


SEWAGE ALLOCATION POLICY

	DEPARTMENT: Operations	POLICY NUMBER: 012-19
	EFFECTIVE DATE: April 12, 2021	LEGISLATIVE AUTHORITY
	APPROVED BY: By-law 27/92 (Village Arthur); By-law 89-05 (Village Arthur); By-law 90-05 (Wellington North) repealed by By-law 119-19 By-law 119-19 amended by By-law 035-20 repealed by By-law 038-21 By-law 038-21	

PURPOSE

Sewage allocation is an important, necessary, component of the development process in that it allows the Township to control and authorize connections to its sanitary collection systems, which convey sewage to its wastewater treatment facilities. The raw sewage input into wastewater treatment facilities heavily regulated by the Ministry of the Environment. The discharge from wastewater treatment facilities is returned to the environment, minimizing our footprint on nature, and ensuring sustainability.

As the Township’s ability to treat wastewater is finite and valuable, it is important that Township Council and staff have an equitable, fair and transparent process to award sewage allocations, giving appropriate consideration to many important factors.

PREDECESSOR BY-LAWS

The Corporation of the Village of Arthur by-law number 27/92, a by-law to establish sewer allocation priorities in the Village of Arthur.

The Corporation of the Township of Wellington North by-law number 89-05, being a by-law to amend the Corporation of the Village of Arthur by-law number 27/92 which is a by-law to establish sewer allocation priorities in the geographic area of the former village of Arthur (Arthur).

The Corporation of the Township of Wellington North by-law number 90-05, being a by-law regulating the allocation of available sewage treatment capacity to allow development in the geographic area of the former Town of Mount Forest (Mount Forest).

The Corporation of the Township of Wellington North by-law number 119-19, being a by-law to adopt a sewage allocation policy for the Township of Wellington North and to repeal by-laws 27-1992 (Arthur Township) and 89-2005 and 90-2005.

The Corporation of the Township of Wellington North by-law number 035-20, being a by-law to amend By-law 119-19 being a by-law to adopt a Sewage Allocation Policy for the Township of Wellington North

DEFINITIONS

“Infill lot” means a development or building including an additional dwelling unit as defined in Zoning By-law 66-01, which will connect to existing municipal road, water, storm and sanitary infrastructure therefore making better use of this infrastructure. Furthermore an “infill lot” can be an existing lot or lot created by severance or part lot control exemption by-law.

“Sewage allocation” means sanitary sewer allotment for the purpose of this policy, typically specified as a “per unit” allotment.

SCOPE

Any development which meets all the following criteria shall require the allocation of sewage units pursuant to this policy:

- a. The development is proposed to be located within the serviced areas of the Township, as defined by the County Official Plan;
- b. The development is required or proposed to be serviced by means of connection to the Township’s sanitary collection systems;
- c. The development requires approval(s) under the Planning Act or Condominium Act other than a minor variance and/or removal of a Holding provision; and
- d. If the development consists of infill lots and the development requires more than twelve sanitary sewer allotments of capacity, as determined by the Township at their sole discretion.

PROCEDURE

1. Annual calculations will be undertaken by the Township in accordance with the Ministry of Environment Procedure: D-5-1: Calculating and Reporting Uncommitted Reserve Capacity at Sewage and Water Treatment Plants to determine the amount of sewage capacity available for each wastewater treatment facility and will be reported to Township Council. This calculation will determine if there remains any uncommitted sewage allocation for each wastewater treatment facility. Township Council reserves the right to retain any sewage allocations it deems necessary.
2. Requests for sewage allocation units will only be considered by Council once the development has achieved draft plan approval or site plan agreement or subdivision agreement or development agreement or similar approvals.
3. A proponent shall file a request, in writing, with the Township Development Clerk, for consideration by Council as set-out in the application attached Schedule A. The guideline is that applications should be submitted approximately one year prior to construction.
4. Each request will be evaluated by staff against the criteria outlined in this policy, the details of which will be presented to Council in the form of a staff report.
5. Council will consider all requests received, in a given year, at a meeting of Council before the end of April each year evaluating each project’s merit in light of the sewage allocation available.
6. Council will grant up to 15% of the uncommitted sewage allocations per year and the Building Department will be granted 20 units of the uncommitted sewage allocations, per system, per year for infill lots. Depending on infill lot activity the

Building Department could request additional allocations from Council by staff report.

