

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
SUPPLEMENTARY AGENDA OF REGULAR COUNCIL MEETING
DECEMBER 1, 2025 AT 2:00 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH
HYBRID MEETING - 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/86178085708>

Or join by phone:

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

Webinar ID: 861 7808 5708

ITEMS FOR CONSIDERATION

6. INFRASTRUCTURE

- c. Report INF2025-023, Forest View Estates Subdivision Stage 3 Preliminary Acceptance

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2025-023 being a report Forest View Estates Subdivision Stage 3 Preliminary Acceptance;

AND THAT Council receives the correspondence from Dustin Lyttle, Triton Engineering Services Limited, dated November 28, 2025, regarding Forest View Estates Subdivision (Arthur) Preliminary Acceptance Stage 3 Municipal Services;

AND FURTHER THAT Preliminary Acceptance be granted for Stage 3 Municipal Services works for Forest View Estates Subdivision with the guarantee and maintenance period commencing on June 19, 2023.



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-12-01

MEETING TYPE: Open

SUBMITTED BY: Tammy Stevenson, Manager of Infrastructure & Engineering

REPORT #: INF 2025-023

REPORT TITLE: Forest View Estates Subdivision Stage 3 Preliminary Acceptance

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2025-023 being a report Forest View Estates Subdivision Stage 3 Preliminary Acceptance;

AND THAT Council receives the correspondence from Dustin Lyttle, Triton Engineering Services Limited, dated November 28, 2025, regarding Forest View Estates Subdivision (Arthur) Preliminary Acceptance Stage 3 Municipal Services;

AND FURTHER THAT Preliminary Acceptance be granted for Stage 3 Municipal Services works for Forest View Estates Subdivision with the guarantee and maintenance period commencing on June 19, 2023.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

Resolution 2024-368 Forest View Estates Preliminary Acceptance for Stage 1 and 2 Municipal Services

By-law 045-21 RE: Sewage Allocation Agreement

By-law 091-2023 Amending Subdivision Agreement

By-law 084-2023 Subdivision Agreement

Draft Plan of Subdivision 23T-18007 Forest View Estates

BACKGROUND

The Forest View Estates Subdivision is located north of Domville Street and east of Preston Street N in Arthur. Construction of the works started in September 2023 under a Site Alteration Agreement dated June 30, 2022, followed by a Subdivision Agreement dated September 11, 2023.

By resolution of Council at the November 4, 2024, Council meeting, Preliminary Acceptance was granted for Stages 1 and 2 municipal infrastructure services for this development. A security reduction was also granted for Stage 1 and 2 works at the November 4, 2024, Council meeting.

The developer's engineer, S. Burnett and Associates Limited, is requesting Preliminary Acceptance for Stage 3 works as part of this subdivision development as shown Attachment 1.

ANALYSIS

Stage 3 works involve the completion of the electrical distribution system, street lighting, telecommunication utility and natural gas to service the new residential units.

Municipal consulting engineer, Triton Engineering Services Limited, has reviewed the supporting documentation and works completed to date. Triton recommends granting Preliminary Acceptance of Stage 3 works as shown in Attachment 2 with maintenance period commencing as of November 28, 2025.

CONSULTATION

Consultation with Township's CAO and CBO.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

Attachment 1 S. Burnett and Associates Limited letter dated November 28, 2025
Forest View Estates, Arthur, Preliminary Acceptance: Stage 3 Certification

Attachment 2 Triton Engineering Services Limited letter dated November 28, 2025
Forest View Estates Subdivision (Arthur) – Preliminary Acceptance Stage 3
Municipal Services

STRATEGIC PLAN 2024

☐ Shape and support sustainable growth

How:

- ☐ Deliver quality, efficient community services aligned with the Township's mandate and capacity

How:

- ☐ Enhance information sharing and participation in decision-making

How:

- ☒ N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer ☒

November 28, 2025

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

Attn: Tammy Stevenson
Manager of Infrastructure and Engineering

Re: Forest View Estates, Arthur
Preliminary Acceptance: Stage 3 Certification
SBA File No: D13001

Dear Tammy,

On behalf of 940749 Ontario Limited and in accordance with Section 4.2 of the Subdivision Agreement, we are formally writing to request preliminary acceptance for Stage (3) from the Township of Wellington North for the Forest View Estates Subdivision (File No. 23T-18007).

