11/17/22	\$149.80
EFT0004334	Ontario One Call	11/17/22	\$144.78
EFT0004335	Ont Clean Water Agency	11/17/22	\$55,030.13
EFT0004336	Orkin Canada Corporation	11/17/22	\$50.85
EFT0004337	Print One	11/17/22	\$5.65
EFT0004338	Reeves Construction Ltd	11/17/22	\$1,672.40
EFT0004339	RESQTECH Systems Inc	11/17/22	\$3,325.59
EFT0004340	ROBERTS FARM EQUIPMENT	11/17/22	\$3,135.13
EFT0004341	Rochester Midland Canada Corpo	11/17/22	\$787.08
EFT0004342	Saugeen Community Radio Inc.	11/17/22	\$731.11
EFT0004343	Corey Schmidt	11/17/22	\$200.00
EFT0004344	SGS Canada Inc.	11/17/22	\$1,710.82
EFT0004345	Stephen Hale	11/17/22	\$1,452.05
EFT0004346	STRONGCO LIMITED PARTNERSHIP	11/17/22	\$175.01
EFT0004347	Upanup Studios Inc.	11/17/22	\$734.50
EFT0004348	Wellington Advertiser	11/17/22	\$1,377.83
EFT0004349	Wellington North Machine/10000	11/17/22	\$156.08
EFT0004350	Yake Electric Ltd	11/17/22	\$5,416.21
EFT0004351	Young's Home Hardware Bldg Cen	11/17/22	\$182.29
78803	209 Mount Forest Inc	11/21/22	\$64,960.32
78804	Advantage Data Collection	11/21/22	\$8,550.15
78805	Arthur Foodland	11/21/22	\$30.26
78806		11/21/22	\$165.00
78807	Bluewater Fire & Security	11/21/22	\$950.16
78808	Broadline Equipment Rental Ltd	11/21/22	\$2,240.94
78809	Cedar Creek Tools	11/21/22	\$7,052.67
78810	Everything Asphalt	11/21/22	\$40,769.77
78811	Leverne Ferguson	11/21/22	\$21,747.06
78812	Kronos Canadian Systems Inc.	11/21/22	\$1,241.01
78813	Municipal Finance Officer's As	11/21/22	\$384.20
78814	R.M. Advisory Services	11/21/22	\$994.40
78815	Royal Canadian Legion	11/21/22	\$40.00
78816	Royal Canadian Legion	11/21/22	\$140.00
78817	Wellington Catholic Dist Sch B	11/21/22	\$2,476.00
78818	Wightman Telecom Ltd.	11/21/22	\$308.41
78819	Weatherproofing Technologies C	11/21/22	\$2,203.50
EFT0004352	ALS Canada Ltd.	11/21/22	\$344.65
EFT0004353	ALS Laboratory Group	11/21/22	\$7,068.16
EFT0004354	Arthur Home Hardware Building	11/21/22	\$82.96
EFT0004355	BackSpace Computer	11/21/22	\$3,955.00

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0004356	CARQUEST Arthur Inc.	11/21/22	\$128.05
EFT0004357	Carson Supply	11/21/22	\$2,665.12
EFT0004358	Coffey Plumbing, Div. of KTS P	11/21/22	\$283.63
EFT0004359	County of Wellington	11/21/22	\$45,802.50
EFT0004360	Dominion Voting Systems Corpor	11/21/22	\$1,711.95
EFT0004361		11/21/22	\$475.00
EFT0004362	Fire Marshal's Public Fire Saf	11/21/22	\$513.02
EFT0004363	Helm MSP Inc.	11/21/22	\$955.86
EFT0004364	Ideal Supply Inc.	11/21/22	\$133.32
EFT0004365	K Smart Associates Limited	11/21/22	\$11,052.79
EFT0004366	Maple Lane Farm Service Inc.	11/21/22	\$588.51
EFT0004367	Martin Drainage	11/21/22	\$589.48
EFT0004368	Officer's Auto Care Inc.	11/21/22	\$96.89
EFT0004369	Resurfice Corporation	11/21/22	\$305.10
EFT0004370	Risolv IT Solutions Ltd	11/21/22	\$1,186.50
EFT0004371	Suncor Energy Inc.	11/21/22	\$12,565.67
EFT0004372	Town of Minto	11/21/22	\$904.00
EFT0004373	Upper Grand Dist School Board	11/21/22	\$8,888.00
EFT0004374	Wellington Advertiser	11/21/22	\$401.77
EFT0004375	Wellington North Power	11/21/22	\$10,107.53
Total Amount of Cheques:			\$2,497,077.16



November 1, 2022

The Corporation of the Township of Wellington North
7490 Sideroad 7 West
P.O. Box 125
Kenilworth, ON
N0G 2E0

Dear Members of Council:

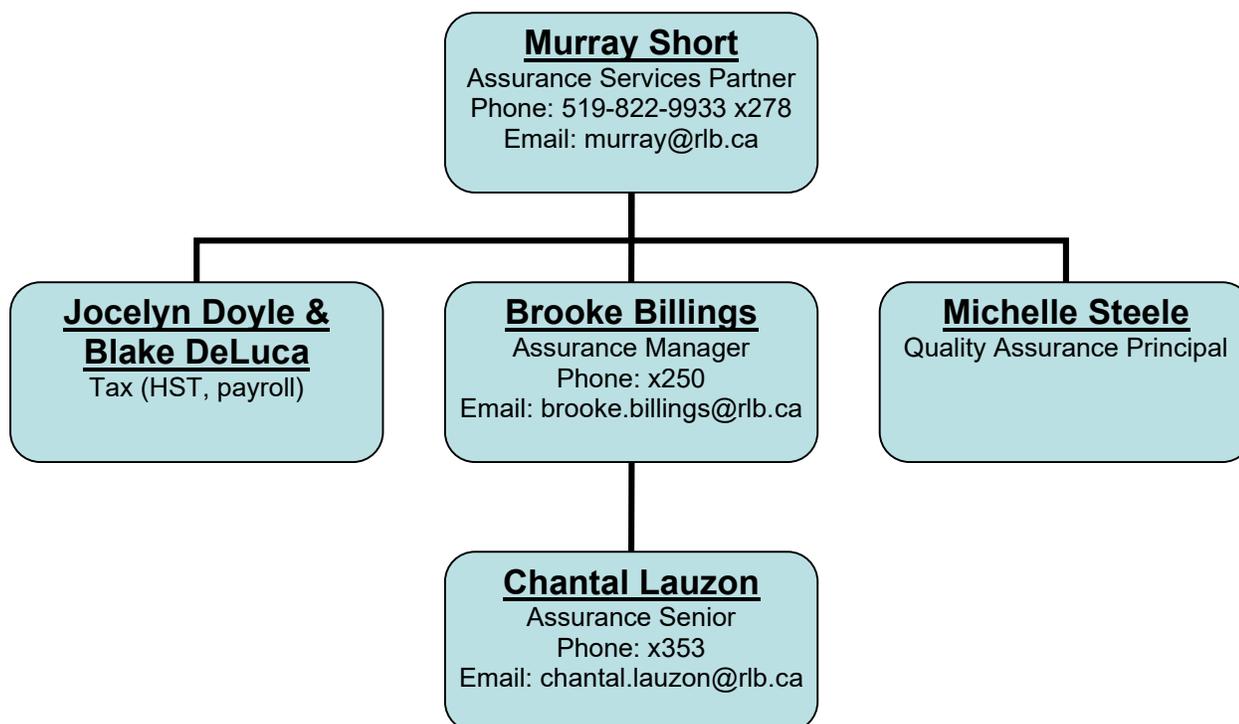
Thank you for re-appointing RLB LLP as auditors of The Corporation of the Township of Wellington North for the year ended December 31, 2022. The purpose of this letter is to communicate our 2022 audit plan for The Corporation of the Township of Wellington North and to ensure that management and Council are aware of the following:

- Objectives and scope of our audit
- Planned approach for the 2022 financial statement audit
- Update on issues that may impact the audit in current and future years
- Areas of emphasis

RLB LLP's Objective and Scope of our Audit

- Obtain reasonable assurance that the financial statements are free of material misstatement.
- Evaluate the fairness of presentation of the financial statements in conformity with accounting standards established by the Chartered Professional Accountants of Canada.
- Report to management and Council:
 - Significant internal control weaknesses,
 - Matters required under Canadian Auditing Standards,
 - Matters we believe should be brought to your attention.

RLB LLP's Assurance Service Team



Financial Reporting Responsibilities

Council

- Set strategic objectives
- Provide effective corporate governance
- Ensure accurate financial reporting and sound internal controls
- Review performance measures

Management

- Maintain cost-effective internal control environment
- Provide timely and accurate disclosure of financial results
- Report results on a fair and consistent basis
- Exercise care in establishing accounting estimates
- Apply appropriate accounting principles

RLB LLP

- Perform cost-effective audits
- Review the effectiveness and reliability of key internal controls
- Assess accounting principles, estimates and financial disclosures
- Provide year end reporting to Council
- Audit report on the financial statements

Management Deliverables

- Prepare required information as agreed with RLB LLP to be able to perform the audit
- Provide documentation and support for accounting used by management for all significant or unusual transactions and estimates
- Identify related parties, if applicable
- Provide representation letter

RLB LLP Deliverables

- Communicate with management and Council to review audit plan
- Review financial statements and management letter findings with management and Council
- Provide audit opinion on financial statements
- Prepare and file Financial Information Return
- Report to Council as required under CAS 260, 265 and 580
- Seek pre-approval from management or Council for all additional services

Audit Approach

- Examine accounting systems and controls for all significant transaction cycles
- Adopt a control reliance strategy where appropriate to increase audit efficiency
 - Taxation revenue, cash receipts, taxes receivable
 - Purchases, disbursements, payables
 - Payroll
 - General computer controls
- Substantive testing of year end balances including grant revenue and receivables
- Search for unrecorded liabilities
- Independence reporting

Audit Timeline

Interim Audit Testing	November 14, 2022
Communication of Audit Plan to Management/Council	November 1, 2022
Year-end Testing	April 17-21, 2022
Reporting to Council	TBD
Issuance of Audit Report and Financial Statements	To follow Council approval

Annual Inquiry Related to the Risk of Fraud

Please consider the following questions to help determine the specific risks of fraud and error with the municipality. We will provide the annual representation letter for signature by a member of Council and management with the audited Financial Statements, where representation will be made regarding the assessment of fraud at the municipality.

- Are you aware of any instances of fraud perpetrated against the municipality by any of its employees, management, or Council?
- Are you aware of any instances of fraud perpetrated by the municipality against creditors, suppliers, lenders, investors, funders, government agencies, or any other business associates?
- Do you believe there is a high level of risk of fraud being perpetrated against or by the municipality – specifically, which risks are classified as the highest risk, and what specifically is management or those charged with governance doing to mitigate these risks?
- Has Council made an assessment of the entity's susceptibility to fraud?
- Does management have a process for identifying and responding to fraud risk factors?

If you have any information to report to us on the above, please contact Murray Short or Brooke Billings at 519-822-9933.

New Public Sector Accounting Standards

There are no significant impacts anticipated from new standards on the financial reporting of your municipality for 2022.

These are effective for fiscal years beginning on or after April 1, 2022:

- PS 1201: Financial Statement Presentation – expands the requirements for financial statement presentation and disclosure for various categories: financial assets, non-financial assets, revenues, expenses, and losses arising from asset impairment and changes in valuation allowances.
- PS 2601: Foreign Currency Translation – describes accounting treatment for foreign currency transactions, and how they should be presented and disclosed.
- PS 3041: Portfolio Investments – defines portfolio investments and describes accounting treatment and disclosure requirements.
- PS 3450: Financial Instruments – requires additional disclosure in the notes to the Financial Statements to include the various risk components of financial instruments: credit risk, currency risk, interest rate risk, liquidity and market risk.
- PS 3280: Asset Retirement Obligations – describes criteria if there is a legal obligation to remove the tangible capital asset and if the entity controls the tangible capital asset to be retired.

These are effective for fiscal years beginning on or after April 1, 2023:

- PS 3400: Revenue – describes how to account for and report on revenue and specifically differentiates between revenue arising from transactions including and excluding performance obligations.
- PSG-8: Purchased Intangibles – describes the scope of intangibles that are now allowed to be recognized in the financial statements.
- PS 3160: Public private partnerships – establishes standards for the recognition, measurement, presentation, and disclosure for public private partnership arrangements.

2022 Audit Plan: Materiality

When establishing the overall audit strategy, materiality is determined for assessing the risks of material misstatement and determining the nature, timing and extent of further audit procedures.

- Planning Materiality - \$1,060,000
- Materiality
 - Professional judgment that is made in the context of our knowledge, assessment of risk and reporting requirements
 - Very significant in determining the scope of our work
 - We will review all errors in excess of 2% of materiality

Areas of Emphasis

- Taxation revenue and receivables - collectability
- Grant revenue and receivables - completeness and existence
- Operating expenses - completeness and existence
- Tangible capital assets - completeness, existence and valuation
- Reserve, reserve funds and amounts set aside by Council - completeness and existence

If you have any questions about these or other matters relating to any of our professional services, we would be pleased to discuss them further with you.

Yours truly,

RLB LLP

Per:



Murray Short, MBA, CPA, CA, C. Dir.
Engagement Partner



Staff Report

To: Mayor and Members of Council
Meeting of December 05, 2022

From: Farhad Hossain, Director of Finance

Subject: Report TR 2022-05 2023 Fees and Charges By-law updates (Various Services)

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive Report TR2022-04 being a report on 2023 fees and charges by-law updates (various services);

AND FURTHER THAT Council direct staff to proceed with the updates to reflect the changes outlined herein for the 2023 calendar year.

AND FURTHER THAT the Mayor and Clerk be authorized to sign the By-law.

PREVIOUS PERTINENT REPORTS / BY-LAWS / RESOLUTIONS

Report TR2021-19 2022 Fees and Charges By-law updates (Various Services)

BACKGROUND

Annually, township staff review existing fees and charges structure for various functions performed by the municipality, compare with neighbouring municipalities and industry standards, and make necessary adjustments for council consideration.

The fees are charges imposed for various services and serve as a revenue stream outside of property taxation or servicing. The fees are imposed on an as-used basis to offset internal administrative costs.

For the 2023 calendar, year Township staff are recommending the following amendments (yellow highlighted text in by-law):

- Schedule 'A' – Administration – No changes proposed
- Schedule 'B' – Building Department – No changes proposed

- Schedule 'C' – Cemeteries – Changes proposed for interment fees for Child (12 & under). The 2022 fee for Child (12 & under) is \$200.00. The new category includes Child (infant up to 5 years), \$200.00, and Child (5 to 12 years), \$400.00.
- Schedule 'D' – Fire/Rescue – Changes proposed for the fee for using firefighting foam from \$75 to \$200. The increase reflects the increased cost of foam in the market.
- Schedule 'E' – Licensing and Lotteries – No changes proposed
- Schedule 'F' – Planning –
 - o Cash in Lieu of Parkland – fee has increased from \$1,000 to \$4,000 per Resolution 2022-022 from January 24, 2022.
 - o Fee for services provided by Municipal employees is proposed to increase to \$55 (per hour, per employee) from \$50 (per hour, per employee). The increase is proposed to reflect the increased cost. This fee has not changed in the last six years (last changed in 2017).
 - o A new fee named “Pre-consult” is proposed. A \$500.00 Pre-Consultation Fee allows the township to recoup expenses for 3rd party review fees like Township Engineers & County Planners on potential developments.
 - o A new fee of \$7000.00 for “Site Alteration Application” is proposed.
- Schedule 'G' – Roads –
 - o A new fee of \$55 per hour for the “Municipal Employee Development Peer Review Rate” is proposed.

FINANCIAL CONSIDERATIONS

The implementation / update of the fees proposed above will aid in the offset of costs associated with the provision of value-added services to the residents of the Township of Wellington North.

ATTACHMENTS

By-law 127-22 attached in this agenda package.

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

No

N/A

Which priority does this report support?

- Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

Prepared By:	Farhad Hossain, Director of Finance	<i>Farhad Hossain</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>



Staff Report

To: Mayor and Members of Council Meeting of December 5, 2022

From: Matthew Aston, Director of Operations

Subject: OPS 2022-030 being a report on the R.J. Burnside Report on water supply for Arthur

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report OPS 2022-030 being a report on the R.J. Associates Burnside & Limited Report dated October 2022 (Rev. November 2022) on water supply for Arthur Rev. November 2022;

AND FURTHER THAT Council direct staff to include an Arthur water supply environmental assessment for \$200,000 as part of the 2023 capital budget;

AND FURTHER THAT Council authorize the Director of Operations or their designate to sign any agreements to execute this project.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Report OPS 2021-012 being a report to prioritize major Wellington North water and wastewater capital projects

BACKGROUND

Arthur’s water supply is getting to a point where a new source is required. In 2022, Township and RJ Burnside are seeking a new supply location as detailed within the attached report.

FINANCIAL CONSIDERATIONS

As per the report’s recommendation a funding allocation of \$200,000 is requested for an environmental assessment for this project.

ATTACHMENTS

https://www.wellington-north.com/sites/default/files/2022-11/Hydrogeological%20Report%20in%20Support%20of%20Arthur%20Water%20Supply%20Environmental%20Assessment_0.pdf

https://www.wellington-north.com/sites/default/files/2022-11/WN%20Municipal%20Standards-2022%20Update-Draft%20Final_0.pdf

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

No

N/A

Which priority does this report support?

Modernization and Efficiency

Partnerships

Municipal Infrastructure

Alignment and Integration

Prepared By: Matthew Aston, Director of Operations

Recommended By: Brooke Lambert, Chief Administrative Officer

Brooke Lambert



Staff Report

To: Mayor and Members of Council Meeting of December 5, 2022
From: Matthew Aston, Director of Operations
Subject: OPS 2022-031 being a report on amendments to the Township’s traffic by-law

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report OPS 2022-031 being a report on amendments to the Township’s traffic by-law and to repeal By-law 104-21;

AND FURTHER THAT Council approve the housekeeping amendments identified within this report;

AND FURTHER THAT Council authorize the Mayor and Clerk to sign the by-law.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Report OPS 2021-024 being a report to update by-law 10-8 a by-law to regulate traffic in the Township of Wellington North

BACKGROUND

The proposed by-law update is a housekeeping update to reflect stop signs and other transportation related changes that have occurred in the Township during the past year.

The following are the amendments made to the by-law

SCHEDULE "A"
A-1 STOP SIGNS

Column 1 AT THE INTERSECTION OF	Column 2 ERECTED AT
Adelaide Street/Dingman Street	Dingman Street
Albert Street/Egremont Street South	Egremont Street South (north of)
Albert Street/Egremont Street South	Egremont Street South (south of)
Centre Street/Maple Street	Maple Street (north of)
Centre Street/Maple Street	Maple Street (south of)
Charles Street East/Isabella Street East	Isabella Street East (north of)
Dingman Street/Day Street	Day Street
Dingman Street/Raftis Street (south side)	Raftis Street (north of)
Dingman Street/Raftis Street (east side)	Raftis Street (west of)
Dingman Street/Waters Way	Waters Way
Dublin Street/Princess Street	Princess Street (west of)
Dublin Street/Princess Street	Princess Street (east of)
Durham Street East/Jefferey Way	Jefferey Way
Kenzie Road/Sarah Road	Sarah Road
London Road North/Jack's Way	Jack's Way
Main Street South/North Water Street West	North Water Street West
Preston Street North/Adelaide Street	Adelaide Street
Preston Street North/Day Street	Day Street
Preston Street North/Dingman Street	Dingman Street
Preston Street North/Waters Way	Waters Way
Schmidt Drive/Carrol Street	Carrol Street
Schmidt Drive/Eastview Drive (west side)	Eastview Drive (north of)
Schmidt Drive/Eastview Drive (west side)	Eastview Drive (south of)

SCHEDULE "C"
ALL-WAY STOP SIGNS

AT THE INTERSECTION OF
King Street East/Newfoundland Street

FINANCIAL CONSIDERATIONS

NA

ATTACHMENTS

Revised by-law 130-22 is attached in this agenda.

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes
 No
 N/A

Which priority does this report support?

Modernization and Efficiency
 Partnerships
 Municipal Infrastructure
 Alignment and Integration

Prepared By:	Matthew Aston, Director of Operations
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Recommended By:	Brooke Lambert, Chief Administrative Officer
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Brooke Lambert



Staff Report

To: Mayor and Members of Council Meeting of December 5, 2022

From: Corey Schmidt, Manager, Environmental & Development Services
Sara McDougall, Process Compliance Analyst

Subject: OPS 2022-032 being a report on the Township’s Drinking Water Quality Management System (DWQMS) – 2022 Management Review Meeting Minutes

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive for information Report OPS 2022-032 being a report on the Township’s Drinking Water Quality Management System (DWQMS) – 2022 Management Review Meeting Minutes.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Annually

BACKGROUND

The Township of Wellington North’s DWQMS requires that a Management Review shall be conducted at least once every calendar year to evaluate the continuing suitability, adequacy and effectiveness of the Municipality’s DWQMS and to identify any areas where improvement is required. The Management Review process ensures that all levels of the organizational structure (i.e. Owner, Owner Rep, Top Management and Operating Authority) are kept informed and aware of the Township’s DWQMS and the performance of the municipally owned Drinking Water Systems.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

Schedule A – Management Review Meeting Minutes dated November 8, 2022

STRATEGIC PLAN 2019 – 2022

Do the report’s recommendations align with our Strategic Areas of Focus?

- Yes No N/A

Which priority does this report support?

- Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

Prepared By:	Sara McDougall, Process Compliance Analyst	<i>Sara McDougall</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>



**TOWNSHIP OF WELLINGTON NORTH
DWQMS MANAGEMENT REVIEW
MEETING MINUTES**

Date: November 8, 2022

Time: 10:00am

Location: Arthur Wastewater Treatment Plant

Attendees:

Matt Aston, Director of Operations (Top Management)

Corey Schmidt, Manager, Environmental & Development Services (Top Management)

Sara McDougall, Process Compliance Analyst/QMS Representative (PCA/QMS Rep)

The PCA/QMS Rep discussed the following items:

1. Incidents of Regulatory Non-Compliance

- Arthur Drinking Water System and Mount Forest Drinking Water System Annual Ministry of Environment, Conservation & Parks (MECP) inspections received final inspection ratings of 100% for the 15th year in a row.
- No non-compliances were noted during the inspections.
- Two best management practice (BMP) recommendations from the inspector during the inspections which were also in the previous inspection.
 - ✓ Arthur - monitor agricultural activities on lands adjacent to their wells and report any improper land applications to the Ministry.
 - ✓ Arthur – include the O’Donnell domestic well to the Well # 7b wellhead protection area (WHPA) and the monitoring well WN-MW1/00(DO) to the Well # 8a and 8b WHPA the next time the source protection plans are revised.

The Director commented, on the inspector’s BMP recommendation to monitor agricultural activities on lands adjacent to the wells in Arthur, and questioned if this is monitored through Source Water Protection. The Manager responded that the lands are monitored by the Risk Management Official/Risk Management Inspector (RMO/RMI) who conduct regular inspections.

The Director also commented, on the inspector’s BMP recommendation concerning the WHPA’s, that there are plans to complete an update to the WHPA’s and mapping in Arthur and Mount Forest.

Action Items

- **See section 9. Follow-up Action Items from Previous Management Reviews**

2. Incidents of adverse drinking water tests

- During this reporting period, there were none to report.

Action Items

- None

3. Deviations from Critical Control Points Limits & Response Actions

- There were no deviations from Critical Control Points.

Action Items

- None

4. Efficacy of the Risk Assessment Process

- Risk Assessment Review was completed February 17th, 2022.
- Staff reviewed the risk assessment outcome tables for the Arthur DWS and the Mount Forest DWS for currency. Control measures, Critical Control Points and monitoring procedures were reviewed and were still current.
- In April 2022, the MECP notified Municipal Drinking Water System Owners/Operators of an update to the list of hazards and hazardous events that are required to be considered as part of the DWQMS risk assessment. Cybersecurity threats were added to the list so we updated our risk assessment outcome tables to ensure these threats were considered.

Action Items

- None

5. Internal & Third-Party Audit Results

- The internal audit was completed May 5th to June 1st, 2022. The audit team was comprised of Corey Schmidt, Darin Schenk, Sara McDougall and John Wilson. There were no non-conformances identified in this audit.

The auditors noted four opportunities for improvement (OFI):

- ✓ Element 5 Document and Records Control
 - Consider prioritizing update to A15-08 SOP Wellhouse Pump & Equipment Failures to include how to replace a chemical pump to ensure currency throughout the Operational Plan. This item was addressed June 13, 2022.

- Consider scanning completed complaint forms for the last 10 years into the W:/drive so that these records are easily retrieved. This item was addressed November 1, 2022.
- ✓ Element 18 Emergency Management
 - Consider performing a test with the new inverter generator at Well # 6 to confirm it will power wellhouse instrumentation during a power outage. This item was addressed October 26, 2022.
- ✓ Element 10 Competencies
 - Consider Internal Auditor training for all current full time staff within the water department. This item has not been addressed. We are planning to register the remaining full time staff member to an internal auditing course when available in our area, ideally before our next internal audit which is scheduled for May 2023.
- On September 30th, 2022, an off-site Systems Audit was conducted by SAI Global with all pertinent information being sent electronically to the auditor. There were no non-conformities identified during this audit. The auditor noted one opportunity for improvement (OFI):
 - ✓ Element 21 Continual Improvement
 - Consider logging best management practices (BMP's) recommended by the MECP Inspectors in the Continual Improvement Log. This item has not been addressed. The QMS Rep and Manager will review the MECP Inspector's recommended BMP's and consider adding them to the Continual Improvement Log, ideally before our next internal audit which is scheduled for May 2023.
- The Township of Wellington North maintains the Certificate of Accreditation. The current certificate expires November 12, 2023.

Action Items

- **See section 10. Status of Management Action Identified Between Reviews.**

6. Results of Emergency Response Testing

- Pre and Post Chlorine Low Alarms and Diesel Generators are tested monthly.
- On September 22nd, 2022 a training session was held by Wellington County Emergency Management for water and wastewater staff within the county and the City of Guelph. Four water department staff from the Township of Wellington North participated. Topics presented were Electronic Logbook presented by Brian Wirbelauer, e.RIS; Consolidated Linear Infrastructure Permission Approach for Low-Risk Sewage Works presented by Aziz Ahmed, MECP; Cyber Attacks presented by Jeff Veniez, Township of Centre Wellington, IT Network & Systems Engineer; and Water and Wastewater Emergency Exercise facilitated by Nathan Latulippe, EM Coordinator, Wellington County.
- On October 26th, 2022, an emergency mock drill at Mount Forest Well # 6 was completed to test the new inverter generator with the PTO-driven power supply. Operations staff responded to this mock emergency, did a full power drop, and connected the UPS in the control panel and chlorine pump to the new inverter generator. There was an alarm issue that was identified as a result completing this test, which was immediately rectified by Eramosa Engineering. This mock emergency was responded to effectively as Operations staff and Eramosa Engineering were able to work efficiently to continue to supply safe drinking water while utilizing the new inverter generator.

Action Items

- **See section 10. Status of Management Action Identified Between Reviews.**

7. Operational Performance

- A leak detection survey was completed between April 19th - 21st, 2022 on the West side of the Town of Mount Forest's water system. No leaks were found anywhere in the system in the area surveyed. No "leak sounds" were heard on any of the hydrants, valves or any other fittings checked.
- In 2022, 175 main valves in Mount Forest were operated and inspected. There were 5 valves identified that were not operable. They are as follows:
 - ✓ Mount Forest Main Valve # 11: Sligo Rd/Foster St. – operating nut rounded
 - ✓ Mount Forest Main Valve # 48: King St. W @ Elgin St. S – broken stem
 - ✓ Mount Forest Main Valve # 50: John St. @ Queen St. – operating nut rounded
 - ✓ Mount Forest Main Valve # 88: Main St. @ Sligo Rd – no operating nut
 - ✓ Mount Forest Main Valve # 110: King St. E – paved over
 Also there was 1 valve identified that had a leak when operated. It is as follows:
 - ✓ Mount Forest Main Valve # 151: Church St. @ Birmingham St.

The Manager commented that we are recommending in the 2023 budget to purchase a new tool from Wachs to fix some of these valves without having to excavate.

- All fire hydrants in Mount Forest and Arthur were inspected for 2021 & 2022. Mount Forest has 196 hydrants and Arthur has 133 hydrants. There were 5 deficiencies noted in the 2022 inspections. They are as follows:
 - ✓ Arthur Hydrant # 6 - Wells Street East -broken pin, keeps turning
 - ✓ Mount Forest Hydrant # 48 - Mount Forest Drive - very stiff, leaking/spraying
 - ✓ Mount Forest Hydrant # 9 - MF Works Shop - bearing housing leak
 - ✓ Arthur Hydrant # 30 - Smith Street - needs new cap pin
 - ✓ Arthur Hydrant # 125 - Raftis Street (Cachet Development) - leaks from flange (developer to repair)

The Manager commented that staff are in the process of making necessary repairs.

- There was a total of five water main breaks since the last **management review** meeting, 1 in Arthur and 4 in Mount Forest. They were at the following locations:
 - ✓ Queen Street West at Normanby Street South
 - ✓ Infront of 160 Queen Street East
 - ✓ Infront of 170 Queen Street East
 - ✓ Parkside Drive at Queen Street East
 - ✓ Domville Street at Andrew Street.

Four out of the five breaks were a result of reconstruction activities.

- There were also ten service leaks detected since the last **management review** meeting, 6 in Arthur and 4 in Mount Forest.

Repairs were made at the following eight locations:

- ✓ 244 Isabella Street West (Seniors Hall) – repair was under warranty and was completed by Moorefield Excavating.
- ✓ 105 Byland Drive
- ✓ 508 Wellington Street East
- ✓ 182 Conestoga Street North
- ✓ 264 King Street East
- ✓ 170 Conestoga Street North
- ✓ 172 Conestoga Street North
- ✓ 180 Conestoga Street North

Replacements were made at the following two locations:

- ✓ In September 2022, there was another leak detected at 180 Conestoga Street North. This service was previously repaired in August 2022, so a new PEX service

from watermain to curbstop at property line was installed.

- ✓ In October 2022, there was another leak detected at 264 King Street East. This service was previously repaired in July 2022, so a new PEX service from watermain to curbstop at property line was installed.

As an additional Operational Performance item, the Manager commented that maintenance and inspection work at Mount Forest Well # 3 started on November 7th, 2022 and is being completed by Well Initiatives.

Action Items

- None

8. Raw Water Supply & Drinking Water Quality Trends

- No quantity issues in the reporting year.
- There have been no significant changes in raw water quality since the last management review meeting.
- Schedule 23/24 (Organics /Inorganics) samples collected in the past 3 years indicates that there have been no changes in raw water quality. All results were within regulatory limits.
- Mount Forest Wells #3 & #5 and Arthur Wells #7b & #8 have elevated levels of sodium. The Aesthetic Objective for sodium is 200 mg/L but must be reported to Ministry of Health (MOH) if above 20 mg/L. This is so physicians can notify patients on sodium restricted diets.

Sodium Levels in Mount Forest (mg/L)				
Year Sampled	Wells			
	#3	#4	#5	#6
2013	16.2	10.7	58.9	10.1
2018	21.3	12.3	61.2	11.7

Sodium Levels in Arthur (mg/L)		
Year Sampled	Wells	
	#7b	#8
2013	36.8	-----
2018	36.6	-----
2015	-----	21.5
2020	-----	22.4

- The Township falls under three Conservation Authorities, each with a different Source Protection Plan (SPP). All plans have been approved and are currently in effect.
 - Saugeen Valley SPP applies to Mount Forest.
 - Grand River SPP applies to Arthur.

- Maitland Valley SPP, only education programs apply as there are no municipal wells in the area.

Action Items

- None

9. Follow-up Action Items from Previous Management Reviews

Item	Person(s) Responsible	Completed Yes/No	Date of Completion
MECP Inspection Recommendation: Monitor agricultural activities on lands adjacent to their wells and report any further improper land applications to the MECP.	All Staff/ RMO	Yes	Continually Monitor
MECP Inspection Recommendation: Consider including the O'Donnell domestic well to the Well # 7b WHPA and the monitoring well WN-MW1/00 (DO) to the Well # 8a and 8b WHPA the next time the source protection plans are revised.	PCA/RMO	No	By Next SPP update

10. Status of Management Action Identified Between Reviews

Item	Person(s) Responsible	Completed Yes/No	Date of Completion
Internal Audit OFI: Element 5: Consider prioritizing update to A15-08 SOP Wellhouse Pump & Equipment Failures to include how to replace a chemical pump to ensure currency throughout the Operational Plan.	Lead Hand /Operators	Yes	13-Jun-22
Internal Audit OFI: Element 5: Consider scanning completed complaint forms for the last 10 years into the W:/drive so that these records are easily retrieved.	QMS Rep	Yes	1-Nov-22
Internal Audit OFI: Element 18: Consider performing a test with the new inverter generator at Well # 6 to confirm that it will power wellhouse instrumentation during a power outage.	Manager/ Lead Hand	Yes	26-Oct-22
Internal Audit OFI: Element 10: Consider Internal Auditor training for all current full time staff within the water department.	Manager	No	By Next Internal Audit (May 2023)
External Audit OFI: Element 21: Consider logging BMP's recommended by the MECP Inspectors in the Continual Improvement Log.	QMS Rep/ Manager	No	By Next Internal Audit (May 2023)
Staff Initiated OFI: Element 18: As a result of Emergency Response Testing, update A18-05 SOP For Running Well # 6 Using Tractor PTO to include new inverter generator and revise PTO setpoints.	QMS Rep/ Manager	No	By 31-Dec-22

11. Changes That Could Affect the Quality Management System

- Ongoing and future development in Arthur and Mount Forest will impact legislative requirements, infrastructure needs and staffing. The Operational Plan will require major updates as the Township grows.

Action Items

- None

12. Consumer Feedback

- 15 drinking water complaints in the Township of Wellington North since last management review.
- All complaints were resolved by staff in a timely fashion.

Arthur Drinking Water System Customer Complaints			
	Date	Address	Complaint
1	April 14, 2022	191 Edward Street	discoloured water (hydrant flushing in area)
2	May 25, 2022	497 Smith Street	discoloured water (fire dept using hydrant in area previous night)
3	June 15, 2022	160 Eliza Street	discoloured water (fire dept using hydrant in area previous night)
4	June 22, 2022	141 Berkshire Drive	discoloured water (private development)
5	July 25, 2022	160 Berkshire Drive	discoloured water (private issue – hot water tank)
6	Sept 14, 2022	464 Domville Street	service issue (curbstop accidentally left off by contractor during Domville Street reconstruction project)
7	Oct 4, 2022	215 Eliza Street	low pressure (private issue)
8	Oct 6, 2022	206 George Street	discoloured water (watermain break on Domville Street during reconstruction project)
9	Oct 17, 2022	160 Eliza Street	discoloured water (homeowner shut water off and back on)
10	Oct 27, 2022	Walsh Street	discoloured water (final connections on new section of Schmidt Drive)
Mount Forest Drinking Water System Customer Complaints			
	Date	Address	Complaint
1	March 2, 2022	535 Prince Charles Street	discoloured water (operational issue that morning with wells starting/stopping which may have caused disruption in the distribution system)
2	June 10, 2022	187 King Street East, Unit # 9	discoloured water (valving on Queen Street East for reconstruction project)
3	Aug 26, 2022	255 Queen Street West, Apt A3	water quality (private issue)
4	Oct 12, 2022	175 Melissa Crescent	discoloured water (hydrant inspections in area)
5	Oct 14, 2022	322 Peel Street	taste

Action Items

- None

13. Resources Needed to Maintain the QMS

- Currently staff resources needed to maintain the DWQMS are felt to be adequate.
- The majority of water department staff has been trained to conduct internal audits.
- The Municipal Water Wastewater Resource Committee (MWWRC) is an online group that provides resources and help with the DWQMS.

Action Items

- None

14. Results of the Infrastructure Review

- This review was completed in October 2022. The following items were reviewed:
 - ✓ Infrastructure review meeting minutes from the previous year;
 - The Director of Operations commented new valve exerciser/vac trailer has been purchased and is in use.
 - ✓ List of reconstruction projects/new development since the last review;
 - Arthur:
 - 150 mm diameter DR18 PVC watermain and 56 new $\frac{3}{4}$ " PEX water services were installed for phase 4 (Schmidt Drive) of Eastridge Landing subdivision.
 - 150 mm diameter DR18 PVC watermain and 197 new $\frac{3}{4}$ " PEX water services were installed for Cachet subdivision.
 - Domville Street Reconstruction:
 - Removal of existing 150 mm diameter thin wall PVC watermain and appurtenances on Domville Street between Andrew Street and Preston Street.
 - 150 mm diameter DR18 PVC watermain and appurtenances were installed on Domville Street between Andrew Street and Preston Street.
 - 1 new $\frac{3}{4}$ " PEX water service was installed to the Cachet Lot on Domville Street.
 - 1 new $\frac{3}{4}$ " PEX water service was installed to the Lot on the South/East corner of Domville Street and Preston Street.
 - 3 new $\frac{3}{4}$ " PEX water services were installed at 313 Domville Street Fourplex for future use.
 - 150 mm water stub and 200 mm sanitary stub was installed to service future Forest View development.
 - Mount Forest:
 - 1 new 1" PEX water service was installed at 245 Industrial Drive.
 - 1 new 2" PEX water service was installed for the fourplex on Page Street at Dublin Street.

- Queen Street Reconstruction:
 - Removal of existing 100-250 mm diameter watermain on Queen Street East between Main Street and York Street.
 - 150 – 250 mm diameter DR18 PVC watermain and appurtenances were installed on Queen Street East between Main Street and York Street.
 - 1 new ¾" PEX water service was installed at 292 Fergus Street South for future use.
- 150 mm diameter DR18 PVC watermain and 24 new ¾" PEX water services were installed for Marlanna Subdivision, Newfoundland Street Extension.
- 2 new ¾" PEX water services were installed at 247 Fergus Street North (Brad Wilson Triplex).
- 2 new ¾" PEX water services were installed at 745 Waterloo Street (Brad Wilson Triplex).
- 150 mm diameter DR18 PVC watermain installed to service Apartment Complex at 391 Main Street North replacing the existing ¾" water service.
- 1 new 2" PEX water service to service Gas Station at 399 Main Street North replacing the existing ¾" water service.
- ✓ Water Tower maintenance, rehabilitation or renewal activities;
 - There were no maintenance, rehabilitation or renewal activities completed at the water towers or standpipe since last review.
 - SCADA programming work was completed in 2022 and a test performed to prepare for the rehabilitation of the Mount Forest standpipe scheduled for 2023.
- ✓ Production Wells/Pump House maintenance, rehabilitation or renewal activities;
 - The post chlorine analyzer at Arthur Well # 7b was replaced due to a faulty controller on the existing analyzer.
 - A new booster pump variable frequency drive (VFD) was installed at Mount Forest Well # 3, replacing the existing one.
- ✓ Annual Arthur and Mount Forest Well Inspections Report;
 - The most recent inspection was conducted on November 25, 2021.
 - Recommendations were for the Township to continue to sample raw water from Mount Forest Well # 5 and test for Chloride and Sodium annually to monitor any changes or trends and to ensure all desiccants contained in each GE Druck Transducer Sensor Termination Enclosure Box are replaced or dried to prevent moisture from damaging the transducer electronics.
- ✓ SCADA/Communications maintenance, rehabilitation or renewal activities;
 - There was SCADA programming work completed and a test performed to prepare for the rehabilitation of the Mount Forest standpipe scheduled for 2023.
 - An upgrade to the Ignition software was completed.

- ✓ Leak Detection Program;
 - Leak detection was completed on the West Side of Mount Forest from April 19th – 21st , 2022 (see section 7 Operational Performance for further details).
- ✓ Main Valves maintenance and inspection records;
 - 175 main valves in Mount Forest were operated and inspected in 2022(see section 7 Operational Performance for further details).
 - 41 new main valves were installed in Arthur:
 - 13 for East Ridge Landing development (Phase 3 & 4)
 - 23 for Cachet development
 - 5 as part of Domville Street reconstruction
 - 6 new main valves were installed in Mount Forest:
 - 2 on Newfoundland Street South as part of the Marlanna subdivision
 - 4 as part of the Queen Street East reconstruction
 - Main valve # 154 in Mount Forest (Newfoundland Street at Wellington Street East) was replaced.
 - Golden Valley 150 mm property line valve was replaced.
 - Secondary valve for Hydrant # 1 in Arthur (Wells Street West) was replaced.
- ✓ Hydrant maintenance and inspection records;
 - All fire hydrants in Mount Forest and Arthur were inspected in 2021 & 2022 (see section 7 Operational Performance for further details).
 - Hydrant # 1 in Arthur (Wells Street West) was replaced.
 - 21 new hydrants were installed in Arthur:
 - 6 for East Ridge Landing development (Phase 3 & 4)
 - 14 for Cachet development
 - 1 for future Forest View development as part of Domville Street reconstruction
 - 3 new hydrants were installed in Mount Forest:
 - 2 on Newfoundland Street South as part of Marlanna subdivision
 - 1 as part of Queen Street East reconstruction
- ✓ Watermain/Service Leak Repairs since the last review;
 - There was a total of five water main breaks since the last infrastructure review meeting, 1 in Arthur and 4 in Mount Forest. There was also a total of 8 service leak repairs and 2 replacements since the last infrastructure review meeting. (see section 7 Operational Performance for further details).
- ✓ List of approximate age of watermains;
 - Arthur and Mount Forest Distribution System maps were updated in 2020 as part of the technical updates. These maps will be updated as reconstruction projects are completed.
- ✓ Risk Assessment Outcomes;
 - The Director of Operations, Manager and Lead Hand identified recent changes related to the risk assessment in 2022:
 - The township has changed our IT support to Risolv and SCADA provider to Eramosa Engineering, both of which have an abundance of technicians on staff to fully support us.

- The township is planning to upgrade the door locking systems at the well sites as well as installing fobs at all township facilities to enhance security.
 - ✓ Township of Wellington North O.Reg 453/07 Financial Plan
 - The Water and Wastewater Rate Study and Financial Plan updated in 2020 was reviewed and the following items identified in the Capital Forecast were commented on:
 - Cork Street Reconstruction (Waterloo Street to Princess Street) is being recommended for the 2023 budget.
 - John Street Reconstruction (Waterloo Street to Queen Street) possibly will be recommended if resources allow.
 - Clarke Street Reconstruction (Mid-Block to Domville Street) is being deferred
 - Fergus Street Reconstruction (Wellington Street to Birmingham Street) is being deferred.
 - The Mount Forest Standpipe rehabilitation will be included in the 2023 budget.
 - The following growth related projects are being deferred:
 - Wells Street (Domville Street to Macauley Street)
 - Eliza Street (Macauley Street to Tucker Street)
 - Draper Street (Eliza Street to Anderson Street)
 - Anderson Street (Draper Street to Farrell Lane)
 - Trunk Watermain, Existing System to new Elevated Tank
 - Sligo Road Reconstruction (Church Street to London Road)
- Outcomes of the Infrastructure Review
 - ✓ The following are the outcomes of the review:
 - Mount Forest Standpipe Rehabilitation (2023)
 - Domville Street Reconstruction (Conestoga Street to Andrew Street) (2023).
 - Preston Street North Reconstruction (2023)
 - Recommend Cork Street Reconstruction (Princess Street to Waterloo Street) (2023)
 - Recommend enhancing security at Well # 7b
 - Recommend adding driveway access to the actual well at Well # 7b
 - Possibly recommend John Street Reconstruction (Waterloo Street to Queen Street West) (2023) if resources allow.
 - Possible Class EA for New Arthur Water Supply (2023)
 - Recommend purchasing tools from Wachs that hook up to new valve trailer.
 - Recommend purchasing new tool from Wachs to fix some valves without excavating.

Action Items

- None

15. Operational Plan Currency, Content and Updates

- The operational plan is reviewed and updated on an annual basis and whenever necessary changes are required to be made.
- The last revisions were completed November 7, 2022.

Action Items

- None

16. Staff Suggestions

- Staff suggestions are on-going throughout the year, if a change is needed in the Operational Plan, staff are directed to complete a change request form, and that process is followed to make the change.

Action Items

- None

Meeting adjourned at 11:00am



Staff Report

To: Mayor and Members of Council Meeting of December 5, 2022

From: Tammy Stevenson, Development Technologist
Matthew Aston, Director of Operations

Subject: OPS 2022-033 being a report on the Township’s Municipal Servicing Standards update

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report OPS 2022-033 being a report on the Township’s Municipal Servicing Standards (MSS) update for information;

AND FURTHER THAT Council direct staff to post the draft MSS update on the municipal website for 60 days to solicit public feedback.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Report PW 2017-16 being a report on the update of the Township of Wellington North’s Municipal Servicing Standards.

Report OPS 2021-017 being a report on a memo to update the Municipal Servicing Standards.

BACKGROUND

The Municipal Servicing Standards (MSS) details the technical specification required by the Township when publicly owned infrastructure is designed and constructed. The MSS is consulted regularly by the Township’s engineering service providers (ESP), developers, planners, contractors, and Township staff to ensure a consistent approach to the design and construction of infrastructure, with a goal of ensuring quality, long asset life, and ease of maintainability.

Township staff, in consultation with our primary ESPs, have drafted a wholesome update of the MSS to reflect current technology advancements and best practices related to the construction of infrastructure. The updated MSS will assist with providing clear construction, material and testing requirements, in addition to reporting expectations to ensure quality of work. The intent of this update is to be a revision to the existing MSS which was approved June 2017 Rev 6 with an approved memo update on June 14, 2021.

This MSS updated provides users of the Township’s MSS a better understanding of current expectations related to the design and construction of infrastructure in Wellington North and will support the growth of new development.

Draft Municipal Servicing Standards update will be posted to the Township's website following the December 5th Council meeting and will be posted for a minimum of sixty days to ensure the public will have ample opportunity to provide feed back and comments.

FINANCIAL CONSIDERATIONS

Nominal expenses were incurred during the development of the attached memo to consult with Township engineering service providers. These expenses were funded by the operating accounts for consulting fees for water, sanitary and roads approved during the 2022 budget.

ATTACHMENTS

Schedule A – Draft Municipal Servicing Standards Update

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes No N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

Prepared By:	Tammy Stevenson, Development Technologist	<i>Tammy Stevenson</i>
Recommended By:	Matthew Aston, Director of Operations	<i>Matthew Aston</i>



MUNICIPAL SERVICING STANDARDS

TOWNSHIP OF WELLINGTON NORTH

March 2023
Revision No.: 7

MANUAL OF MUNICIPAL SERVICING STANDARDS

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APPENDIX LIST

Appendix A: Standard Drawings

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- G2 - Lot Grading Plan - Townhouse
- L1 - Deciduous Tree Planting Detail
- L2 - Bare-Root Tree Planting Detail
- L3 - Trail Barrier Gate
- L4 - Stainless Steel Security Barrel/Pin For Trail Barrier Gate And Maintenance Access Gate
- L5 - Maintenance Access Gate
- R1 - Standard Cross-Section, Local Street – 20 m R.O.W.
- R2 - Standard Cross-Section, Collector Street – 22 m R.O.W.
- R3 - Standard Cross-Section, Arterial/Collector Street – 26 m R.O.W.
- R4 - Standard Cross-Section, Rural Road – 20 m R.O.W.
- R5 - Temporary Catch Basin Drain
- S1 - Typical Servicing Layout - Single And Semi-Detached
- S2 - Typical Servicing Layout – Townhouse
- S3 - Typical Servicing Layout – For Infill Lots Single and Semi-Detached
- S4 - Typical Servicing Layout - For Infill Lots Townhouse
- S5 - Typical Side Yard And Rear Yard Easement
- S6 - Sanitary Service Connection With Clean-Out
- S7 - Sump Pump to Storm Service Connection
- S8 - Sanitary Service Connection for Sewer Mains ≥ 4.0 m Deep
- S9 - Sanitary Service Detail
- S10 - Storm Private Drain Connection Detail
- U1 - Utility Plan
- W1 - 25 mm Blow Off Installation
- W2 - Valve and Valve Box
- W3 - Connection of New Watermain to Existing Watermain
- W4 - Spacer for Water Meter
- W5 - Typical Water Meter Installation
- W6 - Frost Collar Installation for Curb Stop Boxes Located in Driveways
- W7 - Non-Metallic Water Service Connection Detail For Non-Metallic Watermain 50 mm Diameter Or Less Services
- W8 - Metallic Water Service Connection Detail For Non-Metallic Watermain 25 mm Diameter Or Less Services
- W9 - Watermain Tracer Wire Installation Procedure

W10 - Cathodic Protection for PVC Watermain Systems

W11 - Minimum Watermain Restraints Requirements

Appendix B:
Forms and Templates

Watermain Pressure Test Form

Service Record Sheet Template

Service Record Sheet Template – Example

Appendix C:
Municipal Testing Requirements

Appendix D:
General Drawing Notes

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MANUAL OF MUNICIPAL SERVICING STANDARDS

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

1. PROCEDURE AND DESIGN CRITERIA

A. GENERAL REQUIREMENTS

The Township of Wellington North has adopted the following procedure for development of private lands requiring the design, approval and construction supervision of Municipal Services. This policy applies to developers that require site plan approval from the Township under Section 40 of the Planning Act, or for a subdivision approval under Section 50 of the Planning Act. A development approval can include severance or consent agreement where municipal services in new road allowances are created through the draft plan process.

It is understood that these standards will be referred to as a schedule in a development agreement and that the current revision of the standards are then considered to be part of the agreement.

A.1 Definitions

In these standards the following definitions shall apply:

“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 to move traffic between local streets and arterial roads.

“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.

“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.

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

“Ministry of the Environment” refers to the most current Ontario Ministry of the Environment.

“Municipal Engineer” shall mean the Director of Operations or their designate from the Municipality.

“Municipality” or “Township” shall mean the Township of Wellington North.

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

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. Development Approval application are to be completed and submitted to the Township.

The County of Wellington Planning Department should be contacted to arrange for a pre-consultation meeting prior to initiating the planning process for any development. The pre-consultation meeting 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 ensure that the conditions are satisfied. Developers are encouraged to engage with the various utility companies early in the process to determine the utilities requirements.

a) Site Plan

Site Plan Control applications are to complete a Development Approval application which 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 current Municipality's Municipal 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's Development Clerk and should include a covering letter to address any previous discussion or submission comments, copies of the preliminary

drawings and servicing (functional design) report(s) in electronic format (PDF and AutoCAD or similar). The initial submission of engineering drawings shall also contain a declaration from the Developer's Engineer showing that they have been 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, sidewalks, walkways, street lighting and utilities, 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 the Municipal Engineer in electronic format (PDF and AutoCAD or similar).

Submissions are to be made until the Engineering Drawings, design and reports, are acceptable to the Township of Wellington North and the Municipal Engineer. Final submissions to be made to the Municipality's Development Clerk in hardcopy and electronic format (PDF and AutoCAD or similar). Hardcopy drawings to be submitted in 24" x 36" paper size. Hardcopy reports to be submitted on 8.5" x 11" paper size with any figures or drawings printed on 11" x 17" paper size.

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 and studies which discuss the requirements for the development. The reports and studies 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, Authority and/or the local Risk Management Official for Source Water Protection. These investigations shall be required to be

carried out by a competent consulting engineer or a qualified person (ie. Hydrogeologist) 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. When appropriate, geotechnical also to include neighbouring properties and streets that will be affected as part of the servicing work to the development site. 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, parking lot base, sub-drain requirements, pipe bedding, construction methods, site preparation, grading and engineered fill, building foundation founding elevation table, dewatering, perimeter building drainage, excess soil management, soil chemistry testing 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 when 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, fire flows, 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 when 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)

A Transportation Impact Study (TIS) is a requirement of any development in the Township and at the Township's discretion. Consideration should be given to the impact of new traffic from the proposed development on the adjacent road system and future development lands within the proximity of the proposed subdivision. TIS should also consider pedestrian traffic needs. Prior to proceeding with the TIS, consultation with the Township is to be completed to review the terms of reference. TIS is to incorporate guideline recommendations outlined in the document entitled: "Traffic Impact Study Guidelines" (City of Guelph), April 2016, should be followed when preparing the TIS report. Growth rate can be found in the current Township Community Growth Plan.

When determined by the Township and at the Developer's cost, in substitution to a full TIS the Township may utilize the Township's Consulting Transportation Engineer to review the proposed development and prepare TIS or letter of opinion for the proposed development.

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.

m) Shadow Study (where applicable)

n) Traffic and Noise Abatement Study (where applicable);

Depending on the nature of the proposed development, additional studies, reports and plans may be required by developer’s engineering, at the request of the Township, beyond those listed above.

A.5 Development Requirements

All developments requiring Municipal Servicing extension to existing municipal services or opening up new serviced lands 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 to the Township's Development Clerk in electronic format (PDF and AutoCAD or similar) of plans, specifications and pertinent design calculations for the proposed Municipal Services in accordance with the requirements of the Township. Once approved by the Township or Township's Consulting Engineer, at which time, Township requests three hard copies of drawings on 24" x 36" paper and electronic files (PDF and AutoCAD or similar) for Township records.

Where appropriate, the plans to be submitted shall include, but are not limited to 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 (including external works where applicable);
- c) Area Grading Plan showing all proposed road and lot drainage provisions including adjacent properties;
- 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 drawings of all proposed streets, services, easements and external works;
- g) Plans showing miscellaneous details including standard and special details together with material and construction specifications, if required;
- h) Landscape Plan;
- i) Tree and Plant Preservation Plan;
- j) Sediment and Erosion Control Plan;
- k) Utility Servicing Plan/Composite Utility Plan, including Street light layout and illumination plan;

- l) Line Painting Plan and Traffic Control Plan showing all required signage (ie. street name signs, stop signs and no parking sign (ie. Showing no-parking on one side of the road), where applicable;
- m) Such other plans as may be required or requested by the Municipality 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) Water distribution and fire flow calculations.
- f) Sanitary unit allocation calculations. (ie. Residential to include number and type of units. Industrial, commercial, institutional and multi-residential to provide estimated flows.).
- g) Water supply calculations.
- h) Detailed cost breakdown of all Municipal Services to be provided. Cost estimates shall be provided with final submission to enable the Township to evaluate project costs and determine security requirements. Further, costs are to be separated into on-site and external work, where applicable.

A.7 Review of Plans and Specifications

The plans, specifications and other documentation submitted will be reviewed by the Township. Written comments, along with markups as required, will be provided to the Developer and their agents noting any required revisions. One copy of information submitted may be returned to the Consulting Engineer noting any required revisions. All design and drawings to be in metric units.

A.8 Regulatory Agencies

Where applicable, the Municipality will require copies of the approvals from the appropriate regulatory agencies including, but not limited to: Ministry of Environment; Maitland Valley Conservation Authority (MVCA); Saugeen

Conservation Authority (SVCA); Grand River Conservation Authority (GRCA); Ministry of Transportation (MTO); Ministry of Natural Resources (MNR), and County of Wellington (County).

A.9 Municipal Approval

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

A.10 Commencement of Construction

Following acceptance of the draft plan or Site Plan approval, no construction work related to the development shall begin until the Developer has provided written proof to the satisfaction of the Township that the required approvals and permits have been received from regulatory agencies and they have been satisfied.

Following execution signing of the applicable agreement, Certificate of Insurance, security deposit (i.e. Letter of Credit), and at least two weeks advance notice shall be submitted to the Township prior to the commencement of construction. The Developer's Engineer must schedule a pre-construction meeting with sufficient advance notice, which includes preparing and circulating meeting notes.