7. Following Council's approval, the proponent(s) must execute a sewage allocation agreement with the Township within four months of Council's resolution date.
8. Following the execution of the sewage allocation agreement the project or project phase will be deemed to have received a "provisional" sewage allocation.
9. Subject to the terms of the sewage allocation agreement, sewage units of proponents who do not meet the terms of the agreement will be returned to the general pool of available uncommitted sewage allocations.
10. Each sewage allocation agreement shall be drafted on a case by case basis to the satisfaction of the staff and Council. Subject to any special considerations, a sewage allocation agreement shall deal with the following matters, at a minimum:
 - a. The number of sewage allocations provisionally allocated to the proposed development;
 - b. The period of time for which capacity has been provisionally allocated;
 - c. Provisions for the expiry of provisional allocation of capacity;
 - d. Provisions for the extension of provisional allocation of capacity;
 - e. Any payments or works required by the Township in respect of the provisional allocation of capacity; and
 - f. Any other matters, conditions or limitations that staff, Council or the Town's professional advisors deem necessary.
11. Subject to the provisions of any sewage allocation agreement, the transfer of capacity shall not be permitted without the written consent of the Township. This restriction shall apply equally to capacity that has been provisionally allocated as to capacity that has been allocated finally.
12. Land zoned Industrial, Commercial or Institutional (ICI) do not require sewage allocations in order to obtain a building permit unless the development is considered "wet" by the Township. In cases where "wet" ICI development is proposed the proponent's Engineer must provide an analysis of expected sewage flows to the satisfaction of the Township for the purpose of assessing the amount of needed sewage allocation. Furthermore, "wet" ICI development will only be permitted if the appropriate amount of sewage allocation is available for commitment.

PRIORITY CONSIDERATIONS

Staff will use the following to evaluate each application towards providing a score for Council's consideration. That said, final allocation remains at Township Council's sole discretion.

Consideration	Available Points	
Built Boundary (Arthur or Mount Forest)	No = 0	Yes = 2
Central Intensification Corridor	No = 0	Yes = 2
Ministry of Environmental Approvals (Environmental Compliance Approval)	No = 0	Yes or N/A = 5
Capital Contribution by Developer	No = 0	Yes = 5
Existing Sanitary Infrastructure		
Connects to Existing Sanitary Main	10	
Minor Extension (<25m) to Existing Sanitary Main	5	
Major Extension (>25m) to Existing Sanitary Main	3	
Purpose Built Rental Housing	No = 0	Yes = 5
Community Growth Plan (CGP)		
Non-Consistent	0	
Consistent with Some of CGP	3	
Consistent with Multiple Aspects of CGP	5	
Unit Density - Project Meets Official Plan Density Targets	No = 0	Yes = 3
Consistent with Municipal Servicing Standards and Servicing Master Plan	No = 0	Yes = 2
Construction Starts in Next 18-Months		
Unlikely	0	
Somewhat Likely	5	
Very Likely	10	
Developer Has Received Other Municipal Approvals		
Not Yet Applied	0	
Applied But Not Yet Approved	3	
Yes or N/A	5	

SCHEDULE A

APPLICATION FOR SEWAGE ALLOCATION

DATE			
APPLICANT			
ADDRESS			
PHONE		EMAIL ADDRESS	

DEVELOPER			
ADDRESS			
HOME PHONE		EMAIL ADDRESS	

PROJECT NAME			
ROLL #			
STREET			
LEGAL DESCRIPTION			
# OF ALLOCATIONS			
PROJECT DESCRIPTION			

APPLICATION FEE	
<p>The applicant submits with the application the fee in the amount of \$ _____, as per the current Fees and Charges Various Services By-Law. No assurance is given that the payment of the fee will result in approval. The application will be processed according to the policy of council. Payments can be made by e-transfer to accounting@wellington-north.com or by cheque made out to Township of Wellington North. Please include 'Sanitary Allocation Fee' as a reference.</p>	

Applications will only be processed by staff if the applicant can answer "YES" to the following statement:

Project has a draft plan of subdivision, site plan agreement, development agreement, subdivision agreement or similar approvals.

YES NO

Furthermore I / we wish Township Council to consider the following when evaluating this application:

- Project is located within the built boundary of Arthur or Mount Forest as described within the Township's Development Charges By-Law.
- Project is located within the central intensification corridor of Arthur or Mount Forest as described within the Township's Development Charges By-Law.
- Project has a Ministry of Environment Approvals (Environmental Compliance Certificate).
- Project will see a capital contribution for Municipal Infrastructure (roads, water, storm or sanitary).
- Project will utilize existing sanitary infrastructure.
- Project meets the unit density required by current planning policy.
- Project includes the building of purpose built rental.
- Project includes provisions that are consistent with the Township's Community Growth Plan:

Project design will be consistent with the Township's Municipal Servicing Standards and Servicing Master Plan(s).

Project will see construction commence within the next calendar year.

Proponent agrees that sewage allocations will be issued by Township Council, at their sole discretion, consistent with the process established by Policy 012-19. Furthermore, Township of Wellington North acknowledges that no policy can be completely exhaustive in dealing with all the factors regarding the servicing of any particular lot. In the event that there are factors that are not allowed for in this policy, as enunciated, application may be made to Council for consideration.

Development Clerk, Township of Wellington North, 7490 Sideroad 7 W, PO Box 125, Kenilworth, ON N0G 2E0 tpringle@wellington-north.com 519-848-3620 ext 4435.

Personal information collected by the Township of Wellington North under the authority of the Municipal Act is for the purpose of administrating the Township's sewage allocation distribution. Any questions can be directed to the Director of Legislative Services/Clerk at 519-848-3620 ext. 4227

SIGNATURE: _____ DATED: _____

PRINT NAME: _____