S. Burnett & Associates Limited can confirm that all work completed to date has been under the full-time supervision of the developer's engineer and is in general conformance to the approved plans and Township of Wellington North municipal servicing standards and Wellington North Power standards. These works include:

- Stage (3) – Services involved in the completion of the electrical distribution system, service connection to the edge of the street allowance for each proposed utility and street lighting.

We trust you will find this acceptable and request that the Township issue a Certificate of Preliminary Acceptance for Stage (3). Our request for a reduction in securities currently being held by the Township will be submitted separately.

Should you have any questions or require further information, please do not hesitate to contact myself.

Regards,



Blake Aram, P. Eng.
Civil Engineer

S. Burnett & Associates Limited

cc: Dustin Lyttle, Triton Engineering Services Ltd.
James Coffey, 940749 Ontario Ltd.
Hilary Wilkinson, Township of Wellington North
Darren Jones, Township of Wellington North
Stephen Burnett, S. Burnett & Associates Limited

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105 Queen Street West, Unit 14
Fergus
Ontario N1M 1S6
Tel: (519) 843-3920
Fax: (519) 843-1943
Email: info@tritoneng.on.ca

ORANGEVILLE • FERGUS • HARRISTON

November 28, 2025

Township of Wellington North
7490 Sideroad 7
Kenilworth, Ontario
N0G 2E0

Attention: Tammy Stevenson, C.E.T
Manager of Infrastructure and Engineering

RE: Township of Wellington North
Forest View Estates Subdivision (Arthur)
Preliminary Acceptance
Stage 3 Municipal Services
Our File: A5524A

Dear Ms. Stevenson:

Further to a request from the Developer's consultant, S. Burnett & Associates Limited (Burnett), dated November 28, 2025 (attached) regarding Preliminary Acceptance of Stage 3 Municipal Services (i.e. electrical distribution, street lighting) for the Forest View Estates Subdivision, we wish to advise as follows:

- Wellington North Power has provided their release letter along with the associated ESA certification. A follow-up inspection will be carried out in Spring 2026 to evaluate Stage 3 works and to review any outstanding Stage 1 & 2 deficiencies.
- Minor deficiencies related to Stage 1 & 2 Works remain; however, these are currently being rectified or are to be monitored and do not impact the preliminary acceptance of Stage 3 construction.
- The Developer's consultant has provided written certification that all services have been constructed and installed in accordance with the approved plans and specifications in their November 28, 2025 letter (attached).

Based on the preceding, we recommend that Preliminary Acceptance be granted for Stage 3 Municipal Services for the Forest View Estates Subdivision. Also, the guarantee and maintenance period commence as of November 28, 2025.

At this time, a request for reduction in current securities held by the municipality has not been made and therefore no reduction is recommended.

We trust that this information is satisfactory and should you have any questions please contact the undersigned.



Respectfully,

TRITON ENGINEERING SERVICES LIMITED



Dustin Lyttle, P. Eng.

Encl.

cc: James Coffey, 940749 Ontario Ltd.
Blake Aram, S. Burnett & Associates Limited
Tammy Stevenson, Township of Wellington North

November 28, 2025

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

Attn: Tammy Stevenson
Manager of Infrastructure and Engineering

Re: Forest View Estates, Arthur
Preliminary Acceptance: Stage 3 Certification
SBA File No: D13001

Dear Tammy,

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S. Burnett & Associates Limited can confirm that all work completed to date has been under the full-time supervision of the developer's engineer and is in general conformance to the approved plans and Township of Wellington North municipal servicing standards and Wellington North Power standards. These works include:

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Should you have any questions or require further information, please do not hesitate to contact myself.

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Blake Aram, P. Eng.
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cc: Dustin Lyttle, Triton Engineering Services Ltd.
James Coffey, 940749 Ontario Ltd.
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