The Developer's Engineer shall submit the following information to the Municipality for review and acceptance:

- Two sets of construction specifications;
- A list containing the Contractor, subcontractors and the Contractor's material suppliers;
- List of materials that will be used to install the Works;
- Notice of Project, WSIB;
- Proposed disposal sites;
- Proposed haul route;
- Traffic Control Plan;
- Insurance documents;
- Project schedules;
- Spills Action plan;
- Any other information as required by the Township or the Township's Consulting Engineer or as specified in the Development Agreement.

In addition to the above items, the Developer's Engineer must provide confirmation that all recommendations of the Sediment and Erosion Control plan are implemented.

Right of way works to be completed in accordance with the Development Agreement prior to the issuance of a Building Permit and to the satisfaction of the Operations Department.

A.11 Inspection of Construction and As Recorded Drawings

The Engineer or Consulting Engineering Firm who is responsible for the works shall be required to provide full-time inspection during construction, maintain a daily site diary that can be viewed by the Township or their agent, and retain a red line drawing and records of all revisions to the design that were implemented during construction. The Engineer shall also be responsible for preparing and submitting within six (6) months of achieving Preliminary Acceptance of the Works for Stage 1 and Stage 2 of the applicable development the following items:

- i. As Recorded Drawings to be submitted to the Township's Development Technologist for review in electronic file (PDF) format. Once approved by the Township, the Developer shall submit three (3) bound sets of hard copies of drawings printed on 24" x 36" paper copies and electronic files (PDF & AutoCAD or similar & GIS shape files).
- ii. Individual Service Record Sheets (SRS) are required for each property and to include each applicable municipal service: drinking water, sanitary sewer and storm sewer. Each sheet must clearly identify the registered plan number, lot number and municipal street address together with the size and location of the service. The SRS are to be submitted to the Township's Development Technologist for review, until approved by Township, at which time Township requests two (2) sets of hard copies of SRS printed on 8.5" x 11" paper and electronic files (PDF). Template of SRS is found in Appendix B.

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: an "As-Recorded" revision note and date on revision block; new street names; lot numbering and block identification shall be checked against the Registered Plan; municipal street address; final elevation of centre line of roadway every 20 metres; locations of sanitary, storm and water services; size of service are to be labelled on plan view or indicated on the drawing in form of a note; grades to two decimal places; gradients of all sewers; elevation of top of watermain every 20 metres; location and invert elevation of rear and side yards storm sewers and swales; grade changes in sewer mains; label size and type of material on sewers and watermains; all newly installed utilities; and hatching of sidewalk and driveways; any additional information that has been required for construction after acceptance of engineered drawings. All valves and terminations shall be properly swing tied into permanent structures.

If any revisions are required, one set of drawings, with comments marked in red, will be returned to the Developer's Engineer.

A.12 Acceptance of Services

Subject to details contained within the Development (Subdivision) agreement specifications, the general requirements of acceptance of services are as follows:

a) Preliminary Acceptance

New services installed by the Developer shall be secured in a development agreement (ie. Pre-servicing, subdivision and/or site plan agreement) to the satisfaction of the Township.

- i. The Consulting Engineers for the Township have recommended approval to the Township of the written certification from the Developer's Consulting Engineer that all such services have been constructed and installed in accordance with the approved plans, specifications, and the agreements; and
- iii. The Developer has paid all monies payable by them to the Township and Wellington North Power.

Following which Township Council may, by resolution, grant *Preliminary Acceptance* of the applicable services and thereafter the said services shall be subject to a minimum of two (2) year guarantee and maintenance period.

Applicable services for Stage 1 *Preliminary Acceptance* are as follows:

- i) All underground services, mains and laterals, including sanitary sewers, storm sewers, watermains, and including all water, storm and sanitary sewers service connections to the limit of the street allowance for each proposed building lot, and watermains that have been installed including appropriate testing;
- ii) Stormwater management facility (if applicable) including full restoration;
- iii) Sewage pumping station (if applicable);
- iii) Road Not Assumed sign at all entrances; and
- iv) All deficiencies have been listed and corrected.

Applicable services for Stage 2 *Preliminary Acceptance* are as follows:

- i) All roads Works including granular base, curbs and gutters and base asphalt;
- ii) Grading of boulevard areas;
- iv) Final grading, topsoil and seeding, and required fencing of parks and walkways;

- v) Final grading, topsoil and seeding, of easements that are to be deeded to the Township;
- iv) Street lights, if applicable;
- v) Street signs and traffic control signs;
- vi) Road Not Assumed sign at all entrances;
- vii) Utilities (Gas, telephone, fiber optics, etc.);
- viii) Installation of property bars and OLS survey;
- ix) Final Grading Plan; and
- x) All deficiencies have been listed and corrected.

Applicable services for Stage 3 *Preliminary Acceptance* are as follows:

- i) completion of the electrical distribution system;
- ii) service connection to the edge of the street allowance for each proposed utility and street lighting;
- iii) All deficiencies have been listed and corrected.

Applicable services for Stage 4 *Preliminary Acceptance* are as follows:

- i) Final coat of asphalt;
- ii) Sidewalks;
- iii) Topsoil and sodding;
- iv) Trees;
- v) Driveway ramps;
- vi) Fencing;
- vii) All other requirements; and
- viii) All deficiencies have been listed and corrected.

b) Final Acceptance

Township Council may by resolution grant Final Acceptance of all or part of the applicable services constituting a stage of servicing at a date at least two (2) years after the date of the Preliminary Acceptance for such services, provided the Developer has paid all monies payable by them to the Township:

- a) Is satisfied the applicable services have been completely installed to the satisfaction of the current Township's Municipal Servicing Standards;
- b) Is satisfied that no repairs or maintenance work on the applicable services remains to be completed;
- c) Is satisfied that all standard iron bars, concrete monuments or monumentation of higher standard which were disturbed in the course of building, have been restored by or at the expense of the Developer and that a certificate from the Ontario Land Surveyor or other evidence satisfactory to the Town's solicitor has been provided to confirm that all such monumentation has been located and, where necessary, replaced;

- d) Has approved the formal certification from the Developer's Consulting Engineers to the Township certifying that all applicable works and services have been completely installed in accordance with the approved plans, specifications and the agreements; and
- e) Has received similar copy of all "As Recorded" drawings and Service Record Sheets as described in section A.11, Inspection of Construction and As Recorded Drawings, thereof including the Approved Grading plan.

A.13 Construction Maintenance Period

Township's construction maintenance period on all projects is to be a minimum of two (2) years. 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. If deficiencies or maintenance work is required, full time inspection of all servicing components that will become property of the Township is required by the Developer's Engineer.

A.14 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 Operations Department will be permitted.

All works within the municipal right of way as a result of private development will require a cost estimate and a 100% security deposit for the value of work. All Right of Way works including boulevards, sidewalks, curb and gutter, asphalt roadways etc. are to be completed to the satisfaction of the Township or the Township's Consulting Engineer.

A.15 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, Ministry of Transportation (M.T.O.), Transportation Association of Canada (TAC) Geometric Design Guide for Canadian Roads (and associated MTO Design Supplemental) 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 Ontario Ministry of Environment review and approval. Approval for construction will not be given until the approval for both sewers and sewage treatment facilities has been received within a format authorized by the Ministry of the Environment. Discharge into the Township's sanitary sewer system must be as per the Township's current [sewer-use by-law](#).

Sanitary sewer allocations can be received through the [Sewage Allocation Policy](#) process and by submitting an application to the Director of Operations.

C.2 Sanitary Design

- Decreases in pipe size from upstream to downstream will not be permitted.
- Sanitary sewers with service connections to each lot or block shall be provided in accordance with the Ministry of the Environment Guidelines and the following Township of Wellington North design criteria.
- 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.
- First upstream leg of sanitary sewer is to have a minimum slope of 2.0%, where possible.

a) Sizing:

i) Sewer Capacity:

Manning's Formula (full flow)

$$Q = VA = \left(\frac{1.0}{n}\right) AR^{\frac{2}{3}} S^{\frac{1}{2}}$$

Where;

Q = Flow Rate (m³/s)

V = Velocity (m/s)

A = Flow Area (m²)

n = Manning's Roughness Coefficient (unitless)

R = Hydraulic Radius (m)

S = Pipe Slope (m/m)

b) 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.

c) Domestic Flows: 350 L/cap.d. (litres per capita per day)

d) Non-Residential Flows: To be determined by the applicant's Engineer.

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):

$$M = 1 + \frac{14}{4 + \text{Pop.}^{0.5}}$$
 (Max = 4.0 – Ministry of Environment guide lines)
- Industrial: To be in accordance with current Ministry of the Environment 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.

C.3 Sanitary Sewer Main or Collector

a) Minimum Size: 200 mm (trunk or collector)

b) Pipe Bedding: As detailed in Table 1

c) Pipe Materials: See Table 2

d) Minimum Depth of Cover: 2.4 m (Insulation to be provided if cover is below 1.5 m)

e) Location:

- All sanitary sewer mains shall be located within the center line of roadway in accordance with the Township of Wellington North typical road cross-sections. (See Standard Drawings R1, R2, and R3).

C.4 Maintenance Holes:

a) Maintenance Hole Spacing: 100 m for pipes up to 1200 mm diameter

b) Maintenance Holes:

- Minimum of 1200 mm diameter or as manufacturer's specifications.
- All maintenance hole base, riser and lid sections to be installed with rubber seal gasket.
- Lift holes to be plugged with mortar.
- 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.
- Maintenance hole safety grates are required for maintenance hole that are greater than 5.0 m. Refer to OPSD 404.020 (latest revision).
- 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, Blueskin waterproofing (including primer) or approved equivalent.

c) Maintenance Access Hole Adjustment:

- Castings within the roadway to be left at base asphalt elevations and adjusted to finished elevations prior to surface asphalt.
- Only precast concrete adjustment units to be used.
- Minimum 200 mm adjustment allowance.
- Maximum 300 mm adjustment allowance.
- No brick, block or steel lift rings permitted.
- Frame and Grate: AutoStable manufactured by Bibby-Ste-Croix with closed style grate. OPSD 401.010B may be used **only** on existing structures where required spacing needed for AutoStable lid is not achievable. See Table 1 and 2.

C.5 Sanitary Service Connections

a) Service Pipe Sizing:

- i. Minimum 125 mm or match to existing for residential services (single detached, semi-detached, townhouses)
 - Minimum 150 mm for industrial, commercial, condominium, institutional or multi-residential services.
 - Decreases in pipe size from upstream to downstream will not be permitted.
 - Minimum Grade: 2%
 - Minimum depth of cover at Property Line: 2.4 metres
 - All connections to be installed as per OPSD 1006.010 and Standard Drawing S8 to be made with an approved manufactured prefabricated "Tee" or approved equivalent. When connecting to an existing main, stainless steel straps and saddles may be permitted, see Table 2.
 - Sanitary service will **NOT** be allowed to connect into maintenance holes. All sanitary services are to be connected to the sanitary sewer main using a manufactured tee.

- Services up to and including 150mm, a 45° wye cleanout with PVC cap below grade to be provided at Property Line marked with a 50mm x 100mm marker painted green to 300mm above grade as required. See Standard Drawing S9.
- For services greater than 150 mm, a maintenance hole (OPSD 701.010) shall be installed adjacent to limit of the road right-of-way (ROW) but entirely within private property.
- New development (singles, semis, row or block townhouses) requires one (1) service per residential unit. See Standard Drawing S1 and S2 for service layout.
- For deep sanitary service connections exceeding 4.0 m connection at main will conform to Pipe Manufacturers Specifications (Installation Guide). See Standard Drawing S8.

b) Pipe Bedding: See Table 1

c) Pipe Material: See Table 2

d) Pipe Location

- i.) All residential units including; single detached, semi-detached, row or block townhouses shall be located 1.5 m to the left (facing property) of the center of the lot and 2.5 m to the left of the water service. The minimum separation between services at property line shall be 2.5m. See Standard Drawings S1, S2, S3 and S4.
- ii) All commercial, industrial and institutional service to be located to the left (facing property) of the water service. The minimum separation between services at property line shall be 2.5 m.

C.6 Inspections and Testing

- a) Closed Circuit T.V. (CCTV) inspections will be required at the following three (3) milestones:
 - i) Prior to Preliminary Acceptance (after base asphalt and curb is placed), this also includes main sewer and services to Property Line.
 - ii) As part of preparation to surface asphalt (main only).

- iii) Prior to Final Acceptance, this also includes main sewer and services to Property Line.
- All mains and services to be flushed prior to CCTV inspection and in accordance with OPSS.MUNI 409.
 - CCTV inspections for all sizes of sewer pipe shall be undertaken using pan and tilt equipment capable of providing a clear view of lateral connections at mainline and any potential deficiencies. Additionally, a CCTV inspection of each lateral service shall be performed from the mainline sewer to the property line that clearly shows the capped service or reconnection point to check for deficiencies that may have occurred during or after installation. Video of each lateral inspection must clearly show the municipal address or lot that it is associated with. Developer's Engineer to review CCTV inspection and provide a letter of approval and identify any deficiencies. If deficiencies are identified, they must be immediately corrected and re-inspect those sewer or service sections by CCTV.
 - 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 Environmental Services Department or the Township's Building Department.
- b) Sanitary sewers shall be tested in accordance with OPSS.MUNI 410 and as specified by the Township.
- i) Infiltration/exfiltration testing (after base asphalt and curb is placed) is a requirement on all new sewer main and services. Low pressure air testing may be considered when water is not readily available and approved by the Township.
 - ii) Deflection testing of pipe sewers (main only) is a requirement when using flexible pipe prior to Preliminary Acceptance (after base asphalt and curb is placed). The device (mandrel) shall be pulled manually through the pipe not sooner than 30 days after the completion of backfilling and installation of service connections.

C.8 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 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.

DRAFT

D. STORM

D.1 Storm Drainage

Storm sewer system design may be subject to Ministry of Environment, 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 Guidelines and the following Township of Wellington North design criteria.

D.2 Design Criteria

- a) Rainfall Intensity: Ontario Ministry of Transportation (M.T.O.) Intensity Duration Frequency (IDF) curves.
- b) Design Storm

The stormwater management system shall be designed using modeling software or an alternate approved hydrologic model/calculation method. The Developer's Engineer shall use the 3 hour Chicago storm distribution or the 6 hour SCS Type II distribution, depending on developments location within the local conservation authority (See part c). Post-development runoff flows shall be controlled to pre-development levels for rainfall events with return periods between 2 year and 100 year storm events. The design of the stormwater management system shall be in accordance with the latest version of the "Stormwater Management Practices, Planning and Design Manual", as prepared by the Ministry of the Environment. The Minor and Major storm systems shall be designed as follows:

- 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 entrance culverts.

c) Rainfall Distribution:

Developer to verify appropriate Authority for jurisdiction.

- 3 hour Chicago – Grand River Conservation Authority and Maitland Valley Conservation Authority.
- 6 hour SCS, Type 2 – 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. Runoff coefficients to be used in storm sewer design with the Rational Method are to follow Ministry of Environment current Table 5-1 – Runoff Coefficients as the following ranges:

Sources	Coefficient (C)
Asphalt, concrete, roof areas	0.90-1.00
Grassed areas, parkland	0.15-0.35
Commercial	0.75-0.85
Industrial	0.65-0.75
Residential Single Family	0.40-0.45
Residential Semi-detached	0.45-0.60
Residential Row housing, Townhouses	0.50-0.70
Residential Apartments	0.60-0.75
Institutional Residence	0.40-0.75

e) Inlet Time of Concentration:

- 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, HDPE smooth wall, and PVC pipes.
- Manning's "n" value, 0.024 for corrugated steel pipes.

g) Pipe Capacity:

- Sewers: Manning's Formula (full flow)

$$Q = VA = \left(\frac{1.49}{n}\right) AR^{2/3} S^{1/2}$$

Where;

Q = Flow Rate (m³/s)

V = Velocity (m/s)

A = Flow Area (m²)

n = Manning's Roughness Coefficient (unitless)

R = Hydraulic Radius (m)

S = Pipe Slope (m/m)

- 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:

Storm sewers shall be located within the roadway, with lateral connections to the catchbasins located along gutter lines and in accordance with the Township of Wellington North typical road cross-sections. (See Standard Drawings R1, R2, R3 and R4).

l) Pipe Slope:

Regardless of flow velocities obtained, the minimum design grades for pipe storm sewer shall be as follows:

Sewer Size (mm)	Minimum Slope in metres Per 100 metres
250	0.28
300	0.22
350	0.17
375	0.15
400	0.14
450	0.12
525	0.10
600	0.08
675	0.067
750	0.058
825	0.052
900	0.046
975	0.041
1050	0.037

D.3 Maintenance Hole and Catchbasin

Maintenance Holes and Catchbasins are not to be located within driveway entrances, crosswalks, and pedestrian sidewalk ramps, where practical.

a) Maintenance Holes:

- Minimum of 1200 mm diameter or as manufacturer's specifications.
- Spacing:
 - a. 100 m for pipes up to 1200 mm diameter
 - b. 150 m for pipes greater than 1200 mm diameter

b) Catchbasin:

- 75 m maximum spacing 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. Curb grading in cul-de-sac to be shown on Grading Plan including running grade label and flow arrow.
- All types of Catchbasin leads to be a minimum 1% slope.

c) Twin Inlet Catchbasins:

- Required at sag points.

d) In-Line Drains and Rear Yard Catchbasins:

- Singles: Surface inlets (catchbasin) are required for every 3 units along the rear lot line swales. See Standard Drawing S1.
- Townhouse or Semis: Surface inlets (catchbasin or inlet basin) are required for every 2 units along the rear lot line swales. Townhouses require a catchbasin at the lead from the road but inlet basins can be used thereafter. See Standard Drawings S1 and S2.
- Sewer from the road to the rear yard (i.e. 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. See Standard Drawing S5.
- Sewers across the rear lot line to be offset 1 m from the rear lot line on a 3 m easement entirely on one lot with centre of catchbasin offset 1.0m upstream of property line. See Standard Drawings S1 and S2.
- 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.
- All types of in-line drain lead, rear and side yard leads to have a minimum 0.5% slope.

e) Swales:

- Swales to be constructed with 3 (horizontal) : 1 (vertical) with a minimum 150mm depth. Minimum running slope of 2%.

f) Minimum Pipe Size:

- 200 mm diameter where only lot services are connected for residential.
- Trunk - 300 mm diameter.

- Single Catchbasin leads - 250 mm diameter.
 - Twin Inlet Catchbasin leads - 300 mm diameter.
 - Culvert - 450 mm diameter.
 - Rural Driveway Culvert – 450 mm diameter, minimum 9 m in length.
 - All pipes to be bell and spigot joints and shall have elastomeric gaskets (CSA B182.8) to provide a water tight seal.
 - Minimum cover on pipe or culvert must be 300mm.
- g) Minimum Cover: 1.2 meters
- h) Blind Connections:
- Blind connections on new construction of sewer main is not permitted.
 - Blind connections are not permitted to storm sewers under 900 mm diameter.
 - When blind connections are permitted and with prior approval from the Operations Department, connections are to use an approved sanded adaptor or approved alternative connection.
- i) Storm Structure Sumps:
- Catchbasin maintenance holes are to have a 300 mm sump
 - Catchbasins are to have a 600 mm sump.
- j) Benching:
- Manholes and catchbasin manholes with pipes over 450 mm diameter require benching.
 - Rear yard storm sewer catchbasin that service lawn areas are to be benched.

D.4 Structure Pipe Connections

- a) Structure Pipe Connections may be connected using brick, block and non-shrink grout shall be used for the connection of all pipes at structures.
- b) Approved "Kor-N-Seal" pipe adaptors shall be used for the connection of PVC SDR35 pipe at structures.

D.5 Structure Access Hole Adjustments

- When frame and grate castings are found in the concrete curb and gutter line, the castings are to be left at final elevation with permanent concrete curb. Temporary drainage pipe required to drain water into basin until final asphalt placed. See Standard Drawing R5. Frame and grate to be OPSD 400.110. See Table 1.
- When frame and grate casting is found in the asphalt roadway, castings are to be left at base asphalt elevations and adjusted to finished elevations prior to placement of surface asphalt using precast concrete adjustment units. Frame and grate to be AutoStable manufactured by Bibby-Ste-Croix with open style grate. OPSD 401.010B may be used **only** on existing structures where required spacing needed for AutoStable lid is not achievable. See Table 1 and 2.
- Only precast concrete adjustment units are to be used.
- Minimum 200 mm adjustment allowance.
- Maximum 300 mm adjustment allowance.
- No brick, block or steel lift rings permitted.

D.6 Service Connections

- a) Service Connections:
 - Minimum size - 100 mm
 - Minimum Grade - 1%
 - Minimum depth at Property Line - 1.2 metres

- All connections to new sewer main to be made with an approved manufactured prefabricated “Tee” or approved equivalent. When connecting to an existing concrete main a “Kor-N-Tee” may be permitted, as approved by Township. See Table 2.
- 45° wye cleanout with PVC cap to be provided at Property Line marked with a 50 mm x 100 mm marker painted orange to 300mm above grade, as required. See Standard Drawing S10.
- 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 Drawings S1, S2, S3 and S4 for service layout.
- All lots to be provided with a storm service connection for foundation drain sump pumps to be connected. Direct gravity connections at building are not permitted except where foundation drain is 0.5m higher than street property line elevation. A backflow preventor or check valve is to be installed within 1.0 m of the sump pump. An air gap must be provided outside of the house foundation wall above grade between the sump pump and the storm service. See Standard Drawing S7.

a. Private Drainage:

All private drainage pipes or tiles shall be terminated a minimum of 3.0 m from Township property line and not cause any negative impact to public assets (icing on sidewalks, organic growth in gutters, etc.)

b. Roof Drains:

All roof drains shall discharge to the surface with a minimum of 3.0 m back from street property line. Flow is to be controlled on property and conveyed to a suitable outlet.

c. Storm Sewer Outlets:

Suitable bank and stream bottom erosion protection must be provided, i.e. headwalls with grates, rip rap, corrugated steel pipe end section including rodent grates, etc.

d. Subdrain:

A minimum of 6 m lengths of 150 mm diameter geotextile wrapped subdrain required on the upstream of all storm structures and in both directions at sags in the road profile. Additional subdrain as

recommended by geotechnical consultants. Maximum stone size for the granular cover and bedding material to be 50 mm in diameter. The Municipality reserves the right to require video inspection of subdrains prior to acceptance, if required.

D.7 Inspection and Testing

- a) Closed Circuit T.V. (CCTV) inspections will be required at the following interval:
 - i) Prior to Preliminary Acceptance (after base asphalt and curb is placed), this also includes main storm sewers and services to Property Line.
 - All mains and services to be flushed prior to CCTV inspection and in accordance with OPSS.MUNI 409.
 - CCTV inspections for all sizes of sewer pipe shall be undertaken using pan and tilt equipment capable of providing a clear view of lateral connections at mainline and deficiencies. Additionally, a CCTV inspection of each lateral service shall be performed from the mainline sewer to the property line to check for deficiencies that occurred during or after installation. Video of each lateral inspection must clearly show the municipal address or lot number that it is associated with. Developer's Engineer to review CCTV inspection and provide a letter of approval and identify any deficiencies. If deficiencies are identified, they must be immediately corrected and re-inspect those sewer or service sections by CCTV.
- b) Storm sewers shall be tested in accordance with OPSS.MUNI 410 and as specified by the Township.
 - i) Deflection testing of pipe sewers (main only) is a requirement when using flexible pipe prior to Preliminary Acceptance (after base asphalt and curb is placed). The device (Mandrel) shall be pulled manually through the pipe not sooner than 30 Days after the completion of backfilling and installation of service connections.

D.8 Stormwater Management Requirements

a) Quality Control:

In accordance with “Stormwater Management Planning and Design Manual”, March 2003 by the Ministry of Environment and requirements of the conservation authority where applicable. Quality treatment to be Enhanced Protection (80% S.S. removal) unless otherwise approved by the Township.

All Commercial and Industrial properties shall have an OGS system installed on their outlet structure prior to stormwater leaving the property into the ROW.

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 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 Environmental Services 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 Design Guidelines for Drinking Water System and the following Township of Wellington North Environmental Services Department design criteria based on PVC C900 or C905 Class 235 PVC (DR18) CSA B137.3-M86 pipe:

E.3 Watermain Pipe Sizing

- | | | |
|----|-----------------------------------|---|
| a) | Capacity: | Hazen-Williams formula in accordance with current Ministry of the Environment 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: | 350 L/cap.d. (litres per capita per day) |
| e) | Peaking Factor: | In accordance with current Ministry of the Environment design criteria. |
| f) | Minimum Watermain Size: | 150 mm diameter mains. |
| g) | Minimum Watermain Depth of Cover: | 2.0 metres for mains and services. |
| h) | Location: | Watermain shall be located within the roadway, in accordance with the Township of Wellington North typical road cross-sections. (see Standard Drawings R1, R2, and R3). |
| i) | Material: | See Table 2. |
| j) | Pipe Bedding: | As detailed in Table 1. |

E.4 Tracer Wire

- Watermain and services being installed by open cut trench method shall include tracer wire that is TWU, No. 12/7 stranded copper conductor with thermoplastic insulation, in accordance with CSA C22.2 No. 75, colour shall be blue, rated for underground use.
- Watermain and services being installed by horizontal directional drilling method shall include tracer wire that is #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. Minimum three (3) tracing wire strands to be tapped every 3 m to watermain pipe prior to watermain being pulled.
- Direct bury wire connectors shall include 3-way lockable waterproof connectors and mainline to lateral lug connectors specifically manufactured for use in underground trace wire installations. Connectors shall be dielectric silicone filled to seal out moisture and corrosion. Non-locking friction fit, twist or taped connectors are prohibited. See Table 2.
- All watermain and services shall be installed with tracer wire. See Standard Drawing W9.
- Tracer wire is to be left accessible inside the main water valve boxes by extending the wire up the outside of the main valve box through the manufactured hole at the top of the main water valve box with 400mm slack above grade for future locating purposes. See Standard Drawing W9.
- Tracing wire is to be left accessible at fire hydrant and shall be attached to storz pumper connection of fire hydrants. See Standard Drawing W9.
- Conductivity testing will be required on all new tracer wires prior to the final connection to the existing main. Developer will demonstrate the integrity of the new underground tracer wire by applying a conductivity signal and confirming the signal correlation on all watermains and services. The Township's Environmental Services Department must witness the conductivity test(s).

E.5 Valves and Fittings

a) Fittings:

Ductile iron cement mortar lined mechanical joint (MJ) type with adaptors to suit other materials, where necessary. All fitting shall be in accordance with AWWA C110 and the rubber-gasket joints for ductile iron fittings shall be in accordance with AWWA C111. Pressure rating to 1035 kPa or 150 PSI.

b) Valves:

- Same number of valves as the number of intersecting streets at an intersection with valves located at extension of property line of intersecting street. ie. 3 valves at tee intersection, 4 valves at cross intersection.
- 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-1101.010)
- Waterproofing and sealing of all external joints in the watermain precast valve chamber shall be wrapped with 150 mm Denso tape or BlueSkin (with primer) or approved equivalent.
- Valve Type: See Table 2.
- Valve Boxes: See Table 2 and Standard Drawing W2.

E.6 Hydrants

A hydrant shall be placed at the end of every cul-de-sac and dead-ended street. Wherever possible, hydrants shall be located at corners within 3 m of street line intersections.

Hydrants shall be installed as per OPSD 705.010, and Standard Drawing W9, W10 and W11.

- a) Hydrants Type:
- See Table 2.
 - All hydrants to be red. Storz cap and 2.5" caps to be black.
 - Private hydrants to be yellow.
 - Valves to be 1.2 m from hydrant.
 - Hydrant marker to be yellow. See Table 2.
 - Hydrant flange to be set 100 mm to 150 mm above finished grade.
- b) Hydrant Spacing: 150 m maximum.
- c) Hydrant Cover: 2.0 m

E.7 Service Connections

- a) Services Pipe:
- Minimum water service sizes are subject to change, with an intent of the MSS being consistent with the current version of Ontario's Building Code.
 - Minimum 19 mm diameter services for Industrial, Commercial, Institutional, and Residential.
 - Minimum 32 mm diameter service for Multiple Residential up to 6 units. Greater than 6 units is to be a minimum 50mm diameter service.
 - All services up to and including 25mm to be polyethylene Type "K" copper pipe **or** crosslinked (PEX) conforming to AWWA C904, ("Municipex" by Rehau or "Blue904" by Ipex).

- All services 38 mm and greater to be crosslinked (PEX) conforming to AWWA C904, (“Municipex” by Rehau or “Blue904” by Ipex).
- Water service line must be a continuous length with no couplings within the Municipal Right Of Way.
- Bedding and cover material for water services shall be approved **sand** material with fine aggregate passing the 4.75 mm sieve and retained on a 75 µm sieve, as per OPSS 1001. Bedding to be a minimum of 300 mm thickness and cover to be a minimum of 300 mm above the top of pipe. See Table 2.
- Best efforts to keep water services out of driveways.
- 100 mm diameter PVC sleeves (frost collar) are required where curb stops are located in driveways. See Standard Drawing W6.
- Temporary plastic blow-off pipes are required for all unconnected services.
- Water meter idler is to be installed horizontal within 1.0m from where the water supply pipe comes into the house (i.e. foundation wall or concrete basement floor). See Standard Drawings W4 and W5.
- Service box - see Table 2.
- Additional information found in Table 2.

E.8 Cathodic Protection

- DZP-24, 10.9 kg anode to be installed on watermain appurtenances greater than 300mm diameter, fire hydrants and shall be installed on all connections to existing iron watermain.
- DZP-12, 5.4 kg anode to be installed on watermain appurtenances up to and including 300 mm diameter. Including all iron fittings, valves, curb stops, main stops, etc.
- Anodes to be installed using double nut method. Anodes installed to existing iron watermain to be thermite welds including protective coating.
- Zinc nuts are to be added in conjunction with anodes as per Table 3, Cathodic Protection, below.

- See Standard Drawing W10 for additional information.

<u>Appurtenance</u>	<u>Method of Cathodic Protection</u>
Existing Iron Watermain	One anode (10.9 kg)
PVC Piping	Not required
Hydrants	One anode (10.9 kg) per each
Services (Copper or PEX)	One anode (5.4 kg) per each main stop and curb stop
Valves	Sacrificial zinc nuts and one anode (5.4 kg) per each
Iron Fittings	Sacrificial zinc nuts and one anode (5.4 kg) per each
Mechanical Restraints	Sacrificial zinc nuts
Bell Joint Restraints	Sacrificial zinc nuts on both ends of the threaded rod

Table 3: Cathodic Protection

E.9 Watermain Restraints

It is up to the Developer and Developer's Engineer to ensure the performance of the pipe and the restraining system.

Design of the pipe joint restraining system shall consider the pressure that the system will be subjected to as well as any expansion and contraction due to temperature changes during and following construction of the works.

a) Mechanical Joint Restraints:

- See Table 2.

b) Thrust Bell Joint Restraints:

- OPSS 441.07.23 is amended to the following:
- All thrust restraint shall be designed to adequately provide the minimum number of pipe/joint restraints required by mechanical joint restraint device alone. Concrete thrust blocks are not an accepted method of

thrust restraint in the Township of Wellington North, except for connections to an existing main, as approved by the Township's Environmental Services Department.

- Design of the pipe joint restraining system shall consider the pressures that the system will be subjected to, as well as any expansion and contraction due to temperature changes during and following construction, of the various pipe materials selected. Shop drawings are to be submitted to the Township's Development Technologist prior to the start of construction.
- Restrain lengths for watermain 100 mm to 300 mm shall be in accordance with the requirements outlined below and section E.9.c. Restrained length calculations for watermains 400 mm and greater shall be supplied by the pipe manufacturer using the design criteria set out below.
- Thrust restraint shall be provided at all fittings, bends, tees, valves, hydrants, crosses, reducers, and plugged or capped dead ends.
- For DI pipe refer to AWWA C600 – Section 3.8. For PVC pipe refer to UNI-BELL and AWWA M-23.
- Hydrants shall be restrained with mechanical thrust restraints.
- See Table 2 for acceptable thrust bell joint restraint material.

c) Minimum Design Criteria for Mechanical and Bell Joint Thrust Restraints:

- Watermain placed in fill locations must be mechanically restrained at all joints with bell joint restraints.
- All inline valves up to 200 mm in size shall be mechanically restrained and as well one (1) full pipe length (6m) on each side of the restrained valve must be mechanically restrained with a minimum of two (2) steel rods to be used on each bell joint restraints.
- All inline valves 250 and 300 mm in size shall be mechanically restrained and as well two (2) full pipe length (12m) on each side of the restrained valve must be mechanically restrained with a minimum of four (4) steel rods to be used on each bell joint restraints.

- All bends up to 200 mm in size must be mechanically restrained and as well one (1) full pipe length (6m) on each side of the restrained bend must be mechanically restrained with a minimum of two (2) steel rods to be used on each bell joint restraint.
- All bends from 250 mm to 300 mm in size shall be mechanically restrained and as well two (2) full pipe lengths (12m) on each side of the restrained bend must be mechanically restrained with a minimum of four (4) steel rods to be used on each bell joint restraints.
- All dead ended watermains up to 200 mm in size cap and or plug shall be mechanically restrained and as well three (3) full pipe lengths (18m) must be bell joint thrust restrained prior to the end of that watermain with a minimum of two (2) steel rods to be used on each bell joint thrust restraints.
- All dead ended watermains 250 mm and 300 mm in size cap and or plug shall be mechanically restrained and as well five (5) full pipe lengths (30m) must be restrained prior to the end of that watermain with a minimum of four (4) steel rods to be used on each bell joint restraints.
- All fitting which would include tees, fire hydrants, reducers and crosses up to 300 mm in size shall be restrained and as well two (2) full pipe length (12m) on each side of the fitting and must be mechanically restrained with a minimum of two (2) steel rods to be used on each bell joint restraints.
- Fire hydrant leads shall have bell joint restraints installed on all watermain joints between the tee at the watermain to fire hydrant.
- Water services 100 mm or larger shall have bell joint restraints installed on all watermain joints within the Municipal Right Of Way between the tee at the watermain to valve at property line.
- All branch valves shall be treated as dead end watermains and shall be restrained according to the above-mentioned dead end watermain criteria.
- NOTE: If any joint is encountered in the above restrained lengths, it must also be restrained.

E.10 Water Sampling Stations

Sampling stations shall be Eclipse #88 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.

E.11 Additional Watermain Details

Additional watermain details not included in above notes are shown on the Township of Wellington North Standard Drawings.

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.

Grounding of hydro services to the municipal water system is prohibited.

E.12 Watermain Commissioning Plan:

A Watermain Commissioning Plan shall be submitted to the Township's Environmental Services Department for review a minimum of 2 weeks prior to installation of watermain and water services. The Watermain Commissioning Plan should include the following items:

- a. Connection point(s) between existing and new watermains
- b. Source water connection(s)
- c. Cross-connection prevention procedures and equipment
- d. Proof of Ontario Water Works Associated (OWWA) Certified Cross Connection Control Specialist Certificate or a Ministry-approved equivalent
- e. Temporary watermains, if any
- f. Swabbing details, including swab velocities
- g. Hydrostatic pressure test details, including calculations of allowable leakage
- h. Disinfection details, including calculations of required chlorine
- i. Dechlorination details
- j. Flushing water disposal details
- k. Locations of sampling points
- l. Details of final connection to existing watermain, including valve operation. All final connections must be less than 6 metres.
- m. Details of final connection to existing services, including curb stop operation

E.13 Watermain Testing Procedures:

Watermain testing procedure is consistent with the current version of Ontario's Watermain Disinfection Procedure August 1, 2020, ANSI/AWWA C651 – Disinfecting Watermains, Ontario Regulation 170/03, OPSS 441 and the Township's MSS, or more stringent, at the Township's sole discretion and approval.

Watermain testing procedures and commissioning shall not commence until all mainline sewers and services to property line (sanitary and storm), watermain and water services to property line have been installed and backfilled, including the placement of subdrains and Granular B.

- 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 Environmental Services 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 W3). No temporary water supply shall be fed from an existing municipal fire hydrant. The temporary connection shall include an appropriate and approved cross-connection control device (reduced pressure zone backflow preventer). Environmental Services Department requires a written certification of the backflow preventer operation in accordance with CAN/Canadian Standards Association – B64.5 Series Manual and/or AWWA C510.
- b) Flushing of New Watermains (Reference OPSS 441.07.25):
 - i) Flushing and disinfecting operations shall be conducted under the supervision of the Township of Wellington North Environmental Services Department. The Environmental Services 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) At the beginning of each new watermain installation, a minimum of two (2) new swabs shall be installed. Swabs shall be labelled to be easily identified. Swabbing of each section of watermain and all services 100 mm diameter and larger shall be completed with fire hydrants and leads being thoroughly flushed prior to hydrostatic testing.

- c) Hydrostatic Testing (Reference OPSS 441.07.24):
- i) Hydrostatic testing shall be conducted under the supervision of the Developer's Engineer upon completion of the watermain including services and placement of Granular B within the roadway. The Developer's Engineer is to provide a completed Township of Wellington North Watermain Pressure Test Form upon completion of hydrostatic testing.
 - ii) A test section shall be either a section between valves or the completed watermain. All hydrant leads, services, stubs, blow-offs etc. shall also be subject to the hydrostatic pressure testing. Hydrant valves shall be in the open position to subject the hydrant to the hydrostatic testing.
 - iii) Test pressure shall be 1035kPa or 150 psi. Pressure gauge to be liquid filled and read the range of zero to 160 psi.
 - 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, see Appendix B.
- d) Disinfection of New Watermains (Reference OPSS 441.07.25):
- i) Liquid chlorine (sodium hypochlorite) solution shall be introduced by continuous feed method 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 a minimum contact time of twenty-four (24) hours.

- ii) The Township of Wellington North Environmental Services Department may consider alternative chlorine concentration and contact times on an individual basis.

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 the 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 40% 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.

- iii) Sampling and testing for chlorine residual will be carried out by the Township of Wellington North Environmental Services Department. The chlorine residual will be tested at the initial chlorine concentration and again after the minimum contact time of 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.

- e) Flushing and Dechlorination:
- i) Following disinfection of the watermains and watermain branches, the heavily chlorinated water shall be flushed and managed as per the most recent version of the Ministry of Environment document “Watermain Testing Procedure, - ANSI/AWWA C655 – Field Dechlorination”. Watermain shall be flushed in a sequence approved by the Township of Wellington North Environmental Services Department. The Environmental Services 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.
 - ii) Sites within 100 m of natural drainage, or with direct discharge to a water body, should be considered high risk. In such instances, the Township may request an enhanced dechlorination plan along with contingency and mitigation plans in the event that the chlorine residuals exceed those specified.
 - iii) 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.
- f) Microbiological Samples for New Watermains
- i) Recharge the watermain with Municipal water and flush via a 20 mm maximum diameter pipe.
 - ii) 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 a minimum of sixteen (16) hours apart, shall be collected, every 370 metres, plus from the beginning of the line, the end of the line and from each branch. Certified staff from the Environmental Services Department shall collect for bacteriological samples.
 - iii) All water samples will be taken in accordance with the most current ANSI/AWWA Standard C651 and Watermain Disinfection Procedure August 1, 2020, collected by the Township of Wellington North

Environmental Services 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 chain of custody form is to be filled out requesting for E.coli and Total Coliforms and shall include the samplers name. A standard Heterotrophic Plate Count (HPC) test may be required at the request of the Township. Each sample collected must include a 'Total and Free Chlorine residual' reading.

- iv) 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.
- v) 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

g) Commissioning of New Main and Services

- i) Prior to the final connection of the new watermain to be connected to the existing water system, a complete set of microbiological samples that have satisfactory test results and written approval from the Environmental Services Department must be obtained. The Environmental Services Department must witness the final connection of the new main to the existing waterworks and removal of the temporary connection. See Standard Drawing W3.
- 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. Final connections must be less than 6 metres.
- iii) The system shall not be put into operation until clearance has been given by the Township of Wellington North Environmental Services Department.

i) Accessibility and Operation:

- i) All water valves, curb stops and hydrants must be inspected for accessibility and operation prior to Preliminary Acceptance and Final Acceptance.

E.14 AMR/AMI Ready Mechanical Residential Water Meters:

This specification is based on the requirement for AWWA Standard 5/8" to 1" residential size Mechanical Water Meters, for Utility water metering usage data and revenue collection.

The entry level standard today for Utility water meter reading is Automated Meter Reading (AMR) using a Radio Read AMR solution, using Walk-By or Drive-By Radio Reading equipment. Migration to Advanced Metering Infrastructure (AMI) can be achieved with a Fixed Network Data collection solution. The following specification provides for water meters that are AMR/AMI ready and with standard output configurations, required for the collection of accurate water usage data for optimum individual service billing and for more general Water Resource Management, Data Analytics and enhanced Customer Service applications.

a) General Specifications for Water Meters:

Only Mechanical Water Meters that meet the following AWWA Standard will be considered.

- AWWA Standard C700 - Cold Water Meters – Positive Displacement Type for Revenue Applications.

b) The meters will be available in the following sizes:

- 16 mm x 12.7mm
- 16 mm x 19 mm
- 19 mm x 19 mm (Standard 228.6 mm (9") length)
- 19 mm x 19 mm (Short 190.5 mm (7-1/2") length)
- 19 mm x 25 mm
- 25 mm

c) Material for Body of water meter: Bronze Alloy

- d) The meters must be NSF/ANSI/CAN 61 Approved and Listed. Each meter must be marked accordingly to show that they are an NSF/ANSI/CAN 61 Approved and Listed product.

- e) The meters must be IP68 rated for all possible installation environments including meter pits or chambers, that may occasionally flood.
- f) Meters must be fitted with an Encoder Output Register that meets the following:
- AWWA Standard C707 – Encoder Type Remote Registration Systems for Cold Water Meters.
 - Mechanical or solid-state electronic registers
 - Solid-state electronic registers that contain a battery must come with a minimum 20-year life expectancy
- g) The meters must be AMR/AMI ready, providing a 3 wire Encoder Output Protocol that is fully compatible for use with all the most commonly utilized AMR/AMI Radio Modules available today, including, but not limited to, Honeywell EA Water Modules; Itron ERT's; Aclara MTU's; Neptune R900 MIU's; Sensus MXU's; Badger Orion Endpoints and Mueller Systems Mi.Net Modules.
- h) The Encoder Output connection with the meter must be provided in the form of a 3 wire cable that is at factory fitted and potted to the meter register and be at least 3.66 m long, with the cable end being bare end cable as standard, with available options to provide the encoder cable fitted with standard AMR/AMI Radio Module connectors if necessary.
- i) Register Configuration and Encoded Digits:
- Meter registers must provide metric measurement in Cubic Meters and Liters.
 - The visual register display must provide 5 whole Cubic Meter digits and then 3 or 4 decimal place digits, as per the examples shown below:
 - 00000.000 m³, 5/3 Config - provides a 1 Liter VISUAL read resolution.
 - 00000.0000 m³, 5/4 Config - provides a 100 Milliliter VISUAL read resolution.
 - As a Standard, the meters must encode 8 digits on the register, example shown below, with the ENCODED digits shown as X's:
 - XXXXX.XXX m³, provides a 1 Liter ENCODED read resolution.
 - XXXXX.XXX0 m³, provides a 1 Litre ENCODED read resolution.

- Meter sizes 16 mm to 25 mm, acceptable VISUAL register configurations:
 - 5/3 – 00000.00 m³
 - 5/4 - 00000.00 m³
 - 8 digits ENCODED – Providing a 1 litre ENCODED read resolution
 - 5/3 – XXXXX.XXX m³
 - 5/4 – XXXXX.XXX0 m³

- Meter sizes 38 mm to 100 mm, acceptable VISUAL register configurations:
 - 6/2 – 000000.00 m³
 - 6/3 - 000000.00 m³
 - 8 digits ENCODED – Providing a 10 litres ENCODED read resolution
 - 6/2 – XXXXXX.XXX m³
 - 6/3 – XXXXXX.XXX0 m³

- Meter sizes 150 mm to 300 mm, acceptable VISUAL register configurations:
 - 7/1 – 0000000.00 m³
 - 7/2 - 0000000.00 m³
 - 8 digits ENCODED – Providing a 100 litres ENCODED read resolution
 - 7/1 – XXXXXXXX.XXX m³
- 7/2 – XXXXXXXX.XXX0 m³

F. ROADWAYS

F.1 Accessibility

All applicable municipal infrastructure is expected to be designed and constructed consistent with current Provincial and County standards including provisions for accessibility. The roadway design is to take into account accessibility design criteria and shall conform with both of the Accessibility for Ontarians with Disabilities Act (AODA) and Wellington County [2005 Facility Accessibility Design Manual](#). In the absence of these provisions being met, the developer/engineer is expected to obtain approval, or consult, with the local accessibility committee for any proposed deviation(s).

F.2 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.

F.3 Geotechnical Report

A qualified geotechnical consultant shall be engaged by the Developer's Engineer to confirm the suitability of the minimum pavement designs and subdrains contained in these standards for use in the Development, or to recommend a higher pavement design standard if required. A geotechnical firm shall be retained by the Developer's Engineer to carry out field testing during construction to verify the design.

Copies of all test results are to be submitted to the Township and proposed road designs shall be reflected on the engineering drawings. Testing and acceptance of all granular materials at the designated pits prior to placement is required along with subsequent in-situ verification tests shall also be performed by the Developer's geotechnical consultant.

Prior to placement of asphalt pavement and concrete, the Developer's Engineer must submit to the Municipal Engineer for acceptance, the asphalt pavement mix designs and concrete mix designs.

F.4 Road Construction

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. All road construction shall conform to applicable standards of the Ontario Provincial Standard Specifications (OPSS) and the Ontario Provincial Standard Drawings (OPSD).

- a) Minimum Running Grade: To maintain 0.50% minimum on gutter grade.
- b) Maximum Running Grade: Maximum 5.0% to meet AODA standards with an absolute maximum of 8.0%
- c) Vertical Curves: Vertical curves to effect gradual change between tangent grades are to be used in accordance with the [Transportation Association of Canada \(TAC\) Geometric Design Guide for Canadian Road](#).

d) Horizontal Curves: Use in accordance with the [Transportation Association of Canada \(TAC\) Geometric Design Guide for Canadian Road](#).

e) Cross Fall: Minimum 2%

f) Asphalt Depth:

Depending on soil conditions and a geotechnical report (see Section F3), but no less than:

- 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.
- 140 mm Minimum (2 lifts of 50 mm HL-8, 40mm HL-3 compacted) on MTO Connecting Link and County of Wellington roads.
- 50 mm HL-4 on temporary cul-de-sac or temporary access roads.
- 60 mm HL-4 on Local Rural.
- Asphalt work shall conform in all respects to OPSS.MUNI.310

g) Granular Depth:

Depending on soil conditions and a geotechnical report, but no less than:

- 150 mm Granular "A"
- 450 mm Granular "B"
- Proof roll of subgrade -to be completed and verified by the Developer's Geotechnical Consultant prior to placement of Granular road base. Proof roll of subgrade is to be witnessed by the Developer's Geotechnical Consultant and Township staff.
- Fine grading of Granular A prior to the placement of asphalt shall be shaped using a road grader with a minimum 3.0 m straight edge. OPSF314-1 form shall be submitted by the developers engineer as part of the certification for Stage 2 Works.

h) Maximum Cul-De-Sac Length:

- Industrial or commercial use - 150 m
- Residential uses having a density of more than four dwelling units per 0.4 Hectare – 200 m
- Residential uses having a density of four or less dwelling units per 0.4 Hectare – 300 m
- This section shall not be construed to be prohibit the approval of a division of land utilizing frontage on an existing cul-de-sac of more than the maximum permitted length nor shall it be construed to prohibit the planning commission from reducing the length of a proposed cul-de-sac to provide for the efficient circulation of traffic, the future development of the neighbourhood street system or the deployment of emergency services. (As per American Legal Publishing)
- Residential site design requirement for cul-de-sac longer than 150 m is to provide an emergency access route that is no further than 150 m from the farthest point to a public right of way.

F.5 Driveways

Residential driveways to be offset from property line a minimum of 0.6 m unless it is a shared driveway. Greater offsets required for driveways servicing other land uses to the satisfaction of the Township. Driveways shall not be used as outlets for any swales.

a) Granular Depth:

Depending on soil conditions and a geotechnical report, but no less than:

- 150 mm Granular “A”
- 300 mm Granular “B” on residential driveways
- 450 mm Granular “B” on industrial, commercial and multi-residential

b) Width:

As per the Township of Wellington North’s [Road Entrance Policy](#):

- Rural and semi urban – Maximum 6 m
- Urban entrance – Maximum 6 m

c) Asphalt:

- Minimum of 50 mm Hot Mix Asphalt HL 3F (modified fine) compacted to property line for residential driveway entrances.
- Minimum of 90 mm Hot Mix Asphalt (50 mm HL4, 50 mm HL 3F (modified fine)) compact to property line for industrial, commercial, institutional, and multi-residential driveway entrances.
- Driveway ramps between back of curb and sidewalk, and sidewalk and Property Line or where there is no sidewalk shall be paved to Property Line with 50 mm Hot Mix Asphalt HL 3F (modified fine) compacted to property line.

F.6 Curb and Gutter

- a) Concrete curb and gutter shall be constructed on both side of all streets in accordance with Table 1 and Standard Drawings 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.
 - Curbs shall be bedded on the granular base construction and upon completion of the curbs, Granular A backfill shall be placed behind the curb with a minimum of 500mm width and thoroughly compacted to prevent the displacement of the curb by subsequent Granular A and asphalt operations. During the final grading of lots, 200 mm of topsoil and sod shall be place adjacent to the curb, as required.
 - Curb termination shall be as per OPSD 608.010.
- b) Contraction joints: Shall be saw cut.
- c) 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.

F.7 Sidewalks

Concrete sidewalks with a minimum width of 1.5 m and shall be provided on one side of residential local street and both sides of collector and arterial streets. Sidewalk adjacent to curb and gutter shall be a minimum 1.8m wide. Minimum 125 mm Granular "A" base or to the same depth as the sidewalk thickness at driveways and pedestrian crossing ramps. Ramps shall be provided at all

intersections with curb. Hand railings are required where three (3) or more steps are present.

a) Concrete Thickness:

- Minimum 125 mm
- When sidewalk is adjacent to curb and gutter - 150 mm
- At pedestrian crossing ramp – 200 mm
- At location of residential driveway entrance - 150 mm
- At location of industrial, commercial, institutional, and multi-residential entrances - 200 mm

b) Expansion and Contraction Joints:

- All longitudinal and transverse joints shall be **saw cut** in the hardened concrete within a sufficient time of placing the sidewalk. These joints shall align with the control joints in the curb when sidewalk is placed against the curb and gutter.
- Expansion joint material, bituminous impregnated fiberboards, is not to be used within the Municipal sidewalk.
- Adjacent to private driveways or sidewalks - Expansion joint material is to be bituminous impregnated fiberboards and placed on the backside of municipal sidewalk between Municipal sidewalk and private driveway or private sidewalk only.

c) Design Mix:

- Concrete Mix Design shall be in accordance with the current OPSS.MUNI 351.

d) Hot and Cold Weather Concrete:

The placing and protection of concrete sidewalks in hot and cold weather shall be in accordance to OPSS.MUNI 904.

e) Tactile Warning Surface Indicators (TWSI):

- Comply with O.Reg. 191/11 Accessibility for Ontarians with Disabilities Act, 2005, and OPSD 310.039.
- Tactile plates are to be set between 150 mm and 200 mm from the back of curb edge.
- Signalized intersections to have a radial curve tactile plate to suit curb lines.
- See Table 2.

F.8 Walkways

Pedestrian walkways shall be concrete, 1.8 m wide with 1.5 m minimum height black vinyl chain link fence on each side within property limits. Minimum Right-of-Way width is to be 6.0 m. Pedestrian gates are to be installed as per Standard Drawings L3, L4 and L5.

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

F.9 Boulevards

- a) All boulevards shall be graded, topsoiled with a minimum depth of 200 mm, and sodded from the property line to the back of curb.
- b) Asphalt boulevard is an acceptable alternative, as approved by the Township, up to a boulevard width of 1.8 metres.

F.10 Traffic Control and Street Name Signs

- a) Street name sign shall be provided at locations designated by the Township and will be 150 mm in height and minimum 600 mm in length and have a green background with white lettering (double sided), reflectorized and mounted on galvanized steel 60 mm diameter x 3.2 m posts in accordance with the Township of Wellington North specifications. Where streets are named after Veterans, they will include a red poppy (black centre) at left side of sign. At each intersection there shall be erected an approved double unit street name sign.
- b) Traffic control signs will be provided at locations designed by the Township and shall be in accordance with the current Ontario Traffic Manual – Book 5, Regulatory Signs. Traffic signs and posts will be provided by the Developer at their expense and following the passing of the By-Law for their installation.

- c) Traffic control pavement markings will be provided at locations in accordance with the current Ontario Traffic Manual – Book 11, Pavement, Hazard and Delineation Markings.

F.11 Daylighting Triangle

- Local road intersection corners - Minimum 7.5 m by 7.5 m daylighting triangle required.
- Arterial and collector road intersection corners - Minimum 9.0 m by 9.0 m daylighting triangle required.
- Additional size may be required for special circumstances.
- Daylight triangles are to be part of municipal right-of-way.
- For all other Daylighting requirements refer to the current Township of Wellington North Zoning By-law.

F.12 Parking

- a) Refer to Township of Wellington North Zoning By-law.

F.13 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.
- b) For rear yard storm sewers 300 mm diameter or less, and catchbasins, minimum easement width to be 3.0 m. Rear yard easement to be entirely on one property and to have a pipe 1.0 m offset of the property line. For storm sewers larger than 300 mm diameter consult with Township for specific easement requirements.
- c) Sewer from the road to the rear yard (i.e. side yard) situated on a 3.0 m easement divided equally on the side property line and to have pipe offset 0.5 m from the property line. See Section D.1p, Storm Drainage, In-Line Drains and Rear Catchbasins and Standard Drawing S5.

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

F.14 Retaining Walls

- A handrail is required on all retaining walls exceeding a vertical height of 1.0 m.
- Retaining walls over 1.0 m in height must be offset from the property line by a minimum of 0.6 m, entirely on private property.
- Retaining walls 1m and under may be located at the property line with no offset.
- Retaining walls over 1.0 m in vertical height requires the submission of a detailed drawing accompanied with the certification of a Professional Structural Engineer. Manufacturer's specifications are acceptable.

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G. LOT GRADING

G.1 Plan Requirements

Lot grading plans shall be prepared in accordance with the Standard Drawings G1 and G2, 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 including date, name of consultant and owner.
- 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) Show maximum building envelope, driveway location, and indicate specified house grade, top of foundation and finished floor 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 centered 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.

All individual lot drainage (including each semi and townhouse unit) shall be directed to its side yard and rear yard swales. (I.e. no rear lawn surface drainage for a semi shall flow across the neighbouring semi rear lawn.) For example, where an upper lot drains towards a lower lot, an intercepting swale will be located on property line in such a manner as to divert the drainage to the side yard swale of the lower lot.

- t) The Township's consulting engineer may require details of all terracing and slope treatment and in depth cross-sections to be provided, with the lot grading plan.
- u) The Township's consulting engineer may require details in regrading of existing municipal roadway and regrading of existing municipal driveway aprons. In depth cross-sections of existing municipal roadway and driveway aprons may be requested, where applicable. Existing driveways to be labeled with final restoration grade.
- v) 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.
- w) 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.
- x) Multiple unit blocks are subject to approval through the site plan approval process, individual site plan agreements are required for each block.
- y) Show existing and proposed fencing.

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.

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H. UTILITIES AND STREET LIGHTING

All hydro, natural gas, telephone, fibre optic telecommunications and other utilities shall be underground and placed in accordance with current Hydro Servicing Standards and with current Ontario Electrical Safety Code as set out by the Electrical Safety Authority, Bell Canada, Enbridge Gas and/or local utility company regulations and standards, as well as Ontario Provincial Standards. A Composite Utility Plan shall be provided 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.
- Drawings for Municipal Consent must not be submitted to the Municipality until after the Developer and the Developer's Consultant have stamped and accepted (i.e., signed-off) on the MC submission drawings.

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.

Utility crossings for new roads shall be placed prior to placement of granular road base materials.

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 Lumex p/n RFM-72W32LED4K-G2-R2M-UNV-DMG-FAWS-RCD7-GY3 or approved equivalent. Electrical supply for the street light circuit will need to be coordinated and approved by the local hydro authority.

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 16 lux (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)
- Hydro meter

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.

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.

g) Set Backs:

A minimum 1.5 m setback from above surface utilities including but not limited to poles, transformers, utility boxes, hydrants, etc

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.MUNI 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) Corner lots shall have a tree planted every 15 m on private property adjacent side yard on the flanking street.
- c) Trees are to be planted so as not to interfere with other street functions (ie. daylight triangles) 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 Drawings 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 two (2) years 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.

- f) All areas for planting shall be stabilized with sod or seed as required, prior to planting of trees.

I.4 Species

- a) Alternate species shall be provided on all streets. A species list shall be provided and approved for each street, prior to any planting.
- b) The species that are approved for planting on Municipal property shall include the following:

Scientific Name	Common Name
Acer Nigrum	Black Maple
Acer Rubrum	Red Maple
Acer Saccharum	Sugar Maple
Aesculus Hippocastanum	Common Horse Chestnut
Phellodendron Amurense	Amur Cork Tree
Celtis Occidentalis	Common Hackberry

- c) The following species are suitable for downtown areas:

Scientific Name	Common Name
Pyrus Calleryana	Chanticleer Pear, Redspire Pear
Amelanchier Canadensis	Serviceberry
Quercus Robur "Fastigiata"	Pyramidal English Oak

I.5 Park and Recreational Areas

The Township may request that the Park or Recreation Areas dedicated for the development be provided with a suitable entrance, including pedestrian gates in Standard Drawings L3, L4 and L5, and graded and seeded so that they are suitable for recreational use.

The area to be dedicated for park use shall be reviewed with the Township on submission of the Preliminary Draft Plan. Requirements for entrances, services, fencing, grading and seeding will be finalized at time of engineering drawing review. The Township may also request that a different area than that proposed by the Developer be set aside for a park due to the physical features of site.

I.6 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 OPSS 772.
- 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)
- 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.

I.7 Walking Trails

- Walking trails and pathways to be constructed with a limestone finish material and to be a minimum 1.5 m wide.
- Walking trail designs shall be a minimum of 75 mm limestone, and 150 mm Granular A. 300 mm Granular B may be required on access trails with vehicle traffic and at the discretion of the Township.
- Trail heads to have a sign installed at walking trail entrances. Trail head sign and posts will be provided and installed by the Township at the Developer's expense.
- Walking trails shall have a resting area located a mid-point of trail or as determined by the Township that includes sufficient landscaped area for a bench to be installed.

I.8 Play Structures

- All applicable municipal infrastructure is expected to be designed and constructed consistent with current Provincial and County standards including provisions for accessibility. The play structure design is to take into account accessibility design criteria and shall conform with both of the Accessibility for Ontarians with Disabilities Act (AODA) and Wellington County 2005 Facility Accessibility Design Manual. In the absence of these provisions being met, the developer/engineer is expected to obtain approval, or consult, with the local accessibility committee for any proposed deviation(s).
- Curbs to be plastic timbers.

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 from the Township of Wellington North or on the Township of Wellington North website.

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2. STANDARD DRAWINGS

Where the Ontario Provincial Standard Drawing number has been indicated, this Standard shall apply. Where a Township of Wellington North Standard Drawing number has been indicated in addition to the Ontario Provincial Standard Drawing number, 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.

STANDARD DRAWINGS LIST

TABLE 1: STANDARD DRAWINGS LIST		
TITLE	ONTARIO PROVINCIAL STANDARD DRAWING (Latest Revision)	TOWNSHIP OF WELLINGTON NORTH STANDARD (Latest Revision)
Pipe Bedding-Granular 'A' Cover Material-Granular 'A' or sand	802.010 802.013 802.030 802.031 802.032 802.033	
M.H. Frame and Cover		
a) Sanitary Existing Structure (C.4.c)	AutoStable by Bibby St. Croix 401.010 (Type 'A')	- -
b) Storm – In Roadway Existing Structure (D.5.a)	AutoStable by Bibby St. Croix 401.010 (Type 'B')	- -
Curb line	400.110	-
c) Watertight – Sanitary	401.030	-
Catchbasin Frame and Grate	400.110	-
Ditch Inlet Catchbasin Frame and Grate	403.010	Special where required
Maintenance Hole Steps	405.010 (Circular Aluminum)	-
Safety Platform, Aluminum	404.020	-
Sewer Service Connections	1006.010	-

Maintenance Hole (precast)	Section 700	-
Catchbasin (precast)	Section 700	-
Catchbasin M.H. (precast)	Section 700	-
M.H. Benching	701.021	-
Internal Drop Structure for Ex. M.H.	1003.030	-
25 mm Blow Off Installation	-	W1
Valve and Box	-	W2
Hydrant Setting	1105.010	-
Connection of New Watermain to Existing Watermain	-	W3
Thrust Blocks	1103.010 1103.020	-
Spacer For Water Meter	-	W4
Typical Water Meter Installation	-	W5
Frost Collar Installation For Curb Stop Boxes Located In Driveways	-	W6
Non-Metallic Water Service Connection Detail For Non-Metallic Watermain 50 mm diameter or less services	-	W7
Metallic Water Service Connection Detail For Non-Metallic Watermain 25 mm Diameter or Less Services	-	W8
Watermain Tracer Wire Installation Procedure	-	W9
Cathodic Protection For PVC Watermain Systems	-	W10
Minimum Watermain Restraint Requirements	-	W11
20 m Right-of-Way	-	R1
22 m Right-of-Way	-	R2
26 m Right-of-Way	-	R3
Typical Rural Section 20 m Right-of-Way	-	R4
Temporary Catch Basin Drain	-	R5
Concrete Sidewalk (125 mm Concrete) (125 mm Granular "A" minimum)	310.010	-

Sidewalk Ramps	310.030 310.033	-
Tactile Warning Plates	310.039	-
Barrier Curb and Gutter	600.040	-
Mountable Curb and Gutter	600.100	-
Curb with Gutter Method of Termination	608.010	-
Asphalt Gutter	601.010	-
Chain Link Fence	972.130	-
Highway Wire Fence	971.101	-
Lot Grading Plan Detail	-	G1
Lot Grading Plan Townhouse	-	G2
Typical Servicing Layout Single and Semi-Detached	-	S1
Typical Servicing Layout Townhouse	-	S2
Typical Servicing Layout For Infill Lots Townhouse	-	S3
Typical Servicing Layout For Infill Lots Townhouse	-	S4
Side Yard Easement on 3.0m Wide Easement	-	S5
Sanitary Service Connection With Clean-Out	-	S6
Sump Pump To Storm Service Connection	-	S7
Sanitary Connection \geq 4m Deep	-	S8
Residential Sanitary Service Detail	-	S9
Storm Private Drain Connection Detail	-	S10
Utility Plan	-	U1
Deciduous Tree Planting Detail	-	L1
Bare Root Tree Planting Detail	-	L2
Trail Barrier Gate	-	L3
Stainless Steel Security Barrel/Pin For Trail Barrier Gate & Maintenance Access Gate	-	L4
Maintenance Access Gate	-	L5

STANDARD DRAWINGS – SEE APPENDIX A

3. APPROVED MATERIALS AND PRODUCT LIST

Table 2: Approved Materials and Product List		
SERVICE	ITEM	APPROVED PRODUCT
SANITARY	Sewer Pipe	- PVC SDR 35 - Concrete CSA #A257.1/A257.2
	Service Pipe	- PVC SDR 28 to building foundation
	Connections	- Kor-N-Seal (Maintenance Hole) - Prefabricated tees (Services on new sanitary sewer) - Stainless Steel Straps and saddles (Permitted <u>only</u> for tapping into existing sanitary main sewers with advance approval from the Township.) - Kor-N-Tee Saddle Connector (Services on existing PVC or clay sanitary sewer)
	Frame and Grate	AutoStable manufactured by Bibby-Ste-Croix. (See Section C.4.c)
	Adjustments	150mm Min. and 300mm max concrete adjustment units complete with parging on the outside joints
STORM	Sewer Pipe	600 mm diameter or less: - PVC SDR35 - PVC pipe “Ultra Rib” as manufactured by IPEX, in accordance with CSA B182.4 - Concrete - CSA A257.2 (reinforced) - HDPE Boss 2000, smooth wall, 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 (B182.6 is also acceptable) - PVC pipe, “KORFLO” as manufactured by Royal Pipe Company, in accordance with CSA B182.4
		675 mm diameter or greater: - Concrete - CSA A257.2 (reinforced) - Leads to rear yard catchbasins (ie. Side yard) are to be concrete - All pipes to be bell and spigot joints and shall have elastomeric gaskets to provide a water tight seal.
		- HDPE corrugated BOSS 2000, smooth wall, 320 kPa stiffness c/w Ultra Stab 75 joint manufactured by Armttec in accordance with CSA B182.8-02 Storm Sewer. - Minimum 0.6 m cover.
	Culverts	- HDPE corrugated BOSS 2000, smooth wall, 320 kPa stiffness c/w Ultra Stab 75 joint manufactured by Armttec in accordance with CSA B182.8-02 Storm Sewer. - Minimum 0.6 m cover.

STORM CONT'D		- All pipes to be bell and spigot joints and shall have elastomeric gaskets to provide a water tight seal.
	Service Pipe	PVC SDR 28 to building foundation
	Connections	<ul style="list-style-type: none"> - Kor-N-Seal (Connection of PVC SDR35 pipe at structures) - Adaptor with sand (ribbed) (new storm main to existing concrete storm sewer) with advanced approval from Township - Prefabricated tee (services on new storm main) - Kor-N-Tee Pipe to Pipe Connector (services to existing concrete storm sewer only) - Kor-N-Tee Saddle Connector (Services on existing PVC and clay storm sewer) - Inserta tees (Services on existing HDPE storm sewer)
	Subdrain	150mm Polyethylene Big 'O' BOSS 2000 with geotextile filter wrap, class 1 with filter opening size of 130-100 µm
	Inlet Basin (rear yard drainage only)	Nyloplast
	Frame and Grate	AutoStable manufactured by Bibby-Ste-Croix (in roadway. See Section D.5.a)
WATERMAIN	Watermain Pipe	PVC pipe DR 18, Class 235 PVC and conform to ASTM D1784, AWWA Standard C900 or C905 and CSA Standard CAN3-B137.3-M86.
	Valves	<p>Mueller Resilient Wedge Gate Valve AWWA C-509, A-2362 mechanical joint ends with:</p> <ul style="list-style-type: none"> - fusion-bonded epoxy coating - bronze stem - open counter clockwise <p>Or;</p> <p>Clow Resilient Wedge Valve AWWA C-509, F-6100 model 2639 mechanical joint with:</p> <ul style="list-style-type: none"> - fusion-bonded epoxy coating - bronze stem - open counter clockwise
	Hydrants	<p>All with "Storz" pumper connection and open counter clockwise:</p> <ul style="list-style-type: none"> - Canada Valve, Century Type Compression (as manufactured by Mueller) - Clow Canada, Brigadier Series M-67-B (as manufactured by Clow Canada) - Hydrants to be red in colour with storz pump cap and both 2.5" caps painted black - Hydrant marker 4' yellow with hydrant ID sticker manufactured by Owl Lite Model D1FHM804Y

WATERMAIN CONT'D	Valve Boxes	<ul style="list-style-type: none"> - Bibby-Ste-Croix VB2200, Slide Type - Bibby-Ste-Croix VB3200, Screw Type - Star Pipe Canada VB-5006, Slide Type - MVB Composite Valve Box
	Corporation Main Stop	<ul style="list-style-type: none"> - Cambridge Brass, Ball Style, Series 301NL(no-lead) with electrical connection, AWWA x CB assembly <p><u>Or:</u></p> <ul style="list-style-type: none"> - Mueller Canada, Mueller Ground Key Design Type, H-15008N (no-lead) with electrical connection, Mueller 110 Compression Joint
	Curb Stop	<ul style="list-style-type: none"> - Cambridge Brass, Ball Style, Series 202NL (no-lead) with electrical connection, CB Compression x CB Compression assembly; <p><u>Or:</u></p> <ul style="list-style-type: none"> - Mueller Canada, Mueller Mark II Oriseal, Type H-15209N (no-lead) with electrical connection, Mueller 110 Compression Joint. <p>ALL ROD AND PIN SHALL BE STAINLESS STEEL</p>
	Saddle	<ul style="list-style-type: none"> - Robar Stainless Steel 2616 Double Bolt, Wide Band - Cambridge Brass Series 8403 Stainless Steel Single Piece Saddle Type 304 Double Bolt, - AWWA Thread
	Mechanical Joint Restraints	<p>PVC Pipe:</p> <ul style="list-style-type: none"> - One-LOK Series for SLCE PVC pipe manufactured by Sigma - Uni-Flange Series 1300 manufactured by Ford Meter Box Company Inc. - Megalug Series 2000 PV C900 pipe - ALL Stargrip Series 4300 manufactured by Star Pipe Products <p>Iron Pipe:</p> <ul style="list-style-type: none"> - Megalug Series 1100 - Stargrip Series 3000 manufactured by Star Pipe Products - ALL Stargrip Series 4300 manufactured by Star Pipe Products
	Thrust Bell Joint Restraint	<ul style="list-style-type: none"> - 600 Series pipe restraint manufactured by Romac Industries Inc. - Uni-Flange Series 1390 for PVC Pipe Bell Joints manufactured by Ford Meter Box Company Inc. - PV-LOK Series PWPR manufactured by Sigma - Pipe Restrainers Series 1100G2 manufactured by Star Pipe Products
	Tracer Wire	12 gauge, 7 strand copper with plastic coating, colour blue. Attached to storz pumper connection

WATERMAIN CONT'D	Waterproof Connectors	Direct Bury Lug Aqua #90220, dielectric silicone filled to seal out moisture and corrosion manufactured by DryConn
	Water Service Material	- Copper seamless Type "K" Crosslinked polyethylene ("Municipex" by Rehau and "Blue904" by Iplex)
	Service Boxes	All service boxes to be adjustable slide type with a minimum 2.0m length and complete with stainless steel rod and pin: - Mueller A-726 - Concord Clow Canada, D-1-10 or D-2-10
Warning Surface for Pedestrians	Tactile Plates	Duralast cast iron manufactured by East Jordan Ironworks or an approved equivalent. Clay red in colour.
STREET LIGHTING *All design to be CSA approved	Poles	- Cobra head combination: concrete, Class B centrifugally cast round, mold finish. Decorative combination: concrete, centrifugally cast.
	Luminaires	Lumex p/n RFM-72W32LED4K-G2-R2M-UNV-DMG-FAWS-RCD7-GY3
	Brackets	- Standard: 1.8 m or 2.4 m tapered elliptical aluminum. - Decorative: 1.5 m or 1.8 m nominal curved. Manufactured with the current revisions of ANSI C136.1.
	Photo-Electric Controllers	See Section H.2.d.
	Loadcentres	- 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).
	Cable Duct	50 mm Type II PVC, direct buried duct meeting CAN/CSA-C22.2 NO.227.1 (latest revision).
	Light Wiring (Handhole to Luminaire)	2 - #12 copper NMWU plus 1 - #12 copper ground, CSA approved.
	Distribution Cable (Loadcentre to Street Light Poles)	- 2 - #6 copper, RWU-90-CSA complete with 1 - #6 jacketed green ground (for 120V). and 3 - #6 copper, RWU-90-CSA complete with 1 - #6 jacketed green ground (for 240V).

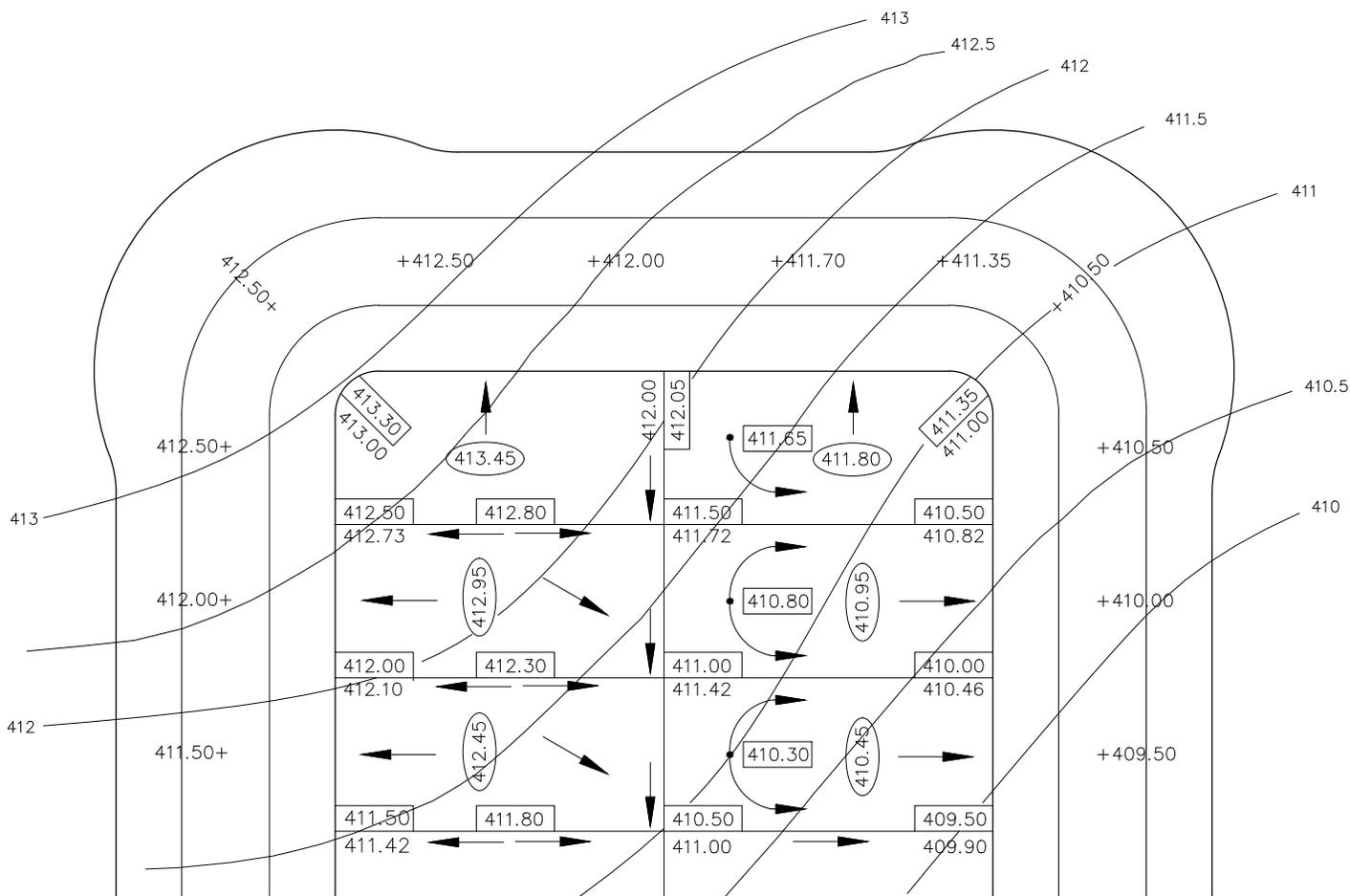
STREET LIGHTING CONT'D	Power Cable (Transformer to Loadcentre)	3 - #2 copper RWU-90-CSA with 1 - #2 ground, CSA approved.
	Grounding Rods and Plates	- Hot dip galvanized (CAN/CSA G164) solid steel, CAN/CSA G40.20/G40.21, Grade 230G, 19 mm diameter, 3 m long, copper clad for the full length, CSA C22.2 No. 41. 0.2 m ² of surface to exterior soil, >6 mm thick.

Material List Updated – December 2022

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APPENDIX A
STANDARD DRAWINGS

DRAFT



REQUIRMENTS

- DRIVEWAY GRADES 1% – 6%
- WALKWAY GRADES 2% – 5%
- LOT GRADES 2% – 6%

BUILDING GRADE 300mm HIGHER THAN HIGHEST FRONT LOT CORNER

ALL SIDE YARD SWALES TO BE CENTERED ON LOT LINES, MIN. GRADE 2%, MIN. DEPTH 150mm, MAX. DEPTH 250mm MAX. SLOPE 3:1

ALL REAR YARD SWALES TO BE ENTIRELY WITHIN THE SITE, MIN. GRADE 2%, MIN. DEPTH 150mm, MAX. DEPTH 300mm 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

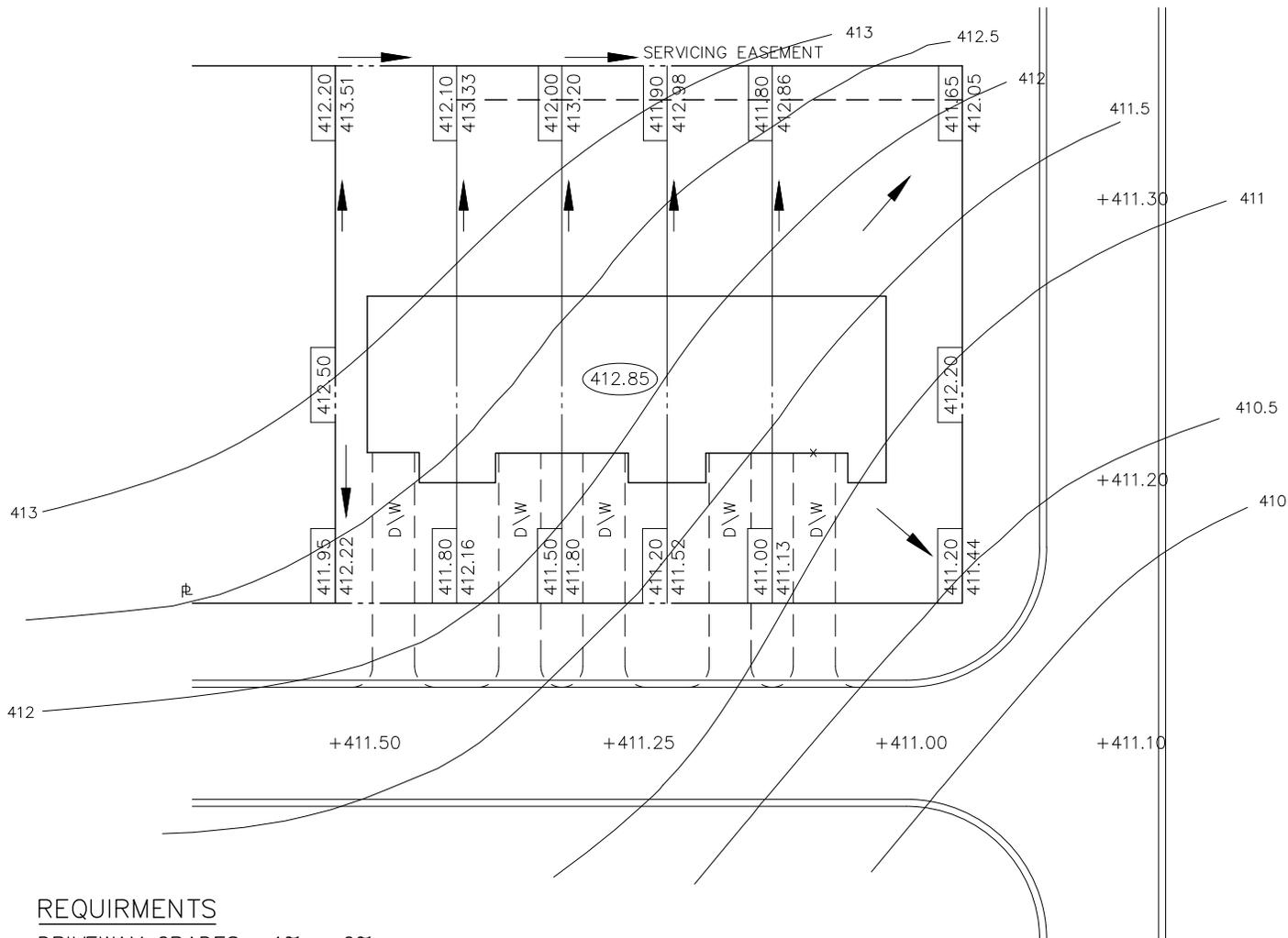
LEGEND

- 412.73 EXISTING LOT CORNER ELEV.
-  412 EXISTING CONTOURS @ 0.5m OR LESS
- +410.50 PROPOSED C_g ROAD ELEV. @ 20m STA.
-  411.45 PROPOSED LOT ELEVATION
-  PROPOSED SURFACE DRAINAGE & DIRECTION
-  411.95 PROPOSED GRADE @ BUILDING

NOTE:

1. SEE SECTION D.3.d AND G FOR ADDITIONAL REQUIREMENTS.

TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 2
LOT GRADING PLAN GENERAL		STD. G1



REQUIRMENTS

DRIVEWAY GRADES 1% – 6%

WALKWAY GRADES 2% – 5%

LOT GRADES 2% – 6%

BUILDING GRADE 300mm HIGHER THAN HIGHEST FRONT LOT CORNER

ALL SIDE YARD SWALES TO BE CENTERED ON LOT LINES, MIN. GRADE 2%, MIN. DEPTH 150mm, MAX. DEPTH 250mm MAX. SLOPE 3:1

ALL REAR YARD SWALES TO BE ENTIRELY WITHIN THE SITE, MIN. GRADE 2%, MIN. DEPTH 150mm, MAX. DEPTH 300mm 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

HIGH GROUND WATER ELEVATIONS TO BE SHOWN.

LEGEND

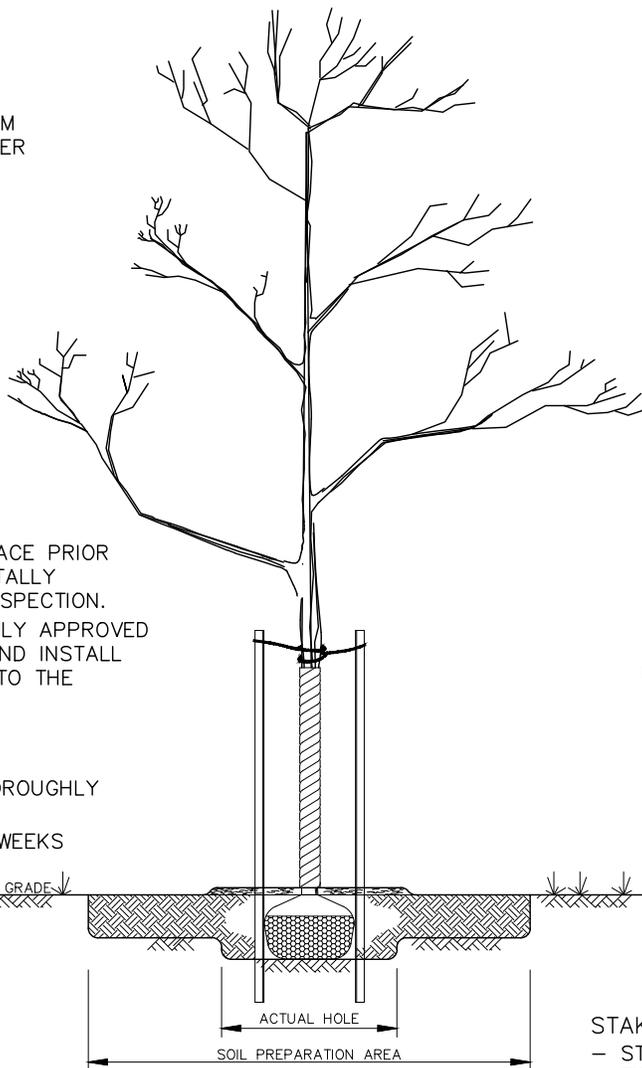
- 412.73 EXISTING LOT CORNER ELEV.
- 412 (wavy line) EXISTING CONTOURS @ 0.5m OR LESS
- +410.50 PROPOSED C ROAD ELEV. @ 20m STA.
- 411.45 (in box) PROPOSED LOT CORNER ELEV.
- (arrow) PROPOSED SURFACE DRAINAGE & DIRECTION
- 411.95 (in circle) PROPOSED ELEVATION OF TOP OF FOUNDATION

NOTE:

- SEE SECTION D.3.d AND G FOR ADDITIONAL REQUIREMENTS.

TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 0
LOT GRADING PLAN TOWNHOUSE		STD. G2

ALL TREES SHALL BE NO. 1 NURSERY STOCK. 2.5m MINIMUM HEIGHT WITH A MINIMUM CALIPER OF 60mm MEASURED 300mm ABOVE GROUND LEVEL.



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.
- WATER EVERY TWO (2) WEEKS THEREAFTER.

MULCHING:

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

PLANTING AREA:

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

IMPORTANT:

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

SOIL AMENDMENT:

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

PLANTING SOIL:

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

PLANTING DEPTH:

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

CROWN PRUNING:

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

STAKES AND TIES:

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

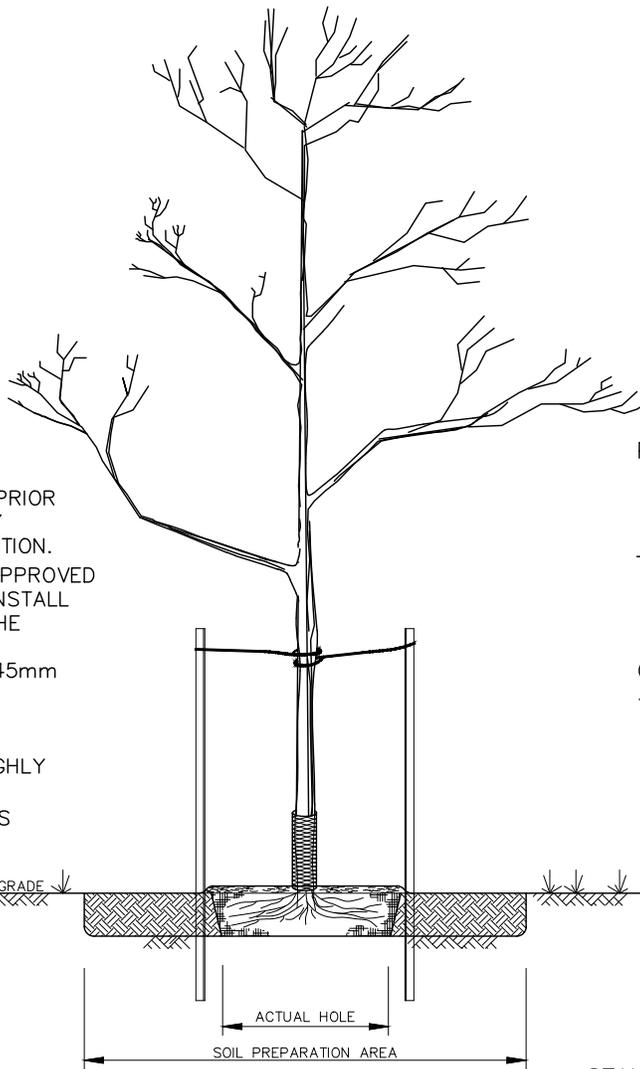
ROOTBALL, BURLAP, TWINE:

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

BACKGROUND INFORMATION PROVIDED FROM LANDSCAPE ONTARIO.

TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 1
DECIDUOUS TREE PLANTING DETAIL		STD. L1

ALL TREES SHALL BE NO. 1 NURSERY STOCK. 2,5m MINIMUM HEIGHT WITH A MINIMUM CALIPER OF 60mm MEASURED 300mm ABOVE GROUND LEVEL.



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.

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.
- WATER EVERY TWO (2) WEEKS THEREAFTER.

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.

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.

STAKES AND TIES:

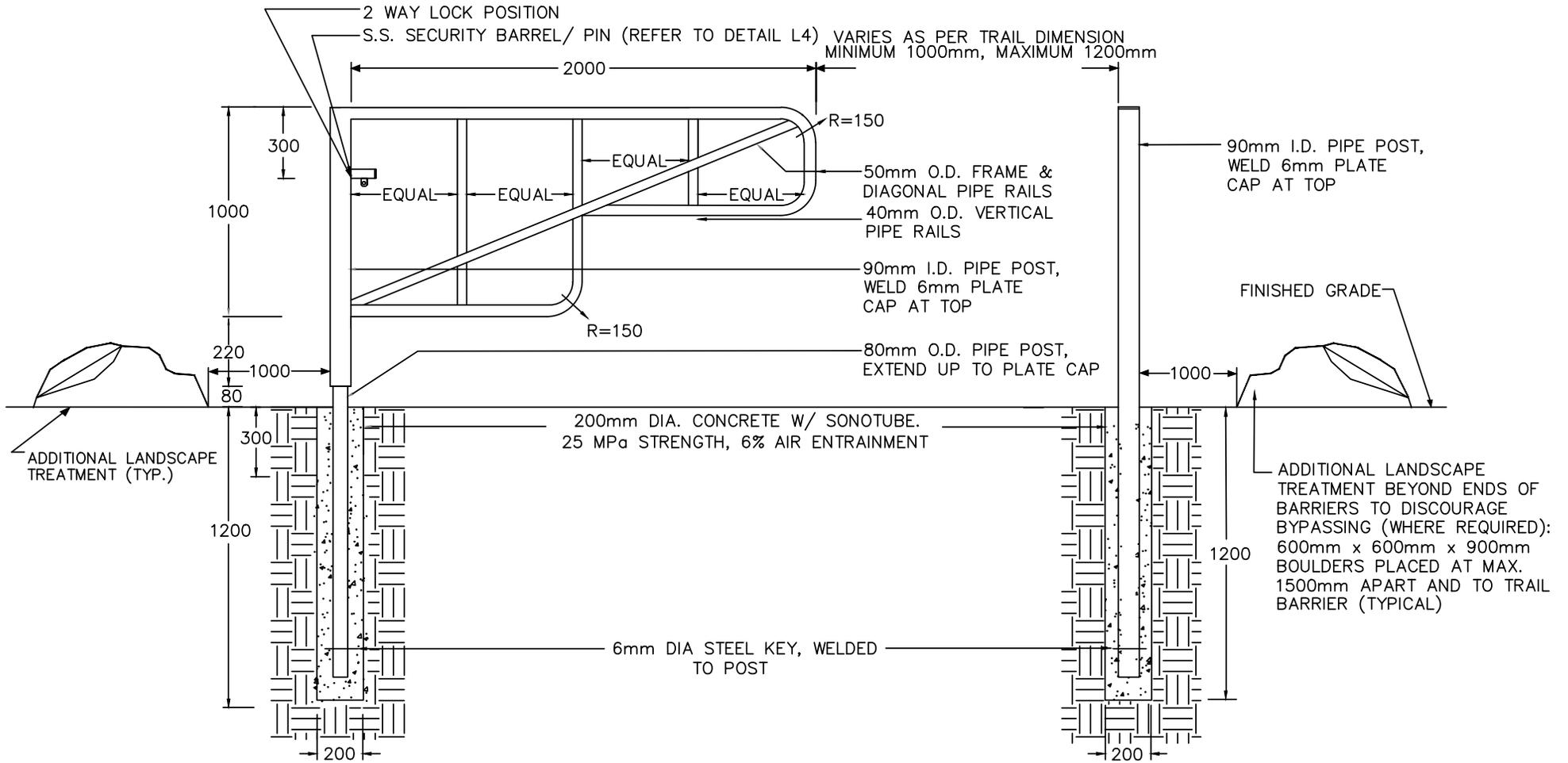
- STAKE BEFORE PLANTING.
- TIE USING BIODEGRADABLE MATERIAL SUCH AS FOLDED BURLAP, ETC.
- STAKE TO BE PLACED TO PREVENT DAMAGE TO ADJACENT BRANCHES.
- USE 50mm x 50mm x 2m WOOD STAKE OR METAL T-BAR DRIVEN SECURELY INTO GROUND. ALIGN STAKE WITH PREVAILING WINDS.
- APPLY RODENT PROTECTION WHERE REQUIRED.

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 APRIL, 2022	REV. 1
BARE-ROOT TREE PLANTING DETAIL		STD. L2

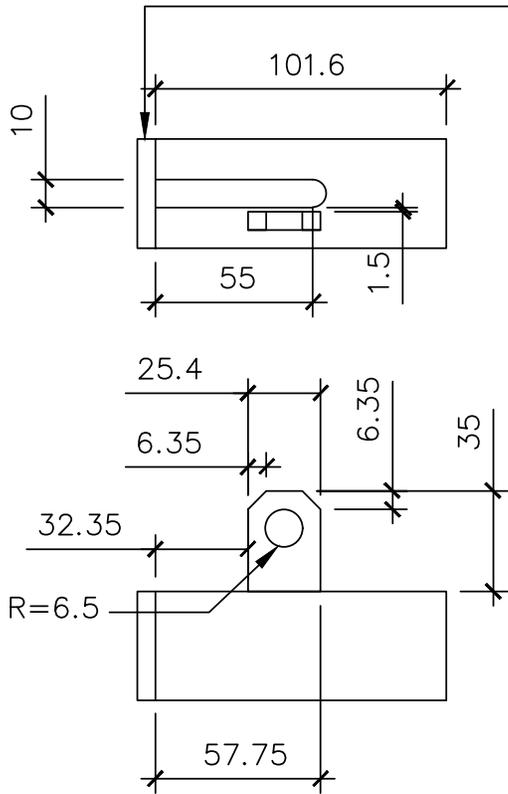


NOTES:

1. ALL GATE METAL AND PIPE POST EXCEPT S.S. SECURITY BARREL/PIN TO BE SCHEDULE 40 STEEL PIPE, HOT DIP GALVANIZED TO MEET CSA-G164-M1981 AFTER FABRICATION. ALL WELDS TO MEET CSA W59-M1989 AND BE GROUND SMOOTH. TOUCH UP ALL MINOR DAMAGED AREAS WITH ZINC BASED PAINT AFTER INSTALLATION. POSITION DRAINAGE HOLES TO MINIMIZE WATER INGRESS; FILL HOLES IF DIRECTED BY TOWNSHIP REPRESENTATIVE.
2. EXACT LOCATION OF GATE AND ANY ADDITIONAL LANDSCAPE TREATMENTS TO BE AS DIRECTED ON SITE BY TOWNSHIP REPRESENTATIVE.
3. THIS DRAWING MUST BE READ IN CONJUNCTION WITH DRAWING L4, STAINLESS STEEL SECURITY BARREL/PIN FOR TRAIL BARRIER GATE.

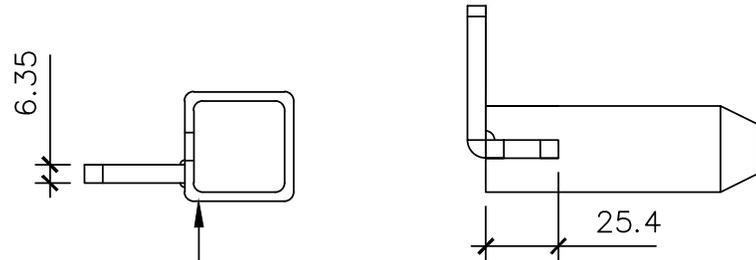
TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 0
TRAIL BARRIER GATE		STD. L3

6.35 x 38 x 38mm FB END CAP – WELD TO END OF TUBE
AFTER PIN INSTALLATION

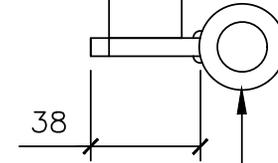


BARREL DETAIL

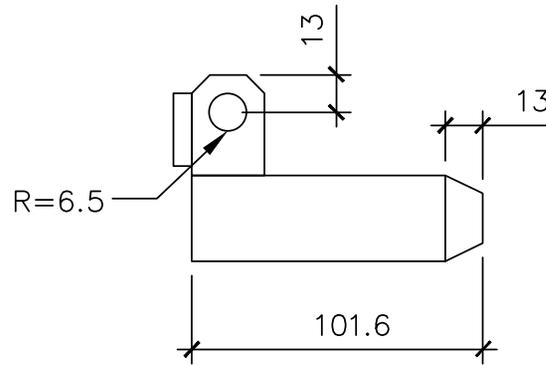
6.35 x 25 x 50mm FB HANDLE
C/W 3 x 3mm CHAMFER



38 x 38 x 3.2mm
SQUARE TUBE



30mm SHAFT C/W
6 x 13mm CHAMFER

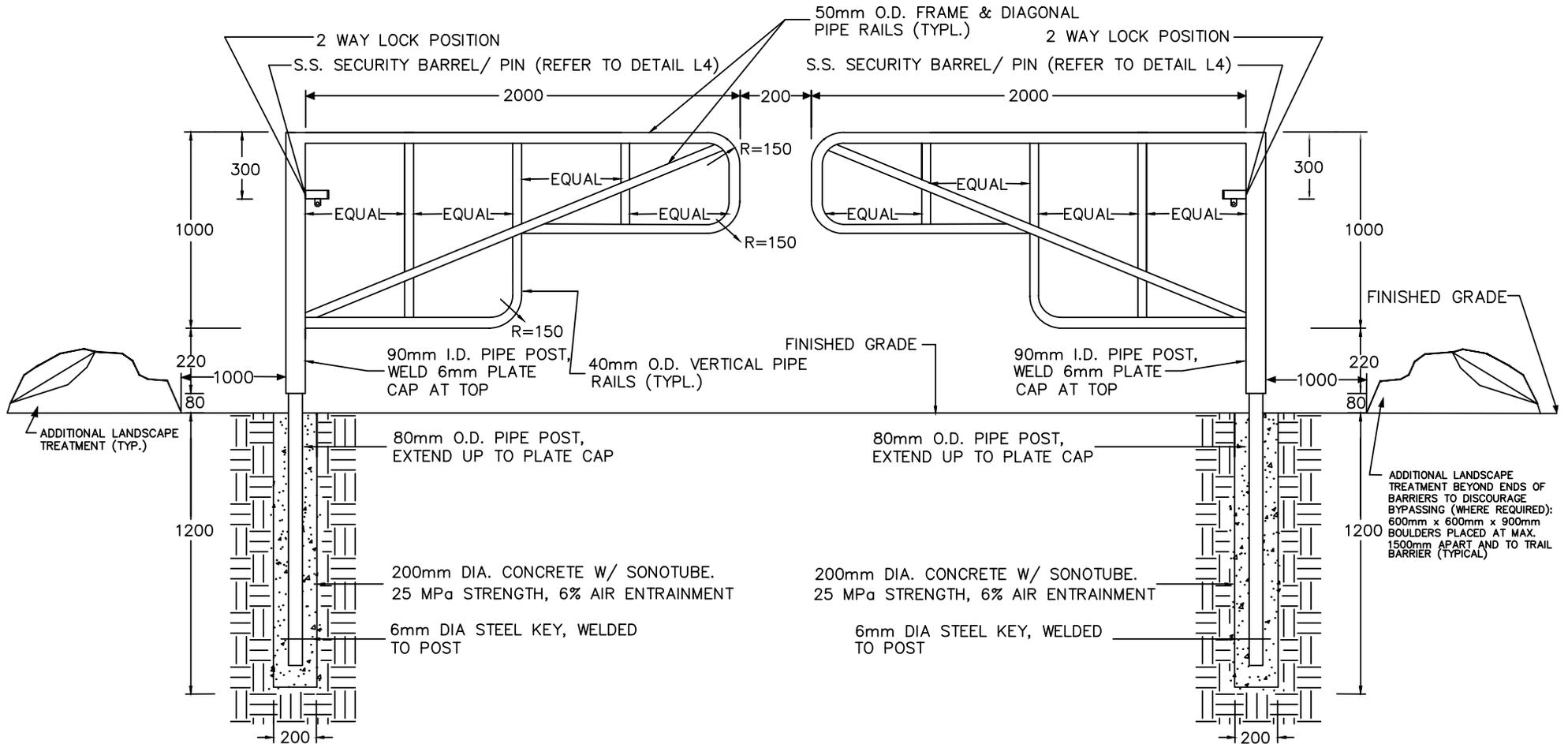


PIN DETAIL

NOTE:

1. REMOVE GALVANIZING FROM GATE AT BARREL/PIN WELD AREA AND FULLY COAT WELD SURFACE WITH ZINC BASED PAINT OVERLAPPING ONTO STAINLESS STEEL.

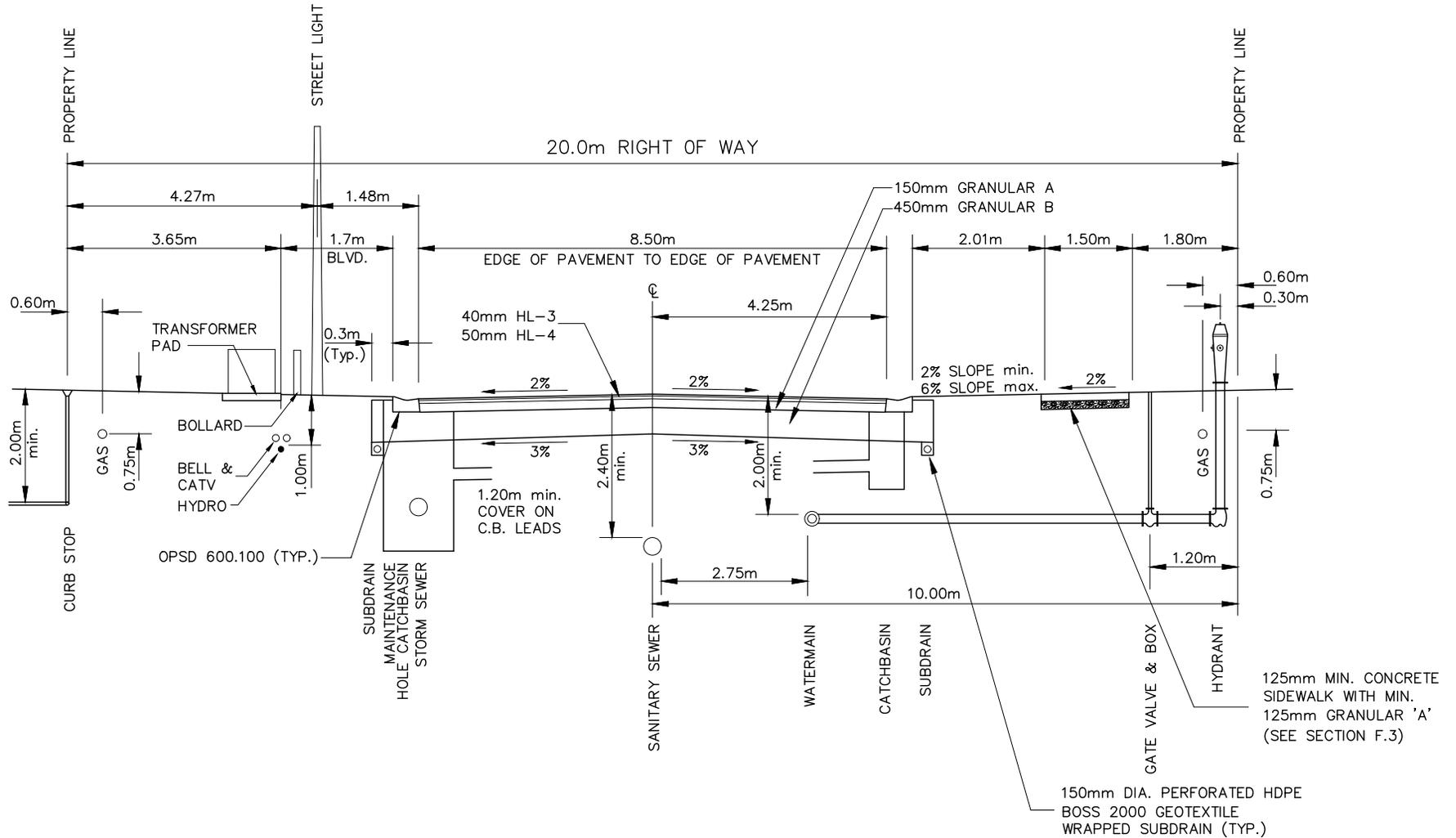
TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 0
STAINLESS STEEL SECURITY BARREL/PIN FOR TRAIL BARRIER GATE & MAINTENANCE ACCESS GATE		STD. L4



NOTES:

1. ALL GATE METAL AND PIPE POST EXCEPT S.S. SECURITY BARREL/PIN TO BE SCHEDULE 40 STEEL PIPE, HOT DIP GALVANIZED TO MEET CSA-G164-M1981 AFTER FABRICATION. ALL WELDS TO MEET CSA W59-M1989 AND BE GROUND SMOOTH. TOUCH UP ALL MINOR DAMAGED AREAS WITH ZINC BASED PAINT AFTER INSTALLATION. POSITION DRAINAGE HOLES TO MINIMIZE WATER INGRESS; FILL HOLES IF DIRECTED BY TOWNSHIP REPRESENTATIVE.
2. EXACT LOCATION OF GATE AND ANY ADDITIONAL LANDSCAPE TREATMENTS TO BE AS DIRECTED ON SITE BY TOWNSHIP REPRESENTATIVE.
3. THIS DRAWING MUST BE READ IN CONJUNCTION WITH DRAWING L4, STAINLESS STEEL SECURITY BARREL/PIN FOR TRAIL BARRIER GATE.

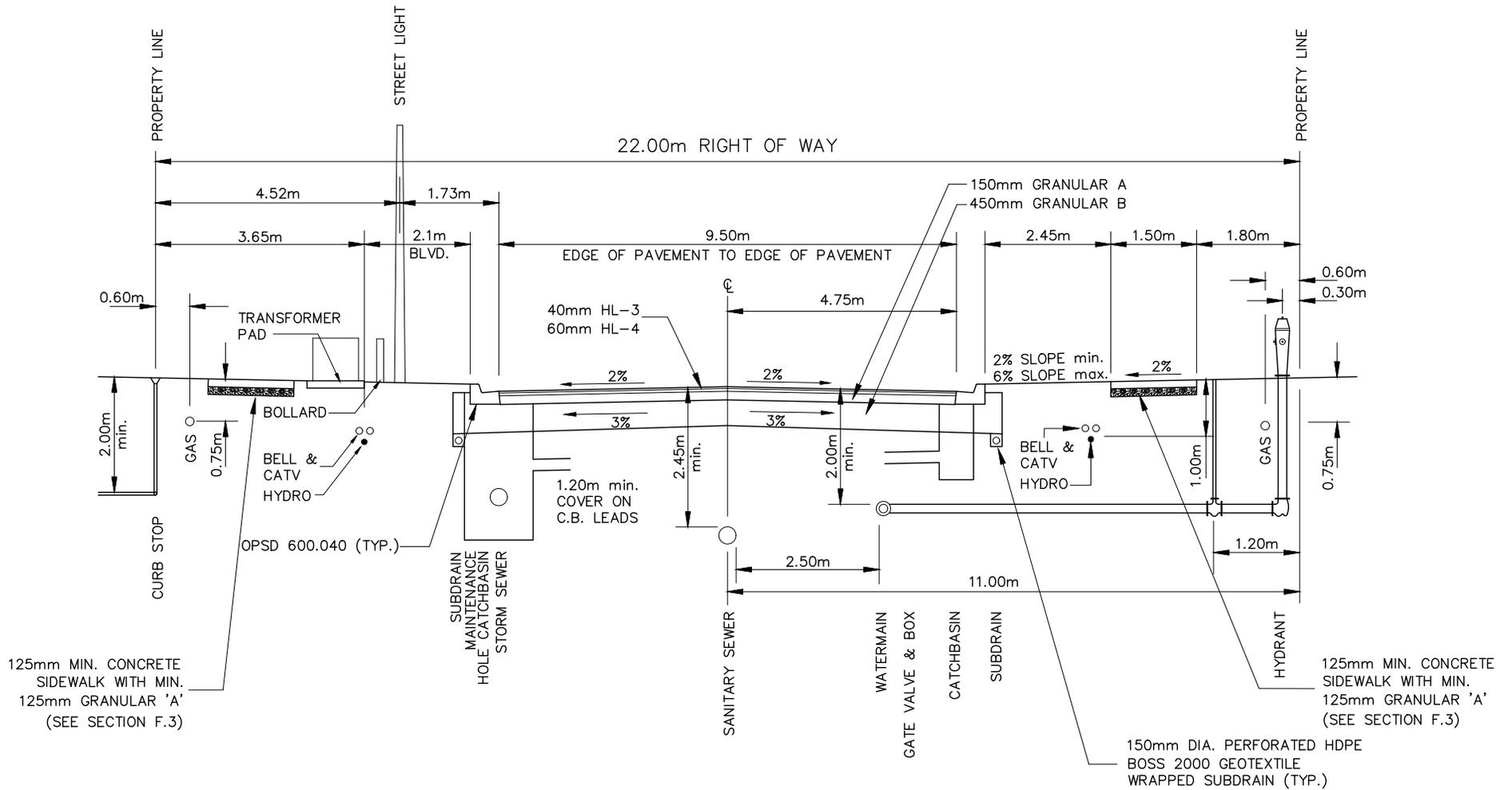
TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 0
MAINTENANCE ACCESS GATE		STD. L5



NOTES:

1. BOLLARDS ARE NOT TYPICALLY REQUIRED, RATHER THEY ARE ASSESSED ON A CASE-BY-CASE BASIS AND AT THE SOLE DISCRETION OF WELLINGTON NORTH POWER INC. AND THE TOWNSHIP.
2. CATCHBASIN LEADS TO HAVE A MINIMUM 1% SLOPE.

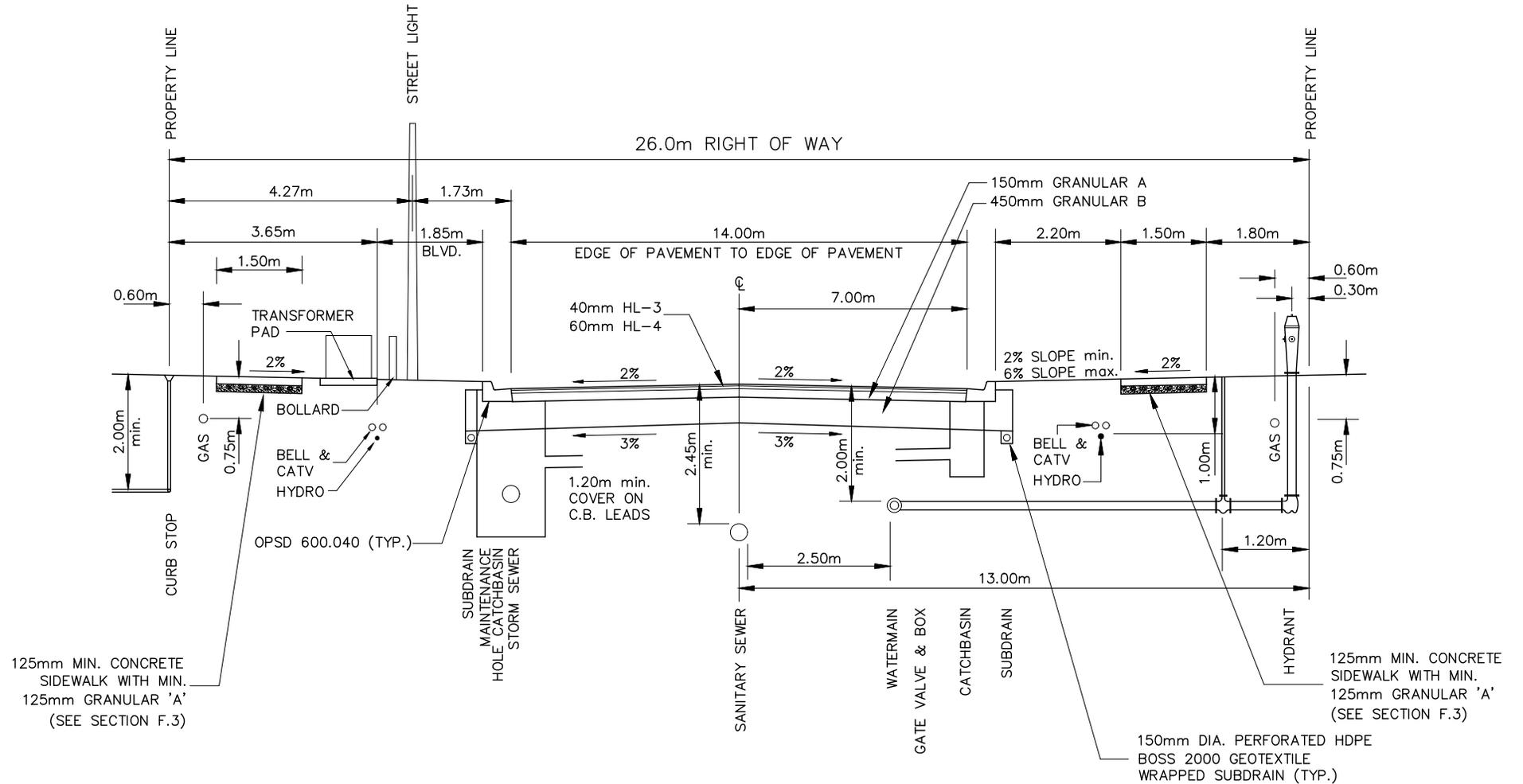
TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 3
STANDARD CROSS-SECTION LOCAL STREET - 20.0m R.O.W.		STD. R1



NOTES:

1. BOLLARDS ARE NOT TYPICALLY REQUIRED, RATHER THEY ARE ASSESSED ON A CASE-BY-CASE BASIS AND AT THE SOLE DISCRETION OF WELLINGTON NORTH POWER INC. AND THE TOWNSHIP.
2. CATCHBASIN LEADS TO HAVE A MINIMUM 1% SLOPE.

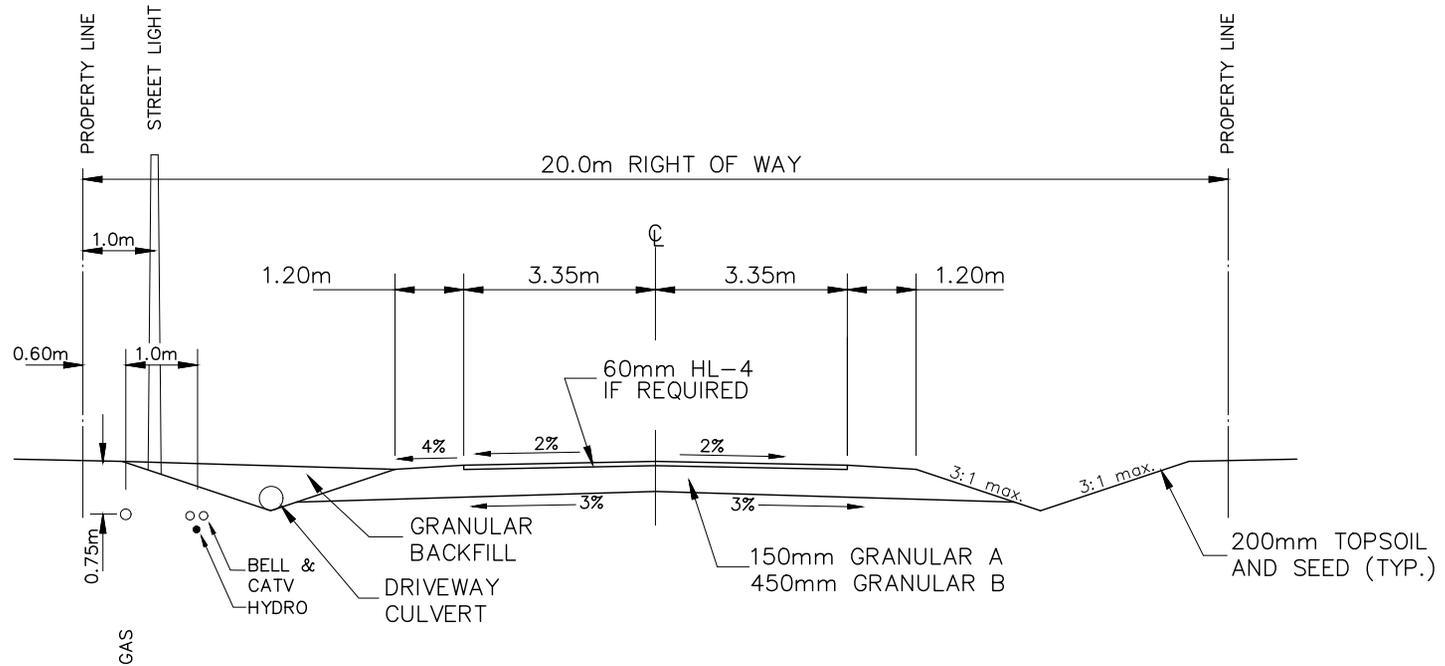
TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 1
STANDARD CROSS-SECTION COLLECTOR STREET 22.0m R.O.W.		STD. R2



NOTES:

1. BOLLARDS ARE NOT TYPICALLY REQUIRED, RATHER THEY ARE ASSESSED ON A CASE-BY-CASE BASIS AND AT THE SOLE DISCRETION OF WELLINGTON NORTH POWER INC. AND THE TOWNSHIP.
2. CATCHBASIN LEADS TO HAVE A MINIMUM 1% SLOPE.

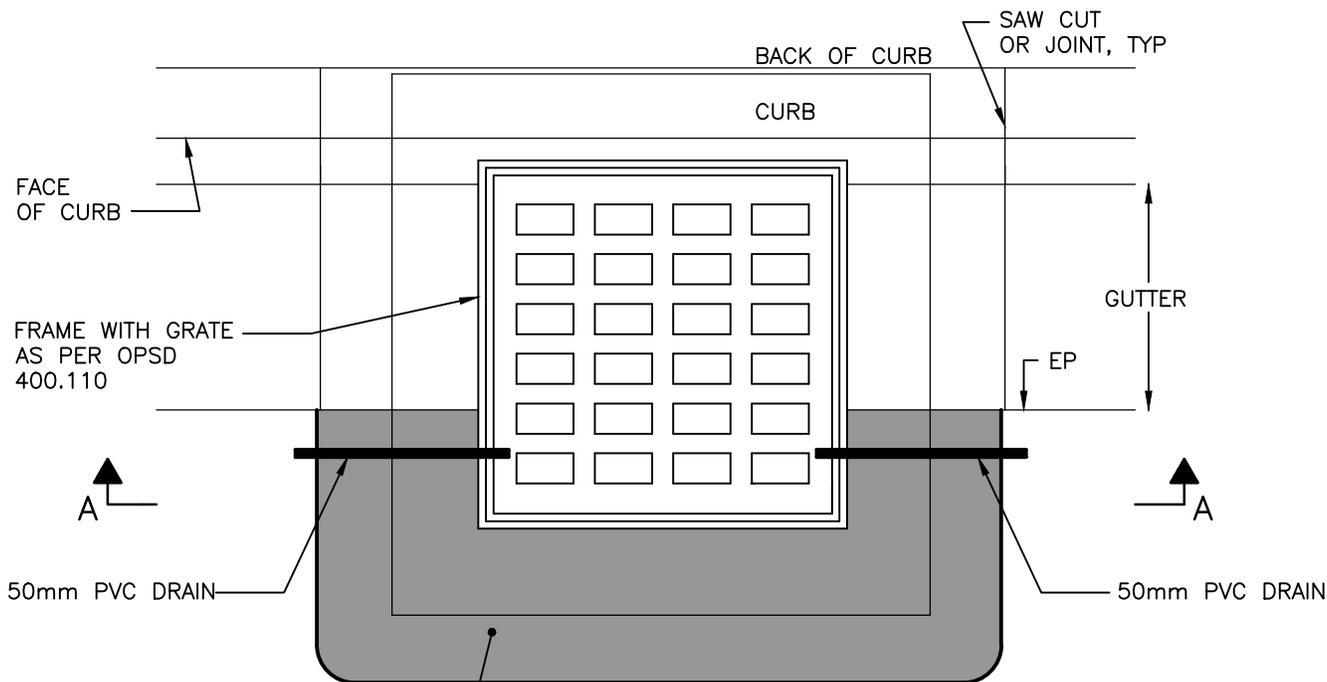
TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 1
STANDARD CROSS-SECTION ARTERIAL/COLLECTOR STREET 26.0m R.O.W.		STD. R3



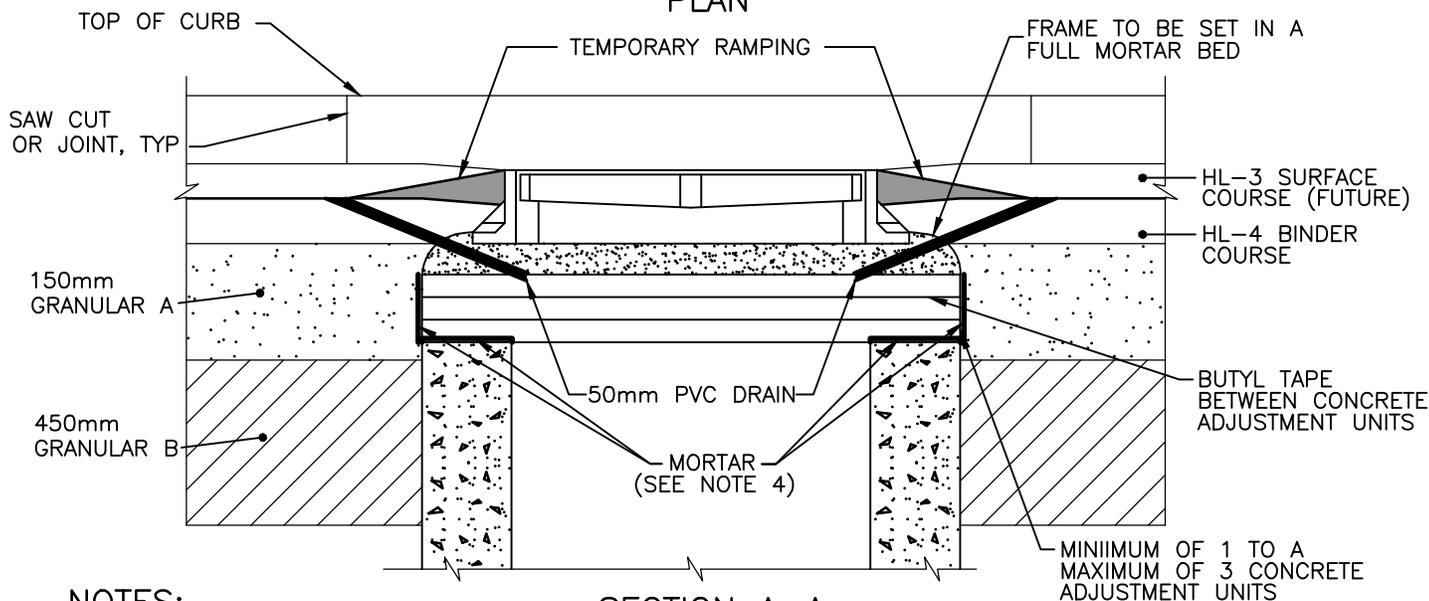
NOTES:

1. BOULEVARD SLOPES – 2% min., 8% max.
2. BOULEVARD & DITCHES TO BE TOPSOILED & SEEDED.
3. MINIMUM DRIVEWAY CULVERT – 400mm ϕ , MINIMUM 9m LENGTH.
4. GRANULAR BASE TO BE CONFIRMED BY SOILS REPORT.
5. DITCHES TO BE 150mm min. BELOW GRANULAR ROAD BASE.
6. MINIMUM RUNNING ROAD GRADE – 0.50%.
7. MAXIMUM ROAD GRADE – 8.0%.
8. TOPSOIL – 200mm THICKNESS.
9. RURAL AND SEMI URBAN MAXIMUM ENTRANCE WIDTH – 6m.
10. STREET LIGHTING TO BE PROVIDED ON ONE SIDE OF ALL ROADWAYS. ALL HYDRO, BELL AND OTHER UTILITIES TO BE UNDERGROUND.

TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 2
STANDARD CROSS-SECTION RURAL ROAD – 20.0m R.O.W.		STD. R4



PLAN



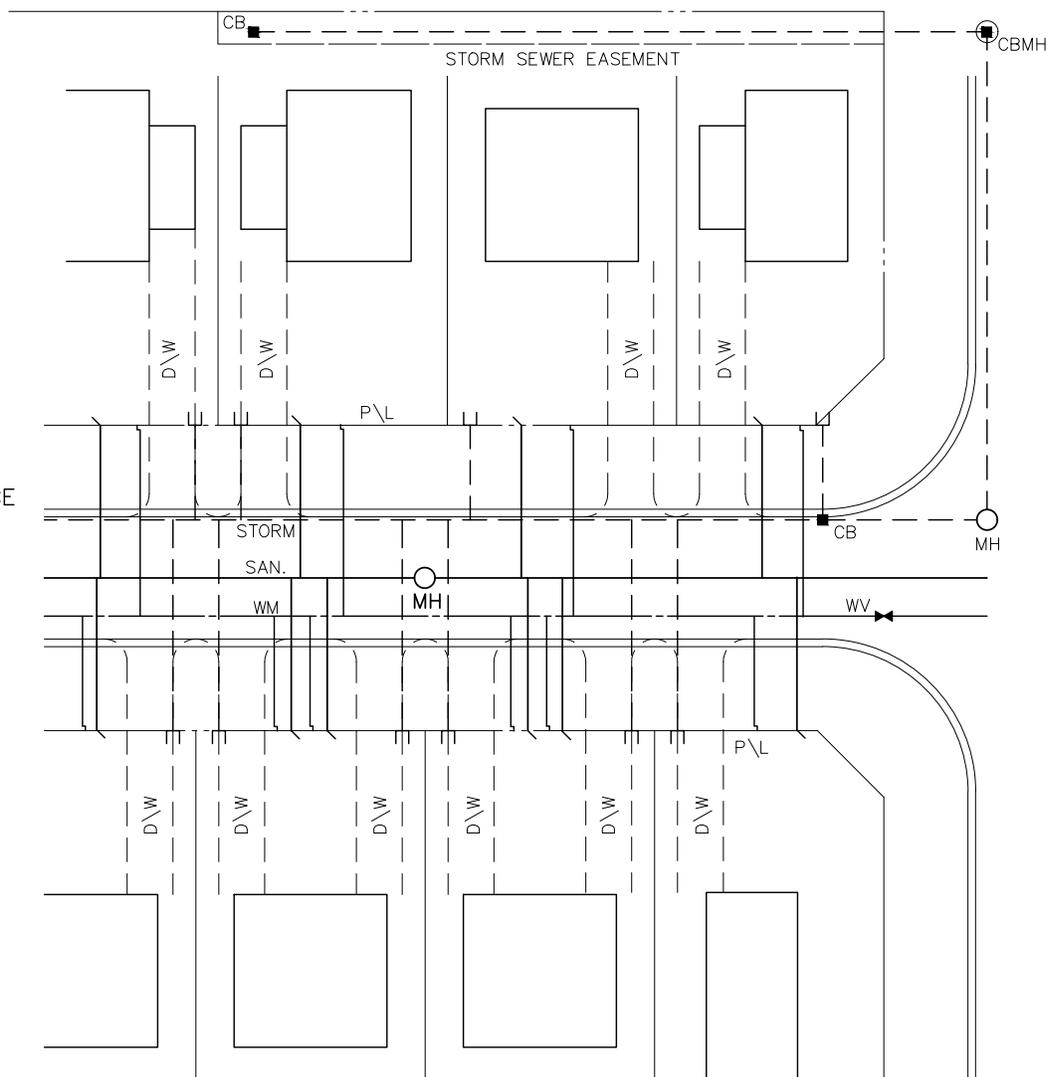
SECTION A-A

NOTES:

1. TEMPORARY DRAIN TO BE USED WITH ALL STORM SEWER STRUCTURES LOCATED IN GUTTER LINE.
2. TEMPORARY DRAIN TO BE PLUGGED USING 30MPa CONCRETE PRIOR TO THE SURFACE COURSE ASPHALT BEING PLACED.
3. ADJUSTMENT OF THE FRAME AND GRATE TO FINISHED GRADE SHALL BE ACHIEVED BY USING PRECAST CONCRETE ADJUSTMENT UNITS THAT ARE SET IN A FULL BED OF MORTAR. BROKEN AND CRACKED ADJUSTMENT UNITS ARE PROHIBITED.
4. THE PRECAST ADJUSTMENT UNITS WILL BE GROUTED IN PLACE BY MEANS OF AN APPROVED MORTAR MIX AND SHALL BE PARGED ON THE OUTSIDE WITH 12mm THICK MORTAR COAT.
5. THE INSTALLATION OF THE 50mm DIA. DRAIN SHALL BE DONE PRIOR TO OR DURING CONCRETE CURB INSTALLATION, IF APPLICABLE.
6. DEVELOPER/CONTRACTOR TO MAINTAIN 50mm DRAIN HOLES AND ENSURE THAT THEY ARE FREE OF MUD AND DEBRIS TO ALLOW SURFACE WATER TO DRAIN.
7. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH OPSD 704.010.

TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 0
TEMPORARY CATCH BASIN DRAIN		STD. R5

SINGLE FAMILY



LEGEND

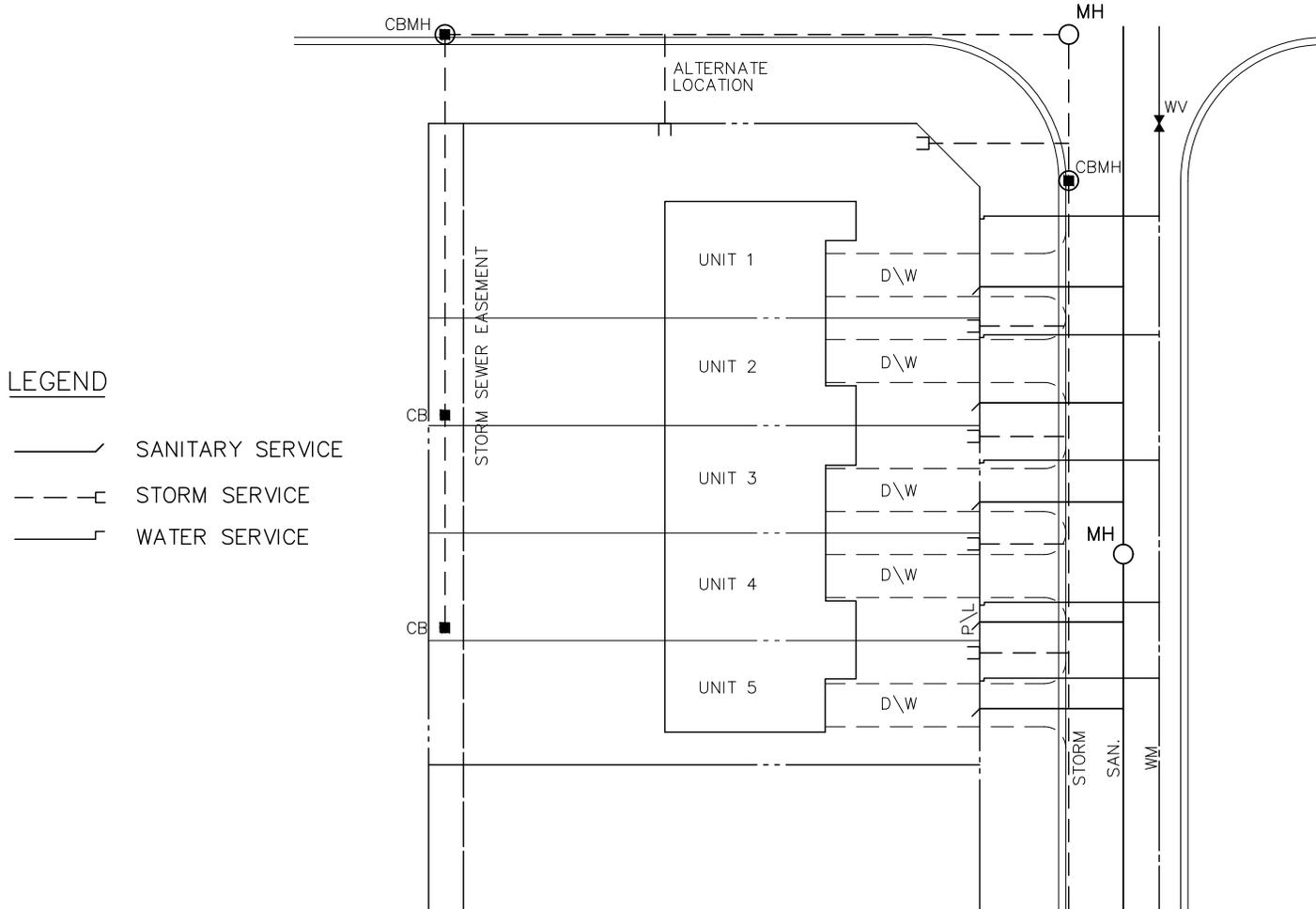
-  SANITARY SERVICE
-  STORM SERVICE
-  WATER SERVICE

SEMI-DETTACHED

NOTES:

1. 2.5m min. BETWEEN SANITARY SEWER & WATER SERVICE CONNECTIONS AT CENTRE OF LOT. SPATIAL WATER SERVICE TO HAVE 2.5m HORIZONTAL OR 0.5m VERTICAL.
2. STORM SEWER SERVICES 1.5m min. FROM LOW SIDE LOT LINE WHERE POSSIBLE AND MIN. 2.5m FROM WATER SERVICE, HYDRANT LATERAL, OR OTHER WATER PIPING.
3. WATERMAIN VALVES, CURB STOPS, HYDRANTS & CATCHBASINS NOT TO BE LOCATED IN WALKWAYS OR DRIVEWAYS.
4. ALL SERVICES TO RUN IN A STRAIGHT LINE, PERPENDICULAR TO ϕ OF ROAD FROM MAIN TO PROPERTY LINE.
5. REAR YARD STORM SEWER CONFIGURATION TO SUIT LOT CONFIGURATION. SEE SECTION D.3.d.
6. SANITARY SEWER TO BE LOCATED 1.5m TO THE LEFT (FACING PROPERTY) OF THE CENTRE OF THE LOT AND 2.5m TO THE LEFT OF THE WATER SERVICE.
7. TO BE READ IN CONJUNCTION WITH STANDARD DRAWING S5.

TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 1
TYPICAL SERVICING LAYOUT SINGLE AND SEMI-DETTACHED		STD. S1



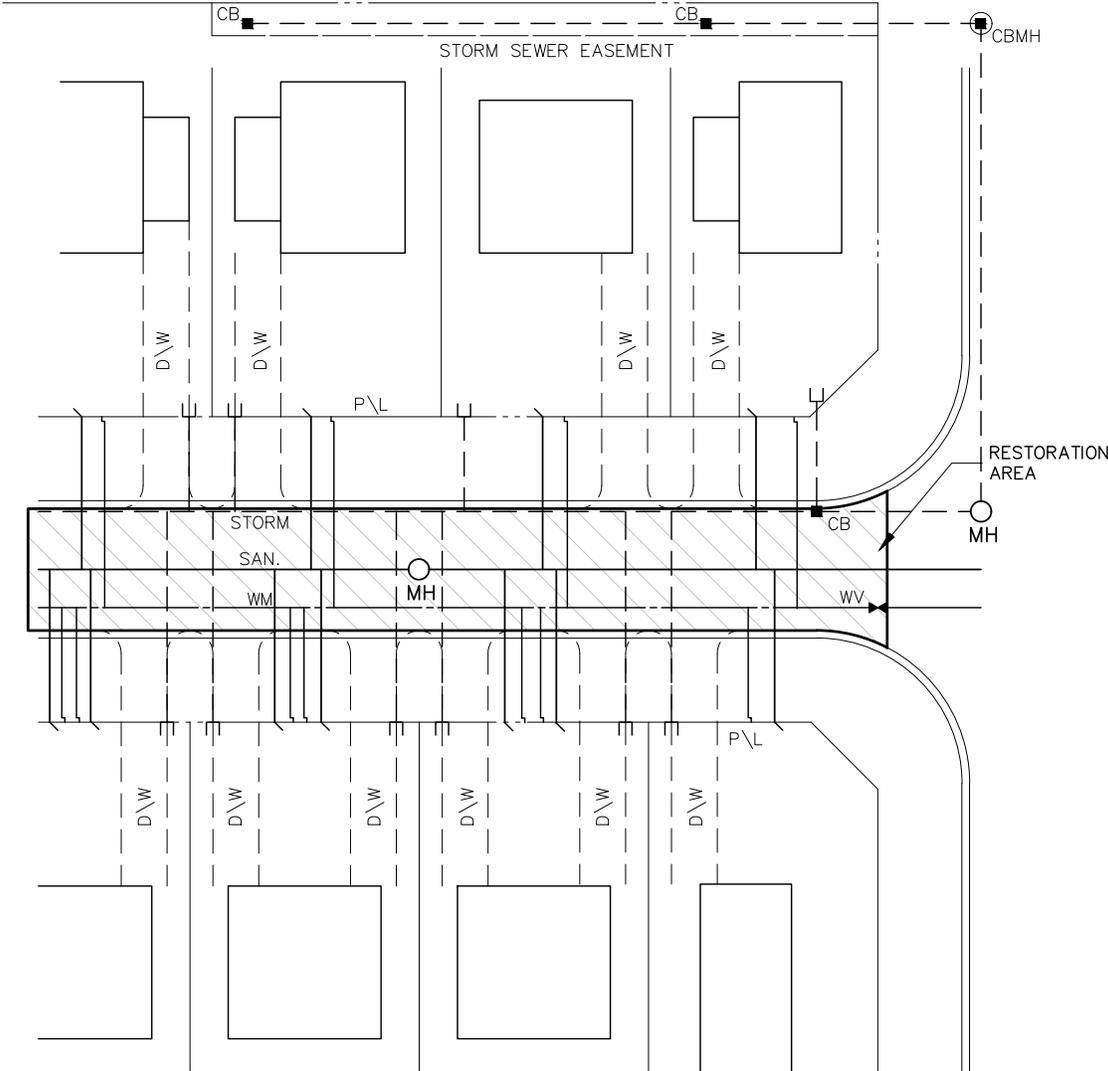
TOWNHOUSE

NOTES:

1. 2.5m min. BETWEEN SANITARY SEWER & WATER SERVICE CONNECTIONS AT CENTRE OF LOT. SPATIAL WATER SERVICE TO HAVE 2.5m HORIZONTAL OR 0.5m VERTICAL.
2. STORM SEWER SERVICES 1.5m min. FROM LOW SIDE LOT LINE WHERE POSSIBLE AND MIN. 2.5m FROM WATER SERVICE, HYDRANT LATERAL, OR OTHER WATER PIPING.
3. WATERMAIN VALVES, CURB STOPS, HYDRANTS & CATCHBASINS NOT TO BE LOCATED IN WALKWAYS OR DRIVEWAYS.
4. ALL SERVICES TO RUN IN A STRAIGHT LINE, PERPENDICULAR TO ϕ OF ROAD FROM MAIN TO PROPERTY LINE.
5. REAR YARD STORM SEWER CONFIGURATION TO SUIT LOT CONFIGURATION. SEE SECTION D.3.d.
6. NUMBER OF TOWNHOUSE UNITS MAY VARY.
7. SANITARY SEWER TO BE LOCATED 1.5m TO THE LEFT (FACING PROPERTY) OF THE CENTRE OF THE LOT AND 2.5m TO THE LEFT OF THE WATER SERVICE.
8. TO BE READ IN CONJUNCTION WITH STANDARD DRAWING S5.

TOWNSHIP OF WELLINGTON NORTH	DATE	REV.
	APRIL, 2022	0
TYPICAL SERVICING LAYOUT TOWNHOUSE	STD. S2	

SINGLE FAMILY



LEGEND

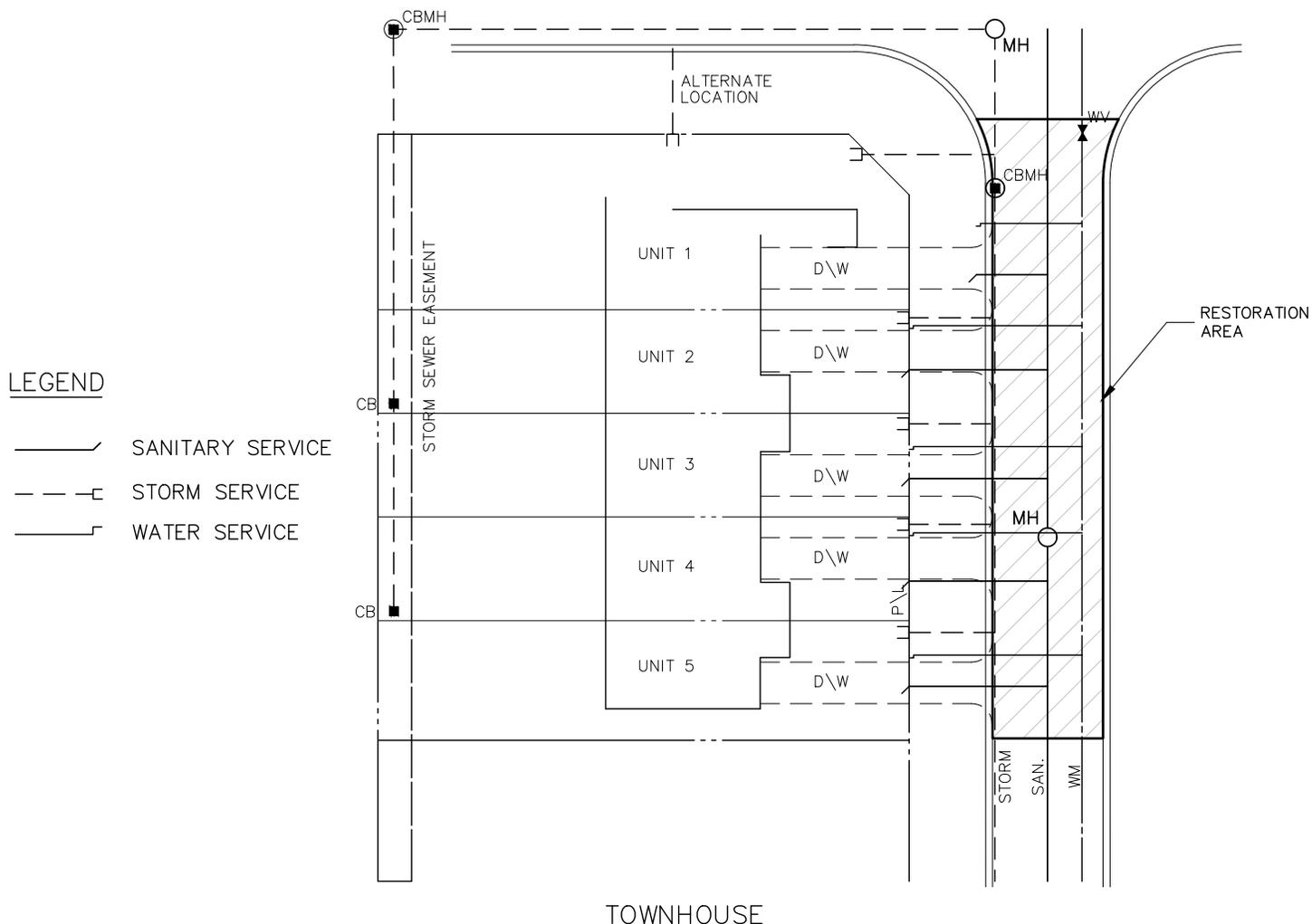
- SANITARY SERVICE
- - - STORM SERVICE
- WATER SERVICE

SEMI-DETACHED

NOTES:

1. 2.5m min. BETWEEN SANITARY SEWER & WATER SERVICE CONNECTIONS AT CENTRE OF LOT. SPATIAL WATER SERVICE HORIZONTAL OR 0.5m VERTICAL.
2. STORM SEWER SERVICES 1.5m min. FROM LOW SIDE LOT LINE WHERE POSSIBLE AND MIN. 2.5m FROM WATER SERVICE, HYDRANT LATERAL, OR OTHER WATER PIPING.
3. WATERMAIN VALVES, CURB STOPS, HYDRANTS & CATCHBASINS NOT TO BE LOCATED IN WALKWAYS OR DRIVEWAYS.
4. ALL SERVICES TO RUN IN A STRAIGHT LINE, PERPENDICULAR TO ϕ OF ROAD FROM MAIN TO PROPERTY LINE.
5. REAR YARD STORM SEWER CONFIGURATION TO SUIT LOT CONFIGURATION. SEE SECTION D.3.d.
6. SANITARY SEWER TO BE LOCATED 1.5m TO THE LEFT (FACING PROPERTY) OF THE CENTRE OF THE LOT AND 2.5m TO THE LEFT OF THE WATER SERVICE.
7. RESTORATION OF EXISTING R.O.W. SHALL BE AS FOLLOWS: ASPHALT TO BE FULLY RESTORED FROM EDGE OF PAVEMENT TO EDGE OF PAVEMENT AND FULLY ENCOMPASS SERVICING.
8. CURB SHALL BE RESTORED (IF APPLICABLE) INCLUDING REQUIRED CURB CUTS.
9. TO BE READ IN CONJUNCTION WITH STANDARD DRAWING S5.

TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 0
TYPICAL SERVICING LAYOUT FOR INFILL LOTS SINGLE/SEMI		STD. S3

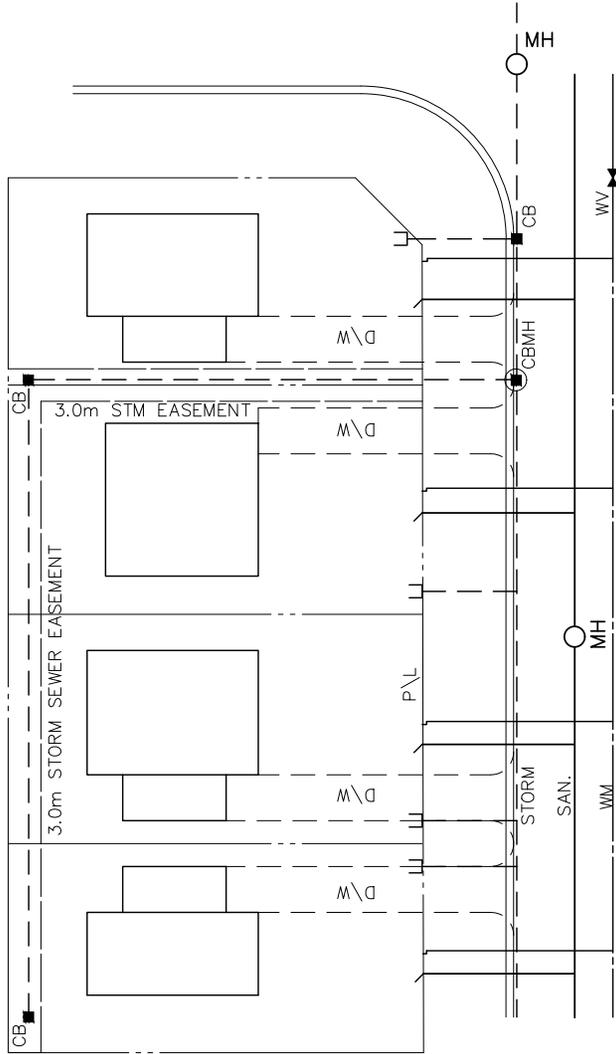


TOWNHOUSE

NOTES:

1. 2.5m min. BETWEEN SANITARY SEWER & WATER SERVICE CONNECTIONS AT CENTRE OF LOT. SPATIAL WATER SERVICE HORIZONTAL OR 0.5m VERTICAL.
2. STORM SEWER SERVICES 1.5m min. FROM LOW SIDE LOT LINE WHERE POSSIBLE AND MIN. 2.5m FROM WATER SERVICE, HYDRANT LATERAL, OR OTHER WATER PIPING.
3. WATERMAIN VALVES, CURB STOPS, HYDRANTS & CATCHBASINS NOT TO BE LOCATED IN WALKWAYS OR DRIVEWAYS.
4. ALL SERVICES TO RUN IN A STRAIGHT LINE, PERPENDICULAR TO ϕ OF ROAD FROM MAIN TO PROPERTY LINE.
5. NUMBER OF TOWNHOUSE UNITS MAY VARY.
6. RESTORATION OF EXISTING R.O.W. SHALL BE AS FOLLOWS:
ASPHALT TO BE FULLY RESTORED FROM EDGE OF PAVEMENT TO EDGE OF PAVEMENT AND FULLY ENCOMPASS SERVICING.
7. CURB SHALL BE RESTORED (IF APPLICABLE) INCLUDING REQUIRED CURB CUTS.
8. SPACIAL WATER SERVICE TO HAVE 2.5m HORIZONTAL OR 0.5m VERTICAL.
9. REAR YARD STORM SEWER CONFIGURATION TO SUIT LOT CONFIGURATION. SEE SECTION D.
10. SANITARY SEWER TO BE LOCATED 1.5m TO THE LEFT (FACING PROPERTY) OF THE CENTRE OF THE LOT AND 2.5m TO THE LEFT OF THE WATER SERVICE.
11. TO BE READ IN CONJUNCTION WITH STANDARD DRAWING S5.

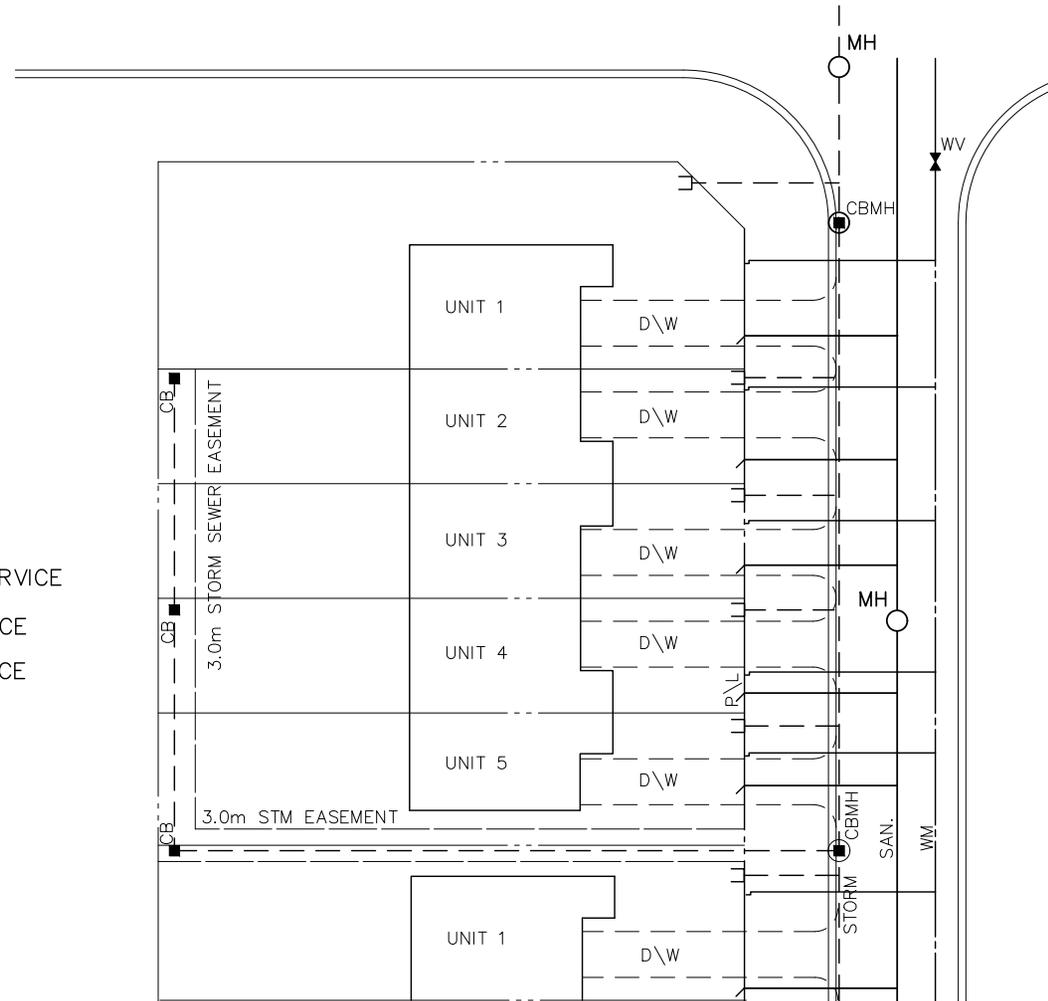
TOWNSHIP OF WELLINGTON NORTH	DATE	REV.
	APRIL, 2022	0
TYPICAL SERVICING LAYOUT FOR INFILL LOTS TOWNHOUSE		STD. S4



LEGEND

-  SANITARY SERVICE
-  STORM SERVICE
-  WATER SERVICE

SINGLE FAMILY

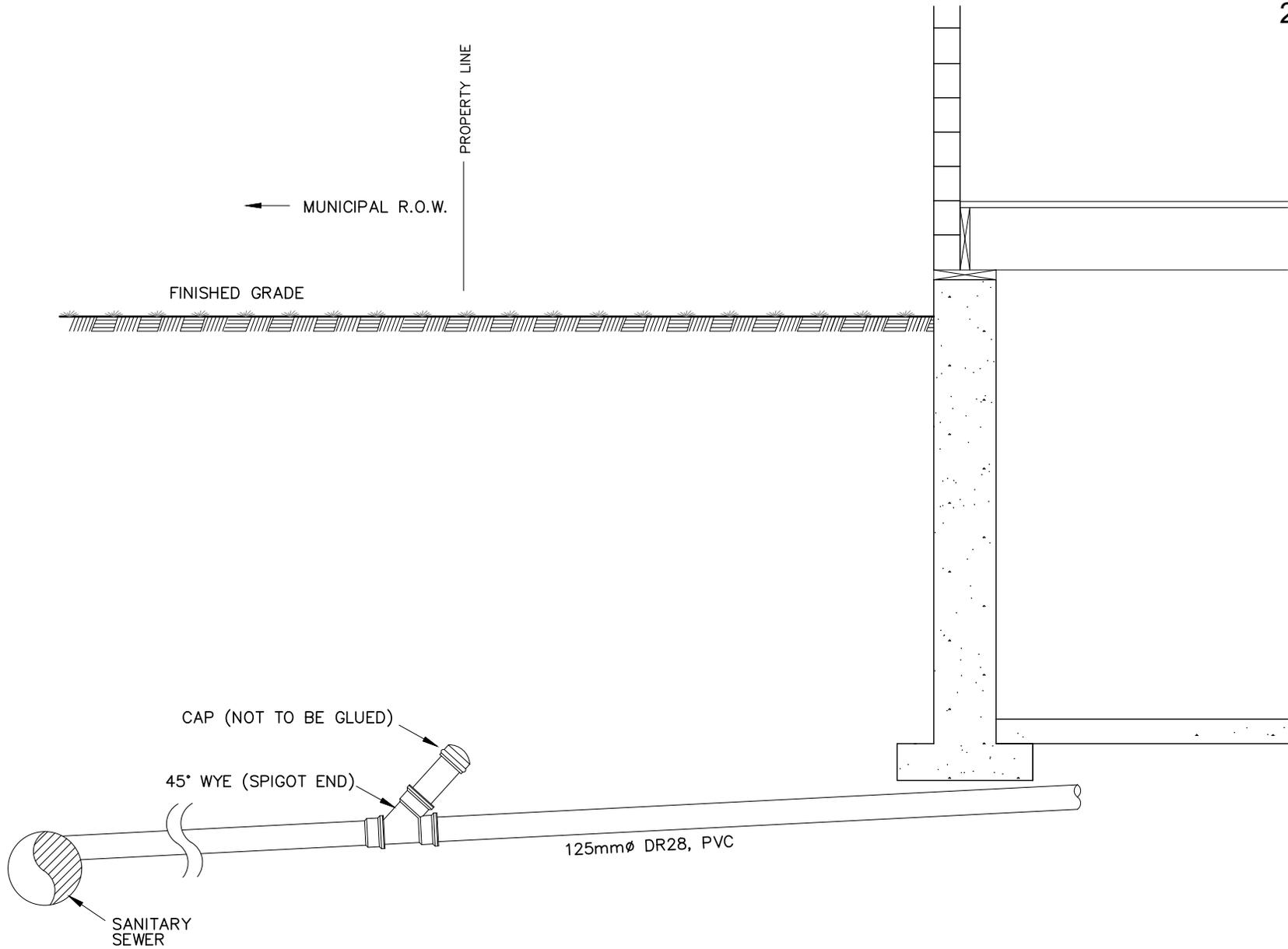


TOWNHOUSE

NOTES:

1. SEWER FROM THE ROAD TO THE REAR YARD (I.E., SIDE YARD) IS TO BE A MINIMUM OF 300mm DIAMETER CONCRETE PIPE.
2. SEE SECTION D.3.d.
3. REAR YARD AND SIDE YARD STORM SEWERS TO HAVE A MINIMUM OF 0.5% SLOPE.

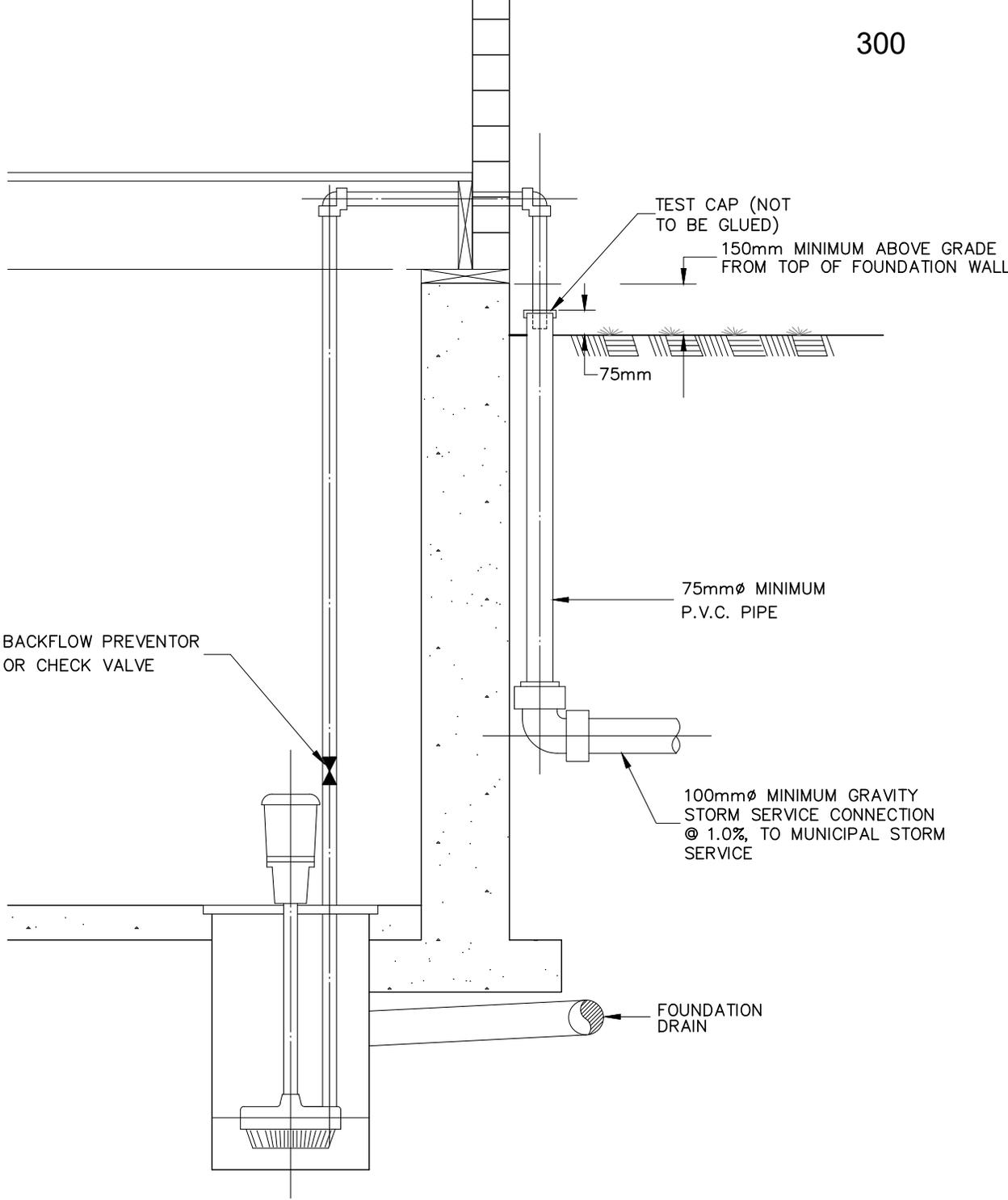
TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 0
SIDE YARD EASEMENT ON 3.0m WIDE EASEMENT		STD. S5



NOTES:

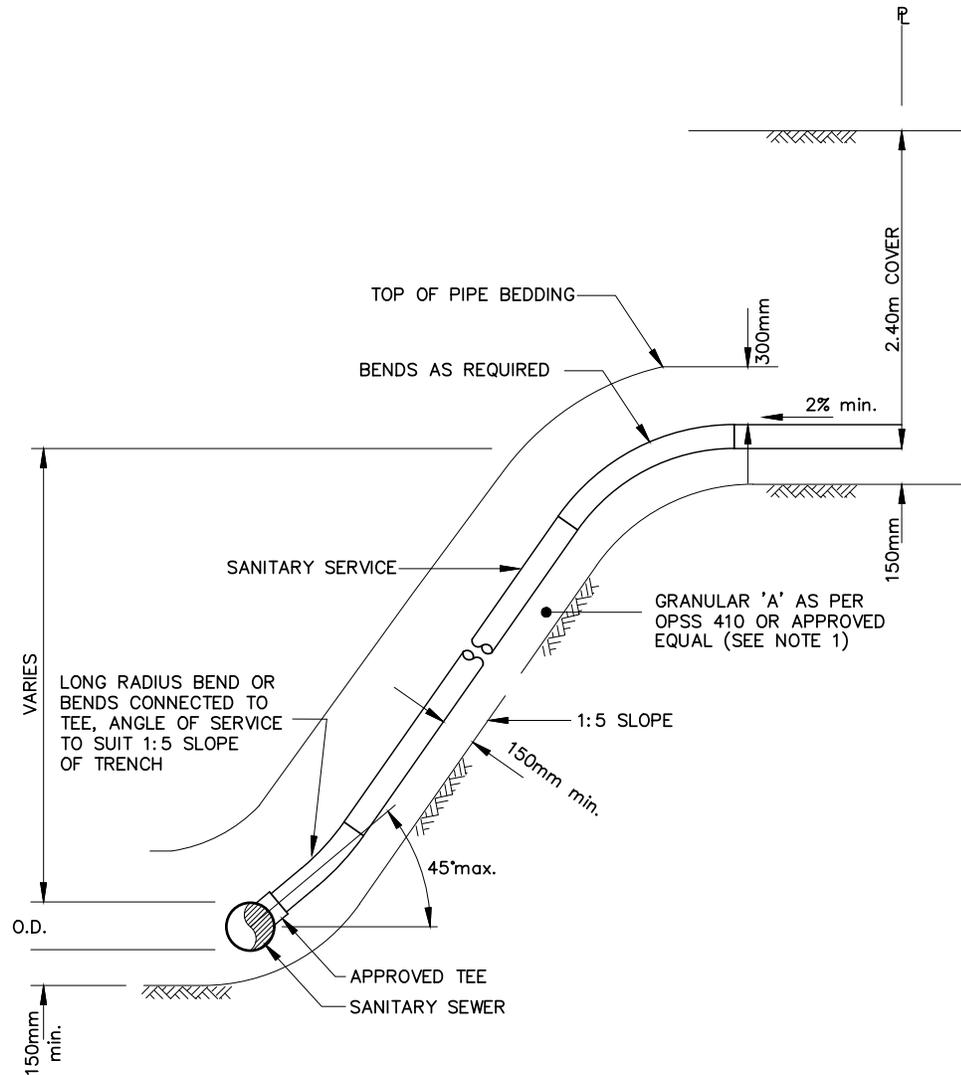
1. BEDDING, EMBEDMENT AND COVER MATERIAL SHALL BE GRANULAR A OR AS SUPPORTED BY GEOTECHNICAL INVESTIGATION.
2. SERVICE TEES SHALL BE FACTORY MANUFACTURED TEES.
3. SERVICE CONNECTIONS SHALL BE AS PER OPSD 1006.010 FOR SEWER SERVICE CONNECTIONS FOR MAIN PIPE SEWER.

TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 1
SANITARY SERVICE CONNECTION WITH CLEAN-OUT		STD. S6



NOTE:
1. MUNICIPAL STORM SERVICE CONNECTION TO BE LOCATED FIRST.

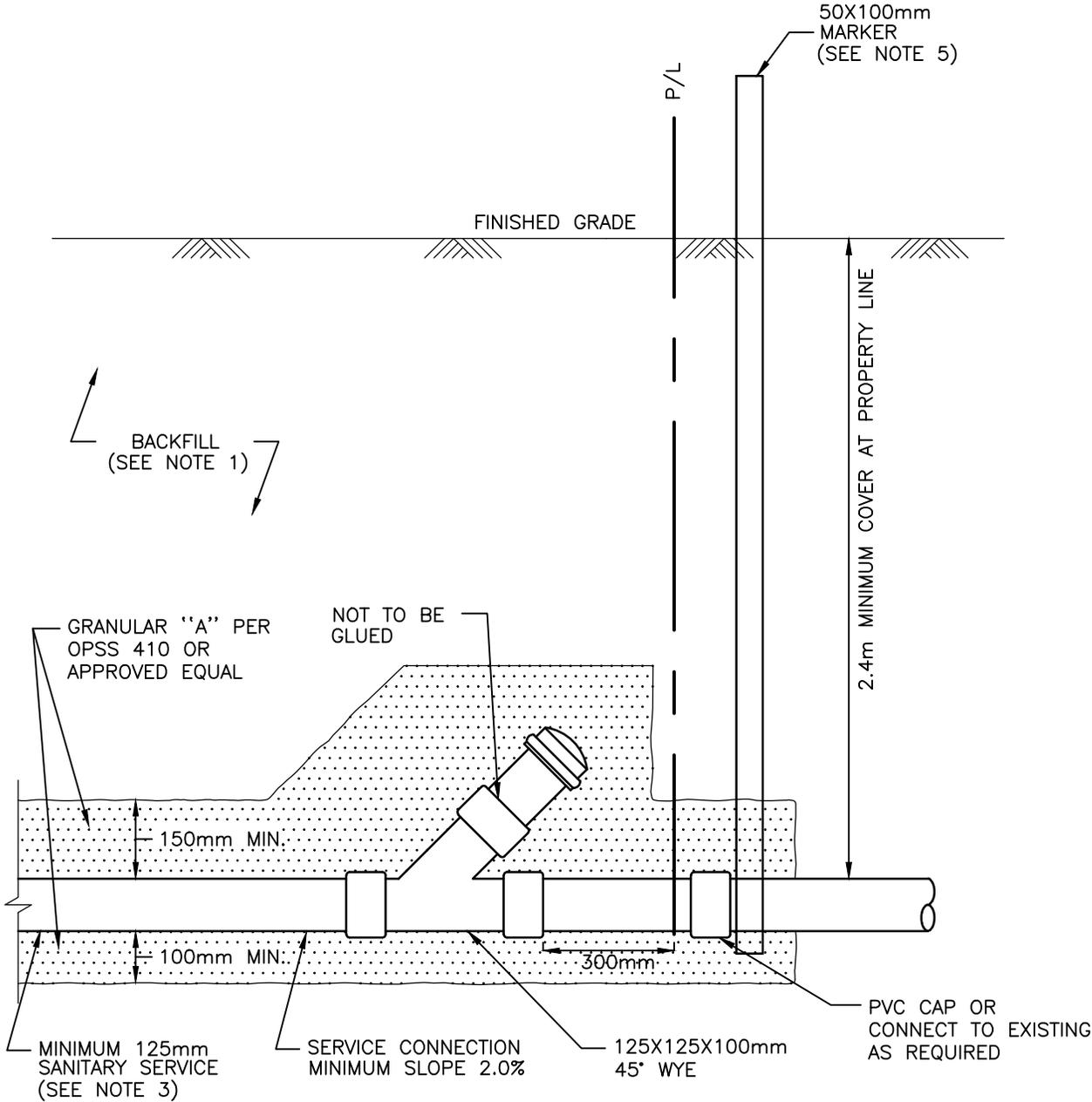
TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 1
SUMP PUMP TO STORM SERVICE CONNECTION	STD. S7	



NOTES:

1. BEDDING, EMBEDMENT AND COVER MATERIAL SHALL BE GRANULAR A OR AS SUPPORTED BY GEOTECHNICAL INVESTIGATION.
2. SERVICE TEES SHALL BE FACTORY MANUFACTURED TEES.
3. SERVICE CONNECTIONS SHALL BE AS PER OPSD 1006.010 FOR SEWER SERVICE CONNECTIONS FOR MAIN PIPE SEWER.
4. WHEN DEEP SERVICES ARE ENCOUNTERED WITH NEAR VERTICAL RISERS EXTENDING OUT OF THE SERVICE TEE, CONTROLLED SETTLEMENT JOINTS TO BE USED AS PER OPSD 1006.010.

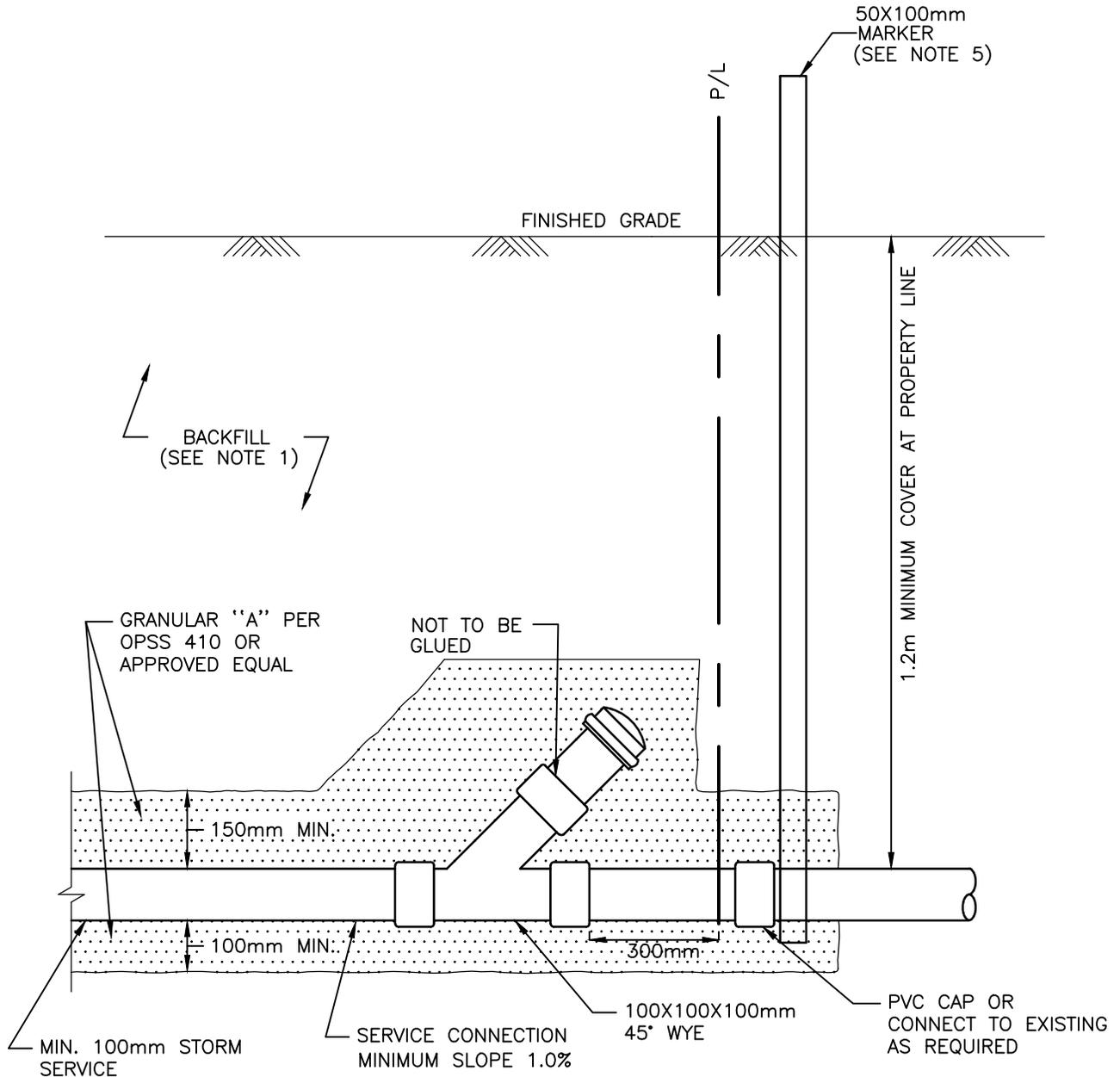
TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 1
	SANITARY SERVICE CONNECTION FOR SEWER MAINS \geq 4.0m DEEP	
STD. S8		



NOTES:

1. BACKFILL OF SERVICE SHALL MATCH THE MAIN LINE SANITARY SEWER BACKFILL.
2. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH SECTION C OF THE MUNICIPAL SERVICING STANDARDS
3. SIZE OF SERVICE TO BE A MINIMUM 125mm FOR SINGLE UNIT RESIDENTIAL SERVICE AND MINIMUM 150mm FOR MULTIPLE UNIT RESIDENTIAL SERVICE.
4. SANITARY SERVICE TO BE INSTALLED WITH 2.4m MINIMUM COVER AT PROPERTY LINE AT A MINIMUM 2.0% SERVICE GRADE. RECONNECT NEW SERVICE TO EXISTING ELEVATION BEYOND CLEANOUT BY USING MANUFACTURED VERTICAL SWEEPS, AS REQUIRED. CONNECTION OF NEW SERVICE TO EXISTING SERVICE SHALL BE MADE USING APPROVED FITTINGS (FERNCO OR EQUIVALENT).
5. PVC CAP FOR VACANT LOTS TO BE MARKED WITH A 50mmX100mm WOOD POST EXTENDING FROM THE SERVICE TO 300mm ABOVE THE FINISHED GRADE WITH THE TOP SECTION PAINTED GREEN.

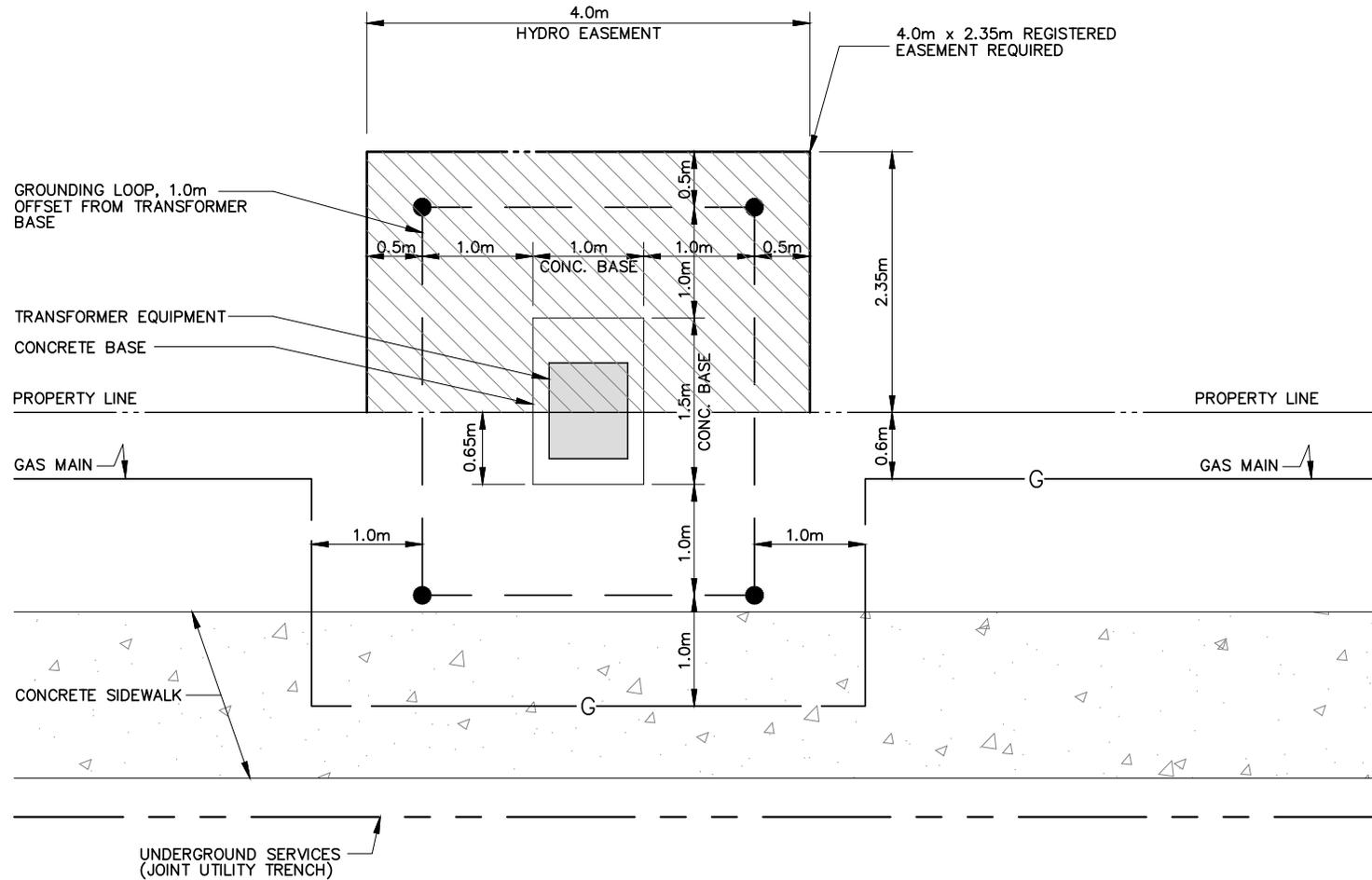
TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 0
RESIDENTIAL SANITARY SERVICE DETAIL	STD.	S9



NOTES:

1. BACKFILL OF SERVICE SHALL MATCH THE MAIN LINE STORM SEWER BACKFILL.
2. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH SECTION D OF THE MUNICIPAL SERVICING STANDARDS
3. SIZE OF SERVICE TO BE A MINIMUM 100mm.
4. STORM SERVICE TO BE INSTALLED WITH 1.2m MINIMUM COVER AT PROPERTY LINE AT A MINIMUM 1.0% SERVICE GRADE.
5. PVC CAP TO BE MARKED WITH A 50mmX100mm WOOD POST EXTENDING FROM THE SERVICE TO 300mm ABOVE THE FINISHED GRADE WITH THE TOP SECTION PAINTED ORANGE.

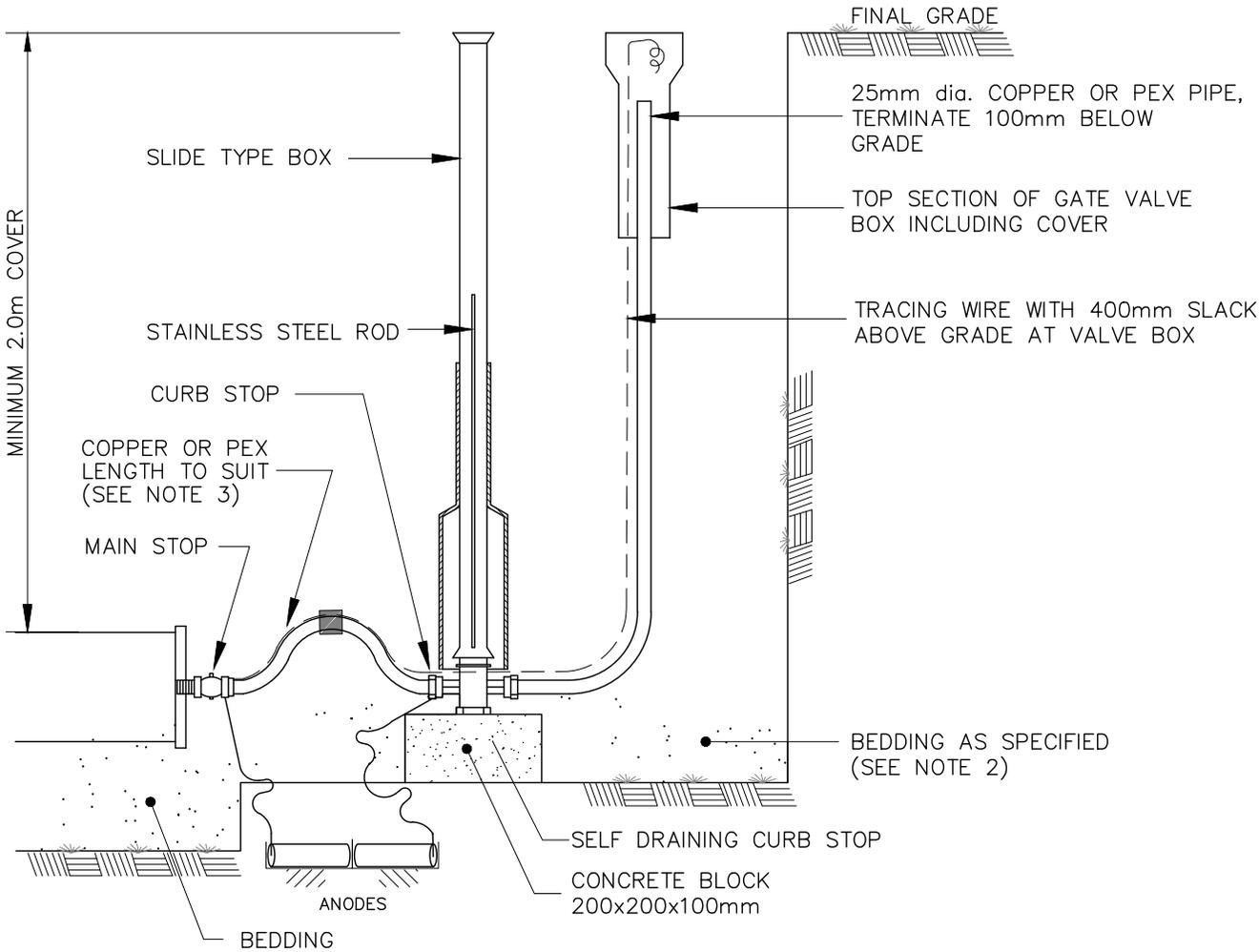
TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 0
STORM PRIVATE DRAIN CONNECTION DETAIL		STD. S10



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.
 - LOCATED ON THE OPPOSITE SIDE OF THE PROPERTY AS THE DRIVEWAY SO THAT GROUNDING GRID IS NOT UNDER THE DRIVEWAY.
 - 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.

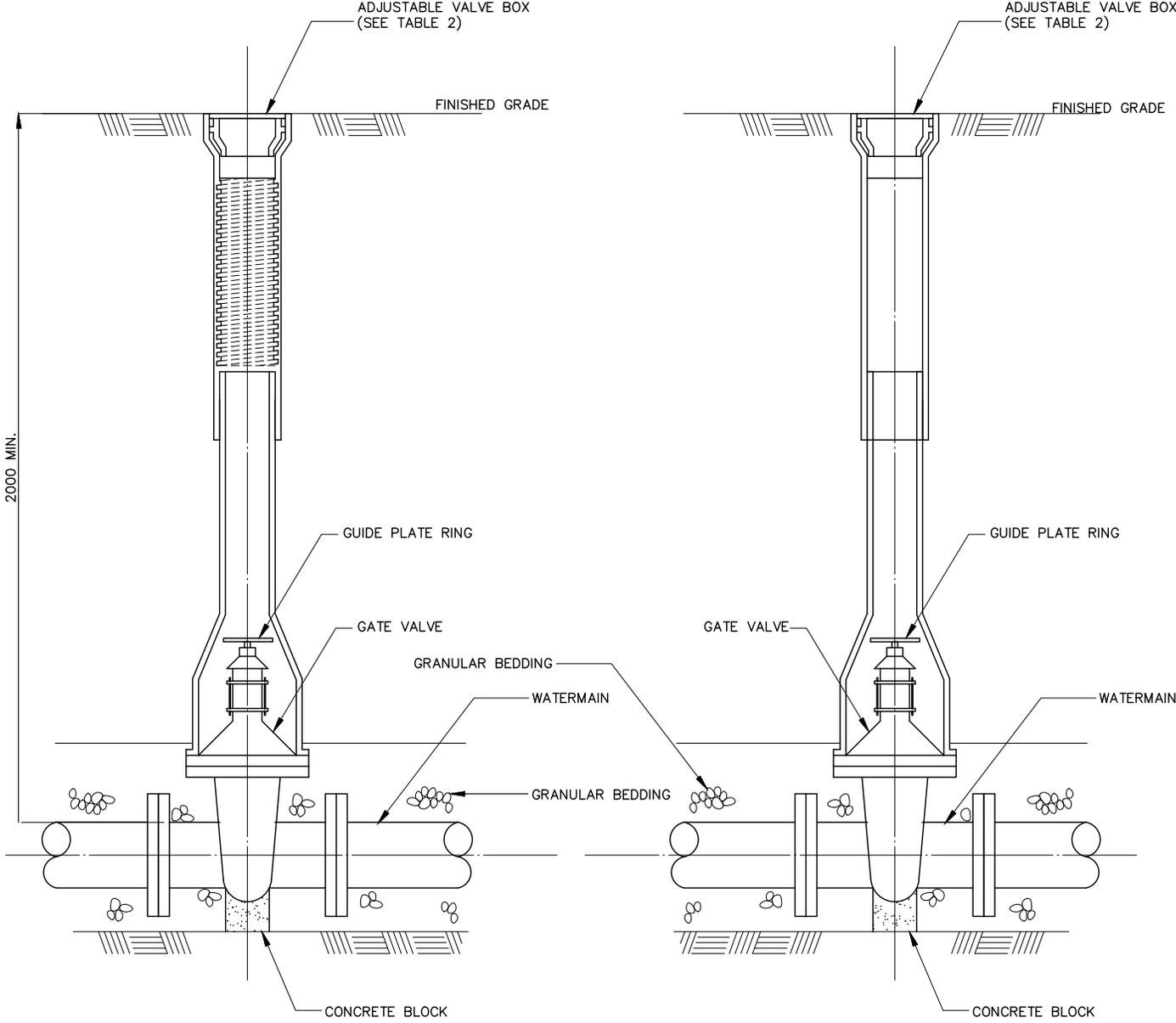
TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 1
ALTERNATIVE TRANSFORMER LOCATION & GAS ROUTING DETAIL 20.0m & 22.0m ROW		STD. U1



NOTES:

1. ALL DIMENSIONS ARE IN MILLIMETRES OR METRES UNLESS OTHERWISE SHOWN.
2. BEDDING AND COVER OF 25mm BLOW OFF PIPE ARE TO BE IN APPROVED SAND TO 300mm ABOVE THE TOP OF PIPE. SEE SECTION E.7.A.
3. HORIZONTAL GOOSENECK IF NON-METALLIC SERVICE, VERTICAL GOOSENECK IF COPPER SERVICE.
4. ALL DEAD ENDED WATERMAINS UP TO 300mm IN SIZE CAP AND/OR PLUG SHALL BE MECHANICALLY RESTRAINED AND AS WELL THREE (3) FULL PIPE LENGTHS (18m) MUST BE BELL JOINT THRUST RESTRAINED PRIOR TO THE END OF THAT WATERMAIN WITH A MINIMUM OF TWO (2) STEEL RODS TO BE USED ON EACH OF THE BELL JOINT THRUST RESTRAINTS.
5. SEE STANDARD DRAWING W10.

TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 1
25mm BLOW OFF INSTALLATION		STD. W1



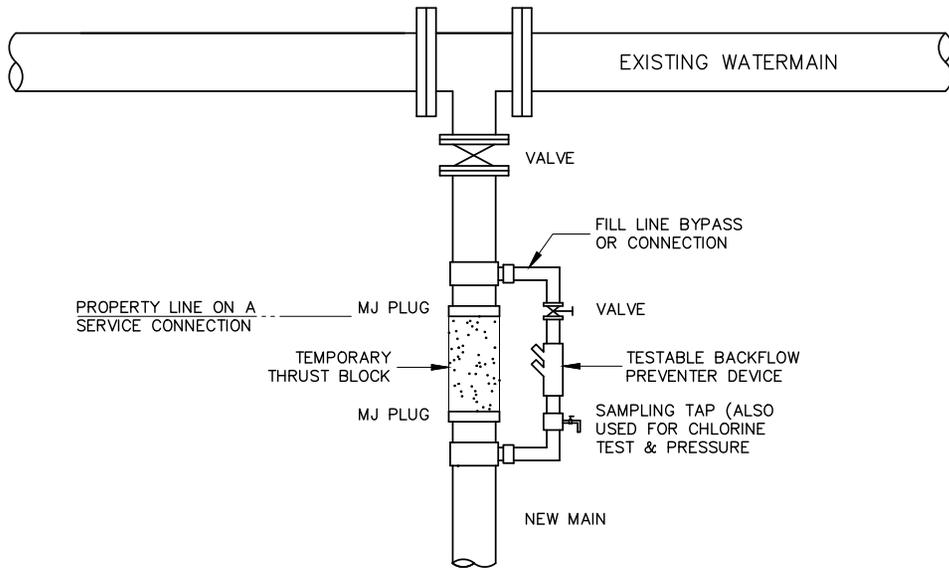
SCREW TYPE

SLIDE TYPE

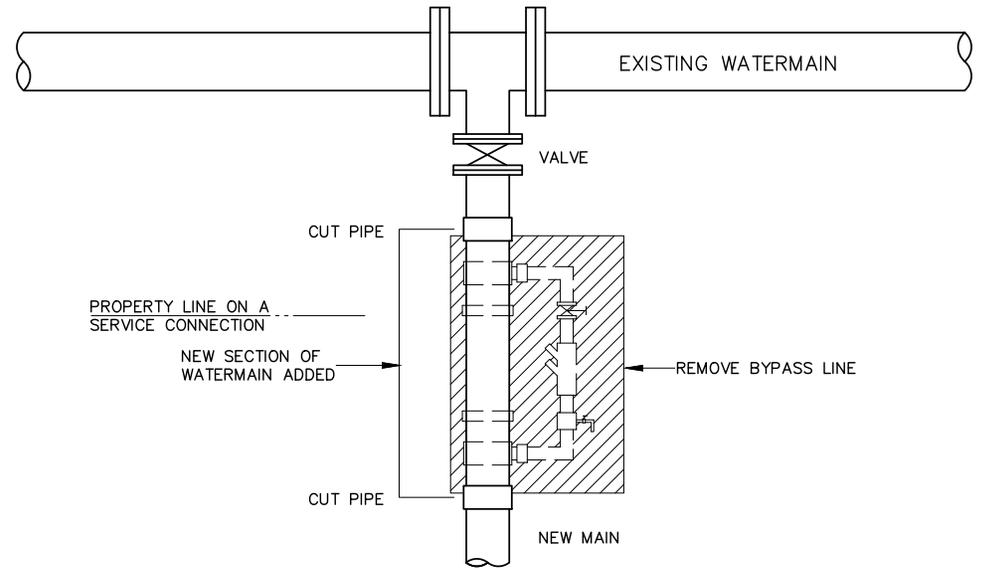
NOTES:

- 1. SEE STANDARD DRAWING W9 FOR TRACER WIRE INSTALLATION PROCEDURE.
- 2. SEE STANDARD DRAWING W10 FOR CATHODIC PROTECTION

TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 3
VALVE AND VALVE BOX	STD. W2	



TEMPORARY CONNECTION FROM WATERMAIN WITH BACKFLOW PREVENTION

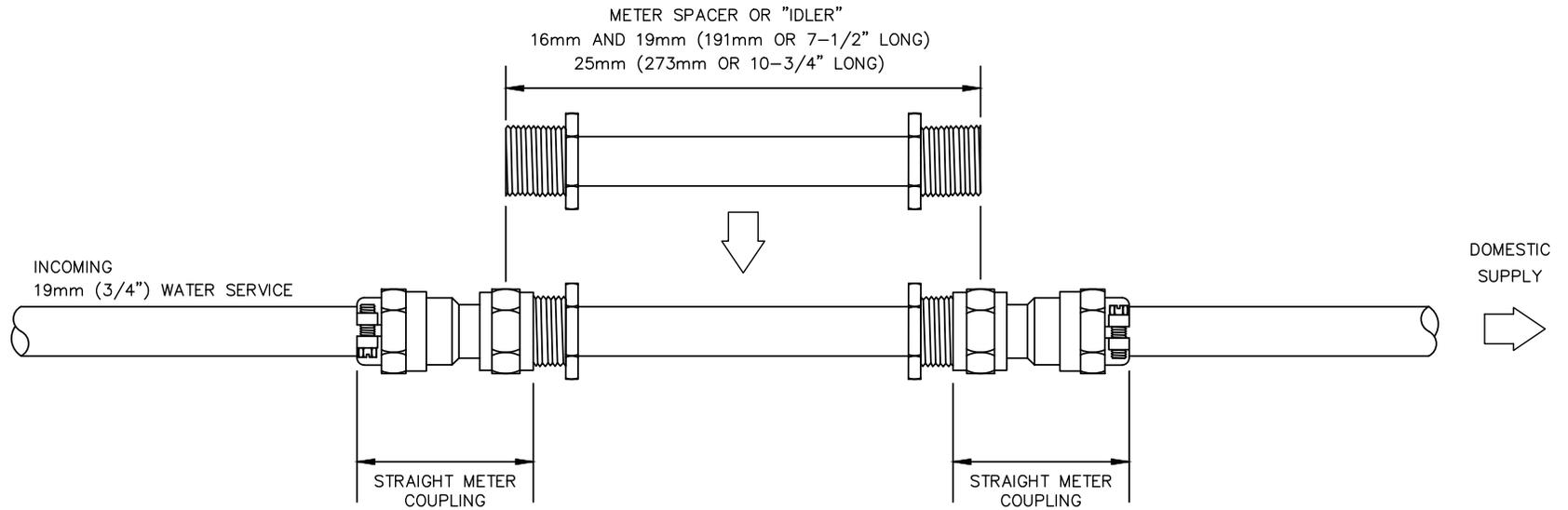


FINAL CONNECTION OF NEW WATERMAIN TO EXISTING WATERMAIN

NOTES:

1. TYPICAL CONNECTION ON WATERMAINS OR SERVICES 100mm OR LARGER TO ALLOW FOR WATERMAIN DISINFECTION PROCEDURES.
2. ONCE THE MUNICIPALITY AUTHORIZES FOR THE FINAL CONNECTION OF THE NEW WATERMAIN TO THE EXISTING WATERWORKS SYSTEM, THE PERFORATED SECTIONS OF THE WATERMAIN FOR THE BYPASS LINE MAY BE CUT OFF AT THE INDICATED LOCATIONS, THE BYPASS LINE REMOVED AND A NEW SECTION OF WATERMAIN ADDED.
3. MAXIMUM LENGTH OF FINAL CONNECTION IS 6.0m.

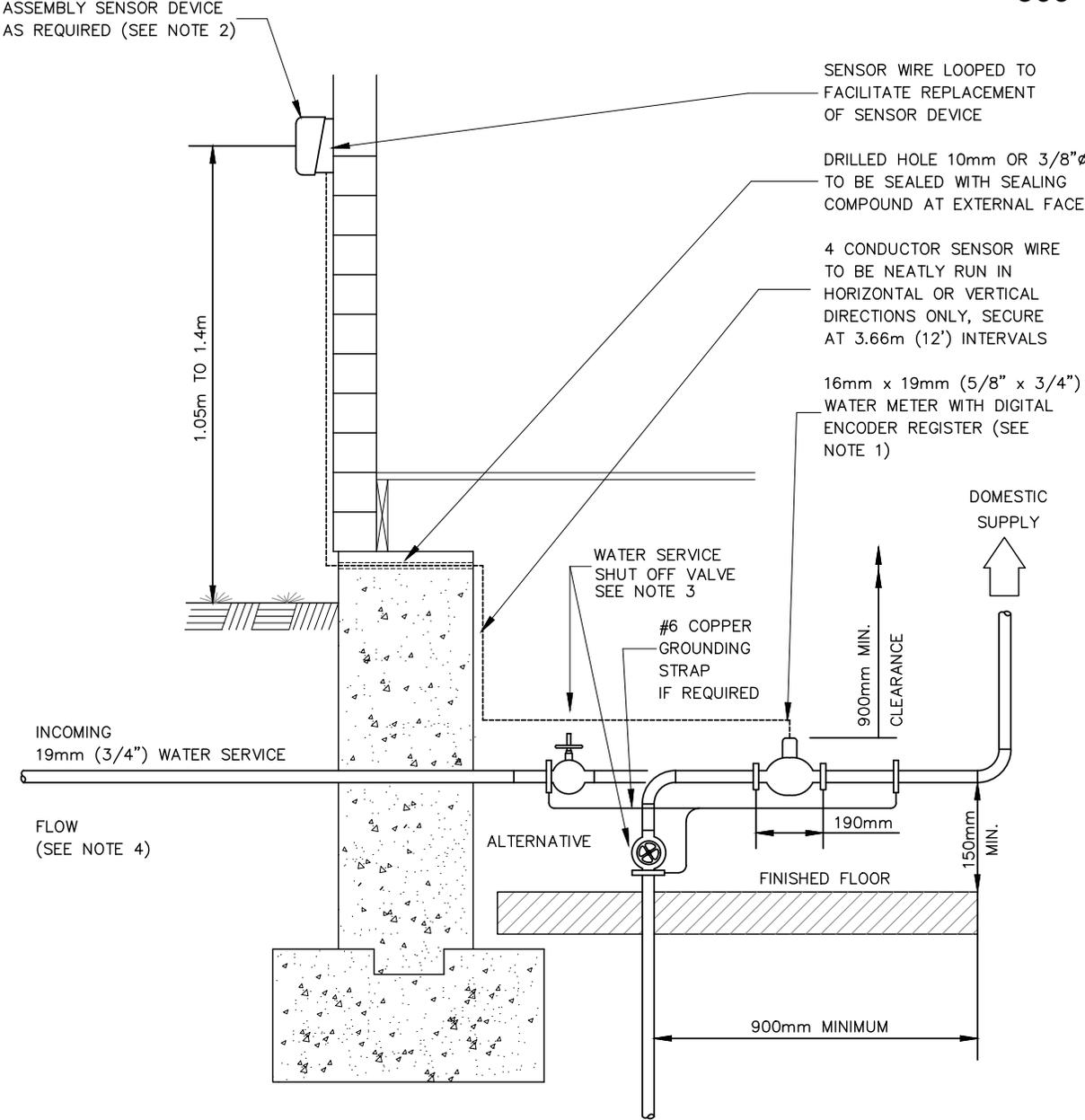
TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 1
CONNECTION OF NEW WATERMAIN TO EXISTING WATERMAIN		STD. W3



NOTES:

1. METER SPACER 191mm LONG WITH THREADED ENDS, DESIGNED TO BE REPLACED WITH A 16mm (5/8") x 19mm (3/4") WATER METER, SHALL BE INSTALLED ON DOMESTIC WATER SERVICES AFTER THE STOP AND DRAIN TO ACCOMMODATE FUTURE WATER METER.
2. METER SPACER SHALL BE INSTALLED HORIZONTALLY (PARALLEL TO FLOOR) WITH A MINIMUM OF 150mm SPACING FROM THE FLOOR.
3. METER SPACER SHALL BE INSTALLED AT LEAST 75mm TO A MAXIMUM OF 1.0m FROM WHERE THE WATER SUPPLY PIPE COMES INTO THE HOUSE.
4. NO FAUCETS OR TEES SHALL BE INSTALLED BEFORE THE METER SPACER.
5. STRAIGHT METER COUPLINGS WITH PACK JOINTS AND THREADED METER CONNECTIONS SHALL BE USED TO INSTALL THE METER SPACER.
6. READ THIS DRAWING IN CONJUNCTION WITH STANDARD DRAWING W5.

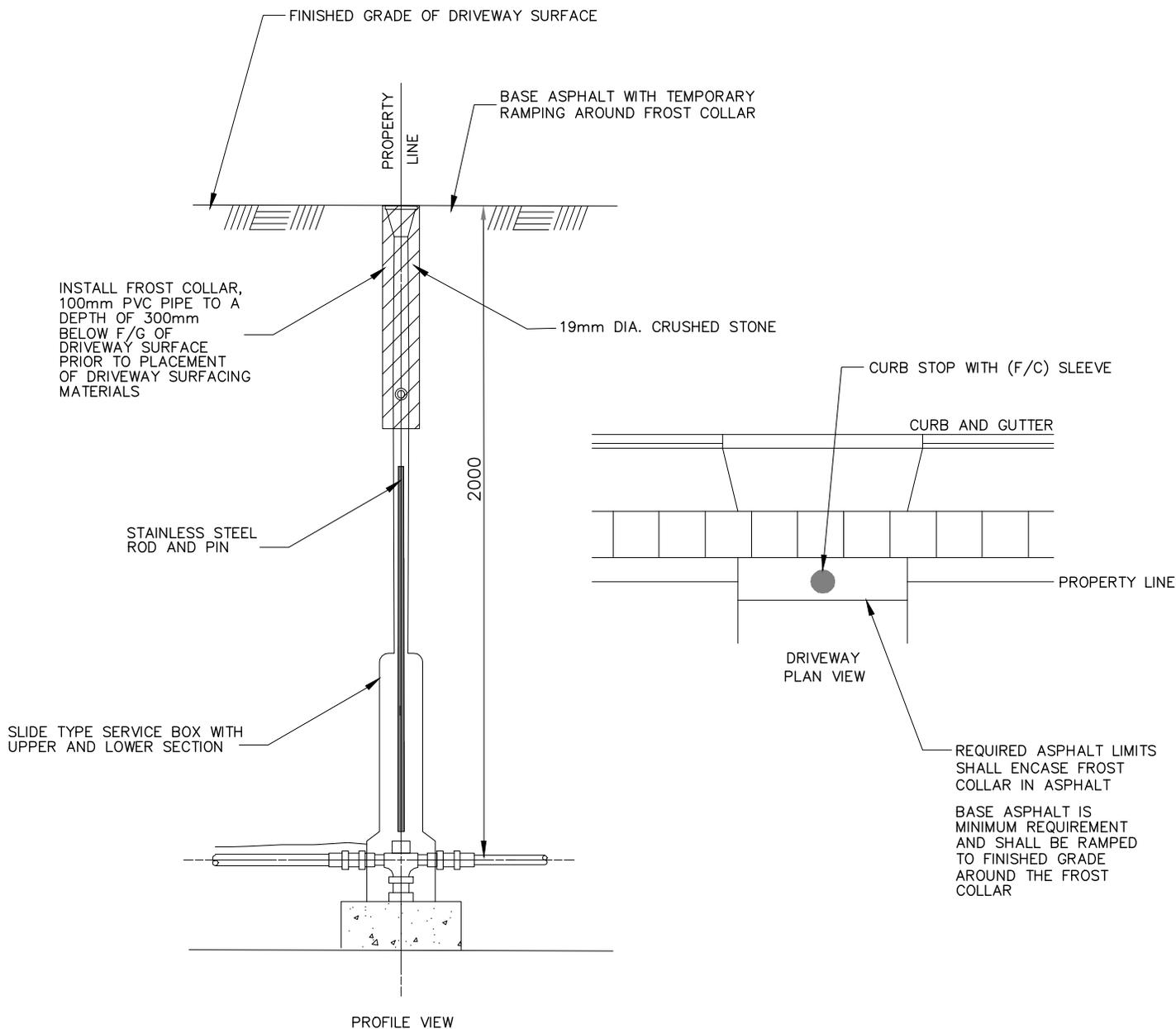
TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 0
SPACER FOR WATER METER		STD. W4



NOTES:

1. METER SHALL BE ONE TRADE SIZE SMALLER THAN SERVICE PIPE. REGISTRATION IN CUBIC METRES. SEE TABLE 2.
2. IF DETERMINED BY THE TOWNSHIP, SUPPLY AND INSTALL REMOTE READOUT DEVICE ON OUTSIDE WALL WITHIN 2.0m OF THE FRONT WALL AND ON THE SAME SIDE AS THE HYDRO METER. REMOTE READOUT DEVICE SHALL BE SUITABLE FOR TOUCH READ AUTOMATED READING AND BILLING SYSTEM. SEE TABLE 2.
3. WATER SERVICE SHUT OFF VALVE TO BE THE SAME SIZE AS INCOMING WATER SUPPLY PIPE.
4. IF HOT WATER TANK IS WITHIN 3.0m OF THE METER, A CHECK VALVE IS REQUIRED BETWEEN THE METER AND THE HOT WATER TANK.
5. METER SHALL BE INSTALLED USING THREADED CONNECTIONS ONLY.
6. WATER METER TO BE INSTALLED WITHIN 1.0m OF WHERE THE WATER SUPPLY PIPE COMES INTO THE HOUSE.
7. METER TO BE INSTALLED HORIZONTALLY (PARALLEL TO FLOOR).
8. THIS DRAWING SHALL BE READ IN CONJUNCTION WITH STANDARD DRAWING W4.

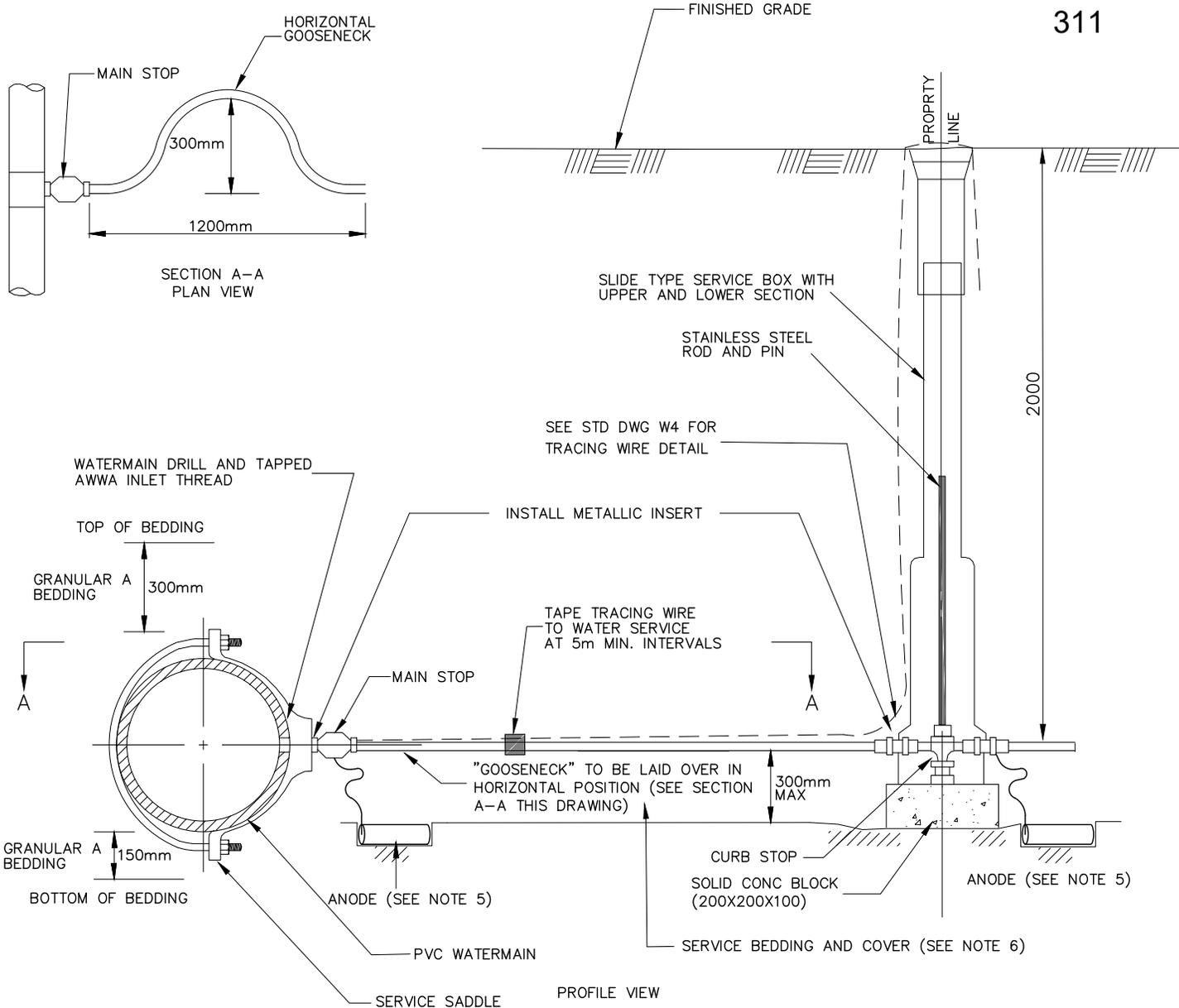
TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 0
TYPICAL WATER METER INSTALLATION		STD. W5



NOTES:

1. ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE SHOWN.
2. TOP OF FROST COLLAR SLEEVE TO BE SET AT THE ELEVATION OF FINISHED SURFACE.
3. IF ONLY PLACING THE BASE COAT OF ASPHALT, THE ASPHALT SHALL BE RAMPED AROUND THE SLEEVE UP TO FINISHED GRADE TO PREVENT DAMAGE TO THE SLEEVE.
4. ASPHALT RAMPING NOT REQUIRED WHEN DRIVEWAY IS FULLY COMPLETED TO FINISHED GRADE WITH SURFACE ASPHALT.
5. CURB STOPS ARE TO BE SET ON PROPERTY LINE AND IN LANDSCAPED AREAS WHENEVER POSSIBLE.

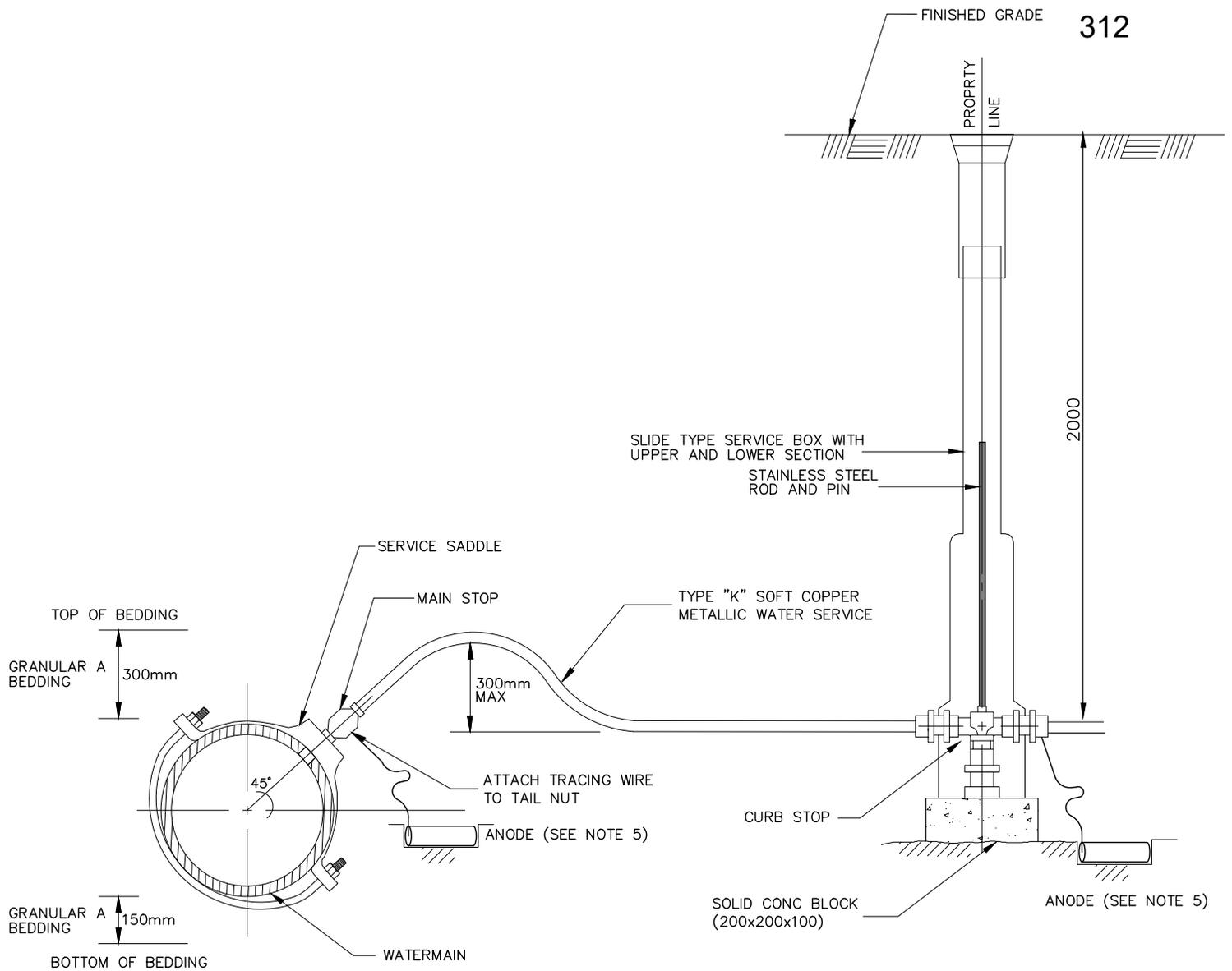
TOWNSHIP OF WELLINGTON NORTH	DATE	REV.
	APRIL, 2022	0
FROST COLLAR INSTALLATION FOR CURB STOP BOXES LOCATED IN DRIVEWAYS		STD. W6



NOTES:

1. SERVICE BETWEEN MAIN STOP AND CURB STOP SHALL BE A SINGLE CONTINUOUS LENGTH OF PIPE. COUPLERS ARE NOT ALLOWED WITHIN THE MUNICIPAL R.O.W.
2. CONNECTIONS TO PLASTIC MAINS TO BE MADE USING SERVICE SADDLES.
3. ALL WATER SERVICES GOOSENECK TO BE INSTALLED IN HORIZONTAL POSITION.
4. ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE SHOWN.
5. A MINIMUM 5.4kg ANODE IS TO BE ATTACHED TO THE CURB STOP AND MAIN STOP.
6. WATER SERVICES BEDDING AND COVER ARE TO BE IN APPROVED SAND IN ACCORDANCE TO OPSS 1001 TO 300mm ABOVE THE TOP OF PIPE ON PUBLIC PROPERTY.
7. SERVICES ARE TO BE PLACED HORIZONTAL WITH A MINIMUM 1200mm LONG GOOSENECK.
8. UNION COUPLINGS WILL NOT BE PERMITTED UNLESS THE SERVICE LENGTH EXCEEDS 20m AND UNIONS SHALL NOT BE PLACED UNDERNEATH ROADWAYS

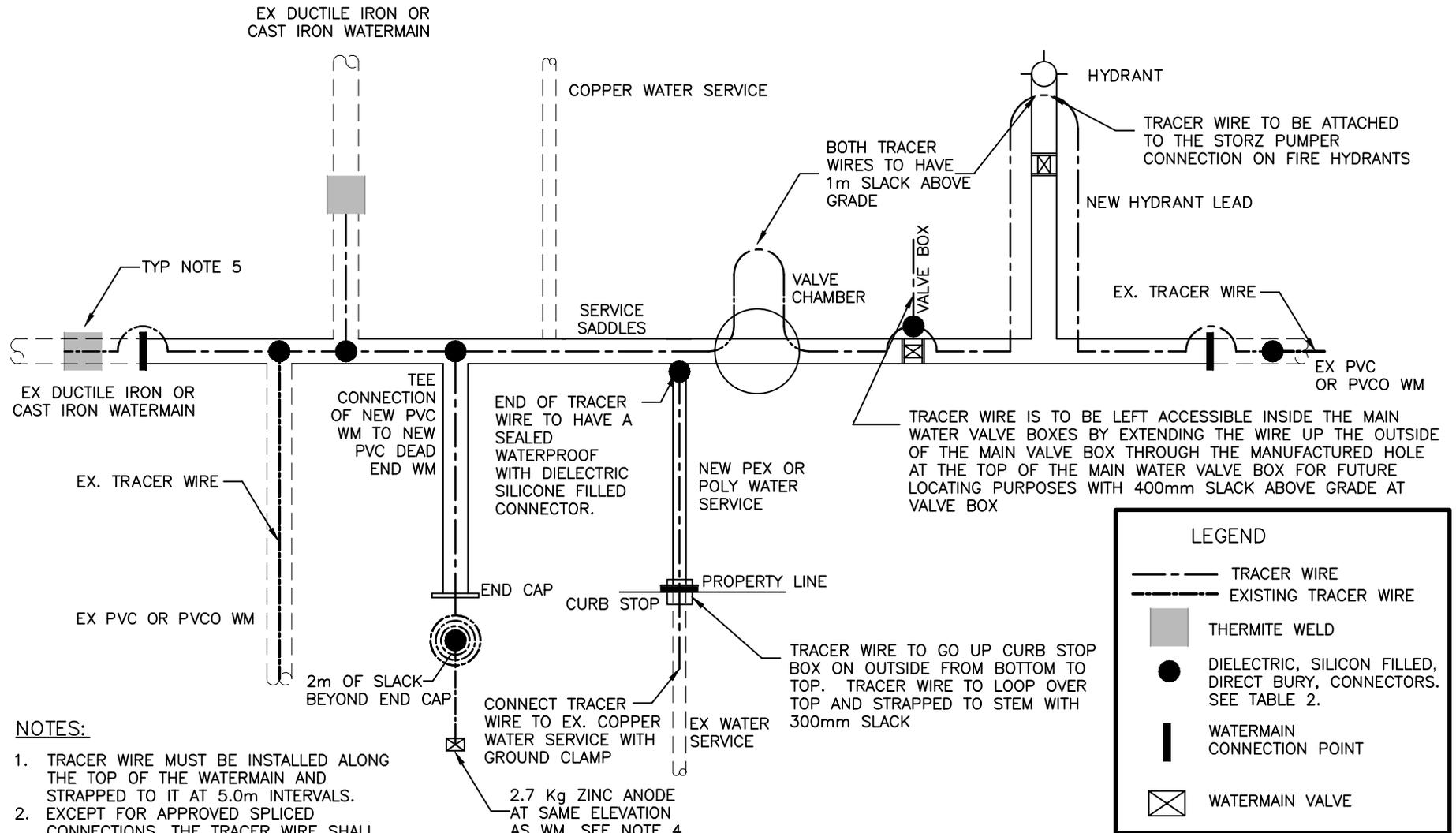
TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 0
NON-METALLIC WATER SERVICE CONNECTION DETAIL FOR NON-METALLIC WATERMAIN 50mm DIAMETER OR LESS SERVICES	STD. W7	



NOTES:

1. SERVICE BETWEEN MAIN STOP AND CURB STOP SHALL BE A SINGLE CONTINUOUS LENGTH OF COPPER. COUPLERS ARE NOT ALLOWED WITHIN THE MUNICIPAL R.O.W.
2. ALL WATER SERVICES TO BE INSTALLED 90° TO THE LONGITUDINAL AXIS OF THE WATERMAIN.
3. ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE SHOWN.
4. NO TRACING WIRE IS TO BE INSTALLED ON COPPER WATER SERVICES. SEE STANDARD DRAWING W10 FOR TRACING WIRE DETAIL.
5. A MINIMUM 5.4kg ANODE IS TO BE ATTACHED TO THE CURB STOP AND MAIN STOP.
6. WATER SERVICES BEDDING AND COVER ARE TO BE IN APPROVED SAND IN ACCORDANCE TO OPSS 1001 TO 300mm ABOVE THE TOP OF PIPE ON PUBLIC PROPERTY.
7. SERVICES 25mm OR LESS ARE TO BE PLACED 15 DEGREES ABOVE HORIZONTAL WITH A MINIMUM 1200mm LONG GOOSENECK, SERVICES LARGER THAN 25mm ARE TO BE HORIZONTAL.

TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 0
METALLIC WATER SERVICE CONNECTION DETAIL FOR NON-METALLIC WATERMAIN 25mm DIAMETER OR LESS SERVICES	STD. W8	



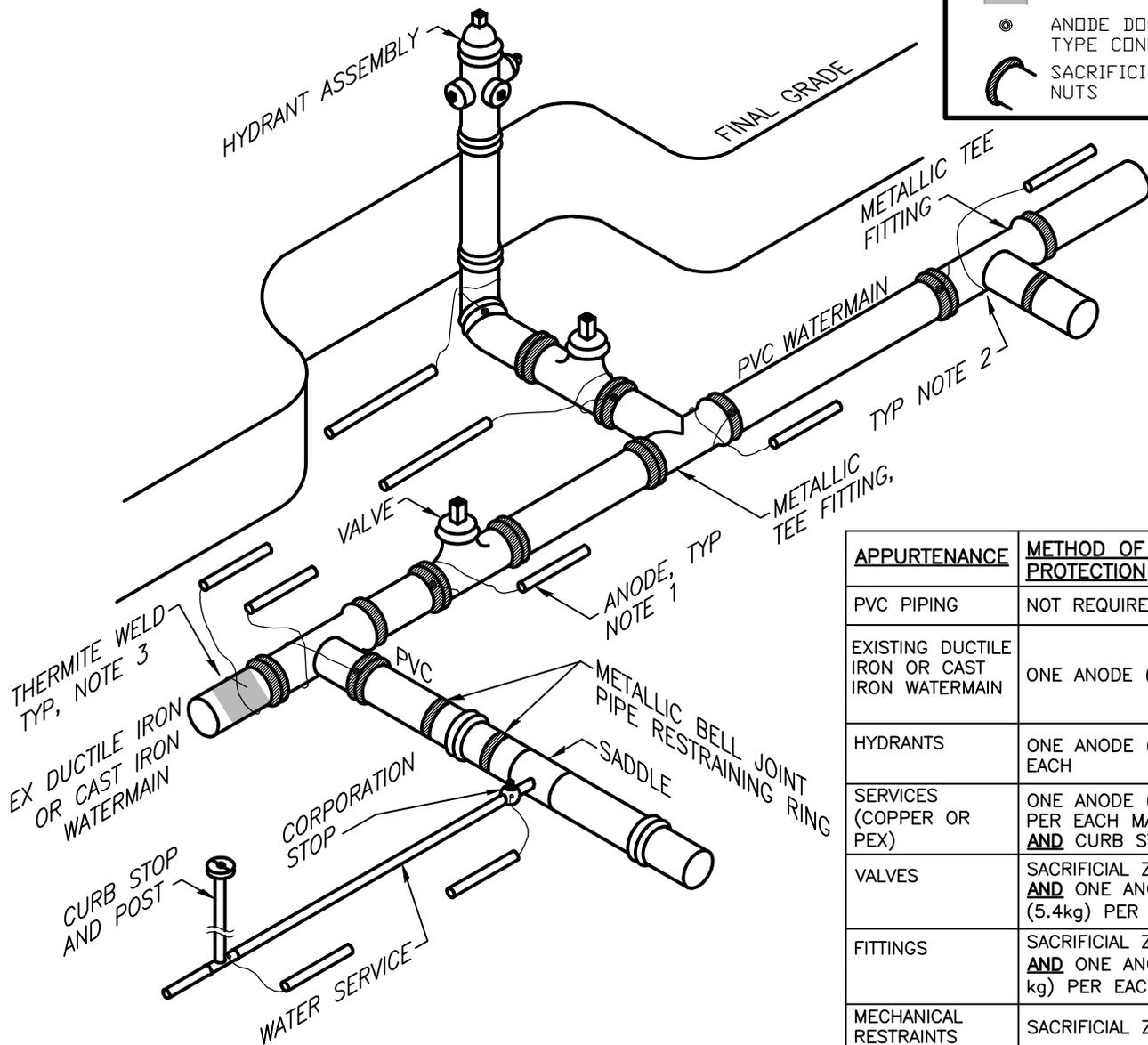
NOTES:

1. TRACER WIRE MUST BE INSTALLED ALONG THE TOP OF THE WATERMAIN AND STRAPPED TO IT AT 5.0m INTERVALS.
2. EXCEPT FOR APPROVED SPLICED CONNECTIONS, THE TRACER WIRE SHALL BE CONTINUOUS.
3. THE CONTRACTOR SHALL CONDUCT THE TRACER WIRE TESTING
4. ALL TRACER WIRE CONNECTIONS AND BARE ENDS BELOW GRADE TO BE SEALED WITH A WATERPROOF CONNECTOR WITH DIELECTRIC SILICONE FILLED TO SEAL OUT MOISTURE AND CORROSION. SEE TABLE 2.
5. PROTECTIVE COATING SHALL BE APPLIED TO ALL THERMITE WELDS AS PER OPSP 1109.025.

TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 2
WATERMAIN TRACER WIRE INSTALLATION PROCEDURE	STD. W9	

LEGEND 314

	THERMITE WELD
	ANODE DOUBLE NUT TYPE CONNECTION
	SACRIFICIAL ZINC NUTS



APPURTENANCE	METHOD OF CATHODIC PROTECTION
PVC PIPING	NOT REQUIRED
EXISTING DUCTILE IRON OR CAST IRON WATERMAIN	ONE ANODE (5.4kg)
HYDRANTS	ONE ANODE (11kg) PER EACH
SERVICES (COPPER OR PEX)	ONE ANODE (5.4kg) PER EACH MAIN STOP AND CURB STOP
VALVES	SACRIFICIAL ZINC NUTS AND ONE ANODE (5.4kg) PER EACH
FITTINGS	SACRIFICIAL ZINC NUTS AND ONE ANODE (5.4 kg) PER EACH
MECHANICAL RESTRAINTS	SACRIFICIAL ZINC NUTS
BELL JOINT RESTRAINTS	SACRIFICIAL ZINC NUTS ON BOTH ENDS OF THREADED RODS

NOTES:

1. ANODE SHALL BE PLACED AT LEAST 1.0m AWAY FROM THE WATER SYSTEM PIPE AND APPURTENANCES AND AS DEEP AS THE BOTTOM OF THE PIPE AND APPURTENANCES. MINIMUM DISTANCE BETWEEN ANODES SHALL BE 1.0m.
2. ANODE CONNECTING WIRE SHALL BE LOOSELY WRAPPED AROUND PIPES AND FITTINGS AND KNOTTED. ANODE SHALL BE INSTALLED WITH DOUBLE NUT TYPE CONNECTION.
3. PROTECTIVE COATING SHALL BE APPLIED TO ALL THERMITE WELDS AS PER OPSD 1109.025.

TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 1
CATHODIC PROTECTION FOR PVC WATERMAIN SYSTEMS		STD. W10

DESCRIPTION	MECHANICAL THRUST RESTRAINTS REQUIREMENTS	BELL JOINT RESTRAINTS LENGTH OF PIPE FROM FITTING, VALVE, FIRE HYDRANT, DEAD END	MINIMUM STEEL RODS TO BE USED ON BELL JOINT RESTRAINTS
INLINE VALVES UP TO 200mm IN SIZE	INSTALLED ON BOTH SIDES OF VALVE	1 FULL PIPE LENGTH (6m)	2
INLINE VALVES 300mm IN SIZE	INSTALLED ON BOTH SIDES OF VALVE	2 FULL PIPE LENGTH (12m)	4
BENDS UP TO 200mm IN SIZE	INSTALLED ON BOTH SIDES OF BEND	1 FULL PIPE LENGTH (6m)	2
BENDS 250mm TO 300mm	INSTALLED ON BOTH SIDES OF BEND	2 FULL PIPE LENGTHS (12m)	4
DEAD END WATERMAINS UP TO 200mm CAP AND/OR PLUG	INSTALLED ON CAP	3 FULL PIPE LENGTHS (18m)	2
DEAD END WATERMAINS 250mm AND 300mm SIZE CAP AND/OR PLUG	INSTALLED ON CAP	5 FULL PIPE LENGTHS (30m)	4
ALL FITTINGS UP TO 200mm (TEES, FIRE HYDRANTS, REDUCERS, AND CROSSES)	INSTALLED ON BOTH SIDE OF FITTINGS	2 FULL PIPE LENGTHS (12m)	2
ALL FITTINGS 250mm TO 300mm (TEES, FIRE HYDRANTS, REDUCERS, AND CROSSES)	INSTALLED ON BOTH SIDES OF FITTINGS	2 FULL PIPE LENGTHS (12m)	4

NOTES:

1. IF ANY JOINT IS ENCOUNTERED IN THE ABOVE RESTRAINED LENGTHS, IT MUST ALSO BE RESTRAINED.
2. FIRE HYDRANT LEADS SHALL HAVE BELL JOINT RESTRAINTS INSTALLED ON ALL WATERMAIN JOINTS BETWEEN THE TEE AT THE WATERMAIN TO FIRE HYDRANT.
3. WATER SERVICES 100mm OR LARGER SHALL HAVE BELL JOINT RESTRAINTS INSTALLED ON ALL WATERMAIN JOINTS WITHIN THE MUNICIPAL RIGHT OF WAY BETWEEN THE TEE AT THE WATERMAIN TO VALVE AT PROPERTY LINE.
4. WATERMAIN PLACED IN FILL LOCATIONS MUST BE MECHANICALLY RESTRAINED AT ALL JOINTS WITH BELL JOINT RESTRAINTS.
5. ALL BRANCH VALVES SHALL BE TREATED AS DEAD END WATERMAINS AND SHALL BE RESTRAINED ACCORDING TO THE ABOVE-MENTIONED DEAD END WATERMAIN CRITERIA.
6. SEE SECTION E.9 AND TABLE 2 FOR ADDITIONAL REQUIREMENTS.

TOWNSHIP OF WELLINGTON NORTH	DATE APRIL, 2022	REV. 0
MINIMUM WATERMAIN RESTRAINTS REQUIREMENTS	STD. W11	

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APPENDIX B
FORMS AND TEMPLATES



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: _____

$$\text{Allowable Leakage in litres} = 0.082 \times \text{Dia. (mm)} \times \frac{\text{Length (m)}}{1000} \text{ FOR 2 HOURS} \\ (\text{OPSS } 441.07.24.03)$$

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:

$$\text{Chlorine Required in litres} = 0.039 \times \text{Dia. (m)}^2 \times \text{Length (m)} \times \frac{1}{\% \text{ Concentration of Chlorine (decimal)}} \\ (\text{OPSS } 441.07.25)$$

Public Work's
Signature

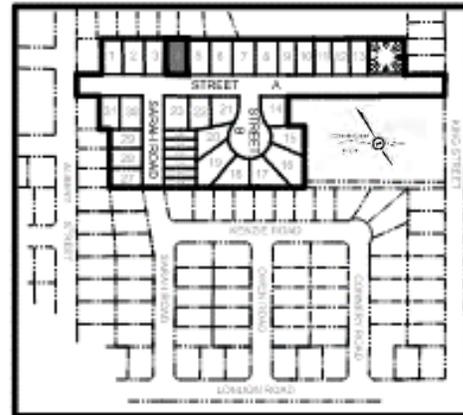
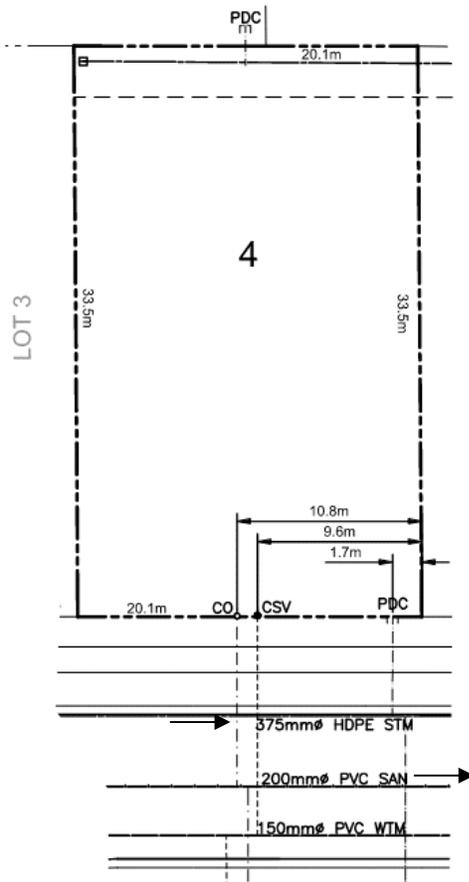
Contractor's
Signature

Inspector's
Signature



Town <input type="checkbox"/> Arthur <input checked="" type="checkbox"/> Mount Forest	Lot Number 1	House Number 101	Street Name Ronnies Way	Drawing Number 01803-C4
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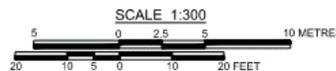
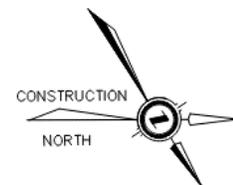
"As Recorded" Service Location Sketch, North Arrow, Flow Arrows, Legend and Key Plan



KEY PLAN

NTS

LEGEND	
STM	STORM CLEANOUT
CO	SANITARY CLEANOUT
CSV	CURB STOP VALVE



SANITARY SEWER MAIN PIPE Type of Material: <u>PVC DR35</u> Diameter (mm): <u>200</u>	Top of Sanitary Tee at Sanitary Main (Elev.): <u>424.97</u>	Length of service from Sanitary Main to Property Line (m): <u>10.0</u>
SANITARY SERVICE Type of Material: <u>PVC DR28</u> Diameter (mm): <u>125</u>	Top of Sanitary Service at property line (Elev.): <u>425.80</u>	Cover of Sanitary Service at Property Line (m): <u>2.4</u>
STORM SEWER MAIN PIPE Type of Material: <u>HDPE BOSS 2000</u> Diameter (mm): <u>375</u>	Top of Storm Tee at Storm Main (Elev.): <u>426.37</u>	Length of service from Storm Main to Property Line (m): <u>8.0</u>
STORM SERVICE Type of Material: <u>PVC DR28</u> Diameter (mm): <u>100</u>	Top of Storm Service at property line (Elev.): <u>427.00</u>	Cover of Storm Service at Property Line (m): <u>1.2</u>
WATERMAIN Type of Material: <u>PVC DR18</u> Diameter (mm): <u>150</u>	Top of watermain elevation at saddle: <u>425.31</u>	Cover of Watermain (m): <u>2.0</u>
WATER SERVICE Type of Material <input type="checkbox"/> PEX <input type="checkbox"/> COPPER Diameter (mm): <u>19</u>	Top of water service at property line (Elev.): <u>425.31</u>	Cover of Water Service at Property Line (m): <u>2.0</u> Length of Water Service from Watermain to Property Line (m): <u>13.0</u>

*Fill out for Reconstruction Projects or at time of house being constructed

Sanitary Service on Private Property: Type of Material: _____ Diameter: _____ Cover: _____
 Storm Service on Private Property: Type of Material: _____ Diameter: _____ Cover: _____
 Water Service on Private Property: Type of Material: _____ Diameter: _____ Cover: _____

Contractor Who Installed Municipal Services: Reeves Construction Limited	Engineer Inspecting Construction: Cobide Engineering Inc.	Additional Remarks
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Location checked by:


 Engineer's Inspector Signature - John Smith

June 13, 2019
 Date Installed

APPENDIX C

MUNICIPAL SERVICING TESTING REQUIREMENTS

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APPENDIX C – MUNICIPAL SERVICING TESTING REQUIREMENTS

WATERMAIN:

- Commissioning Procedure after Granular B has been placed:
 - Swabbing (1*)
 - Municipal Hydrostatic Pressure Test (Pressure Test Form) (1*)
 - Chlorination / Chloring Residual (1*)
 - Flushing to Municipal Levels (1*)
 - Bacteriological Sampling (2 sets 16 hours apart) (1*)
- Curb Stop Operation (1* & 2*)
- Valve Operation after asphalt is placed (1* & 2*)
- Hydrant Operation (1* & 2*)
- Conductivity Test of Tracer Wire after base asphalt is placed (1*)

SANITARY SEWER:

- All testing requirements for sanitary sewer to be completed after base asphalt and curb is placed.
- Flushing (1*)
- Deflection (Mandrel) Test (1*)
- Leakage (Infiltration/Exfiltration Test (1*)
- CCTV Inspection
 - After base asphalt and curb is placed. Main and services (1*)
 - Prior to surface asphalt. Main only (3*)
 - Prior to Final Acceptance. Main and services (2*)
- Visual MH inspection (1* & 2*)

STORM SEWER:

- All testing requirements for storm sewer to be completed after base asphalt and curb is placed.
- Flushing – Main and Services to Property Line (1*)
- CCTV Inspection – Main (including CB laterals, rear/side yard sewers) and services to Property Line
 - After base asphalt and curb is placed (1*)
- Visual Inspection – all structures (1* & 2*)
- SWM Facility inspection (1* & 2*)

ROADWORK:

- Sub-grade (Proof Roll Report) (1*)
- Granular (Sieve Analysis, Compaction) (1*)
- Fine Grading of Granular A (OPSF314-1) (1*)
- Curb & Gutter (Mix Design, Compaction and Concrete Strength – 1*; Visual – 2*)
- Base Course Asphalt (Mix Design, Compaction, Marshall, Visual) (1*)
- Surface Course Asphalt (Mix Design, Compaction, Marshall, Visual) (3*)
- Sidewalk (Mix Design, Compaction and Concrete Strength – 1*; Visual – 2*)

- Street Signs (Visual) (1* & 2*)
- Traffic Control Signs (Visual 1* & 2*)
- Streetlight (Visual, ECA, Meter, Hydro Utility Sign Off and Visual (1* & 2*))
- Fencing (Visual) (1* & 2*)
- Walkways (Visual, additional information on surface treatment as required by Township) (1* & 2*)

NOTE:

- a) **1* - Testing requirement to be completed prior to issuance of Preliminary Acceptance of applicable Stage.**
- b) **2* - Testing requirement to be completed prior to issuance of Final Acceptance of applicable Stage.**
- c) **3* - Testing requirement to be completed prior to placing surface asphalt.**

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APPENDIX D
GENERAL DRAWING NOTES

APPENDIX D – GENERAL DRAWING NOTES

At a minimum, the following notes are to be included on the Developer drawings:

GENERAL NOTES:

1. All work and material to be completed and conform to the most current Municipal Servicing Standards, OPSS and OPSD. List of materials, see Table 2 of MSS, to be submitted to the Township with a minimum of 2 weeks prior to start of construction.
2. A preconstruction meeting is required between the Developer, Developer Engineer and Contractor, Township Staff and Township Consulting Engineer prior to the start of any construction.
3. 96 hour notice must be given to the Township Operations Department prior to any construction within the Township Road Allowance.
4. Underground utilities to be verified in the field by the contractor prior to the commencement of construction.
5. Contractor shall submit proof of insurance and WSIB clearance certificate to the Township prior to start of construction.
6. Developer's Engineer is to provide full time inspection during the installation of the works. Developer's Engineer is to provide certification of all works. It is the responsibility of the Developer and their contractor to schedule any required inspections to allow for this certification.
7. All temporary traffic control and signage during construction shall be in accordance with current Ontario Traffic Manual Book 7 and must be submitted to the Township prior to the start of construction.
8. Geotechnical Consultant shall be retained to carry out necessary inspections and testing during construction of the Works to ensure placement of proper materials and adequate compaction.
9. The Owner shall rectify all existing disturbed areas to the original condition or better and to the satisfaction of the Township of Wellington North.
10. All property bars to be preserved and replaced by O.L.S. at the Owner's expense if removed during construction.
11. Tree plantings shall be installed at 300 mm on private side of property line as per Standard Drawing L1.
12. All exterior lighting shall be dark sky compliant, directed onto the site and shall not infringe upon the adjacent properties.

EROSION AND SEDIMENT CONTROL:

1. All erosion and sediment control and temporary mud mats shall be installed prior to the commencement of any grading or excavating.
2. Erosion and sediment control shall be maintained during construction and conduct inspections once every two (2) weeks and after each significant storm event (a significant storm event is defined as a minimum of 25 mm of rain in any 24 hours period). The inspections and maintenance of the temporary sediment and erosion control measures shall continue until they are no longer required and at which time they shall be removed and all disturbed areas reinstated properly.

3. All construction vehicles must enter and exit the site through approved construction access only.
4. All catchbasin structures to have geotextile cloth installed under the grates and to remain in place until all restoration is completed and site is stabilized.
5. The Contractor shall keep all public roadways free of debris during the construction period. Any material tracked from the site shall be promptly removed from the roadway at the Contractor's expense.
6. Dust suppression is to be provided as required or as directed by the Township.

ROADWAY:

1. Boulevards to have a minimum 200 mm topsoil and sod.
2. All material shall be placed in layers not exceeding 300 mm lifts. Geotechnical testing shall be completed by the soils consultant with results provided to the Township.
3. Subgrade to be proof rolled and certified by the soils consultant prior to the placing of any granular road base material.
4. Granular courses to be compacted to 100% SPD.
5. All granular and asphalt materials and placement to be in accordance with OPSS 310, 314, and 1010 or otherwise specified.
6. Concrete sidewalk shall be placed at a 2% grade sloped towards the road with a minimum thickness of 125mm with the thickness increasing to; 150 mm at driveway entrance to residential, and 200 mm at entrance to apartment, commercial or industrial, and 200 mm at pedestrian ramps. Granular A base shall be a minimum 125 mm thickness and increased to match thickness of concrete at various locations. All contractions joints to be saw cut in hardened concrete within a sufficient time of placing sidewalk.
7. Concrete curb and gutter to be as per OPSD 600.040.
8. Subdrain is to be 150 mm Polyethylene BOSS 2000 with geotextile filter wrap, class 1 with filter opening size of 130-100 μm . 50 mm diameter maximum stone size for the granular backfill on subdrains.
9. Where new asphalt matches existing asphalt, a minimum 0.5 m lap joint shall be installed.
10. Maximum slope of driveways to be 6%.
11. Refer to typical road section detail.

SANITARY AND STORM SEWERS:

1. Sanitary Sewer: (Main Line Sewer) PVC DR 35. Granular A bedding and cover in accordance with OPSD 802.010.
2. Storm Sewer: (Main Line Sewer) PVC DR35, HDPE BOSS 2000, or Concrete (reinforced) may be used for sewer pipes 600 mm diameter and smaller, unless otherwise specified. (Services) PVC SDR28. Granular 'A' bedding and cover in accordance with OPSD 802.010. Sewers 675 mm diameter and larger shall be Concrete (Reinforced) and conform to CSA A257.2 (minimum Class 50-D), unless otherwise specified. Granular A bedding in accordance with OPSD 802.030 Class 'B'.

3. All sewers are to be installed with gasketed bell and spigot pipe and to the appropriate OPSS, OPSD and the current Township of Wellington North Servicing Standards.
4. Pipe support at MH's, CB's and CBMH's as per OPSD 708.020.
5. MH's to be installed with Cretex rubber seals between MH sections and Kor-N-Seal rubber boots used for all pipe connections. All sanitary MH external joints to be wrapped in 150 mm Denso tape, or approved equivalent.
6. Sewer services to have prefabricated 'T' connection.
7. All CB and CBMH found in curb line, frames and covers (OPSD 400.110) to be set to final elevation and install with temporary catch basin drain, see Township Standard Drawing R5. All MH in roadway to use AutoStable frame and lid manufactured by Bibby-Ste-Croix to be set to base course asphalt elevation and raised to surface elevation prior to installation of surface asphalt. Sanitary MH shall be closed cover. Storm MH shall be open cover. Frame and cover shall be adjusted using concrete adjustment units and parged on outside only.
8. All storm CB to have a minimum sump of 600 mm and all MH and CBMH to have a 300 mm sump. Sewer greater than 450 mm diameter require benching. Rear yard CB require benching.
9. All sanitary maintenance holes require benching.
10. Sanitary service minimum slope is 2.0% and storm services is 1.0%.
11. Single CB lead is minimum 250mm diameter with a minimum 1.0% slope. Double catch basin lead is minimum 300 mm diameter with a minimum 1.0% slope.
12. Minimum required diameter of sanitary and storm services to be 125 mm and 100mm, respectively, PVC DR28. Storm services are to be located 1.5 m from the lowest lot line with 1.2 m cover at property line.
13. Sanitary service to be installed with a minimum 2.4 m cover at property line (where mainline sewer elevation allows). Storm service to be installed with a minimum 1.2m cover at property line.
14. The following test requirements of sanitary and storm sewers shall be completed in accordance with OPSS 410 after the placement of curb and gutter and base asphalt:
 - a. Flushing of main and services
 - b. Sanitary CCTV:
 - i. After placement of curb and base asphalt, prior to Preliminary Acceptance (main and services)
 - ii. Prior to placement of surface asphalt (main only)
 - iii. Prior to Final Acceptance (main and services)
 - c. Storm CCTV:
 - i. After placement of curb and base asphalt, prior to Preliminary Acceptance (main including CB laterals and rear/side yard sewers and services)
 - d. Deflection testing (mandrel) of flexible mains including CB laterals and rear/side yard storm sewers.
 - e. Infiltration/exfiltration testing.

WATERMAIN:

1. Written authorization is required from the Township's Environmental services department prior to installation of water service. A minimum of 96 hours notice is to be provided to the Environmental Services department prior to the installation of water service. Township's licensed operator to be present for connections to existing watermains.
2. All testing will follow AWWA C651 Disinfecting Water Mains, Watermain Disinfection Procedure August 1, 2020, Ontario Regulation 170/03 and Township Municipal Servicing Standards. Watermain commissioning plan that details the watermain disinfection, testing, sampling and final connection procedures is to be provided to the Township for approval with a minimum of 2 weeks in advance of any watermain construction. Only Township's Licensed Operators shall operate valves and fire hydrants located on the Municipal Water System.
3. Watermain testing shall not commence until placement of Granular B has been completed.
4. All new watermains shall be hydrostatically tested in accordance with Township specifications and provincial guidelines. The system shall be constructed and tested as per OPSS 701.
5. Watermain shall be PVC DR18 Class 235 and conforming to ASTM D1784, AWWA C900 or C905 and CAN/CSA B137.3 with gasketed bell end.
6. A 12 Gauge, 7 Strand copper tracer wire, with an outer plastic coating, shall be attached to every non-metallic watermain, hydrant lead and service connection, see Township Standard Drawing W9.
7. Separation distances between sewers and watermains and sewer services and water services shall be as per MECP Procedure F-6-1; in general, 2.5 m horizontal separation between parallel installations and 0.5 m vertical separation at crossings where the watermain or water service crosses under the sewer. Where this spatial separation cannot be achieved, other measures are to be implemented, such as use of pressure pipe (350kPa) for sewers, as to be approved by the Township.
8. All Watermains and services shall have minimum cover of 2.0m.
9. All fire hydrants shall be installed with the storz connection facing the roadway. Fire hydrants shall be painted red with black storz caps and fire hose caps with yellow ID stick marker and conform to the Township of Wellington North Standards.
10. Water services to be bedded and cover in approved sand conforming with OPSS 1001 and to be placed to 300 mm above the top of pipe.
11. All fittings, valves and hydrant leads shall be fully restrained and at a minimum meets Standard Drawing W11 and manufacturer's recommendations.
12. All services to be Type 'K' copper or Cross-Linked Polyethylene (PEX) conforming to AWWA C904 Muncipex by Rehau or Blue904 by Ipex. Minimum required water service diameter to be 19 mm.
13. Curb stops shall not be located within driveways or hard surface areas unless otherwise approved by the Township.
14. Cathodic protection shall be installed as per Standard Drawing W10.



Staff Report

To: Mayor and Members of Council meeting of December 5, 2022
From: Brooke Lambert, Chief Administrative Officer
Subject: CAO 2022-005 More Homes Built Faster Act, 2022 (Bill 23) Update

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive for information Report CAO 2022-005 being an update on the More Homes Built Faster Act, 2022 (Bill 23).

PREVIOUS PERTINENT REPORTS / BY-LAWS / RESOLUTIONS

NA

BACKGROUND

In October 2022, the Province of Ontario introduced legislation that was intended to support Ontario's Supply Action Plan and help achieve the goals of building 1.5 million homes in Ontario over the next 10 years. The More Homes Built Faster Act, 2022 (Bill 23) proposed major changes the Planning Act, Development Charges Act and the Conservation Authorities Act, among others. On Monday November 28, 2022, Bill 23 received royal assent.

In Planning Committee Report, the County of Wellington has provided an overview of the Act and identified several areas of potential impact related to land use planning and development approval process within the County, Areas Municipality and Conservation Authorities (Attachment 1). The implications related to the Development Charges identified by County staff can be found in the Administration, Finance and Human Resources Committee Report, (Attachment 2).

This report builds on the County's overview as well as the detailed analysis performed by AMO, and several professional associations and technical service providers (such as Watson & Association). It highlights potential impacts to the Township of Wellington North that should be closely monitored as additional regulations and information becomes available. It should also be noted that the following list is not comprehensive. Bill 23 is wide reaching and will have to continue to be reviewed with respect to any specifics related to implementation.

Overall the two key themes of interest for the Township are:

Planning & Development Implications

- Land owners will now be able to have up to 3 residential units per lot without the need for a zoning by-law amendment in municipally-serviced urban residential areas.
- “Third Party” appeal rights for all planning applications will be removed (this includes appeals by the public).
- Removal of the public meeting requirement for draft plan of subdivision approvals.
- Local municipalities will now be responsible for wetland evaluation (removed from Conservation Authorities).
- Exclusion of projects with 10 or fewer residential units from site plan control.
- Exclusion of exterior design of building from site plan control.

Municipal Financial Implications

- Removal of costs related to certain studies from the list of capital costs that are considered in determining development charges rates that may be imposed.
- The requirement of DCs to be phased in over four years after a new by-law is passed.
- Changes to parkland dedication rules – need for a “Parks Plan”, reserve fund allocations and spending requirements and lower ratio of park land to residents.
- Municipalities will be required to spend or allocate 60% of the reserve funds to growth projects annually for the following services; water services, wastewater services, highway and others.

Analysis:

When looking at the implications of Bill 23 for Wellington North it is important to consider two perspectives – one related to the local operational or micro level also the macro level - as a municipality operating within a provincial planning, development and economic context.

At the micro level, Bill 23 will result in some modifications to the planning process that will eliminate both the Townships’ and the communities’ ability to influence development – especially those on a smaller scale (10 units or less). While it should be noted that there are currently no growth targets specifically for Wellington North (or Wellington County) at this time - in a community where members have become more engaged in growth management, it is anticipated that this will be an unwelcome change. Some additional challenges include:

- Potential increased community concern about individual developments with no mechanism in the process to express those concerns.
- Downloading of environmental review requirements which could also pose a challenge to Township resources, both in terms of capacity and the needed technical expertise.
- Though some of the DC exemptions being proposed have already been implemented in the Township as part of a progressive approach to incenting attainable housing and purpose built rental; other changes are more administrative in nature and will require staff to maintain more complex schedules, collection deadlines, agreements.

- The requirement to spend or allocate 60% of reserve funds, may mean that Wellington North will need to advance/construct projects more quickly. Capacity is likely to be limited both internally with staff and externally with industry service providers.
- One of the changes of note relates to the studies that will no longer be eligible for inclusion in DC charges – such as housing services, growth plans, secondary plans, land, land improvements, DC Background Study. In the 2021 DC Background Study this accounted for approximately 175 K of eligible over the 2021 – 2027 period. Further, water, wastewater and other environmental assessments will no longer be eligible for inclusion. In the 2021 DC Study, depending on how the regulations define the ineligible studies, this would represent a further loss of approximately 400 K of eligible capital costs during the DC period.
- Historical levels for DCs will be based on previous 15 year (not 10) – this may dilute rates by including periods of slower growth. It could also hamper a municipalities ability to save for new facilities and/or limit their ability to finance growth-related capital expenditures through incurring debt.
- Excluding land costs from DCs. Further- the phasing in of development charges will results in a significant reduction in the fees collected over the first four years of the DC by-law. However, these changes are not expected to impact the municipality until after the expiration of our current DC by-law in 2027.

At the macro level – the main concern noted by several parties is that Bill 23 represents a departure from the practice that “Growth Pays for Growth”. Rather, it has the potential to significantly shift the costs of growth to the existing tax payer. Watson and Associates noted that “Over the past 33 years, there have been changes made to the D.C.A. which have similarly reduced the D.C.s payable by development. These historical reductions have not resulted in a decrease in housing prices; hence it is difficult to related the loss of needed infrastructure funding to affordable housing. The increases in water/wastewater rates and property taxes would directly impact housing affordability for the existing rate/taxpayer.”¹

There are several other areas of contradictions or cross purposes that pose concern. For example, Bill 23 does little to address the coordination between growth and the core infrastructure development that is needed to support the creation of complete, safe and sustainable communities. It seems contradictory to be incenting development on one hand while constraining municipalities from being able to afford, construct and deliver the services needed to support that growth. In addition, changes to the Conservation Act signal a move away from environmental protection at a time when climate change impacts are being felt more at the local level - greenbelt “land swaps” and protection removals being a prime example. Lastly, while Bill 23 proposes to create a new Integrated Policy Instrument (PPS and Places to Grow) that will continue to protect prime agricultural areas and promotes Ontario’s Agricultural

¹ Assessment of Bill 23 – Development Charges. Watson & Associates Economists. Ltd. (November 11, 2022).

System – any additional or increased flexibility to enable more residential development in rural areas could have a directly negative impact to farmland and farm operations.

Conclusion

Bill 23 is a complex and wide-reaching piece of legislation and with its passage, is likely to have both short and long term implications for municipalities. As of mid November, various professional organizations (AMO, AMCTO) made submissions to the Standing Committee on Heritage, Infrastructure and Cultural Policy, appealing to the government to pause the progress of the bill and conduct further consultation – with municipalities – on the potential impacts. These comments were not considered. Key themes of the various submissions include:

- Municipal financial sustainability;
- Consideration for municipal processes and administration;
- Shifting the cost burn of growth to the tax payer;
- Undermining planning and community livability; and
- Exacerbating risks to the environment and human health.

Staff will continue to monitor the developments related to Bill 23, in particular any future regulations that will provide additional details with respect to implementation. Township staff will work to bring any relevant policy/ and or by-law amendments to Council needed for compliance.

FINANCIAL CONSIDERATIONS

Bill 23 has the potential to create long-term financial implications for municipalities across Ontario, and within the Township of Wellington North.

ATTACHMENTS

Attachment 1 - Planning Committee Report, Bill 23 – More Homes Built Faster Act, 2022 (Nov 10, 2022)

Attachment 2 - Administration, Finance and Human Resources Committee Report, Bill 23, More Homes Built Faster Act, 2022 – Changes to the Development Charges Act (Nov 29, 2022)

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes No N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

**Prepared &
Recommended By:**

Brooke Lambert, Chief Administration
Officer

Brooke Lambert



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Sarah Wilhelm, Manager of Policy Planning
 Jameson Pickard, Senior Policy Planner
Date: Thursday, November 10, 2022
Subject: **Bill 23 – More Homes Built Faster Act, 2022**

1.0 Purpose

The purpose of this report is to provide an overview of proposed changes recently introduced by the Minister of Municipal Affairs and Housing through the “More Homes Built Faster Act, 2022” (Bill 23) aimed at increasing housing supply in Ontario.

This report comments on parts of the amendments related to the land use planning and development approvals process and also highlights other changes under consideration that have impacts across County Departments, Member Municipalities and Conservation Authorities. The Treasury Department will report separately to the Administration, Finance and Human Resources Committee on the potential impacts related to development charges.

2.0 Background

The Provincial Government has proposed sweeping changes to multiple statutes, regulations, policies and other matters to help achieve the goal of building 1.5 million homes in Ontario over the next 10 years. Bill 23 impacts nine statutes, including major changes to the Planning Act, Development Charges Act and Conservation Authorities Act. The Government is moving fast and the changes are far reaching.

3.0 Major Themes

The proposed changes focus on the following major themes:

- building more homes;
- streamlining processes; and
- reducing costs and fees to build houses.

The Government has posted material for comment on the Environment Registry of Ontario and the Ontario Regulatory Registry about the proposed legislative and regulatory changes (see Appendix A for list). Planning staff have reviewed and summarized information to assist the County and Member Municipalities in their review of the material (Appendix B) but encourage those interested to review the proposed changes in their entirety.

Key changes are listed below.

3.1 Building More Homes

In an effort to build more homes, the Province has proposed the following changes:

Additional Residential Units (ARUs)	<ul style="list-style-type: none"> allow landowners to have up to 3 residential units per lot without the need for a zoning by-law amendment in municipally-serviced urban residential areas would permit 3 units in the main dwelling (including 2 ARUs) or a combination of 2 units in the main dwelling (including 1 ARU) and another ARU in an ancillary building zoning by-laws cannot set a minimum unit size or require more than one parking space per unit, but other zoning rules would apply
Housing targets to 2031	<ul style="list-style-type: none"> set housing targets to 2031 for 29 “large and fast-growing” municipalities in Southern Ontario (not applicable to Wellington County)
Major transit stations	<ul style="list-style-type: none"> build more homes near major transit stations (not applicable to Wellington County)
Conservation Authorities	<ul style="list-style-type: none"> identification of Conservation Authority lands suitable for housing

3.2 Streamlining

The Provincial Government is looking to streamline a wide range of policies and procedures to reduce the time it takes for new housing to be built.

Public Involvement	<ul style="list-style-type: none"> remove “third party” appeal rights for all planning applications (this would include appeals by the public) remove the public meeting requirement for draft plan of subdivision approvals
Conservation Authorities (CAs)	<ul style="list-style-type: none"> remove Conservation Authority appeal rights for planning applications, except where the appeal would relate to natural hazards policies limit Conservation Authority responsibilities to review and comment on planning applications (either on behalf of a municipality or on their own) to focus on natural hazards and flooding change the Provincial wetland evaluation system, including shifting responsibility for wetland evaluation to local municipalities establish one regulation for all 36 CAs in Ontario

New Provincial Planning Document	<ul style="list-style-type: none"> eliminate duplication between the Provincial Policy Statement (PPS) and A Place to Grow (Growth Plan), by combining them into one document and providing a more flexible approach to growth management
Planning Responsibilities	<ul style="list-style-type: none"> shift planning responsibilities from some upper-tier municipalities to lower-tier municipalities (not applicable to Wellington County)
Site Plans	<ul style="list-style-type: none"> exclude projects with 10 or fewer residential units from site plan control exclude exterior design of buildings from site plan control
Heritage	<ul style="list-style-type: none"> add more stringent requirements related to municipal heritage registers and timing of designation
Rental Unit Demolition and Conversion	<ul style="list-style-type: none"> impose limits and conditions on the powers of a local municipality to prohibit and regulate the demolition and conversion of residential rental properties

3.3 Reducing Costs and Fees

Reductions in costs and fees are mainly focused in the following areas:

Development Charges and Parkland Dedication	<ul style="list-style-type: none"> exempt non-profit housing developments, inclusionary zoning residential units (not applicable to Wellington County), and affordable, additional and attainable housing units from development charges and parkland dedication discount development charges for purpose-built rentals remove costs of certain studies from development charges reduce alternative parkland dedication requirements
Conservation Authorities	<ul style="list-style-type: none"> a temporary freeze on CA fees for development permits and proposals
Other	<ul style="list-style-type: none"> review of other fees charged by Provincial ministries, boards, agencies and commissions

3.4 Additional Matters

Beyond the proposed land use planning changes, other key changes include to:

- enable the Ontario Land Tribunal (OLT) to speed up processing of appeals
- provide the OLT with discretionary power to order the unsuccessful party at a hearing to pay the successful party's costs

- provide a potential rent-to-own financing model
- increase penalties under the New Homes Construction Licensing Act of up to \$50,000

4.0 Conclusion

Ontario is in the midst of a housing crisis. While there are no simple solutions to the problem, action is required. Several of the Government's initiatives support recommendations of the County's Attainable Housing Strategy such as:

- streamlining the land use planning approval process;
- reducing/exempting certain development charges and parkland dedication requirements;
- introducing an attainable housing category; and
- considering a potential rent-to-own financing model.

While the above proposals will likely increase the supply of housing, more information is needed to better understand how related cost reductions will be passed on to potential home buyers.

The County has previously commented to the Province about duplication between the Provincial Policy Statement and the Provincial Growth Plan for the Greater Golden Horseshoe Area and welcome the creation of one streamlined Provincial Planning document and a simplified process for comprehensive growth reviews. Planning staff do, however, have concerns about how this might impact the municipal comprehensive review (MCR) work completed to date.

We have significant concerns about actions to:

- essentially remove meaningful public participation from the land use planning process;
- reduce the protection of natural heritage features/natural hazards, and the resulting impact on public health, public safety, and climate change objectives;
- reduce the important role of Conservation Authorities in the review of development applications (a loss of technical expertise critical to rural municipalities); and
- eliminate the long-established regional planning framework in the Province.

Staff note that there is a substantial amount of material posted for consultation and little time to respond (most comments are due late November or early December). Unfortunately, this timeframe does not allow for many newly elected Councils (including Wellington County) to meet and discuss their comments. We understand that more information is to follow as Bill 23 also introduces the potential for additional policies and regulations. Therefore, the full impact of the proposed amendments is unknown.

5.0 Next Steps

At the time of writing this report, the Bill has passed second reading and is at the Committee stage in the Legislature. Staff will continue to monitor the proposed legislation as it moves through the legislative process. Staff will engage with AMO and other organizations to provide input and will report at a later date when the legislation comes into effect and/or additional policies and regulations are made available.

Recommendations

That the report “Bill 23 – More Homes Built Faster Act, 2022” be received for information.

That this report be forwarded to the Ministry of Municipal Affairs and Housing on behalf of the County of Wellington and circulated to member municipalities for their consideration prior to Environmental and Regulatory Registry Provincial comment deadlines.

Respectfully submitted,



Sarah Wilhelm, BES, MCIP, RPP
Manager of Policy Planning



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

APPENDIX A Provincial Postings for Comment

Below is a link to an information bulletin which provides information on the various proposed changes under Bill 23 and associated legislation and includes direct links the related Environmental Registry and Regulatory Registry postings.

[Link to Bill 23 Consultation Postings](#)

Environmental Registry of Ontario Postings (ERO)

Proposal	ERO Number	Notice Type	Comment Deadline
• Planning Act and City of Toronto Act Changes	019-6163	Act	November 24, 2022
• Planning Act and Development Charges Act Changes	019-6172	Act	November 24, 2022
• Review of a Place to Grow and Provincial Policy Statement	019-6177	Policy	December 30, 2022
• Additional Residential Units	019-6197	Regulation	December 9, 2022
• Inclusionary Zoning Regulatory Changes	019-6173	Regulation	December 9, 2022
• Conservation Authorities Act and Regulatory Changes	019-6141	Regulation	November 24, 2022
• Natural Hazards Regulatory Changes	019-2927	Regulation	December 30, 2022
• Conserving Ontario's Natural Heritage	019-6161	Policy	December 30, 2022
• Updates to Ontario Wetland Evaluation System	019-6160	Policy	November 24, 2022
• Ontario Heritage Act and Regulatory Changes	019-6196	Act	November 24, 2022
• 2031 Municipal Housing Targets	019-6171	Bulletin	N/A
• Consultations on More Homes Built Faster	019-6162	Bulletin	N/A

NOTE: The information bulletin about 2031 Municipal Housing Targets does not apply to Wellington County.

Ontario Regulatory Registry Postings (ORR)

Proposal	ORR Proposal Number	Instrument Type	Comment Deadline
• Ontario Land Tribunal Act Changes	22-MAG011	Act	November 25, 2022
• Municipal Rental Replacement By-laws	22-MMAH017	Act	November 24, 2022
• Potential Measures to Support Rent-to-Own	22-MMAH018	Proposal	December 9, 2022
• Building Code Regulatory Changes	22-MMAH016	Regulation	December 9, 2022
• New Home Construction Licensing Act Regulatory Changes	22-MGCS21	Act	December 9, 2022
• Ontario Underground Infrastructure Notification System Act Changes	22-MGCS022	Act	November 25, 2022

APPENDIX B Summary of Postings

Appendix B1	Planning Act and Development Act
Appendix B2	New Province-wide Planning Policy Document
Appendix B3	Additional Residential Units and Inclusionary Zoning
Appendix B4	Ontario Land Tribunal
Appendix B5	Conservation Authorities
Appendix B6	Ontario Heritage Act
Appendix B7	Other

Appendix B1 Planning Act and Development Charges Act Changes

Proposed Planning Act and Development Charges Act Changes

ERO 019-6163 & ERO 019-6172

Comments due November 24, 2022

<p>Public Appeals and Public Meetings</p>	<ul style="list-style-type: none"> • third parties (including members of the public) would no longer be able to appeal decisions on planning matters (official plans, official plan amendments, zoning by-laws, zoning by-law amendments, consents and minor variances) to the Ontario Land Tribunal • appeal rights maintained for applicants, the Province, public bodies including Indigenous communities, utility providers that participated in process (except where appeals are already restricted) • proposed removal of public meeting requirement for draft plans of subdivision
<p>Conservation Authorities (also see Appendix B5)</p>	<ul style="list-style-type: none"> • Limit CAs ability to appeal planning applications to provincial natural hazard policies, but CAs can appeal matters where they are the applicant • CAs will be given broader ability to sever and dispose of their land
<p>Development Charges</p>	<ul style="list-style-type: none"> • Exemptions for DCs for non-profit housing developments, inclusionary zoning residential units, affordable residential units, additional residential units and attainable residential units • Removal of costs of certain studies from list of capital costs that are considered in determining a development charge that may be imposed • Require DCs to be reduced from what could otherwise be imposed during the first four years by-law is in force • Extension of DC by-law expiry from 5 to 10 years
<p>Parkland Dedication</p>	<ul style="list-style-type: none"> • Requirement for a Parks Plan before passing a parkland dedication by-law • Requirement for municipalities to spend or allocate at least 60% of the monies in a reserve fund at the beginning of the year • New exemptions for affordable units, attainable units, inclusionary zoning units, additional residential units and non-profit housing • Parkland dedication for a building permit within 2 years of a site plan and/or zoning by-law amendment approval would be as of date of planning application submission • Allowance for land owners to identify encumbered and privately owned public space as parkland dedication • Reduced alternative parkland dedication requirements at a rate of 1 ha per 600 net residential units for conveyance and cash in lieu at a rate of 1 ha per 1,000 net residential units

Appendix B1 Planning Act and Development Charges Act Changes (continued)

Streamlining Municipal Planning Responsibilities	<ul style="list-style-type: none"> • changes would remove the planning policy and approval responsibilities from the upper-tier municipalities of (Durham, Halton, Niagara, Peel, Simcoe, Waterloo and York) • proposed changes could also potentially be applied to additional upper-tier municipalities in the future
Site Plans	<ul style="list-style-type: none"> • exemption for development up to 10 units (except land lease) • remove the ability to regulate architectural details and landscape design (character, scale, appearance and design features of buildings, and their sustainable design) • allow land lease communities to be approved through site plan control instead of a plan of subdivision (applies outside Greenbelt Area)
Aggregate Applications	<ul style="list-style-type: none"> • Removal of 2-year “timeout” period for applications to amend new official plans, secondary plans and zoning by-laws for mineral aggregate operations • Decisions on aggregate applications will be delegated to staff instead of the Minister

Appendix B2 New Province-wide Planning Policy Document**Review of A Place to Grow and Provincial Policy Statement**

ERO # 019-6177

Comments due December 30, 2022

The Province is conducting a review to determine the best way to integrate the Provincial Policy Statement (PPS) and A Place to Grow (Growth Plan) to “enable municipalities to accelerate the development of housing and increase housing supply (including rural housing), through a more streamlined, province-wide land use planning policy framework.” The Province is consulting on a series of policy approaches (a draft policy document is not available) which would support flexibility and/or certainty in the following key areas:

- settlement area boundary expansions and employment area conversions
- residential development in rural areas, including rural settlement areas
- an appropriate range and mix of housing options and densities, which includes ground-related housing, missing middle housing, and housing to meet demographic and employment-related needs
- use of the most current, reliable information about population and employment
- development in natural heritage features (including offsetting/compensation), natural hazards and human-made hazards
- access to aggregate resources
- cultural heritage resources
- ways to service new development with water and wastewater
- requiring fewer studies (including a straightforward approach to assessing land needs)
- overall reduction in the complexity of comprehensive reviews

Appendix B3 Additional Residential Units and Inclusionary Zoning

Proposed Changes to O. Reg. 299/19 Additional Residential Units

ERO 019-6197

Comments due December 9, 2022

Proposed Amendment to O. Reg. 232/18 Inclusionary Zoning

ERO 019-6173

Comments due December 9, 2022

Additional Residential Units (ARUs)	<ul style="list-style-type: none"> • allow up to 3 units per lot: up to 3 units in the primary building, or up to 2 units in the primary building and 1 unit in an ancillary building such as a garage • allow ARUs without the need to apply for rezoning (or “as-of-right”) in many existing residential neighbourhoods in settlement areas with full municipal water and sewage services • prohibit municipalities from: <ul style="list-style-type: none"> • imposing development charges, parkland dedication or cash-in-lieu requirements, • applying minimum unit sizes, or • requiring more than one parking space per unit
Inclusionary Zoning	<ul style="list-style-type: none"> • allow municipalities near transit stations or with a Community Planning Permit System (CPPS) to use inclusionary zoning to require affordable housing units to be included in residential developments of 10 or more units • proposed changes would place a 5% limit on how many units would be required to be affordable and standardizing how to determine lowest price/rent • inclusionary zoning is not permitted in Wellington County at this time

Appendix B4 Ontario Land Tribunal

Proposed Amendments to the Ontario Land Tribunal Act, 2021

ORR # 22-MAG011

Comments due November 25, 2022

New powers	<ul style="list-style-type: none"> • Allow OLT to dismiss appeals due to unreasonable delay by parties • Allow OLT to order an unsuccessful party to pay a successful party’s costs
New regulations	<ul style="list-style-type: none"> • Enable OLT prioritize certain classes of proceedings through pending regulations (e.g. those which create the most housing) • Enable OLT to set timelines for specific case resolution activities

Appendix B5 Conservation Authority Changes

Conservation Authorities Act and Regulatory Changes

ERO # 019-6141

Comments due November 24, 2022

Removal of the Ability to Comment on Development Applications

Currently, the CA Act sets out a framework for CAs to provide certain “Municipal” or “Other” programs and services. In the County, this would include agreements with CAs to review and comment on site-specific development applications under the Planning Act. These agreements leverage CA expertise in water resources management, natural heritage protection and hazardous lands planning and helps the County and our Member Municipalities meet Provincial Policy obligations and public safety requirements.

Proposed changes under Bill 23 would clarify that a CA can only comment on matters pertaining to their “Mandatory Programs and Services” (set out in O.Reg. 686/21) and not provide programs or services that are related to reviewing and commenting on development proposals, planning applications or other matters made under prescribed Acts.

An accompanying regulation identifies the “prescribed Acts” under which the CA could not perform a review and comment role through “Municipal” and “Other” program and service agreements. Prescribed Acts include:

- The Aggregate Resources Act
- The Condominium Act
- The Drainage Act
- The Endangered Species Act
- The Environmental Assessment Act
- The Environmental Protection Act
- The Niagara Escarpment Planning and Development Act
- The Ontario Heritage Act
- The Ontario Water Resources Act
- The Planning Act

Planning Act Exemption from Certain Prohibitions

Currently the CA Act outlines certain activities which are prohibited from occurring in areas under jurisdiction of the CA. The Bill proposes to add a new sub-section which would provide opportunities to exempt certain development activities from these prohibitions provide the following criteria is met:

- 1) The activity is part of development authorized under the Planning Act; and
- 2) Such conditions and restrictions as may be prescribed for obtaining the exception and on carrying out the activity are satisfied.

The Bill adds regulation-making authority to allow the Lieutenant Governor in Council to impose conditions and restrictions on exceptions and to prescribe certain municipalities where this exemption can be used. This change will have the effect of further limiting the power of CAs by allowing the Minister to make exceptions specifically for development approvals.

While the legislative framework would be established in the CA Act for this tool, the Ministry has not yet proposed a regulation giving it effect. The Ministry is consulting further on this tool through the consultation guide released under ERO# 019-2927.

Appendix B5 Conservation Authority Changes (continued)

Ministers Zoning Orders

Currently CAs are required to issue permits for projects subject to a Ministers Zoning Order. The Bill proposes to extend this requirement to projects subject to a Community Infrastructure and Housing Accelerator order under Section 34.1 of the Planning Act. Additional changes would also establish regulation-making Authority for the Minister to limit the types of conditions that can be imposed in these circumstances by CAs.

Reduced Review Window for Conservation Authority Permits

The bill proposes to reduce the decision window from 120 to 90 days for review and decision on a permit application. Applicants can appeal a non-decision of the CA beyond this time frame to the Ontario Land Tribunal.

Ministers Direction on Fee Changes

The Bill proposes to introduce a new section to the CA Act which would enable the Minister to give written direction to CAs not to change the amount of any fee it charges for a program and service for a specified period of time.

Limitations on CA Appeal Rights

Currently under the Planning Act, CAs have the ability to appeal land use planning decisions to the Ontario Land Tribunal as they are considered a “public body” under the Act. Proposed changes to the CA Act would clarify that Conservation Authorities are not a “public body” except where an appeal made relates to natural hazard policies in provincial policy statements. If enacted, this would take effect January 1, 2023.

Identification of Conservation Authority Lands Suitable for Housing

Currently O.Reg. 686/21 under the CA Act requires CAs to complete a conservation area strategy and land inventory of all lands they own or control by December 31, 2024. Changes are proposed to O.Reg. 686/21 which would require the land inventory to identify CA lands that could support housing development. Additional changes to the CA Act are proposed to help facilitate the disposition of these developable lands (i.e. Notice requirements for the Minister and public, a streamlined severance process, and the use of proceeds generated by the sale of lands).

Establishing one regulation for permits for all 36 Conservation Authorities in Ontario

ERO # 019-2927

Comments due December 30, 2022

The Ministry of Natural Resources and Forestry is consulting on a proposal which would establish a singular regulation that set out the activities and associated requirements for permits for all 36 CAs in Ontario. The individual 36 regulations would be revoked. A consultation document has been prepared which seeks feedback on detailed aspects the proposal including revisions to some natural feature definitions, as well as, internal/permitting processes.

Offsetting policy for natural features

ERO # 019-6161

Comments due December 30, 2022

The Ministry of Natural Resources and Forestry is consulting on a province-wide offsetting policy that would require a net positive impact on natural features. The ministry has prepared a discussion paper seeking feedback on specific aspects of the proposal.

Appendix B5 Conservation Authority Changes (continued)**Updates to Ontario Wetland Evaluation System**

ERO # 019-6160

Comments due November 24, 2022

The Ministry of Natural Resources and Forestry is consulting on a proposal to update the current guidance related to Ontario's wetland evaluation system. The proposed changes appear to remove the concept of wetland complexing (the grouping of smaller/multiple wetlands in an area for the evaluation of significance) and would require individual wetlands to be evaluated for significance based on their own merits. The modifications also appear to scale back/ remove Ministry involvement in the evaluation of wetlands and defer to municipalities.

Appendix B6 Ontario Heritage Act**Proposed Changes to the Ontario Heritage Act and its Regulations**

ERO # 019-6196

Comments due November 24, 2022

Municipal Registers	<ul style="list-style-type: none"> • give 6 months for municipalities to make an up to date municipal register of non-designated properties available on-line • Allowing for property owners to object to inclusion of their property on the municipal register at any time • Requiring that a property to be included on the municipal register must meet criteria. This change is proposed to apply to non-designated properties added to the municipal register on or after amendments come into force. • requiring removal of non-designated properties from a municipal register for five years if council does not issue a notice of intention to designate within 2 years (for existing and newly listed properties) or if Council moves to designate a listed property, but is unsuccessful in doing so
Notice of Intention to Designate	<ul style="list-style-type: none"> • within 90 days of the initiation of an official plan amendment, zoning by-law amendment, or plan of subdivision application on the property, the municipality can now give notice of intention to designate when the property only if the property is already listed on the heritage register
Heritage Conservation Districts	<ul style="list-style-type: none"> • requirement for municipalities to explain how a heritage conservation district meets criteria • provide for more flexibility to amend or repeal existing heritage conservation districts to support smaller scale development, including housing opportunities

Appendix B7 Other Changes

Municipal Rental Replacement By-laws

ORR # 22-MMAH017

Comments due November 24, 2022

The Ministry of Municipal Affairs and Housing is proposing to enact a Minister's regulation-making authority to enable the Minister to make regulations to standardize and clarify municipal powers to regulate the demolition and conversion of residential rental properties, in order to provide consistency and streamline the construction and revitalization of new housing supply. The government is also seeking input on the content of a new regulation under this authority.

Rent-to-Own Arrangements

ORR # 22-MMAH018

Comments due December 9, 2022

The Ministry of Municipal Affairs and Housing is seeking input on a rent-to-own financing model in Ontario and asks for feedback on how these types of arrangements could help with housing attainability in Ontario.

Building Code

ORR # 22-MMAH016

Comments due December 9, 2022

The Ministry of Municipal Affairs and Housing is seeking feedback on proposed amendments to the Ontario Building Code which proposes to:

- 1) amend the requirements in the code for mid-rise wood buildings between four and six storeys to harmonize with current requirements in the National Building Code; and
- 2) remove the current requirement for a standpipe system in a four-storey stacked townhouse.

New Home Construction Licensing Act

ORR # 22-MGCS021

Comments due December 9, 2022

The Ministry of Public and Business Service Delivery is seeking feedback on proposed amendments to the New Home Construction Licensing Act, 2017 to address unethical behaviour by vendors and strengthen consumer protection for purchasers of new homes in Ontario who may be adversely impacted by price escalations and terminations of agreements.

Underground Infrastructure Notification System

ORR # 22-MGCS022

Comments due November 25, 2022

The Ministry of Public and Business Service Delivery is seeking feedback on proposed Legislative amendments under the Ontario Underground Infrastructure Notification System Act, 2012 to provide the Minister the authority to appoint the Chair of Ontario One Call's Board of Directors, which would supplement other board governance powers contained in the Act to support a shift from an industry-centred Board.



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Administration, Finance and Human Resources Committee
From: Ken DeHart, County Treasurer
Date: Tuesday, November 29, 2022
Subject: **Bill 23, More Homes Built Faster Act, 2022 – Changes to the Development Charges Act**

Background:

On October 25, 2022, Ontario's Minister of Municipal Affairs introduced Bill 23, More Homes Built Faster Act, 2022 for first reading. As of October 27, 2022, the bill was brought forward for a second reading.

Bill 23 is intended to support Ontario's Housing Supply Action Plan, with a stated aim of increasing housing supply in the Province. The bill proposes to introduce various amendments to multiple statutes including the Development Charges Act and Planning Act.

Bill 23 will be subject to committee review and further readings by the legislature and may be amended through that process. However, many of these proposed legislative changes are highly consequential, and are of great interest to the development community, municipalities, and landowners.

As the Planning department has brought forward a report describing important Planning related legislative changes introduced through Bill 23, this report will focus on changes to the Development Charges (DC) Act that are of interest to Wellington County and therefore exclude parkland dedication and community benefit impacts which are dealt with at the member municipality level.

Bill 23 Proposed Changes	Details	Estimated Impact
Set a maximum interest rate for DC freeze and deferral (prime +1%)	To provide consistency among municipalities, a maximum interest rate has been set at Bank of Canada prime rate + 1% per annum (currently this would be 6.95%) as of June 1, 2022. This rate applies during the period that development charges are frozen and/or deferred from the date the application is received to the date the development charge is payable.	In November of 2020, County Council approved the Development Charge Interest Policy which identified the applicable interest rate to be charged as the average annual historical five-year Statistics Canada Non-Residential Building Construction Price Index for Toronto year-over-year change as of September 30 th . Currently the rate for 2022 is 5.08% which is below the prescribed maximum so no impact would be expected, however the Interest Policy will need to be updated to include the maximum arising from Bill 23.
For all DC by-laws passed after June 1, 2022, the charge must be phased-in annually over the next five years as a reduction of the maximum charge.	The reduction is as follows: Year 1 – 20% reduction Year 2 – 15% reduction Year 3 – 10% reduction Year 4 – 5% reduction	As Wellington County's latest DC by-law was passed May 26, 2022, the County will not be required to adopt this change until our next DC By-law in 2027. Estimated impacts of this phase-in over the 10-year period 2027 to 2036 would be a reduction in development charges revenues of approximately \$3 million.

Bill 23 Proposed Changes	Details	Estimated Impact
DC By-law Expiry	Requirement for the DC by-law to be updated every 5 years has been extended to 10 years.	The County could update its DC by-law to update cost estimates that have risen higher than indexing recently but that would mean it would then have to adopt the phase-in reduction mentioned above.
Elimination of Housing as an eligible Services	Remove housing services from the list of eligible services so that development charges could no longer be collected for housing services, effective immediately upon Royal Assent of Bill 23.	The County's current DC by-law does not include Housing as an eligible service so there would be no immediate impacts.
Limit eligible capital costs to ensure greater cost certainty	<p>Studies, including the preparation of the DC Background study, would no longer be an eligible capital cost that could be recovered through development charges.</p> <p>A regulation-making authority would be provided to prescribe specific services for which the cost of land would not be an eligible capital cost that could be recovered through development charges.</p>	As these proposed changes would apply on a go-forward basis to the passage of new Development Charge by-laws, Wellington County would not see an impact until 2027. Removing chargeable items will reduce DC collection ability and the ability to fund capital works. Without alternate sources of funding, these costs would fall to the existing taxpayers and potentially delay delivery of infrastructure. The removal of studies including the Development Charge Background Study and Official Plan Reviews and Updates would be approximately \$2 million over the 2027 – 2036 period.
Historical service levels	The increase in need for service limit will be extended from a 10-year period to a 15-year period preceding the preparation of the DC Background Study.	To be determined.
Annual requirement to allocate funds received	Beginning in 2023, municipalities will be required to spend or allocate at least 60% of the monies in a reserve fund at the beginning of the year for services related to a highway.	To be determined but further clarification is required to define "spend" versus "allocate." Will require additional administration.
Rental Housing Discount	<p>The DC payable for rental housing development will be reduced based on the number of bedrooms in each unit as follows:</p> <ul style="list-style-type: none"> • 15% discount for a 1-bedroom unit (or smaller) • 20% discount for a 2-bedroom unit 	Further discounts to DCs will place an additional financial burden on the County to fund these reductions. Some agreement should be in place to ensure units remain as rentals for a period of time.

Bill 23 Proposed Changes	Details	Estimated Impact
	<ul style="list-style-type: none"> • 25% discount for a 3+ bedroom unit 	
New Exemptions – Affordable Housing	<p>Affordable housing units in a development subject to inclusionary zoning, as well as non-profit housing developments would be exempt from development charges. Criteria to determine the eligibility of a unit for development charges exemptions is provided by the Ministry of Municipal Affairs and Housing. This would mean non-profit housing development is removed from the installment payment section of the Act (section 26.1), as these units are now exempt from payment of development charges.</p>	Further DC exemptions will place additional financial burden on the County. The County will have to enter into agreements to ensure these units remain affordable over a period which will increase the administrative burden.
New Exemptions – Attainable Housing	<p>A residential unit, in a development designated through regulation, would be exempt from development charges. The Lieutenant Governor in Council would be provided with regulation-making authority to prescribe any applicable additional criteria that a residential unit would need to meet to be exempt from municipal development-related charges.</p>	Further DC exemptions will place additional financial burden on the County. The definition of “attainable” is unclear and needs to be defined by regulations. The County will have to enter into agreements to ensure these units remain affordable over a period of time which will increase the administrative burden.
New Exemptions – Additional Residential Unit	<p>Exemption for residential units in existing rental residential buildings- for rental residential buildings with four or more residential units, the greater of one unit or 1% of existing residential units will be exempt from DC’s.</p> <p>Exemption for additional residential units in existing and new residential buildings-the following development will be exempt from a DC:</p> <ul style="list-style-type: none"> • A second unit in a detached, semi-detached, or rowhouse if all buildings and ancillary structures cumulatively 	

Bill 23 Proposed Changes	Details	Estimated Impact
	<p>contain no more than one residential unit</p> <ul style="list-style-type: none"> • A third unit in a detached, semi-detached, or rowhouse if no buildings or ancillary structures contain any residential units <p>One residential unit in a building or structure ancillary to a detached, semi-detached, or rowhouse on a parcel of urban land, if the detached, semi-detached, or rowhouse contains no more than two residential units and no other buildings or ancillary structures contain and residential units.</p>	

These proposed changes are designed to encourage increased housing supply and affordability by providing greater cost certainty, reducing development charges, and slowing their growth over time, and helping to provide cost savings for home builders, home buyers and renters. However, these proposals will also have an impact on municipal revenues with associated administrative costs for compliance.

Attachment 1:

Correspondence from Watson & Associates Re: Assessment of Bill 23 (More Homes Built Faster Act) – Development Charges

Recommendation:

That the report Bill 23, More Homes Built Faster Act, 2022 – Changes to the Development Charges Act be received for information.

Respectfully submitted,



Ken DeHart, CPA, CGA
County Treasurer



To: Mayor and Members of Council Meeting of November 7, 2022
From: Karren Wallace, Director of Legislative Services/Clerk
Subject: Report CLK 2022-020 being a report on Committee Appointments for the 2022-2026 term.

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report CLK 2022-020 being a report on Committee Appointments for the 2022-2026 term.

AND FURTHER THAT staff bring this report to the December 5th meeting of Council at which time appointments will be determined by Council.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

CLK Report 2018-053 being a report on Committee Appointments

December 17, 2018 Council Resolutions 2018-439 to and including 2018-456

BACKGROUND

The Township of Wellington North has Council appointees on various committees with most terms ending in November 2022, resulting in the requirement for new appointments.

Schedule A is a list of committees, boards and authorities that require appointments.

FINANCIAL CONSIDERATIONS

Outside of an elected officials salary and mileage to meetings, which are included in annual operating budgets, there is no financial impact as a result of these appointments.

ATTACHMENTS

Schedule A is a list of committees, boards and authorities that require appointments.

STRATEGIC PLAN 2019 - 2022

Do the report's recommendations align with our Strategic Areas of Focus?

- Yes No N/A
 Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

Prepared By: Karren Wallace, Director of Legislative Services/Clerk *Karren Wallace*

Recommended By: Brooke Lambert, Chief Administrative Officer *Brooke Lambert*

SCHEDULE A

***Note: Mayor sits on all Committees as Ex-officio**

COMMITTEE/BOARD/AUTHORITY	REQUIRED	CURRENT APPOINTEE	TERM	BY-LAW/RES
Recreation Parks and Leisure	2 WN 1 SG	Councillor McCabe Councillor Yake Township of Southgate rep	Term of Council	014-2020
WN Cultural Roundtable	1	Councillor Hern	Term of Council	Res 2018-439
MF & District Chamber Commerce	1	Councillor Hern	Term of Council	Res 2018-440
Arthur & District Chamber Commerce	1	Councillor Hern	Term of Council	Res 2018-441
Wellington County Farm Safety Committee	1	Councillor McCabe	Term of Council	
MF Business Improvement Area	1	Councillor Burke	Term of Council	117-19
Arthur Business Improvement Area	1	Councillor Hern	Term of Council	122-19
Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Committee	1 from Arran- Elderslie, Brockton, Hanover, Minto, Southgate & Wellington North	John Fruin (Hanover)	Term of Council	Res 2018-445
Ausable Bayfield Maitland Valley Source Water Protection Committee	1 member between Howick, Minto, Wellington North, North Perth, Perth East and Mapleton	Allan Rothwell	Term of Council	Res 2019-041
Maitland Valley Conservation Authority	1 between Mapleton, Minto, Wellington North	David Turton	Term of Council	Res 2018-447
Grand River Conservation Authority	1 between Mapleton & Wellington North	Bruce Whale	Term of Council	Res 2018-448
Saugeen Valley Conservation Authority	1 between Minto & Wellington North	Councillor McCabe	Term of Council	Res 2018-449
EarlyON Child and Family Services Committee	1	Councillor Hern	Term of Council	Res 2018-450
Wellness & Team Building Committee	1	Councillor Burke	Term of Council	Res 2018-451
Wellington North Health Professional Recruitment Committee	1	Councillor McCabe	Term of Council	Res 2018-452
North Wellington Health Care Corporation Louise Marshall Hospital	1	Councillor Yake	Term of Council	Res 2018-453

Upper Grand Trailway Wellington Sub Committee	2	Councillor Yake Councillor McCabe	Term of Council	Res 2018-454
Arthur Trail Committee	Never appointed			
Lynes Blacksmith Shop	1	Councillor Yake Councillor Burke	Term of Council	Res 2018-455
Mount Forest Aquatic Ad Hoc Advisory Committee	2	Councillor Burke Councillor Yake CAO	Term of Council	Res 2018-047
Wellington North Power	2	Mayor Lennox Councillor Yake	Term of Council	Res 2018-391
Committee of Adjustment	5	Mayor Lennox Councillor McCabe Councillor Hern Councillor Burke Councillor Yake	Term of Council	By-law 004-19



To: Mayor and Members of Council Meeting of December 5, 2022

From: Karren Wallace, Director of Legislative Services/Clerk

Subject: Report CLK 2022-022 2022 Amendment to Electronic Council and Committee meeting policy revision

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report CLK 2022-022 being a report on an amendment to the Electronic Council and Committee meeting policy.

AND FURTHER THAT the Council endorses the amendment to the Electronic Council and Committee meeting policy as such:

the following clause:

“Scope

During any period where an emergency in any part of or all of the municipality has been declared by the municipal Head of Council, or the Premier, Cabinet under the Emergency Management and Civil Protection Act this policy applies to all members of Council and staff participating in a meeting electronically, either via video conference or telephone. Nonetheless, this policy is subject to rules and procedures in the Procedural By-law and/or other provincial legislation.”

to be amended to read:

“Scope

This policy applies to all members of Council and staff participating in a meeting electronically, either via video conference or telephone. Nonetheless, this policy is subject to rules and procedures in the Procedural By-law and/or other provincial legislation.”

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

CLK 2020-008 being a report on Electronic Council and Committee meeting policy

BACKGROUND

At the May 4, 2020 meeting of Council, the Electronic Council and Committee meeting policy was adopted. At that time, the Province of Ontario was facing shutdowns due to COVID-19. As such, the Province made amendments to the Municipal Act, 2001 to permit electronic participation in meetings. Before this, only school boards could participate remotely.

Currently the policy provides that electronic meetings may be held only during the period when the municipality has declared an emergency. Council, staff and the public have all found electronic meetings to be beneficial and attendance by the public has increased. As such, staff are proposing that we continue to have hybrid meetings, with attendance in person or via an electronic method.

As such the policy the following clause:

“Scope

During any period where an emergency in any part of or all of the municipality has been declared by the municipal Head of Council, or the Premier, Cabinet under the Emergency Management and Civil Protection Act this policy applies to all members of Council and staff participating in a meeting electronically, either via video conference or telephone. Nonetheless, this policy is subject to rules and procedures in the Procedural By-law and/or other provincial legislation.”

shall be amended to read:

“Scope

This policy applies to all members of Council and staff participating in a meeting electronically, either via video conference or telephone. Nonetheless, this policy is subject to rules and procedures in the Procedural By-law and/or other provincial legislation.”

The policy also did not have a policy review clause so the following has been added:

Policy Review

This policy shall be reviewed once every term of Council.

FINANCIAL CONSIDERATIONS

There are no financial implications in receiving this report for information.

ATTACHMENTS

Amended Electronic Council and Committee Meeting Policy

STRATEGIC PLAN 2019 - 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes No N/A

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

Prepared By:	Karren Wallace, Director of Legislative Services/Clerk	<i>Karren Wallace</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>

ELECTRONIC COUNCIL AND COMMITTEE MEETING POLICY		
	DEPARTMENT: Clerk	POLICY NUMBER: 003-20
	EFFECTIVE DATE: May 4, 2020	LEGISLATIVE AUTHORITY: Municipal Act, 2001
	APPROVED BY: RESOLUTION: 2020-139	

Policy Statement

The Township of Wellington North strives to improve the way the municipality communicates and delivers information to residents and other stakeholders, while maintaining transparency and accountability during decision making processes.

Purpose

These procedures have been created to establish guidelines for electronic participation in Council and Committee meetings in accordance with Section 238 (3.3) of the Municipal Act. This policy also outlines the responsibilities of those administering and attending meetings via telephone or video conference.

Scope

This policy applies to all members of Council and staff participating in a meeting electronically, either via video conference or telephone. Nonetheless, this policy is subject to rules and procedures in the Procedural By-law and/or other provincial legislation.

Definition

“Electronic Participation” means the use of communication technologies including, but not limited to, video, audio or telephone to permit participants to be involved in meetings as defined and in accordance with the Procedural By-law

“Meeting Host” means the person who has scheduled the video meeting and has control over all functions and features in the video meeting.

“Participants” means members of Council, staff, or anyone who is presenting or otherwise participating in a meeting

Electronic Participation

1. Participants shall use their best efforts to connect to the conference via online video or telephone no later than 15 minutes prior to the commencement of the meeting.
2. When participating via video conference, Council, the Chief Administrative Officer and the Clerk webcams shall be turned on.
3. When participating via video or telephone conference, all microphones should be muted unless the participant is speaking.
4. Any member of Council participating via video conference should indicate they wish to speak by physically raising their hand and keeping it raised until the chair acknowledges their request.
5. Staff will be invited as a participant to the electronic meeting only if they have a report on the agenda, with the exception of the Chief Administrative Officer, Director of Legislative Services/Clerk and Deputy Clerk who shall be at every meeting.
6. Any member of staff wishing to speak, shall turn their webcam on and wait until the Chair addresses them and when finished to turn their webcam off.
7. A member of Council shall announce if they wish to leave a meeting prior to adjournment and their departure will be recorded in the minutes.
8. A member of Council shall announce if they wish to leave the meeting for a personal break and their departure and rejoining the meeting shall be recorded in the minutes.
9. Participants shall ensure the background display is neutral and does not show
 - a. any political messages
 - b. any support for a particular cause
 - c. any profane graphics or words
 - d. any offensive logos or messaging that could be construed to violate any legislation or laws

Voting

10. All votes shall be recorded votes in the case of telephone meeting and a show of hands in video enabled meetings or a combination thereof.
11. A Council member, after declaring a conflict of interest pursuant to the Municipal Conflict of Interest Act, will leave the video or telephone conference and not participate in any way regarding the matter in question. The Clerk shall notify them once the discussion and vote has taken place so they can rejoin the meeting.

Deputations

12. Individuals wishing to depute to Council shall be invited as a member of the public and will be invited by the meeting host into the meeting at the appropriate time as a participant. At the end of the deputation, the meeting host shall ensure the deputant is no longer attending the meeting as a participant.
13. The meeting host shall show the first and last names of delegates on the video live stream as they appear on the request to depute as submitted to the Clerk.
14. Deputations shall follow all the procedures set out in the Procedure By-law.
15. Participants shall ensure the background display is neutral and does not show
 - e. any political messages
 - f. any support for a particular cause
 - g. any profane graphics or words
 - h. any offensive logos or messaging that could be construed to violate any legislation or laws

Technical Matters

16. Participants are required to use their municipal issued devices, if provided, to ensure proper connectivity.
17. In the event of a connection/service interruption with a member of Council, the meeting shall proceed provided there is quorum. Staff will make reasonable efforts to attempt to assist the member in rejoining the meeting.
18. If a presenter, deputation, applicant, agent wishing to join a meeting as a Participant has technical difficulties in joining the meeting, the matter on which they wish to speak will be recessed for a total of 5 minutes, after which if they are still unable to join the meeting, the matter will proceed as scheduled.
19. All meetings shall be recorded and saved on the township server and may also be uploaded to the Township YouTube account.

Responsibilities

20. Participants shall not share an electronic meetings access information unless directed to do so by the Clerk.
21. When participating in a closed session via telephone, participants shall not use speakerphones.
22. Presenter, deputations, applicants and agents must ensure they have the proper technology to participate in remote meetings.

Meeting Host

23. The meeting host is responsible for administering online video and telephone meetings.
24. The meeting host is responsible for stopping the recording, broadcasting, and/or distribution of audio and/or video prior to the commencement of a closed meeting.
25. The meeting host shall remove any person that does not adhere to clauses 9 a) b) c) d) and 15 a) b) c) d) without warning.

Clerk

26. The Clerk will oversee the number participants to ensure quorum throughout the video or telephone meetings.
27. The Clerk will ensure that all legislative requirements are met, including adherence to the Procedure By-law.
28. The Clerk is authorized to amend this policy from time to time.

Members of Council

29. The Chair shall ensure that all members of Council, have equal opportunity to speak.
30. The Chair shall direct the Clerk and meeting host to silence a participant in a video meeting if the Chair feels they are out of order.

Policy Review

31. This policy shall be reviewed once every term of Council.

November 8, 2022

SVCA Member Municipalities
Attention: Clerk and CAO

Re: New Term of Council and Appointment of SVCA Board Members

Dear Member Municipalities,

With the recent municipal election, I wanted to provide you with the following information regarding municipal appointments to the Saugeen Valley Conservation Authority's Board of Directors. This information also contains some new legislative requirements pertaining to Board appointments that resulted from recent changes to the *Conservation Authorities Act*.

Appointment of Members

Under Section 14 of Ontario's *Conservation Authorities Act*, your municipal Council is entitled to appoint one (1) member to the Saugeen Valley Conservation Authority to represent your municipality except for the Municipality of Kincardine, the Town of Saugeen Shores, and the Municipality of West Grey. For these municipalities, two (2) members can be appointed to the Saugeen Valley Conservation Authority.

- Appointed members are for a term of up to four years;
- Appointed members must be a resident of a municipality in the authority's jurisdiction; and
- The *Conservation Authorities Act* now requires that at least 70 percent of a municipality's appointees be selected from among the members of the municipal council. This means that if your municipality has one member appointment, the member appointed by your municipality must be a member of Council unless your Council requests an exception from the Minister to appoint a citizen representative.

Should your municipality wish to apply for an exception please let us know as soon as possible and we will assist you with the process, otherwise please inform us at your earliest convenience which member of Council has been appointed as your representative to our Board of Directors.

Transition

As per the *Conservation Authorities Act*, your current member(s) will continue to serve on SVCA's Board of Directors until your municipality has appointed or reappointed a member for the new term. **We hope your municipality will be able to advise us of your appointment by mid-December to enable new and returning members to attend an important orientation session on December 15, 2022.**

Background Information

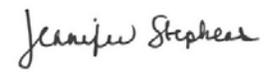
To assist you with the appointment of a new member we have provided some key information below pertaining to meetings and the role of members:

- Board meetings are generally held at 1:00 pm on the third Thursday of most months.
- Members are reimbursed for eligible expenses such as mileage and they currently receive a per diem of \$75 per meeting.
- SVCA is a municipally based organization that delivers programs and services to manage water and other natural hazards and resources across the Saugeen Valley watershed.
- SVCA promotes an integrated approach to natural resource management, one that balances human, environmental and economic needs.
- The Board of Directors is responsible for SVCA and oversees its management under the *Conservation Authorities Act*. All members of the Board shall:
 - Attend all meetings of the Authority;
 - Understand the purpose, function, and responsibilities of the Authority;
 - Be familiar with the Authority's statutory and other legal obligations;
 - With the administration, set strategic direction for the Authority; and
 - Keep the represented municipal council informed of Authority projects, programs, and activities.
- Each appointee to the SVCA Board of Directors must also adhere to the attached Code of Conduct and Conflict of Interest Policy.
- We also encourage all potential appointees to review SVCA's Administrative Bylaws which can be found [here](#).

If you have any questions about appointing a member, or if we can provide you with any further information or assistance, please don't hesitate to contact me at 519-369-7206 or j.stephens@svca.on.ca.

Best wishes for your new term of council, and we look forward to continuing to work with you and your municipality over the next four years.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Stephens".

Jennifer Stephens

General Manager / Secretary-Treasurer

Attachments:

- SVCA's Member Code of Conduct
- SVCA's Member Conflict of Interest Policy

D. Appendices to the Administrative By-law

Appendix 1 - Code of Conduct

1. *Background*

The Saugeen Valley Conservation Authority demands a high level of integrity and ethical conduct from its General Membership. The Authority's reputation has relied upon the good judgement of individual Members. A written Code of Conduct helps to ensure that all members share a common basis for acceptable conduct. Formalized standards help to provide a reference guide and a supplement to legislative parameters within which Members must operate. Further, they enhance public confidence that Members operate from a base of integrity, justice, and courtesy.

The Code of Conduct is a general standard. It augments the laws which govern the behaviour of Members, and it is not intended to replace personal ethics.

This Code of Conduct will also assist Members in dealing with confronting situations not adequately addressed or that may be ambiguous in Authority resolutions, regulations, or policies and procedures.

2. *General*

All Members, whether municipal councillors or appointed representatives of a municipality, are expected to conduct themselves in a manner that reflects positively on the Authority.

All Members shall serve in a conscientious and diligent manner. No Member shall use the influence of office for any purpose other than for the exercise of his/her official duties.

It is expected that Members adhere to a code of conduct that:

- a) Upholds the mandate, vision and mission of the Authority;
- b) Considers the Authority's jurisdiction in its entirety, including their appointing municipality;
- c) Respects confidentiality;
- d) Approaches all Authority issues with an open mind, with consideration for the organization as a whole;
- e) Exercises the powers of a Member when acting in a meeting of the Authority;
- f) Respects the democratic process and respects decisions of the General Membership, Executive Committee, advisory boards and other committees;
- g) Declares any direct or indirect pecuniary interest or conflict of interest when one exists or may exist; and
- h) Conducts oneself in a manner which reflects respect and professional courtesy and does not use offensive language in or against the Authority or against any Member or any Authority staff.

3. *Gifts and Benefits*

Members shall not accept fees, gifts, hospitality, or personal benefits that are connected directly or indirectly with the performance of duties, except compensation authorized by law.

4. Confidentiality

The Members shall be governed at all times by the provisions of the *Municipal Freedom and Information and Protection of Privacy Act*.

All information, documentation or deliberations received, reviewed, or taken in a closed meeting are confidential.

Members shall not disclose or release by any means to any member of the public, either in verbal or written form, any confidential information acquired by virtue of their office, except when required by law to do so.

Members shall not permit any persons, other than those who are entitled thereto, to have access to information which is confidential.

In the instance where a Member vacates their position on the General Membership they will continue to be bound by MFIPPA requirements.

Particular care should be exercised in protecting information such as the following:

- a) Human Resources matters;
- b) Information about suppliers provided for evaluation that might be useful to other suppliers;
- c) Matters relating to the legal affairs of the Authority;
- d) Sources of complaints where the identity of the complainant is given in confidence;
- e) Items under negotiation;
- f) Schedules of prices in tenders or requests for proposals;
- g) Appraised or estimated values with respect to the Authority's proposed property acquisitions or dispositions;
- h) Information deemed to be "personal information" under MFIPPA.

The list above is provided for example and is not exhaustive.

5. Use of Authority Property

No member shall use for personal purposes any Authority property, equipment, supplies, or services of consequence other than for purposes connected with the discharge of Authority duties or associated community activities of which the Authority has been advised.

6. Work of a Political Nature

No member shall use Authority facilities, services or property for his/her election or re-election campaign to any position or office within the Authority or otherwise.

7. Conduct at Authority Meetings

During meetings of the Authority, Members shall conduct themselves with decorum. Respect for delegations and for fellow Members requires that all Members show courtesy and not distract from the business of the Authority during presentations and when others have the floor.

8. Influence on Staff

Members shall be respectful of the fact that staff work for the Authority as a whole and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence.

9. Business Relations

No Member shall borrow money from any person who regularly does business with the Authority unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

No Member shall act as a paid agent before the Authority, the Executive Committee or an advisory board or committee of the Authority, except in compliance with the terms of the *Municipal Conflict of Interest Act*.

10. Encouragement of Respect for the Authority and its Regulations

Members shall represent the Authority in a respectful way and encourage public respect for the Authority and its Regulations.

11. Harassment

It is the policy of the Authority that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment. Harassment of another Member, staff or any member of the public is misconduct. Members shall follow the Authority's Harassment Policy as approved from time-to-time.

Examples of harassment that will not be tolerated include: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to an individual's race, religious beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. The Authority will also not tolerate the display of pornographic, racist, or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit and any other prohibited grounds under the provisions of the *Ontario Human Rights Code*.

12. Breach of Code of Conduct

Should a Member breach the Code of Conduct, they shall advise the Chair and Vice-Chair, with a copy to the Secretary Treasurer, as soon as possible after the breach.

Should a Member of the Authority allege that another Member has breached the Code of Conduct, the said breach shall be communicated to the Chair, with a copy to the Secretary-Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Code of Conduct, the said breach shall be communicated the Vice-Chair, with a copy to the Secretary-Treasurer, in writing.

Any breach, or alleged breach, of the Code of Conduct shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

Appendix 2 - Conflict of Interest

1. *Municipal Conflict of Interest Act*

The Authority Members commit themselves and the Authority to ethical, businesslike, and lawful conduct when acting as the General Membership. The Authority is bound by the *Municipal Conflict of Interest Act*. This by-law is intended to assist Members in understanding their obligations. Members are required to review the *Municipal Conflict of Interest Act* on a regular basis.

2. *Disclosure of Pecuniary Interest*

Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Authority, Executive Committee, Advisory Board or committee at which the matter is the subject of consideration, the Member:

- a) Shall, prior to any consideration of the matter at the meeting, disclose the pecuniary interest and the general nature thereof;
- b) Shall not take part in the discussion of, or vote on any question in respect of the matter; and,
- c) Shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

3. *Chair's Conflict of Interest or Pecuniary Interest*

Where the Chair of a meeting discloses a conflict of interest with respect to a matter under consideration at a meeting, another Member shall be appointed to chair that portion of the meeting by Resolution.

4. *Closed Meetings*

Where a meeting is not open to the public, a Member who has declared a conflict of interest shall leave the meeting for the part of the meeting during which the matter is under consideration.

5. *Member Absent*

Where the interest of a Member has not been disclosed by reason of their absence from the particular meeting, the Member shall disclose their interest and otherwise comply at the first meeting of the Authority, Executive Committee, advisory board or committee, as the case may be, attended by them after the particular meeting.

6. *Disclosure Recorded in Minutes*

The recording secretary shall record in reasonable detail the particulars of any disclosure of conflict of interest or pecuniary interest made by Members and whether the member withdrew from the discussion of the matter. Such record shall appear in the minutes/notes of that particular meeting of the General Membership, Executive Committee, advisory board or committee, as the case may be.

7. *Breach of Conflict-of-Interest Policy*

Should a Member breach the Conflict-of-Interest Policy, they shall advise the Chair and Vice-Chair, with a copy to the Secretary-Treasurer, as soon as possible after the breach.

Should a Member of the General Membership allege that another Member has breached the Code of Conduct, the said breach shall be communicated to the Chair, with a copy to the Secretary-Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair

has breached the Conflict-of-Interest Policy, the said breach shall be communicated to the Vice-Chair, with a copy to the Secretary-Treasurer, in writing.

Should a member of the public or a municipality allege that a Member has breached the Conflict-of-Interest Policy, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Conflict-of-Interest Policy shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

2023 – 2027 ROMA Board of Directors Call for Nominations

October 18, 2022

Request of Municipal Clerks:

Please make this document available to all new and incumbent council members coming out of the October 24th, 2022 municipal elections. We do not have all of their email addresses at this time.

ROMA Policies and Procedures set out the requirements for the Notice and deadline for Zone Nominations. Deadline for receipt of nominations is Friday, December 23, 2022, so if an individual of your 2023 – 2027 Council wishes to run for the ROMA Board, Council (or its Committee of the Whole) will need to pass a supporting resolution at a November or December 2022 meeting. The following pages provide all the information related to the election process, time commitment for the Board, expense policy and a sample nomination resolution. Thank you for forwarding to Members of your new Council and tabling this on Council agenda.

ROMA Elections Notice

Please be advised that in accordance with the Rural Ontario Municipal Association's Policies and Procedures, this is notice of nominations for Zone Representatives to the 2023 – 2027 ROMA Board. One (1) representative will be elected for each of the ten zones. The term of the ROMA Board is four years. Candidates reflecting Ontario's diversity are encouraged to seek election to the ROMA Board.

Attached please find:

- A summary of the qualifications to serve on the ROMA Board of Directors;
- A sample Council resolution;
- An estimate of the annual time commitment required to serve on the ROMA Board and information regarding reimbursement of expenses; and
- Nomination Form.

The election will take place on Monday, January 23, 2023 at the 2023 Annual Conference. The conference is January 22 – January 24, 2023, Sheraton Hotel, 123 Queen Street West, Toronto, Ontario.

In the event the conference is held virtually due to public health restrictions, conference delegates will vote through electronic means.

Submission Requirements

A completed Nomination Form and supporting material (i.e., Council or Committee of the Whole resolution of support) must be received no later than 12:00 p.m. on Friday, December 23, 2022. Nominations will not be accepted beyond that date.

Please forward a completed Nomination Form to the Association via email romaelections@roma.on.ca or fax at 416-971-6191 or mail to the attention of Brian Rosborough, Executive Director. Scans and photographic images of documents are acceptable. All candidates will be contacted to confirm receipt of their nomination.

ROMA's Chief Returning Officer, Peter Fay, will review and certify the nomination. A Nominations Report will be issued to the membership in advance of the conference. Information regarding the elections process will be sent at that time.

If you have any questions regarding this information, please contact Brian Rosborough, Executive Director at 416-971-9856, ext. 362, e-mail brosborough@amo.on.ca or Adam Garcia, Manager, Executive Office, 416-971-9856, ext. 356, email agarcia@amo.on.ca.

Qualifications

Every Director shall be:

- be an individual of eighteen (18) or more years of age;
- be an elected official of an AMO Member Municipality;
- not be an undischarged bankrupt; and
- not be declared incapable.

Qualified Nominees must obtain a Council or Committee of the Whole resolution of support which must specify the Zone for which the individual is being nominated.

Sample Council Resolution

Be it resolved that the Council for <Municipality's legal name> endorses <Candidate's name & title> for the position of ROMA Zone <insert zone number> Representative for the 2023 – 2027 ROMA Board of Directors.

Time Commitment

ROMA Board meetings are held eight times per year, typically on the second Thursday of the month in January, March, April, June, October, November, and December in Toronto. The August meeting is held at the AMO Conference. A mid-term meeting is held every two years, in May or June. In addition, Board members may serve on sub-committees from time to time or asked to be a ROMA representative on others' committees. Time for this will vary with the activity. The term of the ROMA Board is four years.

Expenses

ROMA Board members are entitled to a per diem of \$92 per day (as of 2022) when attending meetings on behalf of ROMA business, these meetings include the ROMA Board, AMO Board, Committees and any other meetings where attendance has been pre-approved by the ROMA Chair. A per diem is not applicable to the ROMA mid-term meeting.

ROMA will reimburse travel expenses to all ROMA Board meetings, AMO Board meetings (if applicable) and the Summer Retreat. Travel expenses refer to airfare, train fare and car mileage, parking costs, public transit, and accommodation. Meal costs will also be paid subject to a maximum of \$85/day.

NOMINATION FORM
2023– 2027 ROMA Board of Directors

Please note:

- Candidates reflecting Ontario’s diversity are encouraged to seek election to the ROMA Board.
- It is the responsibility of the person nominated to file a complete and accurate Nomination Form.
- Council Resolution of support must accompany the form and must specify the Zone the candidate is nominated for. See [ROMA Zone map](#).
- Complete nominations will be accepted no later than **12:00 p.m. Friday, December 23, 2022.**

Send completed forms to:

Brian Rosborough, Executive Director
Association of Municipalities of Ontario
200 University Avenue, Suite 801
Toronto, ON M5H 3C6
Email: romaelections@roma.on.ca
Fax: 416-971-6191

A. Please type or print clearly:

Nominee’s Name, as it is to appear on the ballot

Nominee’s Municipal Position Title

Nominee’s Municipality

Nominee’s Email address and Phone Number

Mailing address, if different from municipal mailing address

Municipality and Postal Code, if different from municipal mailing address

B. I am nominated for the office of Zone _____ Representative.

C. I confirm that a Council/Committee of the Whole resolution confirming Council support for the Nomination to the above Zone is attached. _____ (Initial here)

D. Consent of Nominee and Statement of Qualification:

I, the Nominee mentioned in this Nomination Form do hereby consent to such Nomination and declare that I am qualified to be elected and to hold the office for which I am nominated.

Signature of Nominee and date

Certificate of ROMA's Chief Returning Officer:

I, Peter Fay, the Chief Returning Officer, appointed by the Rural Ontario Municipal Association, to officiate over these elections, do hereby certify that I have examined the Nomination Form of the aforementioned Nominee filed with me and am satisfied that such Nominee is qualified to be nominated to the office indicated above.

Signature of Chief Returning Officer and date

Date Nomination Form received

Wellington North Mayor Elected Wellington County Warden 2022-2024

Friday November 25, 2022



WELLINGTON COUNTY, ON – At Wellington County Council’s inaugural meeting, Andy Lennox, Mayor for the Township of Wellington North, was elected Warden for the 2022-2024 term.

Warden Lennox has represented the constituents of Wellington North since 2010, serving on local Council in 2010 and then elected Mayor in 2014. While on County Council, Warden Lennox has been a member of the following committees and boards:

- Roads (4 years as Chair)
- Planning and Land Division (2 years as Chair)
- Administration, Finance and Human Resources
- Wellington Federation of Agriculture
- Association of Municipalities of Ontario – Waste Management Task Force

Since completing his Masters of Business Administration, Warden Lennox has worked for major corporations, run his own farm and operated a business consulting practice.

“I want to congratulate Warden Lennox,” commented Past Warden Kelly Linton. “Andy’s comprehensive background in finance, business and community involvement has prepared him to lead a Council that looks forward to meeting today’s challenges. Wellington County is in very capable hands.”

Scott Wilson, Chief Administrative Officer, is also looking forward to Warden Lennox’s leadership. “Warden Lennox brings a variety of experiences to the role of Warden,” said Wilson. Wellington County Council and staff look forward to working with Warden Lennox.”

“It’s an incredible privilege to be elected by my peers to serve as Wellington County Warden for the next two years,” said Warden Lennox. “I look forward to building on the important work of our previous Council and working hard to make Wellington County an even better place to live, work and do business.”

-30-

Media, please contact:
 Andrea Ravensdale, Communications Manager
 T 519.837.2600 x 2320
 E andrear@wellington.ca

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

BY-LAW NUMBER 122-22

**BEING A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY ON
ALL ASSESSMENT WITHIN SPECIFIC TAX CLASSES AND TO
PROVIDE A PENALTY AND INTEREST RATE FOR CURRENT
TAXES IN DEFAULT AND TAX ARREARS**

AUTHORITY: Municipal Act, 2001, S.O. 2001, Chapter 25, as amended,
Sections 317, 345, 346 and 347.

WHEREAS Section 317 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that the Council of a local municipality may, before the adoption of the estimates for the year pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes, including pipeline, conservation lands, managed forest, residential/farm, farmland, commercial, industrial and multi-residential assessments in the local municipality;

AND WHEREAS Section 317 of the Municipal Act, 2001, S.O. 2001, c.25, provides that the amount levied on a property shall not exceed 50 per cent of the total amount of taxes for municipal and school purposes levied on the property for the previous year.

AND WHEREAS Section 346 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that the Council may require the payment of taxes to be made into the office of the Treasurer by any day or days to be named herein, in bulk or by installments;

AND WHEREAS Section 345 of the Municipal Act, 2001 S.O. 2001, c.25, as amended, provides that the Council of a local municipality may impose late payment charges for the non-payment of taxes or any installment by the due date, a percentage charge, not to exceed 1 1/4 per cent of the amount of taxes due and unpaid, may be imposed as a penalty for the non-payment of taxes on the first day of default the non-payment of taxes in the manner specified in the by-law but interest may not start to accrue before the first day of default. and on the first day of each calendar month thereafter in which default continues, but not after the end of the year in which the taxes are levied;

AND WHEREAS Section 347 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that the Council of any municipality may authorize the Treasurer to accept part payment on account of taxes due and to give a receipt for such part payment, provided that acceptance of any such part payment does not affect the collection of any percentage charge imposed and collectable under Subsection (3) in respect of non-payment of any taxes or any class of taxes or of any installment thereof;

AND WHEREAS Section 345 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that the Council of a local municipality may require that the Treasurer, add to the amount of all taxes due and unpaid, interest at such rate not exceeding 15 per cent per annum as the Council determines, from the 31st day of December in the year in which the taxes were levied until the taxes are paid;

NOW THEREFORE the Council of the Corporation of the Township of Wellington North (hereinafter called the Corporation) hereby enacts as follows:

1. **THAT** for the year 2023, 50 per cent of the total amount of taxes for the previous year shall be levied, raised and collected on all real property taxable within the pipeline, conservation lands, managed forest, residential/farm, farmland, commercial, industrial and multi-residential classes, and liable to pay the same according to the last revised assessment roll:
2. **THAT** the said interim tax levy shall be due and payable in two installments at the Township of Wellington North Municipal Office and most chartered banks and financial institutions as designated by the Municipality, on or before the following dates:

i.	First Installment	February 24, 2023
ii.	Second Installment	April 28, 2023
3. **THAT** the Treasurer mail or cause same to be sent by first class mail to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable, due dates and penalty and interest rates to be applied upon default.
4. **THAT** failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any installment does not affect the timing of default or the date from which penalty shall be imposed.

5. **THAT** penalty of 1.25 per cent will be added to current taxes with installment due dates which are in default, in accordance with Section 2 of this By-law, as of the 1st day of March, 2023 and the 1st day of May, 2023 respectively to each installment due date, and thereafter a further penalty of 1.25 per cent will be added on the 1st day of each month and every month the default continues until December 31st, 2023.
6. **THAT** interest of 1.25 per cent on the amount of any taxes due and unpaid after December 31, 2023, shall be charged on the 1st day of each calendar month thereafter in which the default continues.
7. **THAT** the Treasurer be authorized to accept partial payment for taxes, from time to time, as long as it does not affect the collection of taxes registered for tax collection.
8. **THAT** the Treasurer be required to apply all payments received to the outstanding penalty and/or interest on the taxes that have been in arrears for the greatest period of time.
9. **THAT** the taxes shall be payable at par at the Corporation of the Township of Wellington North Municipal Office, or by mail to the Municipal mailing address, or through the telephone banking systems of most chartered banks and financial institutions, or over the counter at most chartered banks and financial institutions.
10. **THAT** this by-law shall be deemed to come into force and effect on January 1, 2023 and shall apply to all tax classes.
11. **THAT** in the event that any provision or section of this by-law is found by a court of competent jurisdiction to be ultra vires the posers of the Council of the Corporation, only such provision or section, as the case may be, shall be inoperative and all other provisions and sections of this by-law shall remain in full force and effect.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
5TH DAY OF DECEMBER, 2022.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 123-22

BEING A BY-LAW TO AUTHORIZE TEMPORARY BORROWING FROM TIME TO TIME TO MEET CURRENT EXPENDITURES DURING THE FISCAL YEAR ENDING DECEMBER 31, 2023.

AUTHORITY: Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, Section 407.

WHEREAS the Municipal Act, 2001, S.O. 2001 Chapter 25, Section 407, provides authority for a council by by-law to authorize the head of council and the treasurer to borrow from time to time, by way of promissory note or banker's acceptance, such sums as the council considers necessary to meet, until taxes are collected and other revenues received, the current expenditures of the corporation for the year; and

WHEREAS the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Corporation, except with the approval of the Municipal board, is limited by Section 407 of the Municipal Act, 2001.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH ENACTS AS FOLLOWS:

1. The Head of Council and the Treasurer are hereby authorized to borrow from time to time by way of promissory note or banker's acceptance during the year 2023 (hereinafter referred to as the current year) such sums as may be necessary to meet, until the taxes are collected and other revenues received, the current expenditures of the Corporation and the other amounts that are set out in subsection 407(1) of the Municipal Act, 2001.
2. The lender(s) from whom amounts may be borrowed under authority of this by-law shall be Royal Bank of Canada and such other lender(s) as may be determined from time to time by resolution of council.
3. The total amount which may be borrowed at any one time under this by-law, together with the total of any similar borrowings that have not been repaid, shall not exceed from January 1 to September 30 of the current year, 50 percent of the total and from October 1 to December 31 of the current year, 25 percent of the total of the estimated revenues of the Corporation as set forth in the estimates adopted for the current year or \$1,000,000.00 whichever is less.

4. The Treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law (a certified copy of the resolution mentioned in section 2 determining the lender,) if applicable, and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of section 407 of the Municipal Act, 2001 that have not been repaid.
 - a) If the estimates for the current year have not been adopted at the time an amount is borrowed under this by-law, the limitation on total borrowing, as set out in section 3 of this by-law shall be calculated for the time being upon the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year.
 - b) If the estimates for the current year have not been adopted at the time an amount is borrowed under this by-law, the statement furnished under section 4 shall show the nature and amount of the estimates revenues of the corporation as set forth in the estimates adopted for the current preceding year and the nature and amount of the revenues received for and on account of the current year.
5. All or any sums borrowed under this by-law shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received; provided that such charge does not defeat or affect and is subject to any prior charge then subsisting in favour of any other lender.
6. The Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this by-law together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.

By-law No. 123-22
Page 3 of 3

7. Promissory Notes or bankers acceptances made under section 1 shall be signed by the treasurer and the head of council or by such other person as is authorized by by-law to sign it.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 5th DAY OF DECEMBER, 2022.***

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 124-2022

BEING A BY-LAW TO AMEND BY-LAW 66-01, BEING A ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH

WHEREAS, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01; as amended pursuant to Sections 34 and 36 of The Planning Act, R.S.O. 1990, as amended

NOW THEREFORE the Council of the Corporation of the Township of Wellington North enacts as follows:

1. THAT Schedule 'A' Map 1 to By-law 66-01 is amended by changing the zoning on lands legally described as Part of Lot 23, Concession B Peel Parts 1 and 8 Plan 61R-10173 being approximately 3.68 hectares in area and located within the southwesterly limit of the property known municipally as 7970 Wellington Road 12, as shown on Schedule "A" attached to and forming part of this By-law from: **Holding (H) Rural Industrial Exception ((H)RIN-16) to Rural Industrial Exception (RIN-16)**.
2. THAT Section 33.16 of By-law 66-01 by deleting "(H)" in the zone symbol in the second column of the table and by deleting clause (b) in the third column of the table.
3. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
4. THAT this By-law shall come into effect upon the final passing thereof pursuant to Sections 34 and 36 of The Planning Act, R.S.O., 1990, as amended.

READ A FIRST, SECOND THIRD TIME THIS 5TH DAY OF DECEMBER, 2022.

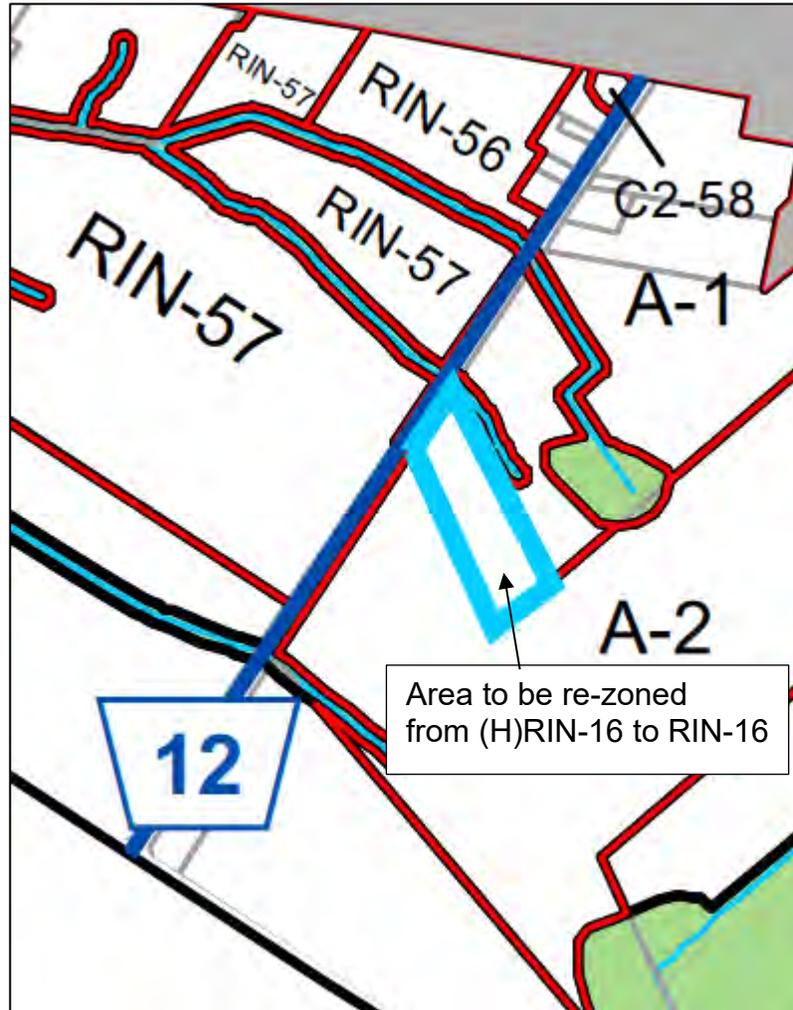
ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NO. 124-22

Schedule "A"



This is Schedule "A" to By-law 124-22

Passed this 5th day of December, 2022

MAYOR

CLERK

EXPLANATORY NOTE

BY-LAW NUMBER 124-22

THE LOCATION OF THE SUBJECT LANDS: The subject land is legally described as Part of Lot 23, Concession B Peel Parts 1 and 8 Plan 61R-10173 and is part of the property with a civic address of 7970 Wellington Road 12. The lands subject to amendment is 3.68 ha (9.1 ac) in size and are currently zoned Holding (H) Rural Industrial Exception (RIN-16) Zone.

THE PURPOSE AND EFFECT of the amendment is to remove the holding (H) provision from the Rural Industrial Exception (RIN-16) Zone applicable to the subject land, to permit the proposed use of the land by the County of Wellington for a public works garage and yard and a future ambulance station. The Holding (H) provision requires an archaeological assessment to be completed for the lands, a Ministry letter confirming the report has been entered into the Ontario Public Register of Archaeological Reports, and for the recommendation of the archaeological assessment to be carried out. These conditions have been satisfied and therefore this By-law removes the Holding (H) provision from the zoning of the subject land.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 125-22

BEING A BY-LAW TO AMEND BY-LAW 66-01, BEING A ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH

WHEREAS, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01; as amended pursuant to Sections 34 and 36 of The Planning Act, R.S.O. 1990, as amended

NOW THEREFORE the Council of the Corporation of the Township of Wellington North enacts as follows:

1. THAT THAT Schedule 'A' Map 2 to By-law 66-01 is amended by changing the zoning on lands legally described as Crown survey Pt park lot 2 S; smith St Carrol survey Pt Lots 6 & 9 and RP 61R21974; Parts 1, 11 to 15 as shown on Schedule "A" attached to and forming part of this By-law from:

- **Holding Central Commercial (H)C1 to Holding Site Specific Residential (H)R3-22 and Holding Site Specific Central Commercial (H)C1-34**

2. THAT Section 31, Exception Zone 1 – Arthur Village, is amended except as amended by the inclusion of the following new exceptions:

31.22 Chaudry	(H)R3-22	<p>Notwithstanding any other provisions to the contrary, the following regulations shall apply:</p> <p><u>Holding (H) Provision</u> Notwithstanding any other provisions of this By-law, permitted uses and buildings are limited to those legally existing as of the date of the passing of this amendment until the Holding (H) Provision is removed by Council. The Holding provision may be removed when Council is satisfied that the following matters have been addressed:</p> <ol style="list-style-type: none"> I. Municipal water and sewage capacity has been allocated by Council; II. Stormwater management issues have been adequately addressed; and III. A satisfactory Record of Site
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		Condition has been obtained.
31.34 Chaudry	(H)C1-34	<p>Notwithstanding any other provisions to the contrary, the land zoned (H)C1-34 may be used for parking, stormwater management, snow storage, amenity area and other supporting functions for a residential use on the residential zoned portion of the subject lands.</p> <p><u>Holding (H) Provision</u> Notwithstanding any other provisions of this By-law, permitted uses and buildings are limited to those legally existing as of the date of the passing of this amendment until the Holding (H) Provision is removed by Council. The Holding provision may be removed when Council is satisfied that the following matters have been addressed:</p> <ul style="list-style-type: none"> I. Municipal water and sewage capacity has been allocated by Council; II. Stormwater management issues have been adequately addressed; and III. A satisfactory Record of Site Condition has been obtained.

3. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

READ A FIRST, SECOND THIRD TIME THIS 5TH DAY OF DECEMBER, 2022.

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NO. 125-22

Schedule "A"



Passed this 5th day of December, 2022

MAYOR

CLERK

EXPLANATORY NOTE

BY-LAW NUMBER 125-22

THE LOCATION OF THE SUBJECT LANDS

The property subject to the proposed amendment is described as Crown survey Pt park lot 2 S; smith St Carrol survey Pt Lots 6 & 9 and RP 61R21974; Parts 1, 11 to 15 and know Municipally as 152 Frederick St W, Geographic Town of Arthur. The property is approximately 0.92 ha (2.27 ac) in size and currently zoned Holding Central Commercial (H)C1 Zone.

THE PURPOSE AND EFFECT of the proposed amendment is to rezone the subject lands from Holding Central Commercial (H)C1 Zone to Holding Site Specific Residential (H)R3-22 and (H)C1-34 Zone to permit the construction of a 55-59 unit apartment building.

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

BY-LAW NUMBER 127-22

**BEING A BY-LAW TO ESTABLISH THE FEES AND CHARGES FOR
VARIOUS SERVICES PROVIDED BY THE MUNICIPALITY AND TO
REPEAL BY-LAW 117-21**

WHEREAS *Municipal Act*, 2001 (hereinafter called “the Act”) permits a municipality and a local board to pass by-laws imposing fees or charges on any class of persons; and

WHEREAS *The Planning Act*, provides that a Council of a municipality may pass a by-law to prescribe a tariff of fees for the processing of applications made in respect of planning matters.

WHEREAS the *Building Code Act*, provides that a Council of a municipality may pass a by-law to prescribe fees for the processing of applications for permits or for the issuance of permits.

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

1. **THAT** the fees and charges for various municipal services are established as shown in the Schedules attached hereto and forming part of this By-law:
 - Schedule “A” - Administration
 - Schedule “B” - Building Department
 - Schedule “C” - Cemeteries
 - Schedule “D” - Fire/Rescue
 - Schedule “E” - Licensing & Lotteries
 - Schedule “F” - Planning Department
 - Schedule “G” - Roads
2. **THAT** all fees and charges will be subject to applicable taxes [including but not limited to, Harmonized Sales Tax (H.S.T.).
3. **THAT** unpaid fees and charges imposed pursuant to this by-law are subject to an interest rate of one and one-half percent per month.

4. **THAT** all charges payable under this by-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Township of Wellington North owned by such person or persons and may be collected in the same manner as taxes, in accordance with the *Municipal Act, 2001*.
5. **THAT** this by-law shall be known as the "Fees and Charges By-law".
6. **THAT** this by-law shall come into force effective January 1, 2023.
7. **THAT** By-law Number 117-21 be repealed on January 1, 2023.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 5TH DAY OF DECEMBER, 2022.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

SCHEDULE "A"
ADMINISTRATION
Effective January 1, 2023

DESCRIPTION	FEE
Marriage Licence	\$125.00
Marriage Ceremony (1 hr max)	\$350.00
Marriage Rehearsal (1 hr max)	\$75.00
Travel time for ceremonies outside 25km one way	\$25.00/hr & mileage
Certification of Documents	\$10.00 per document
Commissioning of Documents (Municipal Forms Only)	No Charge
Commissioning Documents	\$30.00 per document
Completion of Pension Forms (Township resident only*)	No Charge* \$30.00 per document – Non Residents
Fax Charges	\$1.00 per page local \$2.00 per page long distance
Flags Wellington North Canadian Flag	\$100.00 \$50.00
Freedom of Information Requests (legislated fees)	\$5.00 application fee plus disbursements (i.e. photocopying) plus Record Preparation at \$12.55 per quarter hour
NSF Cheque Charge	\$30.00
Photocopies (8½ x 11)	Black and White \$0.25 per page Colour \$1.50 per page
Tax Certificate (required for purchase and sale of properties)	\$50.00
Tax Account Statement or Bill Reprint (required for personal income tax purposes)	\$10.00
Tax Sale Proceedings	\$250.00 Administration Fee Plus Cost recovery of fees and disbursements as charged by consultants and solicitors
Burial Permit	\$15.00
Fee for services provided by municipal employees per hr per employee	\$50.00
Tax Arrears Penalties & Interest	Refer to current Tax Rates By-law
Civic Addressing 911 Sign 911 Post	\$25.00 \$20.00
Electric Vehicle Charging Station	Level 2: \$0.04/minute Level 3: \$0.25/minute
Reclamation election signs	\$20.00/sign

SCHEDULE "B"
BUILDING DEPARTMENT

Effective January 1, 2023

SECTION NO.	DESCRIPTION	FEE	
		Per Sq. Ft.	Admin. Fee
1.1	Assembly and Institutional Occupancies (Group A & B) a) New construction b) Renovation/alteration less than 500 Sq. Ft. c) Renovation/alteration greater than 500 Sq. Ft.	.91 .00 .45	\$260.00 \$260.00 \$260.00
1.2	Residential Occupancies (Group C) New Construction a) Single family detached b) Semi-detached/Row-house per unit c) Apartment per unit	FLAT RATE (includes \$260.00 admin fee)	
			\$3,000.00 \$2,200.00 \$1,200.00
1.3	Residential Occupancies (Group C) Addition/Renovation a) New construction b) Basement with ceiling height $\geq 6'-11"$ (2,100 mm) c) Renovation/alteration less than 500 Sq. Ft. d) Renovation/alteration greater than 500 Sq. Ft. e) Attached garage or carport f) Detached garage or carport g) Accessory building h) Deck/porch/veranda	.91 .32 .00 .32 .39 .39 .19 .19	\$260.00 \$260.00 \$260.00 \$260.00 \$260.00 \$260.00 \$130.00 \$130.00
1.4	Business and Mercantile Occupancies (Group D & E) a) New construction b) Renovation/alteration less than 500 Sq. Ft. c) Renovation/alteration greater than 500 Sq. Ft.	.91 .00 .39	\$260.00 \$260.00 \$260.00
1.5	Industrial Occupancies (Group F) a) New construction b) Renovation/alteration less than 500 Sq. Ft. c) Renovation/alteration greater than 500 Sq. Ft.	.52 .00 .39	\$260.00 \$260.00 \$260.00
1.6	Agricultural and Farm Building a) New livestock buildings and additions i. First 10,000 Sq. Ft. ii. Over 10,000 Sq. Ft. b) Livestock renovations c) Sheds/shops d) Quonset/economy structure e) Silos/grain bins f) Manure storage or Pit silos i. Uncovered ii. Covered iii. Roof over existing	.31 .26 .02 .17 .12 .05 .05 .12 .07	\$260.00 \$260.00 \$260.00 \$260.00 \$130.00 \$130.00 \$130.00 \$130.00 \$130.00

**SCHEDULE "B" (CONTINUED)
BUILDING DEPARTMENT**

Effective January 1, 2023

SECTION NO.	DESCRIPTION	FEE	
		Admin. Fee	
1.7	Temporary Structure		
	a) Portables, meteorological towers, etc. b) Special occasion tent		\$260.00 \$130.00
1.8	Septic Systems		
	a) All classes, new or replacement		\$520.00
	b) Tank replacement c) Leaching bed replacement		\$130.00 \$390.00
1.9	Commercial Wind Turbines	\$260 admin. plus \$59 per \$1,000 of const. value	
2.0	Buildings or Structures that do not fit elsewhere in this Schedule	\$260 admin. plus \$13 per \$1,000 of const. value	
3.0	Demolition Permit		
	a) Class "A" b) Class "B"		\$130.00 \$520.00
4.0	Conditional Permit Full permit fee as calculated under Section 1 Additional permit security may be required Designated Structure the same as Section 1		\$260.00
5.0	Transfer permit		\$260.00
6.0	Change of Use (no construction)		\$130.00
7.0	Reapplication		\$130.00
8.0	Inspection of wood burning appliance installation		\$130.00
9.0	Pool Enclosure Fence		\$130.00
10.0	L.L.B.O. inspections and letters for occupant loads		\$130.00
11.0	Certificate of Compliance – Building and Zoning		\$100.00
12.0	Works Damage/Lot Grading where applicable	Deposit	Fee
		\$1,900.00	\$100.00

NOTE TO SCHEDULE

An investigation fee equal to the applicable building permit fee shall be applied where work has commenced prior to the issuance of the required building permit in addition to the building permit fee to be charged when permit is issued, at the discretion of the CBO.

SCHEDULE "C" CEMETERIES
Effective January 1, 2023

DESCRIPTION	FEE
<u>SALES</u>	
Single Grave 3 ½ feet x 10 feet (plot \$780) (Care and Maintenance Fund included) (40% of selling price \$520)	\$1,300.00
Single niche to accommodate two urns (Niche \$1,147.50) Care and Maintenance Fund (\$202.50)	\$1,350.00
Scattering Garden (\$84.00) Care and Maintenance Fund (\$56.00)	\$140.00
<u>INTERMENT/INURNMENT</u>	
Adult	\$900.00
Child (Infant up to 5 years)	\$200.00
Child (5 to 12 years)	\$400.00
Cremated remains in standard plot	\$175.00
Double depth charge – extra	\$200.00
Inurnment in niche	\$100.00
Scattering garden	
<u>Surcharges:</u>	
	\$365.00
Saturday funerals until 12 noon & holidays - standard burial	\$240.00
Saturday funerals until 12 noon & holidays - cremated remains & scattering garden	
Saturday funerals until 12 noon & holidays – niche	\$130.00
Burials inurnments that occur outside the hours of 9 a.m. – 3 p.m. Mon-Fri	\$125.00
<u>DISINTERMENT</u>	
Disinterment	\$900.00
<u>VAULT STORAGE</u>	
	\$185.00
<u>MONUMENT INSTALLATIONS</u>	
Staking fee	\$50.00
Monument care & maintenance fund:	
Flat marker (under 1,116.13 sq centimeters-173 sq inches)	NIL
Flat Marker (over 1,116.13 sq centimeters-173 sq inches)	\$50.00
Upright Marker (under 4 ft.)	\$200.00
Upright Marker (over 4 ft.)	\$400.00
<u>ADMINISTRATION</u>	
Transfer of Interment Rights	\$50.00
Research per hour	\$50.00

**SCHEDULE "D"
FIRE/RESCUE**

DESCRIPTION	FEE
Inspections: By Request Only Single Residence Institution / Industrial / Commercial Apartments / Condominiums	\$100.00 \$125.00 \$100.00 plus \$10.00 per unit
Fire Search Fees / Approvals Fire Reports Fire investigation reports	\$200.00 \$200.00
Motor Vehicle Incidents: Non-residents/non-taxpayers of Wellington North are involved in a motor vehicle accident within the municipal boundary of the Township of Wellington North that require the Fire / Rescue to respond to the scene, will be invoiced firstly to the owner's insurance provider. In the case where there is no insurance payable, the owner shall be billed directly	Current rates established and published by the MTO for fire responses to MTO roads
Administration & Enforcement: Spills Act and Transportation of Dangerous Goods Act: The cleanup of hazardous material spills	Current rates established and published by the MTO for fire responses to MTO roads Clean up costs to cover materials used Plus Administration Fee of \$50.00 per hour
Open Air Burning: Where burn is in contravention with Open Air Burn By-law and/or Fire Prevention and Protection Act	Current rates established and published by the MTO for fire responses to MTO roads Plus Administration Fee of \$50.00 per hour per Fire-fighter
Securing of Premises after a fire	\$50.00 per hour per Fire-Fighter

**SCHEDULE "D" (CONTINUED)
FIRE/RESCUE**

Effective January 1, 2022

DESCRIPTION	FEE
<p>False Alarms: The following procedures and fees shall apply only when it has been determined at the discretion of the responding officer of the Township of Wellington North Fire Department that the false alarms were preventable. The totals shall be calculated within each calendar year with each year being considered separately.</p> <p>First False Alarm - Warning n/c</p> <p>Second False Alarm n/c</p> <p>Third False Alarm \$600.00</p> <p>Four or More False Alarms \$1,200.00</p>	
Fire Alarm Monitoring/Fire Watch	\$450.00 per vehicle per hour \$255.00 per half hour thereafter
Liquor Occupancy Permit Authority Have Jurisdiction Letter to Alcohol and Gaming Commission	\$150.00
Fire Safety Plan Review	\$150.00
Fire Extinguisher Training	\$100.00 per hour
Mobile/Seasonal Vendors Inspection	\$25.00
Chemicals used to suppress or prevent fires or explosions (often referred to as foam agents)	\$200.00 per container

Extraordinary Expenses

If Wellington North Fire responds to a fire or other emergency at a property and determines, or the Officer in Charge determines, that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water, and medical supplies, in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, or otherwise control and eliminate an emergency, the property owner shall be charged the expenses incurred by Wellington North Fire for retaining a private contractor, renting special equipment and/or using consumable materials, as applicable.

If Wellington North Fire responds to a fire or other emergency at a property and incurs damage or contamination to equipment such as personal protective equipment, hoses or other non-consumable materials that require cleaning and decontamination or replacement thereof, as a result of the service to suppress or extinguish a fire, preserve property, prevent a fire from spreading, or otherwise control and eliminate an emergency, the property owner shall be charged the expenses incurred by Fire & Emergency Services for cleaning and decontamination or replacement of equipment, as applicable, and shall be recovered as a fee under this By-law.

SCHEDULE "E"
LICENCING AND LOTTERIES

Effective January 1, 2022

DESCRIPTION	FEE
Animal Control	
New Kennel Licence	\$500.00*
Renewal of Kennel License	\$250.00*
	*plus inspection fee charged by animal control officer
Licensing a dog	\$20.00
Replacement tag	\$10.00
Enumeration Charge	\$10.00
Impounding a Dog	\$150.00
Boarding Fees for an impounded dog / day	\$25.00
Additional Charges may apply pursuant to the Canine Control Bylaw	
Business Licensing Fees	
Food Vehicle Stand	\$100.00
Donation Box	\$100.00
Temporary Vendor	\$200.00
Replacement license	\$25.00
Administrative Penalty	\$300.00
Donation Box removal	Actual cost of labour

DESCRIPTION	FEE
Lottery Licences	
• Raffle	\$20.00
• Blanket	\$20.00
• Bingo	\$20.00
• Other	\$20.00
Break Open Tickets	\$10.00 per box

SCHEDULE "F"
PLANNING
Effective January 1, 2023

DESCRIPTION	FEE	
Committee of Adjustment – Minor Variance		\$2,000.00
Zoning Amendment		\$9,000.00
Holding Zone Removal By-law		\$1,000.00
Any other applications pursuant to the provisions of the Planning Act i.e. Consent Agreement		\$1,000.00
Certificate of Compliance Plan of Subdivision/Condominium, Site Plan and Development Agreements		\$130.00
Part Lot Control		\$1,000.00
Clearances for Severance Conditions		\$130.00
Cash in Lieu of Parkland		\$4,000.00 per lot or part lot
Fee for services provided by Municipal employees		\$55.00 (per hour, per employee)
Copy of Zoning By-law		\$30.00
	ADMINISTRATION (non-refundable)	DEPOSIT (refundable)
Plan of Subdivision or Condominium New or Amendment including conditions of approvals to both Wellington North and the County of Wellington	\$10,000.00	\$15,000.00
Review of Draft Plan of Subdivision, Condominium or Official Plan Amendment	\$6,000.00	\$5,000.00
Site Plan Control Approval and Agreement <ul style="list-style-type: none"> • Minor 	\$2,000.00	\$3,500.00
Site Plan Control Approval and Agreement <ul style="list-style-type: none"> • Complex 	\$3,000.00	\$6,000.00
Site Plan Control Amendments	\$300.00	\$700.00
Lot Grading/surface Works Security Deposit	\$100.00	\$1,900.00
Development Agreement	\$2,000.00	\$5,000.00
Pre-consult	\$500.00	Deposit required as listed above for corresponding application
Pre-servicing Application		\$7,000.00
Site Alteration Application		\$7,000.00

DEPOSITS

- Deposits less the disbursement fees and third party fees will be refunded.
- Disbursements may include but are not limited to: postage, laminating, registration of documents and photocopying, faxing, etc.
- Third Party fees including, but are not limited to, planners, engineers, solicitors, township staff technical review, advertising of notices and similar costs.
- Every applicant for a planning matter referred to in Schedule "F" hereof shall make an application on forms provided by the Municipality and in addition shall sign a deposit agreement in the prescribed form and pay any applicable deposit to the Municipality.
- The Clerk/Deputy Clerk and/or Treasurer/Deputy Treasurer are hereby authorized to execute the deposit agreement on behalf of the Township.

SCHEDULE "G" ROADS

Effective January 1, 2022

DESCRIPTION	INSPECTION FEE	*DAMAGE DEPOSIT
Urban/Rural Damage	\$100	\$1,900.00
Rural/Semi-Urban Entrance Installations The applicant would be responsible for all costs to supply a culvert over 600 mm in diameter and/or to supply over 12 meters of culvert and/or to upgrade an existing entrance. Costs would be charged at the current rates. *Damage Deposit Fees shall be collected when a Building Permit is issued.		
a) Requires up to 12m culvert (up to and including 600mm) including inspection fee	\$100.00	\$2,000.00 **
b) Entrance up to 12m that does not require a culvert including inspection fee	\$100.00	\$1,500.00 **
** Note: Items a & b above within Schedule "G" can be increased in width by 3m increments to a maximum of 20m. Each additional 3m increment carries an associated additional cost of \$500.00.		
	FEE	
c) Cost of hidden driveway sign installed		\$100.00
Equipment Rental rate – at the discretion of the township. (available only to Township of Wellington North ratepayers)		\$120.00/hr
Labourer/Driver Rate		\$60/hr
Municipal Employee Development Peer Review Rate		\$55/hr

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

BY-LAW NUMBER 128-22

**BEING A BY-LAW TO AMEND BY-LAW 007-22 BEING A BY-LAW
TO ESTABLISH 2023 FEES AND CHARGES FOR RECREATION
SERVICES PROVIDED BY THE MUNICIPALITY**

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

1. **THAT** Council of the Corporation of the Township of Wellington North hereby authorizes the replacement of Schedule A in by-law 007-22 with the Schedule attached hereto.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 5TH DAY OF DECEMBER, 2022.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

	2023	Effective
Large Hall & Auditorium		
Stag & Doe	\$885.00	1-Jan-23
Prime Rental (Friday to Sunday)	\$685.00	1-Jan-23
Wedding Set-up (Friday 8:30am - 4:30pm)	\$165.00	1-Jan-23
Non-Prime (Monday to Thursday)	\$385.00	1-Jan-23
Tournament Rates (Minor Sports)	\$285.00	1-Jan-23
Hourly Rate	\$63.00	1-Jan-23
Set-up on all rentals under 2 hours (per event)	\$20.00	1-Jan-23
Extra Clean-up if required (per hour)	\$50.00	1-Jan-23
Holiday Premium (per hour)	\$20.00	1-Jan-23
Music Tarriffs (based on capacity)		1-Jan-23

Small Halls & Meeting Rooms		
Conn Community Pavilion (daily)	\$100.00	1-Jan-23
Damascus Community Hall (daily)	\$100.00	1-Jan-23
Arthur Upper Leisure Hall (daily)	\$244.00	1-Jan-23
Mount Forest Upper Leisure Hall (daily)	\$244.00	1-Jan-23
Mount Forest Plume Room (daily)	\$244.00	1-Jan-23
Mount Forest Lower Leisure Hall (daily)	\$244.00	1-Jan-23
Mount Forest Meeting Room (daily)	\$244.00	1-Jan-23
Hourly Rate	\$37.00	1-Jan-23
Set-up on all rentals under 2 hours (per event)	\$20.00	1-Jan-23
Extra Clean-up if required (per hour)	\$50.00	1-Jan-23
Holiday Premium (per hour)	\$20.00	1-Jan-23
Music Tarriffs (based on capacity)		1-Jan-23

Special Rates		
Mount Forest South Greenspace (daily)	\$244.00	1-Jan-23
Lions Club Bingo (per event)	\$194.00	1-Jan-23
Blood Donor Clinic (per event)	\$194.00	1-Jan-23
Seniors Proqramming (per hour)	\$19.50	1-Jan-23
Mount Forest Family Health Team (per hour)	\$23.00	1-Jan-23
Local User Group Meetings (one per month)	\$0.00	1-Jan-23

Arena Floor (Summer)		
Minor Sports (per hour)	\$57.00	1-Jan-23
Local Sports Adult (per hour)	\$67.00	1-Jan-23
Non-Resident Sports Adult (per hour)	\$77.00	1-Jan-23
Non-Prime Sports (per hour): Monday to Thursday 8:00am - 3:00pm	\$42.00	1-Jan-23
Prime Event Rental (daily): Friday to Sunday	\$685.00	1-Jan-23
Non Prime Event Rental (daily): Monday to Thursday	\$385.00	1-Jan-23
Open/Available: Same Day Booking (per hour)	\$40.00	1-Jan-23

Arena Floor Ice (Winter)		
Minor Sports (per hour)	\$121.00	30-Jun-23
Local Adults (per hour)	\$143.00	30-Jun-23
Non Prime (per hour): Monday to Thursday 7:00am - 3:00pm	\$121.00	30-Jun-23
Open/Available: Same Day Booking (per hour)	\$60.00	30-Jun-23
School Skating Rate (per hour)	\$60.00	30-Jun-23
Non Resident (per hour)	\$163.00	30-Jun-23
Mount Forest Summer Ice: Prior to Labour Day (per hour)	\$173.00	30-Jun-23

	2023	Effective
Ball Diamond		
Local Minor Ball: Practice (per session/1.5 hours)	\$32.00	1-Jan-23
Local Minor Ball Game: no lights (per game/1.5 hours)	\$42.00	1-Jan-23
Local Minor Ball Tournament: Serviced (daily, per diamond)	\$238.00	1-Jan-23
Local Minor Ball Tournament: Not Serviced (daily, per diamond)	\$168.00	1-Jan-23
Adult Ball Game: no lights (per game/1.5 hours)	\$52.00	1-Jan-23
Adult Ball Tournament: Serviced (daily, per diamond)	\$268.00	1-Jan-23
Adult Ball Tournament: Not Serviced (daily, per diamond)	\$198.00	1-Jan-23
Lights (per game/1.5 hours)	\$16.50	1-Jan-23
Soccer Fields		
Per Game: no lights (1.5 hours)	\$32.00	1-Jan-23
Seasonal Rate for Minor Soccer	\$7,132.86	1-Jan-23
Local Minor Soccer Tournament - not serviced (daily)	\$168.00	1-Jan-23
Lights (per game)	\$16.50	1-Jan-23
Pavilions		
Mount Forest Cork Street Pavilion (daily)	\$244.00	1-Jan-23
Arthur Optimist Pavilion (daily)	\$244.00	1-Jan-23
Hourly	\$37.00	1-Jan-23
Picnic Shelters (Murphy Park, Lion Bill Moody, Arthur OptiMrs.)	\$0.00	1-Jan-23
Camping: Special Events Only (per site/per day)	\$37.00	1-Jan-23
Storage		
Outdoor	\$270.00	1-Jan-23
Interior storage	\$340.00	1-Jan-23
Jr. C Club Room	\$670.00	1-Jan-23
Corkage		
7oz Plastic Cup	\$0.14	1-Jan-23
14 oz Plastic Cup	\$0.19	1-Jan-23
Bag of ice	\$4.00	1-Jan-23
2L Bottle of Pop	\$4.00	1-Jan-23
Wrist bands	\$0.29	1-Jan-23
Sponsorship and Advertising		
Public Skating (per event)	\$150.00	1-Jan-23
Public Swimming (per event)	\$150.00	1-Jan-23
Baseball diamond (3.5' x 6')	\$395.00	1-Jan-23
Mount Forest Walking Track (3.5' x 6')	\$395.00	1-Jan-23
Arthur Wall Advertisement (3.5' x 6')	\$395.00	1-Jan-23
Single Board Advertisement (4' x 8')	\$395.00	1-Jan-23
One time lexan Fee	\$300.00	1-Jan-23

	2023	Effective
Skating and Walking Track General Admission (no tax)		
1 Visit Admission		
1 visit - Individual Skating	\$3.00	30-Jun-23
1 visit - Family Skate: up to 5 members same house	\$10.00	30-Jun-23
1 visit - Stick & Puck	\$5.00	30-Jun-23
10 Visit Passes		
10 visit - Individual Skating	\$25.00	30-Jun-23
10 visit - Family Skate: up to 5 members same house	\$100.00	30-Jun-23
10 visit - Stick & Puck	\$45.00	30-Jun-23
Season Passes		
Season Pass - Individual Skating	\$90.00	30-Jun-23
Season Pass - Family: up to 5 members same house	\$200.00	30-Jun-23
Season Pass - Stick & Puck	\$75.00	30-Jun-23
Walking Track General Admission (no tax)		
1 visit Walking Track	\$3.00	30-Jun-23
Monthly Pass Walking Track	\$20.00	30-Jun-23
Pool General Admissions (no tax)		
Infants and toddlers (under 2)	\$0.00	1-Jan-23
1 visit - Individual	\$4.00	1-Jan-23
1 visit - Family: up to 5 members same house	\$15.00	1-Jan-23
1 visit - Aquafit	\$6.00	1-Jan-23
Season Pass - Individual	\$110.00	1-Jan-23
Season Pass - Family: up to 5 members same house	\$250.00	1-Jan-23
Season Pass - Aquafit	\$45.00	1-Jan-23
Swim Team	\$72.00	1-Jan-23
Swimming lessons (no tax)		
Parent & Tot 1,2,3	\$60.00	1-Jan-23
Preschool A, B, C	\$80.00	1-Jan-23
Beginner	\$80.00	1-Jan-23
Swimmer 1 - 4	\$80.00	1-Jan-23
Swimmer 5 - 10	\$85.00	1-Jan-23
Bronze Medallion	\$100.00	1-Jan-23
Bronze Cross	\$100.00	1-Jan-23
1/2 hour Private (1 lesson)	\$25.00	1-Jan-23
1/2 hour Private (5 lessons)	\$125.00	1-Jan-23
1/2 hour Semi-Private (5 lessons)	\$125.00	1-Jan-23
1/2 hour Semi-Private (5 lessons)	\$100.00	1-Jan-23
Pool Rentals		
Pool Rental (1 hour, 0-25 people, 2 Guards)	\$125.00	1-Jan-23
Pool Rental (1 hour, 26+ people, 3 Guards)	\$160.00	1-Jan-23
Pool rental School rate (1 hour, 3 guards)	\$90.00	1-Jan-23
Day Camp (no tax)		
Weekly Rate (5 days)	\$165.00	1-Jan-23
Weekly Rate (4 days)	\$132.00	1-Jan-23
Pickleball (no tax)		
Participant fee (per session)	\$5.55	01-Jan-23
Paddle rental	\$2.00	01-Jan-23
Youth Programs (no tax)		
Babysitter course	\$50.00	01-Jan-23
Home Alone course	\$50.00	01-Jan-23

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

BY-LAW NUMBER 129-22

**BEING A BY-LAW TO ESTABLISH 2024 FEES AND CHARGES
FOR RECREATION SERVICES PROVIDED BY THE MUNICIPALITY
AND TO REPEAL BY-LAW 007-22**

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

1. **THAT** the fees and charges for recreation services are established as shown in Appendix A attached hereto and forming part of this By-law.
2. **THAT** all fees and charges will be subject to applicable taxes [including but not limited to, Provincial Sales Tax (P.S.T.), Goods and Services Tax (G.S.T.) and Harmonized Sales Tax (H.S.T.).
3. That unpaid fees and charges imposed pursuant to this by-law are subject to an interest rate of one and one-half percent per month.
4. **THAT** all charges payable under this by-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Township of Wellington North owned by such person or persons and may be collected in the same manner as taxes, in accordance with Section 398 *Municipal Act*, 2001 S.O. Chapter 25 as amended.
5. **THAT** this by-law shall be known as the "Recreation Fees and Charges By-law".
6. **THAT** this by-law shall come into force on January 1, 2024.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 5TH DAY OF DECEMBER, 2023**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

	2024	Effective
Large Hall & Auditorium		
Stag & Doe	\$885.00	1-Jan-24
Prime Rental (Friday to Sunday)	\$685.00	1-Jan-24
Wedding Set-up (Friday 8:30am - 4:30pm)	\$165.00	1-Jan-24
Non-Prime (Monday to Thursday)	\$385.00	1-Jan-24
Tournament Rates (Minor Sports)	\$285.00	1-Jan-24
Hourly Rate	\$63.00	1-Jan-24
Set-up on all rentals under 2 hours (per event)	\$20.00	1-Jan-24
Extra Clean-up if required (per hour)	\$50.00	1-Jan-24
Holiday Premium (per hour)	\$20.00	1-Jan-24
Music Tarriffs (based on capacity)		1-Jan-24

Small Halls & Meeting Rooms		
Conn Community Pavilion (daily)	\$125.00	1-Jan-24
Damascus Community Hall (daily)	\$125.00	1-Jan-24
Arthur Upper Leisure Hall (daily)	\$244.00	1-Jan-24
Mount Forest Upper Leisure Hall (daily)	\$244.00	1-Jan-24
Mount Forest Plume Room (daily)	\$244.00	1-Jan-24
Mount Forest Lower Leisure Hall (daily)	\$244.00	1-Jan-24
Mount Forest Meeting Room (daily)	\$244.00	1-Jan-24
Hourly Rate	\$37.00	1-Jan-24
Set-up on all rentals under 2 hours (per event)	\$20.00	1-Jan-24
Extra Clean-up if required (per hour)	\$50.00	1-Jan-24
Holiday Premium (per hour)	\$20.00	1-Jan-24
Music Tarriffs (based on capacity)		1-Jan-24

Special Rates		
Mount Forest South Greenspace (daily)	\$244.00	1-Jan-24
Lions Club Bingo (per event)	\$194.00	1-Jan-24
Blood Donor Clinic (per event)	\$194.00	1-Jan-24
Seniors Proqramming (per hour)	\$20.00	1-Jan-24
Mount Forest Family Health Team (per hour)	\$24.00	1-Jan-24
Local User Group Meetings (one per month)	\$0.00	1-Jan-24

Arena Floor (Summer)		
Minor Sports (per hour)	\$59.00	1-Jan-24
Local Sports Adult (per hour)	\$69.00	1-Jan-24
Non-Resident Sports Adult (per hour)	\$79.00	1-Jan-24
Non-Prime Sports (per hour): Monday to Thursday 8:00am - 3:00pm	\$45.00	1-Jan-24
Prime Event Rental (daily): Friday to Sunday	\$685.00	1-Jan-24
Non Prime Event Rental (daily): Monday to Thursday	\$385.00	1-Jan-24
Open/Available: Same Day Booking (per hour)	\$40.00	1-Jan-24

Arena Floor Ice (Winter)		
Minor Sports (per hour)	\$125.00	1-Jan-24
Local Adults (per hour)	\$145.00	1-Jan-24
Non Prime (per hour): Monday to Thursday 7:00am - 3:00pm	\$125.00	1-Jan-24
Open/Available: Same Day Booking (per hour)	\$60.00	1-Jan-24
School Skating Rate (per hour)	\$60.00	1-Jan-24
Non Resident (per hour)	\$165.00	1-Jan-24
Mount Forest Summer Ice: Prior to Labour Day (per hour)	\$175.00	1-Jan-24

	2024	Effective
Ball Diamond		
Local Minor Ball: Practice (per session/1.5 hours)	\$32.00	1-Jan-24
Local Minor Ball Game: no lights (per game/1.5 hours)	\$43.00	1-Jan-24
Local Minor Ball Tournament: Serviced (daily, per diamond)	\$248.00	1-Jan-24
Local Minor Ball Tournament: Not Serviced (daily, per diamond)	\$178.00	1-Jan-24
Adult Ball Game: no lights (per game/1.5 hours)	\$53.00	1-Jan-24
Adult Ball Tournament: Serviced (daily, per diamond)	\$278.00	1-Jan-24
Adult Ball Tournament: Not Serviced (daily, per diamond)	\$208.00	1-Jan-24
Lights (per game/1.5 hours)	\$16.50	1-Jan-24
Soccer Fields		
Per Game: no lights (1.5 hours)	\$32.00	1-Jan-24
Seasonal Rate for Minor Soccer	\$7,132.86	1-Jan-24
Local Minor Soccer Tournament - not serviced (daily)	\$178.00	1-Jan-24
Lights (per game)	\$16.50	1-Jan-24
Pavilions		
Mount Forest Cork Street Pavilion (daily)	\$244.00	1-Jan-24
Arthur Optimist Pavilion (daily)	\$244.00	1-Jan-24
Hourly	\$37.00	1-Jan-24
Picnic Shelters (Murphy Park, Lion Bill Moody, Arthur OptiMrs.)	\$0.00	1-Jan-24
Camping: Special Events Only (per site/per day)	\$37.00	1-Jan-24
Storage		
Outdoor	\$278.00	1-Jan-24
Interior storage	\$350.00	1-Jan-24
Jr. C Club Room	\$688.00	1-Jan-24
Corkage		
7oz Plastic Cup	\$0.15	1-Jan-24
14 oz Plastic Cup	\$0.20	1-Jan-24
Bag of ice	\$4.00	1-Jan-24
2L Bottle of Pop	\$4.00	1-Jan-24
Wrist bands	\$0.30	1-Jan-24
Sponsorship and Advertising		
Public Skating (per event)	\$150.00	1-Jan-24
Public Swimming (per event)	\$150.00	1-Jan-24
Baseball diamond (3.5' x 6')	\$395.00	1-Jan-24
Mount Forest Walking Track (3.5' x 6')	\$395.00	1-Jan-24
Arthur Wall Advertisement (3.5' x 6')	\$395.00	1-Jan-24
Single Board Advertisement (4' x 8')	\$395.00	1-Jan-24
One time lexan Fee	\$300.00	1-Jan-24

	2024	Effective
Skating and Walking Track General Admission (no tax)		
1 Visit Admission		
1 visit - Individual Skating	\$3.00	1-Jan-24
1 visit - Family Skate: up to 5 members same house	\$10.00	1-Jan-24
1 visit - Stick & Puck	\$5.00	1-Jan-24
10 Visit Passes		
10 visit - Individual Skating	\$25.00	1-Jan-24
10 visit - Family Skate: up to 5 members same house	\$100.00	1-Jan-24
10 visit - Stick & Puck	\$45.00	1-Jan-24
Season Passes		
Season Pass - Individual Skating	\$90.00	1-Jan-24
Season Pass - Family: up to 5 members same house	\$200.00	1-Jan-24
Season Pass - Stick & Puck	\$75.00	1-Jan-24
Walking Track General Admission (no tax)		
1 visit Walking Track	\$3.00	1-Jan-24
Monthly Pass Walking Track	\$20.00	1-Jan-24
Pool General Admissions (no tax)		
Infants and toddlers (under 2)	\$0.00	1-Jan-24
1 visit - Individual	\$4.00	1-Jan-24
1 visit - Family: up to 5 members same house	\$15.00	1-Jan-24
1 visit - Aquafit	\$7.00	1-Jan-24
Season Pass - Individual	\$110.00	1-Jan-24
Season Pass - Family: up to 5 members same house	\$250.00	1-Jan-24
Season Pass - Aquafit	\$45.00	1-Jan-24
Swimming lessons (no tax)		
Parent & Tot 1,2,3	\$70.00	1-Jan-24
Preschool A, B, C	\$85.00	1-Jan-24
Beginner	\$85.00	1-Jan-24
Swimmer 1 - 4	\$85.00	1-Jan-24
Swimmer 5 - 10	\$90.00	1-Jan-24
Bronze Medallion	\$100.00	1-Jan-24
Bronze Cross	\$100.00	1-Jan-24
1/2 hour Private (1 lesson)	\$25.00	1-Jan-24
1/2 hour Private (5 lessons)	\$125.00	1-Jan-24
1/2 hour Semi-Private (5 lessons)	\$125.00	1-Jan-24
1/2 hour Semi-Private (5 lessons)	\$105.00	1-Jan-24
Pool Rentals		
Pool Rental (1 hour, 0-25 people, 2 Guards)	\$125.00	1-Jan-24
Pool Rental (1 hour, 26+ people, 3 Guards)	\$160.00	1-Jan-24
Pool rental School rate (1 hour, 3 guards)	\$90.00	1-Jan-24
Day Camp (no tax)		
Weekly Rate (5 days)	\$175.00	1-Jan-24
Weekly Rate (4 days)	\$140.00	1-Jan-24
Pickleball (no tax)		
Participant fee (per session)	\$5.55	1-Jan-24
Paddle rental	\$2.00	1-Jan-24
Youth Programs (no tax)		
Babysitter course	\$60.00	1-Jan-24
Home Alone course	\$60.00	1-Jan-24

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

BY-LAW NUMBER 130-22

**BEING A BY-LAW TO REGULATE TRAFFIC IN THE
TOWNSHIP OF WELLINGTON NORTH AND TO REPEAL
BY-LAW NO. 104-21.**

WHEREAS Council deems it necessary to pass a by-law to regulate traffic in the Township of Wellington North and to repeal By-law No. 104-21.

THEREFORE the Council of the Corporation of the Township of Wellington North enacts as follows:

1. **DEFINITIONS:**

In this by-law,

“authorized sign” means any sign, as defined in this by-law, that is in compliance with the *Highway Traffic Act* and the regulations made under that Act and whose installation has been authorized by by-law;

“Township” and “Township of Wellington North” means The Corporation of the Township of Wellington North;

“Council” means the Council of the Township of Wellington North;

“emergency vehicle” includes an ambulance, fire department vehicle, and police department vehicle;

“highway” means a common and public highway or portion thereof, and includes any bridge, trestle, viaduct or other structure forming part of a highway;

“install” means to install, place or erect, and **“installation”** has a corresponding meaning;

“Director” means the Director of Operations, Manager of Transportation Services their designate or, in the event of organizational changes, another employee designated by Council;

“municipal service vehicle” means a vehicle operated by or on behalf of the Township while the vehicle is being used for the repair or maintenance of

highways, the collection or transportation of waste, or other municipal purpose for which equipment is required;

“public utility” means a system that is used to provide a service to the public, and includes water, sewage, electricity, gas, telephone and cable services;

“public utility service vehicle” means a vehicle operated by or on behalf of a Corporation that supplies or manages a public utility within the Township while the vehicle is being used for the repair or maintenance of a public utility or other purpose for which equipment is required;

“school zone” means the portion of a highway that adjoins the entrance to or exit from a school and that is within 150 metres along the highway in either direction beyond the limits of the land used for the purposes of the school;

“sign” includes any sign, marking on a roadway, curb or sidewalk, or other traffic control device, other than a traffic control signal system, that provides notice of traffic regulations; and

“through highway” means a highway designated in this by-law under the authority of the *Highway Traffic Act* that is marked by an authorized stop sign.

1.1 Except as otherwise provided in section 1, the words and terms used in this by-law have the same meaning as the words and terms used in the *Highway Traffic Act*.

1.2 Terms that are not defined in this By-law shall have the meaning set out in the Act.

2. **APPLICATION:**

2.1 This by-law applies to every highway over which the Township has jurisdiction or, in the case of a boundary highway, joint jurisdiction.

2.2 This by-law does not apply to a Provincial highway, County highway or to private roads.

3. **ADMINISTRATION:**

3.1 In accordance with the requirements of subsection 144(31) of the *Highway Traffic Act*, the Director is designated by Council as the person whose approval and authorization is required prior to the erection or installation of any new traffic control signal system or traffic control signal used in conjunction with a traffic control signal system.

3.2 Transportation Services is responsible for the administration of this by-law, including the installation and maintenance of signs that have been authorized by the Director.

4. REGULATIONS:

4.1 The intersections set out in Column 1 of Schedule A to this by-law are designated as intersections where stop signs shall be erected at the locations shown in Column 2 of the Schedule.

4.2 The intersections set out in Column 1 of Schedule B to this by-law are designated as intersections where yield right-of-way signs shall be erected at locations show in Column 2.

4.3 The intersections set out in Schedule C are designated as all-way stop intersections, and the installation of stop signs is authorized on each of the corners at these designated intersections.

4.4 The highways described in Schedule D are designated for the use of one-way traffic only and no person shall drive a vehicle on a designated highway except in the direction specified in Schedule D.

4.5 The installation of signs identifying the designated highways described in all schedules is authorized by the Director.

5. REDUCED LOAD PERIODS

5.1 During the period from the first day of March to the fifteenth day of May, inclusive, in each calendar year, reduced load periods shall be implemented on the highways set out in Schedule E of this By-law.

5.2 During the period set out in clause 5.1 no vehicle shall travel on any highway set out in Schedule E with a fully loaded vehicle.

5.3 Notwithstanding clause 5.1 the Director has the authority to alter the period of half load season as necessary.

6. LIMITING WEIGHT OF VEHICLES ON BRIDGES

6.1 THAT no vehicle or combination of vehicles or any class thereof, whether empty or loaded, having a gross weight exceeding that set forth in Schedule F of this by-law, shall be operated over bridges set out in Schedule F of this By-law

6.2 That clause 6.1 shall become effective when a notice of the limit of the weight permitted is posted in a conspicuous place at each end of the bridges set out in Schedule F.

7. OFFENCE AND PENALTY PROVISIONS:

7.1 Any person who contravenes this by-law is guilty of an offence and, upon conviction, is subject to a fine as provided in the *Provincial Offences Act* or the *Highway Traffic Act* and to any other applicable penalties.

7.2 If this by-law is contravened and a conviction entered, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may, in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

8. VALIDITY:

8.1 If a court of competent jurisdiction declares any provision, or any part of a provision, of this by-law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this by-law that each and every provision of this bylaw authorized by law be applied and enforced in accordance with its terms to the extent possible according to law.

9. REPEAL

9.1 That By-law Number 104-21 be repealed in their entirety.

10. COMMENCEMENT:

10.1 This by-law comes into force on the date it receives third reading and is passed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 5th DAY OF DECEMBER ,2022.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

SCHEDULE "A"
A-1 STOP SIGNS

Column 1 AT THE INTERSECTION OF	Column 2 ERECTED AT
Adelaide Street/Dingman Street	Dingman Street
Albert Street/Egremont Street South	Egremont Street South (north of)
Albert Street/Egremont Street South	Egremont Street South (south of)
Albert Street/Forest Glen Crescent	Forest Glen Crescent
Albert Street/Oakview Crescent (east side)	Oakview Crescent (east of)
Albert Street/Oakview Crescent (west side)	Oakview Crescent (west of)
Albert Street/Ruby's Crescent (east side)	Ruby's Crescent (east of)
Albert Street/Ruby's Crescent (west side)	Ruby's Crescent (west of)
Albert Street/Church Crescent	Church Crescent
Albert Street/Ronnie's Way	Ronnie's Way
Arthur Street/Prince Charles Street	Prince Charles Street
Arthur Street/Princess Ann Street	Princess Ann Street
Ayrshire Street/Clyde Street	Clyde Street
Bellefield Crescent/Eastview Drive	Eastview Drive
Bellefield Crescent/Lynwood Place	Lynwood Place
Birmingham Street West/Colcleugh Avenue	Colcleugh Avenue
Birmingham Street West	Normanby Street North (north of)
Birmingham Street West	Normanby Street North (south of)
Birmingham Street West/Weber Street	Weber Street
Byeland Drive	Byeland Drive
Byeland Drive/Egremont Street North	Egremont Street North
Centre Street/Maple Street	Maple Street (north of)
Centre Street/Maple Street	Maple Street (south of)
Charles Street East/Isabella Street East	Isabella Street East (north of)
Charles Street East/Georgina Street	Georgina Street (north of)
Charles Street East/Georgina St	Georgina Street (south of)
Cheryl Lynn Street/Wendy's Lane	Wendy's Lane
Church Street North/Birmingham Street East	Birmingham Street East (east of)
Church Street North/Birmingham Street East	Birmingham Street East (west of)
Church Street North/Cheryl Lynn Street	Cheryl Lynn Street
Church Street South/Forest Glen Crescent	Forest Glen Crescent
Church Street South/Forest Glen Drive	Forest Glen Drive

Column 1 (continued) AT THE INTERSECTION OF	Column 2 (continued) ERECTED AT
Clarke Street/Adelaide Street	Adelaide Street (north of)
Clarke Street/Adelaide Street	Adelaide Street (south of)
Clarke Street/Walton Street	Walton Street (north of)
Clarke Street/Walton Street	Walton Street (south of)
Concession 11/Sideroad 4 West	Sideroad 4 West
Concession 11/Sideroad 5 West	Sideroad 5 West
Concession 11/Sideroad 7 West	Sideroad 7 West
Concession 2/Sideroad 2 East	Sideroad 2 East
Concession 2/Sideroad 3 East	Sideroad 3 East
Concession 2/Sideroad 5 East	Sideroad 5 East
Concession 2/Sideroad 6 East	Sideroad 6 East
Concession 2/Sideroad 8 East	Sideroad 8 East
Concession 4/Sideroad 10 West	Sideroad 10 West
Concession 4/Sideroad 2 East	Sideroad 2 East
Concession 4/Sideroad 3 East	Sideroad 3 East
Concession 4/Sideroad 5 East	Sideroad 5 East
Concession 4/Sideroad 6 East	Sideroad 6 East
Concession 4/Sideroad 7 East	Sideroad 7 East
Concession 6/Sideroad 10 West	Sideroad 10 West
Concession 6/Sideroad 2 East	Sideroad 2 East
Concession 6/Sideroad 3 East	Sideroad 3 East
Concession 6/Sideroad 5 East	Sideroad 5 East
Concession 6/Sideroad 9 West	Sideroad 9 West
Concession 7/Sideroad 8 West	Sideroad 8 West
Concession 7/Sideroad 9 West	Sideroad 9 West
Concession 8/Sideroad 2 East	Sideroad 2 East
Concession 9/Sideroad 5 West	Sideroad 5 West
Concession 9/Sideroad 6 West	Sideroad 6 West
Concession 9/Sideroad 8 West	Sideroad 8 West
Concession 9/Sideroad 9 West	Sideroad 9 West
Conestoga Street North /Walton Street	Walton Street
Conestoga Street North/Adelaide Street	Adelaide Street
Cork Street/Melissa Crescent	Melissa Crescent
Cork Street/Princess Street	Princess Street (east of)
Cork Street/Princess Street	Princess Street (west of)

Column 1 (continued) AT THE INTERSECTION OF	Column 2 (continued) ERECTED AT
Cork Street/Waterloo Street	Waterloo Street
Dingman Street/Day Street	Day Street
Dingman Street/Raftis Street (south side)	Raftis Street (north of)
Dingman Street/Raftis Street (east side)	Raftis Street (west of)
Dingman Street/Waters Way	Waters Way
Domville Street/Andrew Street	Andrew Street
Domville Street/Clarke Street	Clarke Street
Domville Street/McCord Street	McCord Street
Dublin Street/Page Street	Page Street
Dublin Street/Prince Charles Street	Prince Charles Street
Dublin Street/Princess Ann Street	Princess Ann Street
Dublin Street/Princess Street	Princess Street (west of)
Dublin Street/Princess Street	Princess Street (east of)
Dublin Street/Waterloo Street	Waterloo Street (west of)
Dublin Street/Waterloo Street	Waterloo Street (east of)
Durham Street East/Jefferey Way	Jefferey Way
Durham Street West/Normanby Street North	Normanby Street North
Durham Street West/Silverbirch Avenue	Silverbirch Avenue
Durham Street West/Foster Street	Foster Street
Durham Street West/Henry Street	Henry Street
Durham Street West/Perth Street	Perth Street
Durham Street West/Weber Street	Weber Street
Eastview Drive/Lynwood Place	Lynwood Place
Edward Street/Municipal Parking Lot	Municipal Parking Lot
Eliza Street/Bellefield Crescent	Bellefield Crescent
Eliza Street/Carroll Street	Carroll Street
Eliza Street/Eastview Drive	Eastview Drive
Eliza Street/Farrell Lane	Farrell Lane
Eliza Street/Leonard Street	Leonard Street
Frederick Street West/Edward Street	Edward Street
George Street/Eliza Street	Eliza Street
George Street/Francis Street East	Francis Street East
Isabella Street East/Eliza Street	Eliza Street
Isabella Street East/Georgina Street	Georgina Street
John Street/Miller Street	Miller Street

Column 1 (continued) AT THE INTERSECTION OF	Column 2 (continued) ERECTED AT
John Street/Waterloo Street	Waterloo Street
Jones Baseline Access Road/Jones Baseline (north side)	Jones Baseline (north of)
Jones Baseline/Jones Baseline Access Rd	Jones Baseline Access Road
Jones Baseline/Sideroad 25	Sideroad 25
Kenzie Road/Owen Road	Owen Road
Kenzie Road/Sarah Road	Sarah Road
King Street East/Ronnie's Way	Ronnie's Way
King Street West/Elgin Street South	Elgin Street South
Leonard Street/Isabella Street East	Isabella Street East (south of)
Line 1/Sideroad 25	Sideroad 25
Line 1/Sideroad 30	Sideroad 30
Line 10/Sideroad 3	Sideroad 3
Line 10/Sideroad 7	Sideroad 7
Line 12/East West Luther Townline	East-West Luther Townline
Line 12/Sideroad 13	Sideroad 13
Line 12/Sideroad 3	Sideroad 3
Line 12/Sideroad 7	Sideroad 7
Line 2/East West Luther Townline	East-West Luther Townline
Line 2/Sideroad 13	Sideroad 13
Line 2/Sideroad 15	Sideroad 15
Line 2/Sideroad 25	Sideroad 25
Line 2/Sideroad 3	Sideroad 3
Line 2/Sideroad 30	Sideroad 30
Line 2/Sideroad 7	Sideroad 7
Line 3/Sideroad 25	Sideroad 25
Line 3/Sideroad 30	Sideroad 30
Line 4/Sideroad 13	Sideroad 13
Line 4/Sideroad 15	Sideroad 15
Line 4/Sideroad 3	Sideroad 3
Line 4/Sideroad 7	Sideroad 7
Line 6/Sideroad 3	Sideroad 7
Line 6/Sideroad 7	Sideroad 3
Line 8/Sideroad 3	Sideroad 3
Line 8/Sideroad 7	Sideroad 7
London Road North/Broomer Crescent	Broomer Crescent

Column 1 (continued) AT THE INTERSECTION OF	Column 2 (continued) ERECTED AT
London Road North/Durham Street East	Durham Street East
London Road North/Jack's Way	Jack's Way
London Road South/Albert Street	Albert Street
London Road South/Connery Road	Connery Road
London Road South/King Street East	King Street East
London Road South/Owen Road	Owen Road
London Road South/Sarah Road	Sarah Road
Main Street North/Birmingham Street East	Birmingham Street East
Main Street North/Birmingham Street West	Birmingham Street West
Main Street North/Durham Street East	Durham Street East
Main Street North/Durham Street West	Durham Street West
Main Street South/Bentley Street	Bentley Street
Main Street South/North Water Street East	North Water Street East
Main Street South/North Water Street West	North Water Street West
Main Street North/Industrial Drive	Industrial Drive
Main Street North/Mount Forest Drive	Mount Forest Drive
Main Street South/Grant Street	Grant Street
Main Street South/King Street East	King Street East
Main Street South/King Street West	King Street West
Main Street South/Miller Street	Miller Street
Main Street South/Murphy Street	Murphy Street
Main Street South/Parkside Drive	Parkside Drive
Main Street South/South Water Street	South Water Street
Martin Street/Cork Street	Cork Street
Melissa Crescent/Justin's Place	Justin's Place
North Water Street/Arthur Street	Arthur Street
North Water Street/James Street	James Street
North Water Street/John Street	John Street
North Water Street/William Street	William Street
Oak Street/Centre Street	Centre Street
Parker Drive/Paula Crescent	Paula Crescent
Parkside Drive/Grant Street	Grant Street
Parkside Drive/York Street	York Street
Preston Street North/Adelaide Street	Adelaide Street
Preston Street North/Day Street	Day Street

Column 1 (continued) AT THE INTERSECTION OF	Column 2 (continued) ERECTED AT
Preston Street North/Dingman Street	Dingman Street
Preston Street North/Waters Way	Waters Way
Preston Street South/Duke Street	Duke Street
Princess Street/Jeremy's Cr (east Side)	Jeremy's Crescent (east of)
Princess Street/Jeremy's Cr (west Side)	Jeremy's Crescent (west of)
Princess Street/Melissa Crescent	Melissa Crescent
Queen Street East/Albert Street	Albert Street
Queen Street East/Ayrshire Street	Ayrshire Street
Queen Street East/Egremont Street South	Egremont Street South
Queen Street East/Fergus Street South	Fergus Street South
Queen Street East/Parkside Drive	Parkside Drive
Queen Street East/Peel Street	Peel Street
Queen Street East/York Street	York Street
Queen Street West/Arthur Street	Arthur Street
Queen Street West/Birmingham Street West	Birmingham Street West
Queen Street West/Cork Street	Cork Street
Queen Street West/Dublin Street	Dublin Street
Queen Street West/Durham St West	Durham Street West
Queen Street West/Homewood Avenue	Homewood Avenue
Queen Street West/James Street	James Street
Queen Street West/John Street	John Street
Queen Street West/King Street West	King Street West
Queen Street West/Lover's Lane	Lover's Lane
Queen Street West/Normanby Street South	Normanby Street South
Queen Street West/Sligo Road West	Sligo Road West
Queen Street West/Wellington Street West	Wellington Street West
Queen Street West/William Street	William Street
Ronnie's Way/Doug's Crescent	Doug's Crescent
Ronnie's Way/Sarah Road	Sarah Road
Schmidt Drive/Carrol Street	Carrol Street
Schmidt Drive/Eastview Drive (west side)	Eastview Drive (north of)
Schmidt Drive/Eastview Drive (west side)	Eastview Drive (south of)
Sideroad 13/Line 6	Sideroad 13 North side
Sideroad 13/Line 6	Sideroad 13 South side
Sideroad 13/Line 8	Line 8

Column 1 (continued) AT THE INTERSECTION OF	Column 2 (continued) ERECTED AT
Sideroad 17/Eighteenth Line	Eighteenth Line
Sideroad 3 East/Concession 8	Concession 8
Sideroad 3 West/Concession 11	Concession 11
Sideroad 3 West/Sally Street	Sally Street
Sideroad 5 West/McDonald Road	McDonald Road
Sideroad 7 East/Concession 2	Concession 2
Sideroad 7 East/Concession 4	Concession 4
Sideroad 7 West/Concession 7	Concession 7
Sideroad 7 West/Concession 9	Concession 9
Sideroad 7 West/Parker Drive	Parker Drive
Sideroad 8 West/Concession 6	Concession 6
Sideroad 9 East/Concession 2	Concession 2
Smith Street /Preston Street North	Preston Street North
Smith Street/Preston Street South	Preston Street South
Smith Street/Clarke Street	Clarke Street
Smith Street/Conestoga Street North	Conestoga Street North
Smith Street/Conestoga Street South	Conestoga Street South
Smith Street/Wells Street East	Wells Street East
Smith Street/Wells Street West	Wells Street West
Tucker Street/Adelaide Street	Adelaide Street
Tucker Street/Isabella Street West	Isabella Street West
Tucker Street/Walton Street	Walton Street
Waterloo Street/Arthur Street	Arthur Street (north of)
Waterloo Street/Arthur Street	Arthur Street (south of)
Waterloo Street/James Street	James Street (north of)
Waterloo Street/James Street	James Street (south of)
Waterloo Street/William Street	William Street (north of)
Waterloo Street/William Street	William Street (south of)
Waterloo Street/Homewood Avenue	Homewood Avenue
Wellington Street East/Church Street North	Church Street North
Wellington Street East/Newfoundland Street	Newfoundland Street
Wellington Street West/Colcleugh Avenue	Colcleugh Avenue
Wellington Street West/Normanby Street North	Normanby Street North
Wellington Street West/Normanby Street South	Normanby Street South
Wells Street East/Domville Street	Domville Street

Column 1 (continued) AT THE INTERSECTION OF	Column 2 (continued) ERECTED AT
Wood Street/Maple Street	Maple Street
York Street/Peel Street	Peel Street (north of)
York Street/Peel Street	Peel Street (south of)

SCHEDULE "B"
YIELD SIGNS

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SCHEDULE "C"
ALL-WAY STOP SIGNS

AT THE INTERSECTION OF
Albert Street/Church Street South
Birmingham Street East/Egremont Street North
Birmingham Street East/Fergus Street North
Birmingham Street West/Elgin Street North
Domville Street/Preston Street
Domville Street/Conestoga Street North
Durham Street East/Church Street North
Durham Street East/Egremont Street North
Durham Street East/Fergus Street North
King Street East/Egremont Street South
King Street East/Newfoundland Street
King Street East/Fergus Street South
Tucker Street/Domville Street
Wellington Street East/Egremont Street
Wellington Street East/Fergus Street
Wellington Street West/Elgin Street North
Wellington Street East/London Road

SCHEDULE "D"
ONE-WAY TRAFFIC

This Schedule intentionally left blank

SCHEDULE "E"
REDUCED LOAD PERIODS

Every highway under the jurisdiction of the Township of Wellington North, except:

Main Street North
Main Street South
Queen Street East
Queen Street West
Smith Street
George Street

SCHEDULE "F"
RESTRICTING THE WEIGHT OF
VEHICLES PASSING OVER BRIDGES

STRUCTURE NO.	MTO SITE NO.	LOCATION	GROSS LOAD TONNES
9	35-17	Sideroad 3 East 0.3 km East of Concession 6 N	18
21	35-80	Sideroad 8 East 1.8 KM East of Highway 6	12
38	35-85	Sideroad 3 North of Line 6	26



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

CULTURAL MOMENT FOR DECEMBER 5TH CELEBRATES **SANTA CLAUS PARADES**

The Santa Claus Parade is not an original concept. According to the Merriam-Webster dictionary, the word 'parade' is used to refer to a 'pompous show' rather than a public procession.

Ancient cities often had special, elaborately constructed streets for their processions. The earliest reference to a parade is found in cave paintings dating back ten thousand years. These events consisted of prehistoric men triumphantly carrying the game they killed back to their camp.

The idea for the Santa Claus parade originated with Eaton's Company in Toronto as a promotion for their department stores. The first parade was held on December 2nd, 1905 with a single float. It became the largest Santa Claus parade by the 1950's and Eaton's ended its association with the parade in 1982. Today, it is funded by corporate sponsors.

Before Mount Forest began having a Santa Claus Parade, The Lions Club had Santa Comes To Town which began in 1939. Tickets were given to children to attend the movie theatre and at the end of the movie Santa would appear and the children received bags of candy. One year, Santa arrived by helicopter to the Fire Hall.



The Santa Claus Parades, in Mount Forest, were originally held on a Saturday afternoon beginning in 1975. In 1988 the parades started to be held on Friday evenings to promote more business involvement. This is believed to be the first night time parade in southwestern Ontario. There have been as many as 85 bands/floats. During Covid 2020 and 2021

a very successful 'Reverse Parade' was held to continue the uninterrupted reputation of bringing Santa To Town. In 2022 the plans are to hold a traditional night parade on the usual 1st Friday in December.



The evening parades in Arthur and Mount Forest have a magical feeling with the floats being lit up, and the stars overhead. While they offer businesses and organizations recognition with their decorated

floats, they also offer the residents, especially the children (young and old), some good old-fashioned fun and a beginning to the Christmas spirit.

Submitted by Penny Renken on behalf of the Wellington North Cultural Roundtable

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

BY-LAW NUMBER 131-22

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE
COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF
WELLINGTON NORTH AT ITS REGULAR MEETING HELD ON
DECEMBER 5, 2022**

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 December 5, 2022 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 DECEMBER, 2022.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK