

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
AGENDA OF REGULAR COUNCIL MEETING – NOVEMBER 20, 2023 AT 7:00 P.M.
CLOSED SESSION PRIOR TO OPEN SESSION AT 6:00 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/88599349472>

Or join by phone:

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

Webinar ID: 885 9934 9472

**PAGE
NUMBER**

CALLING TO ORDER

ADOPTION OF THE AGENDA

Recommendation:

THAT the Agenda for the November 20, 2023 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:

- (a) the security of the property of the municipality or local board;
- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;

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:

- (a) the security of the property of the municipality or local board;
- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;

1. REPORTS

- EDO 2023-023 Wellington North Growth Management Update
- EDO 2023-024 244 Isabella Street Update
- CBO 2023-014 Facility Review

2. REVIEW OF CLOSED SESSION MINUTES

- November 6, 2023

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 EDO 2023-023 Wellington North Growth Management Update;

AND FURTHER THAT Council approve the confidential direction to staff.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2023-024 244 Isabella Street Update;

AND FURTHER THAT Council approve the confidential direction to staff.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2023-014 Facility Review;

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 6, 2023 Council Meeting.

O'CANADA

COUNTY COUNCIL UPDATE

Stephen O'Neill, Ward 4 County Councillor

PRESENTATIONS

- a. Report TR 2023-010 2024 Operating and Capital Budget 001

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report TR2023-010 2024 operating and capital budget for information.

AND THAT Council prepare to discuss and provide direction regarding the proposed budget at the special budget council meeting on November 29th, 2023.

RECESS TO MOVE INTO MEETINGS UNDER THE PLANNING ACT

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North recess the November 20, 2023 Regular Meeting of Council at : p.m. for the purpose of holding meetings under the Planning Act.

COMMITTEE OF ADJUSTMENT

- A18/23 5053745 Ontario Inc. (177 Jack's Way)
- A19/23 5053745 Ontario Inc. (181 Jack's Way)

RESUME REGULAR MEETING OF COUNCIL

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North resume the November 20, 2023 Regular Meeting of Council at : p.m.

DEPUTATIONS

- | | |
|--|-----|
| 1. Daphne Rappard and members of the Green Team | 039 |
| • Proposed Reconstruction on John Street and Fergus Street North, Mount Forest | |
| 2. Victoria McHugh, Citizens Advocating for Rural Roads | 041 |
| • Condition of the 4 th Conc N road surface and traffic control | |

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

- | | |
|---|-----|
| 1. Regular Meeting of Council, November 6, 2023 | 043 |
| 2. Public Meeting, November 6, 2023 | 055 |

Recommendation:

THAT the minutes of the Regular Meeting of Council and the Public Meeting held on November 6, 2023 be adopted as circulated.

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

ITEMS FOR CONSIDERATION

- | | |
|--|-----|
| 1. MINUTES | |
| a. Arthur Chamber of Commerce | |
| • Directors Meeting, October 11, 2023 | 064 |
| • Annual General Meeting, October 18, 2023 | 067 |

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Arthur Chamber of Commerce minutes of the Directors Meeting held on October 11, 2023 and the Annual General Meeting held on October 18, 2023.

- b. Safe Communities Wellington County Leadership Table, September 20, 2023 068

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 20, 2023.

2. PLANNING

- a. Planning Report prepared by Curtis Marshall, Manager of Development Planning, dated November 13, 2023, regarding Recommendation Report 440 Wellington St. E., Mount Forest, OP-2023-01 & ZBA10/23, Proposed Stacked Townhouse Development 073

i. Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Planning Report prepared by Curtis Marshall, Manager of Development Planning, dated November 13, 2023, regarding Recommendation Report 440 Wellington St. E., Mount Forest, OP-2023-01 & ZBA10/23, Proposed Stacked Townhouse Development.

ii. Recommendation:

THAT the Council of the Corporation of the Township of Wellington North supports the proposed official plan amendment and the Township Clerk notify the County of Wellington of this position;

AND FURTHER THAT Council supports the proposed zoning by-law amendment and the final amending by-law be brought to Council for approval once the County of Wellington has rendered a decision on the Official Plan amendment.

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

- b. Planning Report prepared by Jessica Rahim, Senior Planner, County of Wellington, dated November 15th, 2023, regarding Marlanna Homes Inc., 504-522 Newfoundland Street, Township of Wellington North (Mount Forest), Part Lot Control Exemption Application (ZBA21/23) 088

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Planning Report prepared by Jessica Rahim, Senior Planner, County of Wellington, dated November 15th, 2023, regarding Marlanna Homes Inc., 504-522 Newfoundland Street, Township of Wellington North (Mount Forest), Part Lot Control Exemption Application (ZBA21/23).

- c. Planning Report prepared by Jamie Barnes, Junior Planner, and Jessica Rahim, Senior Planner, County of Wellington, dated November 15, 2023, regarding 204 Gordon St., Arthur, Removal of Holding (H) Provision (Seawaves Homes Ltd.) 091

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Planning Report prepared by Jamie Barnes, Junior Planner, and Jessica Rahim, Senior Planner, County of Wellington, dated November 15, 2023, regarding 204 Gordon St., Arthur, Removal of Holding (H) Provision (Seawaves Homes Ltd.)

- d. Report DC 2023-031, Crombie Property Holdings Limited, Amending Site Plan Agreement, 29 – 515 Main Street North, Mount Forest 096

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report DC 2023-031 regarding the Final Approval of the Crombie Property Holdings Limited Amending Site Plan Control Agreement.

- e. Report DC 2023-032, Consent Application B82-23 Joseph Robert 103

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2023-032 being a report on Consent Application (Severance) B82-23 known as Part Lot 6, n/s Durham St. & w/s Main St., Plan Town of Mount Forest.

AND FURTHER THAT the Council of the Township of Wellington North support consent application B82-23 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 confirms location of the existing water service and sanitary sewer service on private property for 365 Durham Street W to ensure it is entirely within the retained lands;
- THAT the Owner submits a servicing plan prepared by a Professional Engineer of Ontario for Township of Wellington North review and approval;
- THAT the Owner provides a CCTV of the existing sanitary sewer service for 365 Durham Street West from Property Line out to sanitary sewer main on Durham Street. Township staff will review

existing service material and condition for approval of reuse. If it is determined that the sanitary sewer service is not suitable for reuse, at the Owner's cost, a new sanitary sewer service will be installed within the municipal right-of-way;

- THAT upon the Township of Wellington North approval of the Servicing Plan and at the Owner's expense, the Owner will arrange through Environmental Services Department to have the servicing and restoration work installed by an approved contractor;

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.

3. FINANCE

- a. Vendor Cheque Register Report, November 14, 2023 108

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated November 14, 2023.

- b. Report TR 2023-011 2023 Audit Plan Communication 111

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report TR2023-011 RLB LLP 2023 Audit Plan Communication.

4. OPERATIONS

- a. Report OPS 2023-041, Fall Traffic Counts 127

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2023-041 being a report on 2023 Fall Traffic Counts.

- b. Report OPS 2023-042, Concession Road 4 North 135

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2023-042 being a report on Concession Road 4 North;

AND THAT Council direct staff to continue to monitor traffic by completing additional traffic counts in 2024 and future years and present results in a future staff report.

5. COUNCIL

- a. Grand River Conservation Authority 163
 - Correspondence from Karen Armstrong, Deputy CAO and Secretary-Treasurer, dated November 2, 2023, regarding 2024 Grand River Conservation Authority Draft Budget for Consultation

- Report number: GM-10-23-80 regarding Budget 2024 – Draft #1 164
- Report number: GM-10-23-81 regarding Budget 2024 – Draft #1 195
– Municipal Apportionment

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Grand River Conservation Authority Correspondence from Karen Armstrong, Deputy CAO and Secretary-Treasurer, dated November 2, 2023, regarding 2024 Grand River Conservation Authority Draft Budget for Consultation, Report number: GM-10-23-80 regarding Budget 2024 – Draft #1, and Report number: GM-10-23-81 regarding Budget 2024 – Draft #1 – Municipal Apportionment.

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 November 20, 2023 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):

- Wellington North Cultural Roundtable
- Upper Grand Trailway Wellington Sub Committee
- Mount Forest Aquatic Ad Hoc Advisory Committee

Councillor Burke (Ward 2):

- Mount Forest Business Improvement Area
- North Wellington Health Care Corporation Louise Marshall Hospital Board of Directors
- Mount Forest Aquatic Ad Hoc Advisory Committee
- Mount Forest Fireworks Festival Committee
- Lynes Blacksmith Shop Committee

Councillor Hern (Ward 3):

- Mount Forest & District Chamber of Commerce
- Arthur & District Chamber of Commerce
- Arthur Business Improvement Area
- Grand River Conservation Authority

Councillor McCabe (Ward 4):

- Wellington County Farm Safety Committee
- Saugeen Valley Conservation Authority
- Wellington North Health Professional Recruitment Committee
- Upper Grand Trailway Wellington Sub Committee
- ROMA Zone 2 Chair

Mayor Lennox:

- Committee of Adjustment
- Wellington North Power
Ex Officio on all committees

BY-LAWS

- a. By-law Number 089-2023 being a Provisional Drain By-law for the construction of the George Kirkness (Asbridge) Drainage Works 197

Recommendation:

THAT By-law Number 089-2023 be read a Third time and enacted.

- b. By-law Number 105-2023 being a by-law to establish the fees and charges for water and sewer services provided by the municipality and to repeal By-law 138-2022 278
- c. By-law Number 106-2023 being a Procedure By-law for governing the calling, place and proceedings of meetings of Council, Committees and Local Boards and to repeal By-law No. 111-2021 283
- d. By-law Number 107-2023 being a by-law to establish 2025 fees and charges for recreation services provided the municipality and to repeal By-law 129-2022 effective January 1, 2025 302
- e. By-law Number 108-2023 being a by-law to exempt lands from Part Lot Control, Marlana Homes Inc. 306
- f. By-law Number 109-2023 being a by-law to amend Zoning By-law Number 66-01 being the Zoning By-law for the Township of Wellington North (2574574 Ontario Inc. Brad Wilson) 308

Recommendation:

THAT By-law Number 105-2023, 106-2023, 107-2023, 108-2023 and 109-2023 be read a First, Second and Third time and enacted.

CULTURAL MOMENT

- Celebrating Curling 311

CONFIRMING BY-LAW

312

Recommendation:
THAT By-law Number 110-23 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 20, 2023 be read a First, Second and Third time and enacted.

ADJOURNMENT

Recommendation:
THAT the Regular Council meeting of November 20, 2023 be adjourned at ___ p.m.

MEETINGS, NOTICES, ANNOUNCEMENTS		
Special Council Meeting, Budget	Wednesday, November 29, 2023	2:00 p.m.
Regular Council Meeting	Monday, December 11, 2023	2:00 p.m.



Staff Report

To: Mayor and Members of Council
Meeting of November 20, 2023

From: Jerry Idialu, Director of Finance/Treasurer

Subject: Report TR 2023-010 2024 Operating and Capital Budget

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report TR2023-010 2024 operating and capital budget for information.

AND THAT Council prepare to discuss and provide direction regarding the proposed budget at the special budget council meeting on November 29th, 2023.

PREVIOUS PERTINENT REPORTS / BY-LAWS / RESOLUTIONS

N/A

BACKGROUND

This report outlines the 2024 Operating and Capital Budget for the Council's consideration and direction. Prepared with the current economic environment and the township's strategic priorities in mind, the proposed budget seeks to balance the need for continued investment in critical infrastructure and services with current financial realities.

The budget proposes a 5.87% increase in the tax levy, resulting in a total levy requirement of \$9,730,133, an increase of 7.97%. This is partially offset by an organic growth rate of 2.10%. For a typical residential single-family dwelling with a property assessment of \$271,636 as of January 1, 2016, the township portion of the property tax is estimated to increase by \$78.46. The total capital program for 2024 amounts to \$23,169,885, with \$13.5 million allocated to the Arthur Wastewater Treatment Plant - Phase 2 Upgrade. Excluding this upgrade, the capital program for 2024 stands at \$9,669,885, consistent with previous years.

It is critical to note that the Arthur Wastewater Treatment Plant - Phase 2 Upgrade is primarily funded through user fees and does not impact the general tax levy. A detailed funding strategy for this project will be presented to the Council in a separate session.

FINANCIAL CONSIDERATIONS

The 2024 Operating and Capital Budget necessitates a tax levy increase to support the operating budget, addressing inflation and the need to maintain and enhance township services. Township staff have employed a diversified funding strategy to the 2024 Capital Program, minimizing the tax levy impact, with a detailed plan for the Arthur Wastewater Treatment Plant project to be discussed in a later council meeting. Reserve contributions have increased by \$459,530 from the previous year, totalling \$1,452,788.

ATTACHMENTS

2024 Operating and Capital Budget Presentation

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:	Jerry Idialu, Director of Finance/Treasurer	<i>Jerry Idialu</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>



2024 BUDGET OVERVIEW

November 20, 2023

2024 Budget Process

- The aim of the annual budget is to focus and deliver on the values of Council for the Township of Wellington North
- Budget templates sent to department heads September 11, 2023
- Treasurer meetings with Department Heads during September, October, and November as required
- First budget meeting with Council and staff held on November 20th with additional meetings scheduled for November 29th, December 11th, and January 15th, 2024.
- Budget process outcome
 - tax levy decision
 - capital projects decision



2024 Budget Guidelines

- Operating Budget 2024 assumes the status quo for service level, meaning the township will continue to provide the same level of service it budgeted the previous year (2023) unless otherwise proposed and documented.
- Corporate wide cost pressures:
 - Wages/Salary: budgeted increases (varies by department)
 - Health Benefits: Increase of 9.2% (Mosey & Mosey Guidance)
 - Municipal Insurance renewal – 9% increase (Coburn Guidance)
 - Utilities: Hydro increase of 2% (WNP Guidance)
 - Construction Price Index (Inflation, Q2 2023) – 8.1%



2024 Budget Impact Items

- All conservation authority has submitted their budgets

Conservation Authority	2022 Budget	2023 Budget	2024 Budget	Diff - \$	Diff - %
Saugeen Valley Conservation Authority	73,997	81,626	108,777	27,151	33.3%
Grand River Conservation Authority	55,274	57,083	58,619	1,536	2.7%
Maitland Valley Conservation	48,615	51,124	55,429	4,305	8.4%
	177,886	189,833	222,825	32,992	17.4%



Growth Vs. Reassessment

- Growth is defined as new assessment – it has no impact on the current taxpayer
- During 2023, Wellington North has realized an estimated real assessment growth of 2.10% (2022 – 2.26%, 2021 – 1.48%, 2020 – 1.52%, 2019 – 1.53%)
- Property assessment for tax years will remain unchanged. The government has prioritized stability for property taxpayers and municipalities. The valuation of 2016 (January 1, 2016) will remain in effect per the Fall Economic Statement





2024 OPERATING BUDGET

Operating Budget Summary Analysis by Segment

2024 Budget Summary

FIR Category	2022 Budget	2023 Budget	2024 Budget	% Change	Change \$
General Government					
General Government	-1,636,950	-1,741,900	-2,058,400	18.2%	-316,500
Other Revenues-Supps/Omitts/Writeoffs	-167,116	-216,770	-281,789	30.0%	-65,019
Council	276,276	289,923	296,538	2.3%	6,615
Administration	1,046,164	1,377,798	1,563,887	13.5%	186,089
Property	4,491	-7,786	-6,592	-15.3%	1,194
Subtotal - General Government	-477,134	-298,735	-486,356	62.8%	-187,621



Operating Budget Summary Analysis by Segment (Continued)

2024 Budget Summary

FIR Category	2022 Budget	2023 Budget	2024 Budget	% Change	Change \$
Protection Services					
Fire	965,085	1,015,643	1,110,880	9.4%	95,237
Police/Crossing Guard	51,332	48,718	58,038	19.1%	9,320
Conservation Authority	177,886	189,833	222,825	17.4%	32,992
Protective Inspection & Control					
Animal Control	7,719	7,948	18,050	127.1%	10,102
By-Law Enforcement	64,497	61,503	66,610	8.3%	5,107
Subtotal - Protection Services	1,266,519	1,323,645	1,476,403	11.5%	152,758



Operating Budget Summary Analysis by Segment (Continued)

2024 Budget Summary

FIR Category	2022 Budget	2023 Budget	2024 Budget	% Change	Change \$
Transportation Services					
Roads	4,606,832	4,838,608	5,307,896	9.7%	469,288
Streetlights					
Rural Water	7,908	7,400	5,783	-21.9%	-1,617
Subtotal - Transportation Services	4,614,740	4,846,008	5,313,679	9.7%	467,671



Operating Budget Summary Analysis by Segment (Continued)

2024 Budget Summary

FIR Category	2022 Budget	2023 Budget	2024 Budget	% Change	Change \$
Health Services					
Hospital	0	0	0	0.0%	0
Cemetery	99,880	105,524	144,160	36.6%	38,636
Subtotal - Health Services	99,880	105,524	144,160	36.6%	38,636
Recreation and Cultural Services					
Parks & Recreation	2,073,590	2,487,209	2,452,944	-1.4%	-34,265
Community & Economic Development	395,527	458,975	702,352	53.0%	243,377
Subtotal - Recreation and Cultural Services	2,469,117	2,946,184	3,155,296	7.1%	209,112



Operating Budget Summary Analysis by Segment (Continued)

2024 Budget Summary

FIR Category	2022 Budget	2023 Budget	2024 Budget	% Change	Change \$
Planning and Development					
Planning	67,065	43,842	82,702	88.6%	38,860
Commercial & Industrial					
Tile Drains					
Municipal Drains	45,500	45,500	44,250	-2.7%	-1,250
Subtotal - Planning and Development	112,565	89,342	126,952	42.1%	37,610



2024 Operating Budget Summary Analysis by Segment

Service Area	2022 Budget	2023 Budget	2024 Budget	% Change	Change \$
General Government	-477,134	-298,735	-486,356	62.81%	-187,621
Protection Services	1,266,519	1,323,645	1,476,403	11.54%	152,758
Transportation Services	4,614,740	4,846,008	5,313,679	9.65%	467,671
Health Services	99,880	105,524	144,160	36.61%	38,636
Recreation and Cultural Services	2,224,884	2,946,184	3,155,296	7.10%	209,112
Planning and Development	356,798	89,342	126,952	42.10%	37,610
Environmental Services				#DIV/0!	
Total Levy Requirement	8,085,687	9,011,968	9,730,133	7.97%	718,165



2024 Operating Budget Summary Analysis by Segment

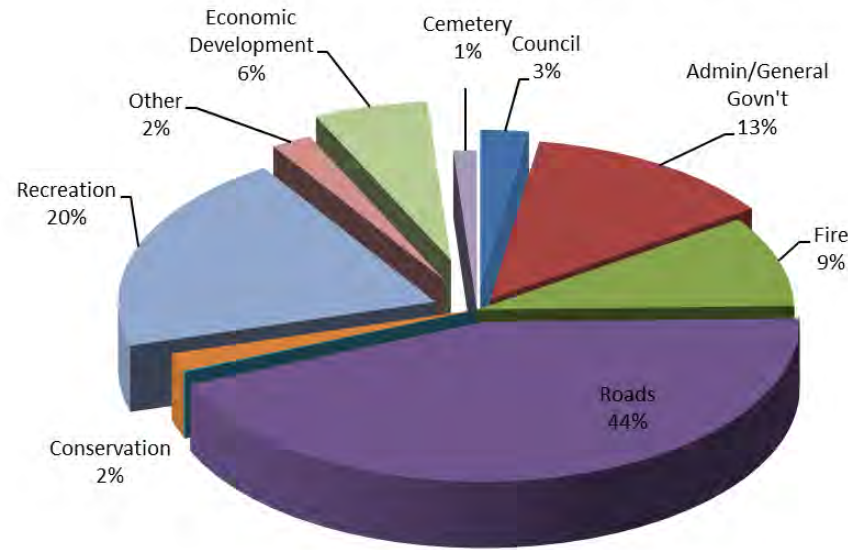
Tax Levy Transfers	2022 Budget	2023 Budget	2024 Budget	% Change	Change \$
To Capital	2,022,165	2,081,943	2,672,857	28.38%	590,914
To Reserves	619,336	1,036,717	725,150	-30.05%	-311,567
To Reserve Funds	5,000	5,000	5,000	0.00%	
New transfers	2,646,501	3,123,660	3,403,007	8.94%	279,347



Draft Budget Modeling – 2024 Tax Implication – Base Case

	<u>2022</u>	<u>2023</u>	<u>2024 (Draft)</u>	<u>YoY Increase (%)</u>
Operating Budget	5,481,686	6,086,011	6,327,126	3.96%
Policy Mandated Transfer to Reserve funds	115,700	115,700	80,700	-30.25%
Net Transfers	466,136	728,313	649,450	-10.83%
Contributions to Capital	2,022,165	2,081,943	2,672,857	28.38%
Total Budgeted Tax Levy	8,085,687	9,011,967	9,730,133	7.97%
			Organic Growth	2.10%
			Impact to Existing Taxpayer	5.87%

2024 Where Budget Dollars Go



Reserves / Reserve Funds – Net Transfers (Preliminary)

Net Reserve & Reserve Fund Transfers

2023				
	<u>From</u>	<u>To</u>	<u>Net</u>	<u>2022 vs 2023</u>
Council		120,700	120,700	0
Admin	98,233	52,000	(46,233)	(55,733)
Property		16,000	16,000	0
Fire		210,600	210,600	0
CBO		102,935	102,935	67,381
Roads		79,482	79,482	0
Streetlights		5,000	5,000	0
Rec	99,471	450,000	350,529	250,529
Planning		0	0	0
Cemetery		5,000	5,000	0
WNP Holding		0	0	0
Taxation Total	197,704	1,041,717	844,013	262,177
Sewer	685,447	427,204	(258,243)	(81,334)
Water	-	407,488	407,488	217,767
User Fee Total	685,447	834,692	149,245	136,433
Grand Total	883,151	1,876,409	993,258	398,610

2024				
	<u>From</u>	<u>To</u>	<u>Net</u>	<u>2023 vs 2024</u>
Council		85,700	85,700	(35,000)
Admin		52,000	52,000	98,233
Property		16,000	16,000	0
Fire		220,000	220,000	9,400
CBO		144,358	144,358	41,423
Roads		79,482	79,482	0
Streetlights		5,000	5,000	0
Rec		122,610	122,610	(227,919)
Planning		0	0	0
Cemetery		5,000	5,000	0
WNP Holding		0	0	0
Taxation Total	-	730,150	730,150	(113,863)
Sewer	676,097	977,561	301,464	559,707
Water	-	421,174	421,174	13,686
User Fee Total	676,097	1,398,735	722,638	573,393
Grand Total	676,097	2,128,886	1,452,788	459,530



Draft Budget Modeling – 2024 Tax Implication – Base Case

	<u>2024</u>
AMOUNT TO BE RAISED	\$ 9,730,133
Tax Rate = amount to be raised/weighted assessment =	0.00545397

COMPARISON OF TAXES

	<u>2024</u>	<u>2023</u>
Residential Assessment	\$ 271,636.00	\$ 271,636.00
Tax Rate	0.00545397	0.00516512
Taxes	\$1,481.50	\$1,403.03
Increase over 2023		\$78.46





2024 CAPITAL BUDGET

MMAH Report on Debt and Asset Consumption

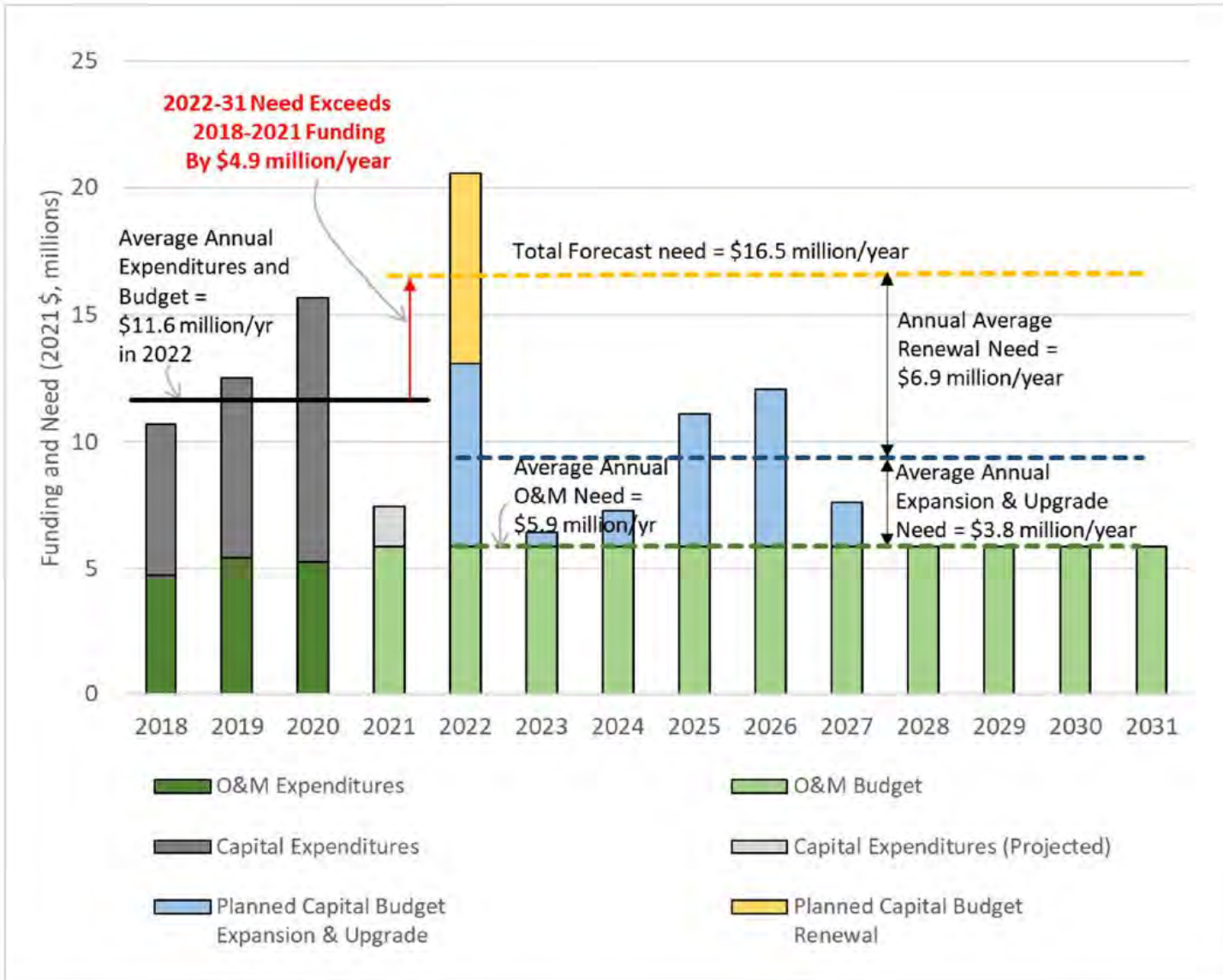
Indicator	Ranges	Actuals	South - LT - Counties - Rural		Level of Risk
			Median	Average	

FLEXIBILITY INDICATORS

Indicator	Ranges	2017	2018	2019	2020	2021	Level of Risk
Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	Low: < 5% Mod: 5% to 10% High: >10%	8.2%	8.4%	6.5%	8.0%	1.7%	MODERATE
		2.7%	2.5%	2.6%	2.3%	2.2%	MODERATE
		3.3%	3.1%	3.1%	3.2%	3.0%	MODERATE
							LOW
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	Low: < 50% Mod: 50% to 75% High: > 75%	54.2%	54.4%	55.5%	55.8%	54.5%	MODERATE
		43.8%	43.7%	43.9%	44.8%	45.2%	MODERATE
		45.5%	46.0%	46.2%	46.5%	46.9%	MODERATE
							MODERATE
							MODERATE



Infrastructure Gap – Asset Management Plan



Capital Program – 10 Year Capital Forecast

Renewal and Maintenance Projects	Total
Full Road Reconstruction	\$ 59,668,506
Sidewalk /Pedestrian Safety Investment	\$ 2,983,425
Equipment Investment	\$ 11,933,701
Recreation Investment	\$ 22,375,690
Pavement Rehabilitation	\$ 14,917,127
Bridge Rehabilitation	\$ 11,187,845
Subtotal	\$ 123,066,294
Major Capital Projects	
Arthur Water Tower	\$ 5,953,500
Arthur Water Supply	\$ 5,103,000
Mount Forest Water Tower	\$ 6,563,734
Mount Forest Wastewater Plant Upgrade	\$ 7,598,342
Arthur Wastewater Plant Upgrade	\$ 13,500,000
Arthur Operations Centre	\$ 5,670,000
Mount Forest Operations Centre	\$ 7,236,516
Mount Forest Fire Hall	\$ 8,930,250
Kenilworth Town Hall	\$ 3,281,867
Mount Forest Outdoor Pool and Aquatics Centre	\$ 6,310,710
Arthur and Area Community Centre	\$ 5,670,000
Mount Forest & District Sports Complex	\$ 3,799,171
Subtotal - Major Capital Projects	\$ 79,617,091
Total Capital Project Cost	\$ 202,683,384



Capital Program – 10 Year Capital Forecast

Funding Options	Total
OCIF	\$ 22,000,000
Gas Tax	\$ 4,400,000
Operating budget contribution - tax base	\$ 25,300,000
Operating budget contribution - user base	\$ 14,520,000
Development Charges	\$ 7,200,000
Reserve use	\$ 17,600,000
Senior govt conditional grant	
Total funding available - estimate	\$ 91,020,000
Funding Surplus (deficit)	-111,663,384.30



Draft Capital Program – 2024

General Government	2024 Ask
Accessible Work Station	20,000.00
Asset Management	70,000.00
IT Infrastructure & Security Enhancements	50,000.00
Kenilworth Office Parking Lot	220,000.00
MF West Grey employment lands	15,000.00
Mount Forest Archives – Stair/Handrail Repair	20,000.00
Municipal Drain	124,000.00
Organizational Review	25,000.00
Works Yards Upgrades	50,000.00
Generator Arthur Arena and Community Centre	160,000.00
Grand Total	754,000.00



Draft Capital Program – 2024

Building Department	2024 Ask
Equipment - Pick-up	70,000.00
Grand Total	70,000.00



Draft Capital Program – 2024

Protection Service	2024 Ask
Fill Station and Compressor	70,000.00
Rescue Equipment	60,000.00
Bunker Gear/PPE Purchases	30,000.00
Grand Total	160,000.00



Draft Capital Program – 2024

Transportation Services	2024 Ask
2024 Sidewalk Projects	170,000.00
Culvert – Sideroad 15	315,600.00
Culvert - Wells Street E	317,000.00
Culvert Replacement - 11-WG	165,000.00
Ditch Cleanout (Wells Street E to Preston Street N)	34,000.00
New Vehicle – Operations	50,000.00
Pickup Truck	70,000.00
Plow Truck	420,000.00
PXO – Main Street North and Durham Street	135,600.00
PXO – Smith Street and Conestoga Street	101,700.00
Reconstruction – Fergus Street North between Wellington and Birmingham Streets	1,355,000.00
Reconstruction - John Street Design only	75,000.00
Reconstruction – Smith Street between Wells and Conestoga Streets	1,091,820.00
Reconstruction Design Project – Conestoga Street North between 100m south of Walton Street and Domville Street	100,000.00
Roadside Mower	20,000.00
Rural Asphalt Resurfacing	1,344,700.00
Rural Road Rebuild - Sideroad 9E	60,000.00
Structure 2023 – Sideroad 10E	362,000.00
Structure 9 – Sideroad 3E	464,000.00
Tractor	300,000.00
Urban Paving	205,000.00
Reconstruction – Industrial Drive Extension to Urban Limits	260,300.00
Grand Total	7,416,720.00



Draft Capital Program – 2024

Environmental Services	2024 Ask
Groundwater Model – Phase 1	18,000.00
OWCA	266,115.00
South Water Street SPS - Design Only	22,500.00
Well 3 – Well Casing Liner	135,600.00
Total	442,215.00
Arthur Wastewater Treatment Plant – Phase 2 Upgrade	13,500,000.00
Grand Total	13,942,215.00



Draft Capital Program – 2024

Recreation Services	2024 Ask
Arthur Ice Resurfacer Replacement	115,000.00
Arthur Pool Upgrades	45,000.00
Mount Forest Old Arena (320 King St) Building Condition Assessment and Improvements	75,000.00
Mount Forest Outdoor Pool and Aquatics Centre	350,000.00
Mount Forest Pool Demolition	200,000.00
Mount Forest Trail Signage	5,000.00
Day Camp Table and Chairs	16,950.00
Grand Total	806,950.00



Draft Capital Program – 2024

Health Services	2024 Ask
Cemetery renovations	20,000.00
Grand Total	20,000.00

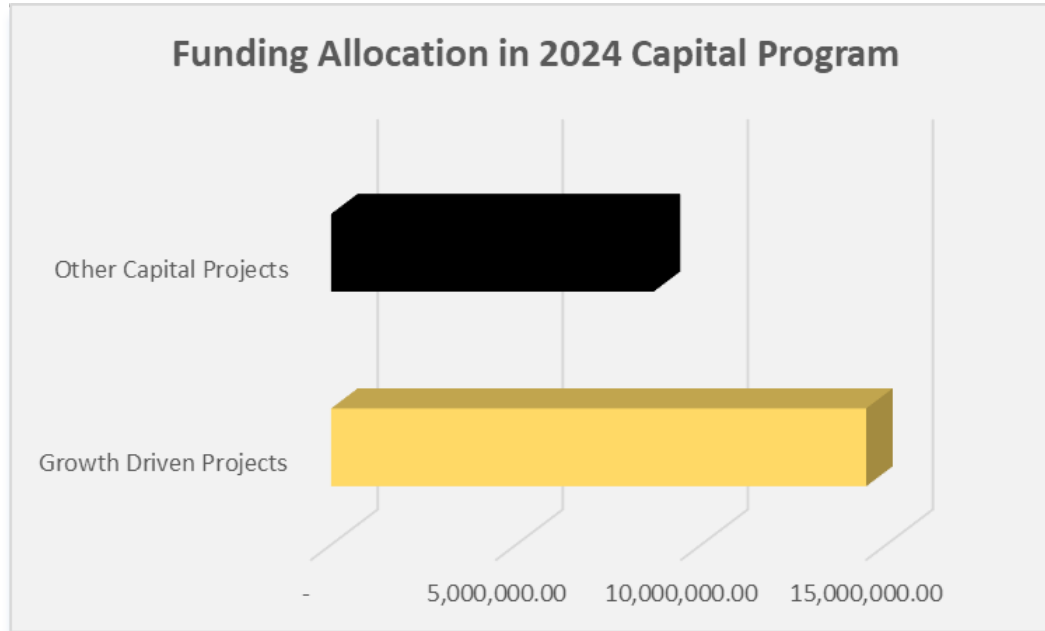


Draft Capital Program – 2024

Departments	2024 Ask
Building	70,000.00
Environmental Services	442,215.00
General Government	754,000.00
Health Services	20,000.00
Protection Service	160,000.00
Recreation Services	806,950.00
Transportation Services	7,416,720.00
Total	9,669,885.00
Arthur Wastewater Treatment Plant – Phase 2 Upgrade	13,500,000.00
Grand Total	23,169,885.00



Draft Capital Program – 2024



Draft Capital Program – 2024

Project Costs

Dept/Year	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Council Directed Projects	-	-	1,120,220	748,805	-	-
20in20 Initiatives	-	-	142,700	-	-	-
Development Projects	496,960	480,800	-	-	-	-
Roads & Drainage	6,310,498	4,566,300	5,050,983	4,428,871	5,062,400	6,556,720
Waterworks	1,075,722	1,011,100	1,871,775	707,916	1,038,000	419,715
Sanitary Sewers	10,162,287	861,200	620,500	744,932	-	22,500
Fleet	395,000	847,000	391,000	958,000	-	930,000
Parks & Recreation	583,346	1,361,897	1,154,271	944,234	1,420,000	806,950
Fire	48,000	99,200	258,700	138,000	504,500	160,000
Admin & Property	198,000	254,125	10,000	160,750	489,603	754,000
Cemetery	33,500	-	-	-	49,849	20,000
Total	19,303,313	9,481,622	10,620,148	8,831,508	8,564,352	9,669,885
Arthur Wastewater Treatment Plant – Phase 2 Upgrade	-	-	-	-	-	13,500,000
Grand Total	19,303,313	9,481,622	10,620,148	8,831,508	8,564,352	23,169,885



Draft Capital Program – 2024

Funding Model Source/Year	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Revenue (levy, fees, etc)	3,927,128	3,716,047	3,512,480	3,557,822	3,359,105	3,591,471
Grants	1,448,000	2,039,830	3,272,983	1,343,688	1,030,775	1,074,123
Dev't Charges & Reserves	10,707,097	1,818,845	2,390,781	2,233,600	1,735,301	1,637,852
Developer Contributions	344,660	344,655	334,905	21,500	120,000	22,500
External Debt	-	-	-	-	-	-
Gas Tax	726,000	566,000	200,000	655,000	340,000	1,364,768
Sustained OCIF	1,050,428	1,030,120	909,000	900,000	1,979,171	1,979,171
Unfunded Amounts	1,100,000	- 33,875	-	119,898	-	-
Total	19,303,313	9,481,622	10,620,148	8,831,508	8,564,352	9,669,885
Arthur Wastewater Treatment Plant – Phase 2 Upgrade	-	-	-	-	-	13,500,000
Grand Total	19,303,313	9,481,622	10,620,148	8,831,508	8,564,352	23,169,885



Draft Capital Program – 2024

- Initial Capital listing compiled for 2024 contained projects totalling \$28,111,185; however, staff deliberations had identified ~\$5M in projects that could be deferred. Items removed from consideration for 2024 are as follows:

Description of Capital Projects	Future - Ask
Dublin Street Watermain	125,000.00
Hutchison Playground Replacement	160,000.00
MF Dam Maintenance	35,000.00
PXO – Main Street South and King Street	254,250.00
PXO – Queen Street East and Fergus Street	96,050.00
Reconstruction – Fergus Street North between Birmingham and Durham Streets	2,236,000.00
Reconstruction – John Street between Waterloo and Queen Streets	1,835,000.00
Reconstruction Design Project – Durham Street East between Main and Fergus Streets	100,000.00
Structure Improvements	100,000.00
Grand Total	4,941,300.00



Reserves / Reserve Funds – Q3 2024 Balances

Description	2021 Year End Balance	2022 Year End Balance	2023 Nov 15. Balance	% Change	Change \$
Obligatory Reserve Funds - DC Reserve Funds	2,826,745	4,982,050	9,656,311	93.82%	4,674,260
Obligatory - (Parkland: Cash in Lieu, Federal Gas Tax Funding)	1,470,457	1,949,347	1,892,206	-2.93%	(57,141)
Total Obligatory Reserve Funds	4,297,202	6,931,397	11,548,516	66.61%	4,617,119
Taxation Reserve Funds	6,431,682	7,322,654	7,009,008	-4.28%	(313,646)
User Fee Reserve Funds	7,233,669	8,269,393	8,412,863	1.73%	143,470
Total Discretionary Reserve Funds	13,665,351	15,592,047	15,421,871	-1.09%	(170,176)
Taxation Reserves	2,047,566	2,155,071	1,595,978	-25.94%	(559,093)
Total Reserves & Reserve Funds	20,010,119	24,678,515	28,566,365	15.75%	3,887,850



Council Direction Required

- Direction re: target levy for 2024
- Items required for addition or omission from current 2024 capital program
- Comfort level with utilization of reserves / reserve funds to reduce contributions to capital program from levy
- Others?





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WELLINGTON NORTH
SEMPER PORRO

NOV 10 2023

TWP. OF WELLINGTON NORTH

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)	Daphne Rappard + members of the Green Team		
Attending as an Individual	<input type="checkbox"/>	Representing a Group/Business/Organization	<input checked="" type="checkbox"/>
Name of Group/Business/Organization:	Mount Forest Green Team		
Address:	Mt		
Email:	222 1 22	Phone:	
Meeting Type:	Council <input checked="" type="checkbox"/>	Committee (Includes Ad Hoc) <input type="checkbox"/>	Meeting Date: Nov 20, 2023

SUBJECT MATTER:	Proposed Reconstruction on John St and Fergus St N Mt. FOREST
Provide Description:	<p>The Mount Forest Green Team, which is dedicated to keeping our town green, and is striving to protect and enhance our local environment, is <u>very</u> concerned about the ongoing destruction of municipal trees to accommodate construction projects. In this era of prioritizing climate change mitigation strategies, reducing the already dwindling tree canopy this drastically is NOT acceptable. The proposed reconstruction projects on John St and Fergus St. N have created a lot of concern and consternation among local residents, who value the aesthetics of our beautiful town. We have also attracted the attention of people from other municipalities, for not being in line with current environmental stewardship practices.</p>

Recommendation/Request of Council:
(What action would you like the Township of Wellington North to take with respect to your matter)
<p>We would ask that you put a hold on construction plans until a thorough investigation has been completed regarding alternative methods of construction. Consultation with other municipalities which have implemented these strategies successfully is recommended. We would like the Township to live up to its motto Semper Porro (meaning Ever Forward) and put environmental stewardship as a priority, when initiating Township projects.</p>

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

To be determined, but preservation of our natural and cultural heritage by keeping the forest in Mount FOREST is priceless!

Signature: _____



Electronic Signature Accepted

Date: _____

Nov 7, 2023

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.

Karen Wallace

041

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WELLINGTON NORTH
SEMPER PORRO

NOV 15 2023

TWP. OF WELLINGTON NORTH

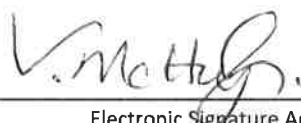
DEPUTATION REQUEST FORM

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)		Citizens Advocating for Rural Roads	
Attending as an Individual <input type="checkbox"/>		Representing a Group/Business/Organization <input checked="" type="checkbox"/>	
Name of Group/Business/Organization:			
Address:			
Email:		Phone:	
Meeting Type:	Council <input checked="" type="checkbox"/>	Committee (Includes Ad Hoc) <input type="checkbox"/>	Meeting Date: 11/09/2023
SUBJECT MATTER:		Condition of the 4th Conc N road surface and traffic control	
Provide Description: Per the Traffic/Pedestrian Control Measure submission dated 30 Oct 23, residents sought posting of approved speed limit on 4th Conc N between Hwy 89 and 3rd Sideroad E per Council Resolution 2017-103, reduce the speed limit to 60 kmph on 4th Conc N from 3rd Sideroad E to 7th Sideroad E and change the intersection at 4th Conc N with 3rd Sideroad E from a two way stop on 3rd Sideroad E to a 4-way stop. Further as noted in the submission above, the map clearly indicates that there are three gravel pits operating on the 4th Conc N without any improvement to the road itself due to increased heavy traffic (ie. Dump Trucks with 15-20 ton loads), no load restrictions at any time of year at a minimum one area at a culvert that does not meet minimum road width requirements and no real consideration of the proximity of Marigold Meadows School on 3rd Sideroad E and the risk to children on foot, bike or families moving by horse & buggy on 4th Conc N to get to and from home/school.			
Recommendation/Request of Council: (What action would you like the Township of Wellington North to take with respect to your matter)			
<ul style="list-style-type: none"> -Post the 60 kmph signs as approved in Council Resolution 2017-013 -Reduce the speed limit from 3rd Sideroad E to 7th Sideroad E on 4th Conc N -Introduce a four-way stop at the intersection of the 3rd Sideroad E and 4th Conc N -Widen the road as nec at any location not meeting the Provincial Road Width requirements -Pave the 4th Conc N from Hwy 89 to the 6th Sideroad E with partial funding provided by the three pit operators. 			

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

Signature: _____



Electronic Signature Accepted

Date: _____


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

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THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
 MINUTES OF REGULAR COUNCIL MEETING – NOVEMBER 6, 2023 AT 2:00 P.M.
 CLOSED SESSION PRIOR TO OPEN SESSION AT 1:00 P.M.
 MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH
 HYBRID MEETING - IN PERSON AND VIA WEB CONFERENCING
<https://www.youtube.com/watch?v=edMv8ph8Mu4>

Members Present: **Acting Mayor:** Steve McCabe
 Councillors: Sherry Burke (via Zoom)
 Lisa Hern
 Penny Renken

Member Absent: **Mayor:** Andrew Lennox

Staff Present:

	Chief Administrative Officer:	Brooke Lambert
	Director of Legislative Services/Clerk:	Karren Wallace
	Deputy Clerk:	Catherine Conrad
	Chief Building Official:	Darren Jones
	Director of Finance:	Jerry Idialu
	Human Resources Manager:	Amy Tollefson
Manager Community & Economic Development:		Dale Small
	Director of Fire Services:	Chris Harrow
	Recreation Services Manager:	Tom Bowden
	Senior Planner:	Jessica Rahim

CALLING TO ORDER

Acting Mayor McCabe called the meeting to order.

ADOPTION OF THE AGENDA

RESOLUTION: 2023-397

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Agenda for the November 6, 2023 Regular Meeting of Council be accepted and passed as amended.

To include a closed session item:

- Report OPS 2023-040 Arthur Works Yard Land purchase opportunity

And, to include an open session item:

- b. By-law No. 103-2023 being a by-law to authorize the executive of an agreement of purchase and sale.

And, to change the number of the Confirmatory By-law to 104-2023.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

Councillor Burke declared an indirect pecuniary interest with the following as her employer prepared the sketches for the consent applications:

ITEMS FOR CONSIDERATION

2. PLANNING

- a. Report DC 2023-028, Consent Application B68-23 5043449 Ontario Inc. (Ron Speer)

and

- b. Report DC 2023-029, Consent Application B75-23 Schill Land Holdings Inc.

Councillor Hern declared a deemed pecuniary interest with the following as she is in the legislated notification area of the consent application:

ITEMS FOR CONSIDERATION

2. PLANNING

- c. Report DC 2023-030, Consent Application B79-23 Stuart Wright & Wraithaven Farms Ltd.

CLOSED MEETING SESSION

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

- (d) labour relations or employee negotiations
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;

RESOLUTION: 2023-398

Moved: Councillor Burke

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 1:01 p.m. that is closed to the public under subsection 239 (2) of the Municipal Act, 2001, specifically:

- (d) labour relations or employee negotiations
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;

CARRIED

1. REPORTS

- CAO 2023-014 Ontario Land Tribunal Appeal Update North Arthur Developments Inc. (Cachet)
- OPS 2023-040 Arthur Works Yard Land purchase opportunity
- HR 2023-004 Non-union Employee and Council Remuneration

2. REVIEW OF CLOSED SESSION MINUTES

- October 23, 2023

3. RISE AND REPORT FROM CLOSED MEETING SESSION

RESOLUTION: 2023-399

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 2:00 p.m.

CARRIED

RESOLUTION: 2023-400

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2023-014 Ontario Land Tribunal Appeal Update North Arthur Developments Inc. (Cachet)

AND FURTHER THAT Council approve the confidential direction to staff.

CARRIED

RESOLUTION: 2023-401

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2023-040 Arthur Works Yard Land purchase opportunity;

AND FURTHER THAT Council approve the confidential direction to staff.

CARRIED

RESOLUTION: 2023-402

Moved: Councillor Renken

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report HR 2023-004 Non-union Employee and Council Remuneration;

AND FURTHER THAT Council approve the confidential direction to staff.

CARRIED

RESOLUTION: 2023-403

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2023-014 Ontario Land Tribunal Appeal Update North Arthur Developments Inc. (Cachet)

AND FURTHER THAT Council approve the confidential direction to staff.

CARRIED

RESOLUTION: 2023-404

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the October 23, 2023 Council Meeting.

CARRIED

RECESS TO MOVE INTO COURT OF REVISION

RESOLUTION: 2023-405

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North recess the Regular Council Meeting of November 6, 2023 at 2:02 p.m. for the purpose of holding a Court of Revision for the George Kirkness (Asbridge) Drain.

CARRIED

RESUME REGULAR MEETING OF COUNCIL

RESOLUTION: 2023-406

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North resume the November 6, 2023 Regular Meeting of Council at 2:23 p.m.

CARRIED

PRESENTATIONS

1. Report EM 2023-001 2023 Annual Emergency Management Programme Report

Hurania Melgar, Emergency Manager/CEMC, reviewed her annual report and explained how the municipality fulfilled the requirements set out in the Emergency Management and Civil Protection Act and Ontario Regulation 380/04.

- The Emergency Management Programme Committee met on February 15, 2023 to review the Township's Emergency Management Programme including its Hazard Identification and Risk Assessment, Emergency Response Plan, training needs, proposed annual exercise, and Public Education.
- Members of the Township's Municipal Emergency Control Group (MECG), both primary and alternates, have satisfied the training requirements for this year.
- The Township's MECG members participated in an emergency management exercise held on July 24, 2023.
- Public education included providing information during Emergency Preparedness Week, May 7-13, using the County's social media, Wellington Advertiser County Page, radio ads, and a presentation to a Kindergarten class in Mount Forest; and by participating in "Safe Community Day" on October 5 where students from across the County had the opportunity to view a video on Emergency Preparedness and ask questions to staff.
- The critical infrastructure list was updated by the Township at the Committee meeting.

RESOLUTION: 2023-407

Moved: Councillor Burke

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report EM 2023-001 Annual Emergency Management Programme Report regarding

the status of the Township's Emergency Management Programme for 2023 for information;

AND FURTHER THAT the Council of the Township of Wellington North accepts the annual status report of the Township's Emergency Management Programme for 2023.
CARRIED

RECESS TO MOVE INTO PUBLIC MEETING

RESOLUTION: 2023-408

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North recess the November 6, 2023 Regular Meeting of Council at 2:31 p.m. for the purpose of holding a Public Meeting under the Planning Act:

- Pinestone Construction Inc., Minor Variance A12/23
- Pinestone Construction Inc., Minor Variance A13/23
- 2073022 Ontario Inc., Minor Variance A14/23
- Pinestone Construction Inc., Minor Variance A15/23
- Pinestone Construction Inc., Minor Variance A16/23
- Pinestone Construction Inc., Minor Variance A17/23
- 940749 Ontario Limited (Harvestview), Zoning By-law Amendment 20/23

CARRIED

RESUME REGULAR MEETING OF COUNCIL

RESOLUTION: 2023-409

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North resume the November 6, 2023 Regular Meeting of Council at 4:15 p.m.

CARRIED

O'CANADA

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

1. Regular Meeting of Council, October 23, 2023

2. Public Meeting, October 23, 2023

RESOLUTION: 2023-410

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the minutes of the Regular Meeting of Council and the Public Meeting held on October 23, 2023 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

1a, 1b, 2a, 2b, 2c, 3b, 4b, 6a

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

RESOLUTION: 2023-411

Moved: Councillor Burke

Seconded: Councillor Hern

THAT all items listed under Items For Consideration on the November 6, 2023 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 Vendor Cheque Register Report dated October 31, 2023.

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2023-037 being a report to set the 2024 water and sewer fees and charges;

AND THAT Council authorize a 1.5% increase to water and sewer rates for the year 2024 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 authorize the Mayor and Clerk to sign the by-law.

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2023-038 Procedure By-law;

AND THAT Council authorize the Mayor and Clerk to sign the Procedure by-law at the November 20, 2023 meeting.

AND FURTHER THAT the By-law will become effective January 1, 2024.

CARRIED

CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION

RESOLUTION: 2023-412

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Saugeen Valley Conservation Authority Board of Directors Special Meeting and the Board of Directors Meeting held on September 21, 2023.

CARRIED

RESOLUTION: 2023-413

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Aquatics Ad-Hoc Advisory Committee meeting held on October 24, 2023.

CARRIED

Council Burke left the meeting as she had previously declared a pecuniary interest with Report DC 2023-028 and Report DC 2023-029.

RESOLUTION: 2023-414

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2023-028 being a report on Consent Application (Severance) B68-23 known as Part Lots 13 & 14, Concession 5 in the former Township of Arthur.

AND FURTHER THAT the Council of the Township of Wellington North support consent application B68-23 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;
- THAT driveway access can be provided to the retained and severed lands to the satisfaction of the Township of Wellington North;

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: 2023-415

Moved: Councillor Renken

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report DC2023-029 being a report on Consent Application (Severance) B75-23 known as Part Lot 13, Concession 2 in the former Township of Arthur.

AND FURTHER THAT the Council of the Township of Wellington North support consent application B75-23 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;
- THAT the Owner shall decommission the existing septic system and apply for and obtain a building permit for a new septic system and that the septic system be constructed to the satisfaction of the building department;
- THAT driveway access can be provided to the retained and severed lands to the satisfaction of the Township of Wellington North;
- THAT the owner obtain zoning approval for a reduction in interior side yard, proposed is 15.2 m whereas the by-law requires 18.3 m for the farm shed on the retained portion on the property;
- THAT a dwelling be prohibited on the retained lands to the satisfaction of the County of Wellington Planning Department;

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

Councillor Burke returned to the meeting.

Councillor Hern left the meeting as she had previously declared a pecuniary interest with Report DC 2023-030.

RESOLUTION: 2023-416

Moved: Councillor Burke

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2023-030 being a report on Consent Application (Severance) B79-23 known as Part Lot 24, Concession 5 in the former Township of Arthur.

AND FURTHER THAT the Council of the Township of Wellington North support consent application B79-23 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;
- THAT the barn labeled as "Barn 250m²" in the application be demolished and the site left in a graded level condition to the satisfaction of the Township;
- THAT driveway access can be provided to the retained and severed lands to the satisfaction of the Township of Wellington North;
- THAT southeast triangle corner labelled as 'deviated road' and 'lands owned by the applicant' that are adjacent and included in the existing roadway to be deeded to the Township;
- THAT a dwelling be prohibited on the retained lands to the satisfaction of the County of Wellington Planning Department;

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

Councillor Hern returned to the meeting.

RESOLUTION: 2023-417

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report TR2023-009 being a report on 2024 fees and charges by-law updates (various services);

AND THAT Council direct staff to proceed with the updates to reflect the changes outlined herein for the 2024 calendar year;

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

CARRIED

RESOLUTION: 2023-418

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2023-039 being a report on the 2025 Recreation and Program Rates and Fees;

AND THAT the Council of the Township of Wellington North approve the recommended 2025 Recreation and Program Rates and Fees;

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

RESOLUTION: 2023-419

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive correspondence dated October 27, 2023 from Erik Downing, General Manager/Secretary-Treasurer (Acting), Saugeen Valley Conservation Authority regarding 2024 Draft Budget.

CARRIED

NOTICE OF MOTION

No notice of motion tabled.

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Burke (Ward 2):

- Mount Forest BIA Annual General Meeting will be held on November 15, 2023

BY-LAWS

- a. By-law 102-23 being a by-law to establish the fees and charges for various services provided by the Municipality and to repeal By-law 127-2022
- b. By-law No. 103-2023 being a by-law to authorize the execution of an agreement of purchase and sale.

RESOLUTION: 2023-420

Moved: Councillor Burke

Seconded: Councillor Renken

THAT By-law Number 102-2023 and 103-2023 be read a First, Second and Third time and enacted.

CARRIED

RESOLUTION: 2023-421

Moved: Councillor Renken

Seconded: Councillor Hern

THAT the November 6, 2023 Regular Meeting of the Council of the Corporation of the Township of Wellington North be extended past the four (4) hours curfew as set out in Section 23.1 of By-law Number 111-21 being the Procedure By-law for governing the calling, place and proceedings of meetings of Council and its Committees.

CARRIED

CULTURAL MOMENT

- Celebrating Lieutenant Samuel Lewis Honey

Samuel Lewis Honey was born in Conn, Ontario on Feb 9, 1894. Known as Lew, he was the eldest son of Rev. George and Metta Honey. Rev. Honey was the Methodist minister of the Conn circuit churches and would have occupied the Methodist parsonage at the corner of Maple St and Hwy 89 in Conn until 1896 when Rev. Honey was called to Listowel.

Samuel obtained a teaching certificate and then graduated in 1914 with a certificate in the study of teaching methods and took a course as a cadet instructor. He had planned to enter college but instead enlisted on Jan 22, 1915. He was promoted to Acting Sergeant during basic training and was in Devonport, England on Oct 31, 1915. Because of his Acting rank, Honey went to Aldershot to take special courses in physical training and bayonet fighting and then taught these courses at Bramshott Camp until August 1916.

After attaining the rank of Sergeant that same month, he was transferred to the 78th Infantry Battalion, and went to France. On Feb 22nd, 1917, he earned the Military Medal for Gallantry for raiding a German trench and covering his platoon while under heavy grenade fire. At the Battle of Vimy Ridge in April 1917 he earned the Distinguished Conduct Medal for leadership and maintaining morale in the face of extremely heavy fire. He became Lieutenant in 1917. After Vimy Ridge, he returned to Bramshott Camp, became an instructor, then attended an officers' training course before returning to the front in October 1917. His regiment pushed through three positions before taking the heavily fortified German position in Bourlon Wood. On Sept 27, 1918, all of the commanding officers were killed, and Honey assumed command. On that date he won his Victoria Cross. He rushed a German position single-handed, capturing the guns and ten prisoners. Then went out alone after dark to locate a German post and returned with a party to capture it. He was wounded on Sept 29th and died on Sept 30th, 1918, the last day of the 78th Battalion's attack.

Honey was idolized by his men. He was buried in France. In July 1964, a plaque was unveiled in front of Westcott United Church in Conn where it remained until 2008. After the church closed, the plaque was moved to the front of the Legion in Mount Forest. In 1975, his family presented his medals to the Canadian War Museum in Ottawa.

Submitted by Councillor Penny Renken on behalf of the Wellington North Cultural Roundtable.

CONFIRMING BY-LAW

RESOLUTION: 2023-422

Moved: Councillor Renken

Seconded: Councillor Hern

THAT By-law Number 104-2023 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 6, 2023 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT

RESOLUTION: 2023-423

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Regular Council meeting of November 6, 2023 be adjourned at 5:05 p.m.

CARRIED

ACTING MAYOR

CLERK

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
PUBLIC MEETING MINUTES – NOVEMBER 6, 2023 AT 2:00 P.M.
HYBRID MEETING – IN PERSON AND VIA WEB CONFERENCING**

<https://www.youtube.com/watch?v=edMv8ph8Mu4>

**Members Present: Acting Mayor: Steve McCabe
Councillors: Sherry Burke (via Zoom)
Lisa Hern
Penny Renken**

Member Absent: Mayor: Andrew Lennox

Staff Present:

**Chief Administrative Officer: Brooke Lambert
Director of Legislative Services/Clerk: Karren Wallace
Deputy Clerk: Catherine Conrad
Chief Building Official: Darren Jones
Director of Finance: Jerry Idialu
Human Resources Manager: Amy Tollefson
Manager Community & Economic Development: Dale Small
Director of Fire Services: Chris Harrow
Recreation Services Manager: Tom Bowden
Senior Planner: Jessica Rahim**

CALLING TO ORDER - Mayor Lennox

Acting Mayor McCabe called the meeting to order at 3:49 p.m.

DISCLOSURE OF PECUNIARY INTEREST

No pecuniary interest disclosed.

OWNERS/APPLICANT

9407949 Ontario Limited

LOCATION OF THE SUBJECT LAND

The land subject to the proposed amendment is described as All of Lots A, 9-11 on Judge Macdonald's Svy, All of Lots 22-33, Lots 35-55, Lots 71-81, and Lots 85-109 on Chadwick and Andersons Svy, Part of Lots 19, 21, 34, 69, 70 and 84 on Chadwick and Anderson Svy, Part of Lot 1, Concession 2 (West Luther), with a civic address of 210 Gordon Street, Arthur. The subject property is approximately 9.18 ha (22.68 ac) in size.

PURPOSE AND EFFECT OF THE APPLICATION

The purpose and effect of the proposed amendment is to rezone the subject lands to facilitate a residential land lease community with 51 single detached dwellings, 12 townhouse units, and accessory uses including outdoor recreational vehicle storage, community gardens, recreation uses, greenhouses, solar panels and a stormwater management pond.

The application is specifically proposing to rezone the lands from Future Development (FD), and Industrial Site Specific (M1-2) to Residential Site Specific (R1C-xx and R3-xx), and Industrial Site Specific (M1-xx). Additional relief may be considered at this meeting.

NOTICE

Notices were mailed to property owners within 120 m of the subject property as well as the applicable agencies and posted on the subject property on October 17, 2023.

PRESENTATIONS

Jessica Rahim, Senior Planner, County of Wellington, Township of Wellington North

- Planning Report dated October 31, 2023

Planning Opinion

The purpose of this zoning amendment is to rezone the subject lands from Future Development (FD), and Industrial Site Specific (M1-2) to Residential Site Specific (R1C-xx and R3-xx), and Industrial Site Specific (M1-xx), to facilitate a residential land lease community with 51 single detached dwellings, 12 townhouse units, and accessory uses including outdoor recreational vehicle storage, community gardens, recreation uses, greenhouses, solar panels and a stormwater management pond.

The purpose of this report is to provide the Township with an overview of the proposed zone amendment application and facilitate the public meeting. Further, this statutory public meeting will provide the opportunity for the community and area residents to ask questions and seek more information from the applicant. It will also provide an opportunity for the applicant to address any concerns that may be raised through the notification process.

Following the public meeting, Planning Staff will consider any comments that are received and will prepare a final report and By-law for Councils consideration.

INTRODUCTION

The property subject to the proposed amendment is described as All of Lots A, 9-11 on Judge Macdonald's Svy, All of Lots 22-33, Lots 35-55, Lots 71-81, and Lots 85-109 on Chadwick and Andersons Svy, Part of Lots 19, 21, 34, 69, 70 and 84 on Chadwick and Anderson Svy, Part of Lot 1, Concession 2 (West Luther), with a civic address of 210 Gordon Street, Arthur. The subject property is approximately 9.18 ha (22.68 ac) in size.

PROPOSAL

The purpose and effect of the proposed Zoning By-law amendment is to rezone the subject lands to facilitate a residential land lease community with 51 single detached dwellings, 12 townhouse units, and accessory uses including outdoor recreational vehicle storage, community gardens, recreation uses, greenhouses, solar panels and a stormwater management pond.

SUPPORTING STUDIES

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

- A Planning Justification Report prepared by GSP Group
- A Traffic Impact Assessment Report prepared by Paradigm Transportation Solutions Limited
- A Functional Servicing and Stormwater Management Report prepared by SBA Engineering
- A D-Series Setback Assessment prepared by SBA Engineering
- A Geotechnical Investigation prepared by CMT Engineering
- A Land Lease Community Structure Letter prepared by Cohen Highly

PROVINCIAL POLICY STATEMENT (PPS)

The subject property is located within the settlement area of Arthur. Section 1.1.3.1 of the PPS states that “settlement areas shall be the focus of growth and their vitality and regeneration shall be promoted.” Settlement areas are encouraged to include a mix of densities and land uses.

A PLACE TO GROW

The Growth Plan for the Greater Golden Horseshoe, 2020, came into effect on August 28, 2020.

The Provincial Growth Plan directs the majority of growth to settlement areas as a better use of land and infrastructure while prioritizing intensification in strategic growth areas, including urban growth centres, major transit station areas, brownfield sites and greyfields. The vast majority of growth will be directed to settlement areas that have a delineated built boundary.

Section 2.2.1.4 of the Plan seeks to achieve a complete community including a diverse mix of lands uses and provide for a more compact built form and vibrant public realm.

Under section 2.2.7 of the Growth Plan, new development taking place in designated greenfield areas will be planned, designated, zoned and designed in a manner that supports the achievement of complete communities.

WELLINGTON COUNTY OFFICIAL PLAN

The subject lands are designated RESIDENTIAL and INDUSTRIAL in the Urban Centre of Arthur. The property is located within a greenfield area of Arthur. The proposed residential uses (sensitive land uses) will be located within the residential designation on the subject property and the proposed accessory uses will be located within the industrial designation on the subject property.

Intensification

The policies of Section 3 of the Official Plan outline the general strategies for guiding growth within the County. Section 3.3 sets out objectives for growth and encourages growth in urban areas. It further seeks to encourage more efficient use of land through increased densities in designated Greenfield areas of urban centres.

Section 3.3.1 identifies targets and states “the designated greenfield area of the County will be planned to achieve an overall minimum density of not less than 40 residents and jobs per hectare”. This application is located within a greenfield area of Mount Forest and will contribute to and support this target.

Section 4.4.3 of the Official Plan encourages intensification in urban centres and further states in subsection a) that the plan supports increased densities in newly developing greenfield areas with a broad mix of housing types.

Section 4.4 of the Plan outlines Housing policies. The main applicable policy, Section 4.4.4, deals with Greenfield Housing, and requires a gross density of at least 16 residential units per gross hectare (6.5 units per gross acre). The development as proposed has 20 units per gross hectare (8.5 units per gross acre).

Urban Centres

Section 7.5.1 of the County Official Plan provides details on land use compatibility in Urban Centres “Urban Centres are expected to provide a full range of land use opportunities. Residential uses of various types and densities, commercial, industrial,

and institutional uses as well as parks and open space uses will be permitted where compatible and where services are available.”.

Residential Designation

The policies of Section 8.3.2 of the Official Plan sets out a number of objectives for residential development including, b) “to provide a variety of dwelling types to satisfy a broad range of residential requirements, e) to ensure that an adequate level of municipal services will be available to all residential areas”, and g) to encourage intensification, development proposals provided they maintain the stability and character of existing neighborhoods.

The policies of Section 8.3.11 of the Official Plan encourage development of “vacant or under-utilized properties for residential uses which are compatible with surrounding uses in terms of dwelling type, building form, site coverage and setbacks”.

Industrial Designation

The policies of Section 8.7.2 of the Official Plan sets out a number of objectives for industrial development including b) to provide adequate industrial lands to meet the urban centre’s long term land use requirements; d) to ensure that users of the industrial land are “clean” industries which do not have a detrimental effect on the urban centres and that any potential adverse impacts of industrial development on the natural environment and surrounding land uses are minimized; e) to encourage attractive industrial areas through appropriate design standards; f) to make more efficient use of existing industrial areas and vacant and underutilized industrial areas.

Section 8.7.3 of the Plan indicated that industrial lands may be used for a variety of uses including, but not limited to, manufacturing, processing, fabricating, assembly, warehousing and repair establishments. Public and private services and utilities, transport facilities, storage yards and a municipal sewage treatment plant may also be permitted.

WELLINGTON NORTH COMMUNITY GROWTH PLAN (WNCGP)

The Community Growth Plan was completed in February 2018 to establish a strategic vision for development. The Plan builds on and promotes a continued and strengthened community partnership, and the Township’s leadership role in engaging and working with the community, public and private partners, stakeholders and investors, to shape the future of Wellington North.

The Plan was shaped by a Steering Committee comprised of residents, stakeholders, Township Council and County Planning staff. Beyond that community workshops, focus groups and online surveys were conducted in September 2017.

Through these efforts the following relevant Growth Management Goals have been identified:

- To direct and focus development to the urban areas of Arthur and Mount Forest as the primary centres and complete communities with a mix of land uses, housing, jobs and services.
- To plan and promote orderly, compact development within the urban areas, based on phasing to align with planning for infrastructure, transportation, facilities and services.
- Intensification Goals – To encourage intensification generally to achieve the desired urban structure.

- To protect prime agricultural land and rural resources for farming and rural economic development.

Available residential lands are generally sufficient to address future needs based on the population and housing growth forecasts; however, potential additional intensification, integration of a greater housing mix on available residential lands, and the positioning of greenfield development opportunities in opportune locations would optimize the land supply towards achieving the current and future targets.

In line with provincial direction for intensification at the time, the WNCGP proposed three intensification targets. The Plan identifies a recommended intensification target of 30-40% between 2022 to 2041 within Arthur and Mount Forest.

Planning Staff note the subject lands are located within Stage 3 of the WNCGP Development Stages mapping for Arthur and will contribute to the proposed intensification targets outlined above.

WELLINGTON NORTH ZONING BY-LAW

The subject lands are zoned Future Development (FD) and Industrial Site Specific (M1-2). The site specific M1-2 zone may only be used for the Arthur sanitary sewage lagoons including associated buffer areas.

The applicant is seeking to rezone the Future Development (FD) lands to facilitate a residential land lease community. The development is proposed to include 51 single detached dwellings and 12 townhouse units. The applicant is also seeking to rezone the Site Specific Industrial (M1-2) lands to include accessory uses including outdoor recreational vehicle storage, community gardens, recreation uses, greenhouses, solar panels and a stormwater management pond associated with the land lease community.

PLANNING DISCUSSION

Land Lease Community

A Land Lease Community Structure Letter prepared by Cohen Highly dated August 18th, 2023 have been submitted in support of the application.

According to the letter “a land lease home is a permanent structure. Residents own their homes and lease the land on which the homes are situated from the landowner. As a result, land lease homes are significantly more affordable than traditional housing options. Residents also benefit from access to amenities that are managed by the developer and certain maintenance and repair responsibilities are also the responsibility of the developer.

A land lease home community home is defined in subsection 46(1) of the Planning Act, R.S.O. 1990, c. P.13, which states: “any dwelling that is a permanent structure where the owner of the dwelling leases the land used or intended for use as the site for the dwelling, but does not include a mobile home”.

Recent amendments to the exceptions to subdivision control and part-lot control under subsections 50 (3) and (5) of the Planning Act have been made in connection with land lease community homes. Land Lease communities are now exempt from subdivision and part-lot control provided they obtain site plan control approval and the lease of land is for a period of between 21 and 49 years’.

D-Series Setback Assessment

The subject property is located adjacent to the Arthur waste water treatment sewage lagoons. The Province has established guidelines for compatibility when development is proposed adjacent to sewage works, The D-2 guidelines establishes a minimum setback of 100m for sensitive uses from sewage treatment facilities. The proposed residential portion of the development is setback 100m from the lot line of the sewage lagoons property.

A D-Series Setback Assessment prepared by SBA Engineering dated September 1, 2023 has been submitted in support of the application. Relevant excerpt from the report are provided below:

“The main factor governing sewage work setbacks within the Province is odour potential. All effluent water being sent to the holding ponds first undergoes secondary treatment. The wastewater that undergoes secondary treatment which is the minimum treatment level required by the Ministry of the Environment, Conservation and Parks (MECP) for mechanical sewage treatment plants and in some applications secondary effluent can be discharged directly to the receiving body. There is also odour potential when disturbing or handling of sludge material that could accumulate along the bottom of the holding ponds. However, the 2019 MECP inspection report of the holding ponds noted that bio solids accumulation is extremely low, and it is anticipated that sludge removal will not be required in the next 15-20 years.

Noise impacts are also considered when determining setback requirement from sewage works. The holding ponds are fed from the WWTP through a series of force mains and two (2) horizontal split case pumps housed at the WWTP. To SBA’s knowledge there is no significant or permanent mechanical equipment that would create any excessive noise that would be of nuisance.

Current MECP sewage work design guidelines provide recommended setbacks between sewage works and vulnerable land uses such as residential development. Within this guideline, under Section (3.4.2), the minimum setback for WWTPs in Arthur is 100 m. Further, under Section (3.5) of this same guideline, setback requirements for sewage lagoons are to be between 100 – 400 m. However, this guideline is intended to direct setbacks for treatment lagoons which can be expected to produce significant odours. Within these guidelines there is no defined requirements for setbacks of effluent holding ponds and therefore it is of SBA’s opinion that a setback of 100 m is appropriate for this circumstance”.

Stormwater Management and Servicing Design

A Stormwater Management & Functional Servicing Report prepared by SBA dated September 2023 have been submitted in support of the application.

According to the report “the site can be serviced with an on-site stormwater management system capable of satisfying the applicable SWM criteria. The site is also serviceable for water supply and fire protection. Finally, sanitary sewage collection and disposal is possible for the site utilizing gravity sanitary sewers”. Township Staff and the Township Engineer are reviewing the Functional Servicing Report.

Density/Development Concept

The proposed residential development is anticipated and encouraged by Provincial and County planning policy. The subject property is located outside of the built boundary of Arthur and is considered a greenfield area. Section 4.4 of the Official Plan outlines housing policies. The main applicable policy, Section 4.4.4, deals with Greenfield Housing, and requires a gross density of 16 units per gross hectare (6.5 units per gross acre). The development as proposed meets this density requirement.

Availability of Municipal Services

In terms of servicing, the proposed development is to be provided with municipal sewage and water supply services. The design of the services is subject to the review of the Township Engineer.

Council of Wellington North has approved the suspension of sewage allocation in Arthur to developments as per the Sewage Allocation Policy until further notice. Servicing will be subject to allocation from the Township and the timing of available servicing can be addressed through the rezoning application in which a holding provision could be applied until such time as the sewage treatment plant has capacity for the proposed development.

Site Plan Approval

The proposed townhouse development will be subject to Site Plan Review by the Township. Final Site design, grading, servicing, stormwater management, buffering, parking, fencing etc. matters are reviewed as part of the site plan review. A site plan application has not been filed for the development at this time.

Draft Zoning By-law

A draft zoning by-law has been prepared by the applicant's planner in support of the application. The proposed zoning for the site is attached in Appendix 1.

NEXT STEPS

Following the public meeting, Planning Staff will consider any comments that are received and will prepare a final recommendation report and a draft zoning by-law amendment for Council's consideration.

Steve Wever, President, GSP Group

- Harvest View Estates Presentation

Mr. Wever provided a review of the site context, site concept, land lease community, planning framework, and the proposed zoning

The site is located adjacent to the east side of the unopened Anderson Avenue road allowance, and to the west of the Municipal Holding Ponds on the property adjacent to the east. It is approximately 9.18 hectares in area and is currently vacant. The site is located in the northeastern portion of Arthur and has recreational uses to the west, municipal holding ponds to the east, neighbourhood to the south and walking trail and agricultural to the north.

The site concept includes a 55+ active adult land lease community; 51 single family homes, 12 townhouse units; and "agrihood" uses such as a barn for a central hub and community activity, working greenhouse, rain water harvesting for irrigation use, individual garden plots, large community garden, walking/biking trails, substantial tree

planting, solar energy for all common areas, pickleball/shuffleboard areas, and off season RV/trailer parking.

The site has been prepared as a Land Lease Community. The land stays as one property under ownership of the developer and does not require a plan of subdivision. The Planning Act provision for land lease is between 21 and 49 years. A land lease is a housing model that is gaining traction due to its unique benefits for both residents and municipalities. A land lease home is a permanent structure. Residents own their homes and lease the land on which the homes are situated from the landowner. As a result, land lease homes are significantly more affordable than traditional housing options. Residents also benefit from access to amenities that are managed by the developer and certain maintenance and repair responsibilities are also the responsibility of the developer. Examples of other land lease communities in Wellington County include: (i) Conestoga Estates (ii) Spring Valley Park (iii) Pine Meadows (iv) Howes Lane

The site is designated as both Residential and Industrial in the Official Plan. Residential uses will remain entirely on the Residential designated land. The Industrial designation is intended to prevent potentially sensitive land use immediately adjacent or close to the holding ponds, not that industrial land uses are intended to locate in this area. The 100-metre pond setback will be maintained. Agrihood uses are proposed on the Industrial designated land. No Official Plan Amendment is required. Full municipal services are available. The site is zoned Future Development (FD) and Industrial (M1-2). The application will rezone the FD land to site-specific residential zones to permit the land lease community. The application will also add site-specific uses to the M1-2 zone to permit the Agrihood uses. The R1C and R3 zones are the typical single detached and townhouse zones in Arthur. Site-specific R1C and R3 zones are required as each dwelling is not on an individual lot but are otherwise consistent with the provisions of the R1C and R3 zone. Recreation Agrihooduses are proposed in a site-specific M1 zone.

Lagoons are treated, not raw waste water. Recreational uses to the east, residential to the west. Mature adult oriented community. province has been promoting land lease. Ownership is of dwelling, lease land. Given shared services like a condominium. Reduces overall cost of home. Site plan application. Internal road way off of draper st. turn around at private road so snow removal and emergency vehicles can turn around without entering private road. No wells or septic. Central area would have a community building. Private stormwater management. Some tree planting for visual buffer to the east. Planning act recently amended for 21 to 41 years. Setback for industrial will be maintained. No OP amendments required. Fd to be changed to sp. R1c and R3

CORRESPONDENCE FOR COUNCIL'S REVIEW

Heather Imm, Senior Planner, Upper Grand District School Board

- Letter dated October 27, 2023 (No Objections)

Brad Gilbert, Wellington North Power Inc.

- Letter dated November 3, 2023 (No Objections)

REQUEST FOR NOTICE OF DECISION

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

ACTING MAYOR OPENS FLOOR FOR ANY COMMENTS/QUESTIONS

Jim Coffey, Applicant, and Steve Wever, Agent were present to answer questions regarding the application.

COMMENTS/QUESTIONS FROM COUNCIL

Councillor Burke commented that she liked the idea of this development as it gets people into the market, and requested confirmation that it will be developed as one parcel and asked if that means there won't be any future requests for minor variances for this development. Mr. Wever stated would be the intent. The design for the site plan will get into the precise details but the layout of the sites and the type of homes should all work together without requiring further variances.

Councillor Renken also liked the concept and the amount of greenspace, the community garden, and the number of trees. This gives people a better opportunity to own their own home.

Councillor Hern also liked the concept.

Acting Mayor McCabe liked the concept and that it is a great option for older adults or those just getting into the housing market.

ADJOURNMENT

RESOLUTION: 010-2023

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Public Meeting of November 6, 2023 be adjourned at 4:14 p.m.

ACTING MAYOR

CLERK



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

Directors Meeting Minutes

October 11th, 2023

Attending: *Brea Smith, Paula Coffey, Bonnie McIntosh, Tom Gorecki, Faye Craig, Dale Small, C. Lisa Hern*

Regrets:

Brea called the meeting to order @ 5:33 pm and welcomed everyone.

Approval of previous months minutes:

- Approval put forward for both September 2023 & June 2023; no concerns.
Bonnie motion, Paula 2nd – all agree. Passed.

Committee Reports:

Economic Development Report – Dale Small

- updating growth management plan, Darren & Dale co-leading
- Advisory committee made up of 15 members, 5 from the township, 10 from the community
- Arthur wastewater phase 2, approval in 2024
- Culture Days – Artisan Market in Mount Forest
- Community Improvement Plan – Dale left copy for office
- Dale to send name from County of Social Service contact for issues regarding loitering, let them know of any incidents.

Council Report – Counsellor Lisa Hern:

- Public Information Centre happening in Mount Forest on October 25th from 5-7. Info will be on Township socials shortly.
- Friday Mount Forest will be celebrating the water tower.
- Imagination Space Grand Opening this Saturday.

Business arising from the previous meeting/New Business

- AGM: Wednesday October 18th, 2023 at the Arthur Legion.
- Grace Frey Catering with similar meal to last year; garlic parm chicken, garlic mashed potatoes, mixed veggies, Caesar salad, broccoli salad; herb bread; assorted pies. Confirmed. **Pricing is \$25.99 per plate, \$200 for bussing and cleanup.**
- Centre pieces – Tom pumpkins with flowers \$14-15 each, can order but depends on weather if she can complete them or not – flowers are fresh. Agree to get 5, Tom will order 10 in case we need them. If we don't, he will sell in store. Maybe have alternate tables with cheaper centrepieces on them.

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

- C. Lisa Hern will swear in directors, Mayor Lennox to help present awards, Some sponsors will be present to help present awards – *Optimrs, Walker, Township confirmed, Bensol unable to attend*. Tom will MC.
- outstanding response to community award nominations this year.
- Community Award Nominees:
 Outstanding Business- Coffey Plumbing, iScreamm Cone Co., Arthur Cash & Carry, Sterre Café, Copernicus Ed, Silver Fox Distillery, Foodland, TSCR Carpentry, Arthur Dojo, Wellington County Learning Centre, Vikki Star Hairstylist
 Corporate Citizen of the Year- Walker Industries, Musashi, Impact Physio – Ronda, Be Sure-Bonnie
 Young Citizen of the Year- Hayden Weeks (not eligible, above 21 years of age), Conner Schmidt, Mikayla Humphrey, Trent Wickens, Ben Wickens
 Citizen of the Year- Brea Smith, Hayden Weeks, Laird More, Faye Craig, Mandy Jones, Serry Chappelle, Debbie Atkinson, Tom Gorecki, Sheila Shaw, Sandy Denman, Crystal VanGerven, Ronda Smith
- ITS has already been contacted for plaques to be engraves, away Wednesday to Saturday. Brea will drop off plaques on Monday and they will have them done for us before the AGM Wednesday.
- Discussions for selecting winners. Decisions made on Outstanding Business, Corporate Citizen and Young Citizen.
- Brea excuses herself from the building & all discussions regarding Citizen of the Year. Board makes decision.
- Brea to connect Bonnie to ITS (plaques) & John Naters Office (certificates) for Bonnie to submit names for printing, Brea will take care of pickup – ask to have names concealed. *Done*.
- Website up and running, Thank you Bonnie! AGM info has been added as well.
- Fall Décor Packages: 2 sold - \$34 profit to put towards AGM costs.
- Winter Décor Package: Brea discussed with Mapleton Acres receiving pricing on urns & urn fillers. Package to include wreath from Ag Society fundraiser.
- Township made aware of the loitering concerns, should any further issues arise please ask members to contact the township directly for follow up.

New Business

- Halloween scavenger hunt – agree to move forward again this year with same format as last year. Printer pumpkins in store front windows and google form for submission. Will set up the week before Halloween.
- appeal to members for directors, Brea to send email to membership, mention that Debby Keown is interested. *Done*.
- Bonnie looking to change names at the TD Bank for the Arthur Chamber Accounts.
 Paula/Tom Motion for Bonnie McIntosh to be responsible for cheque signing & banking at the TD Bank on behalf of the Arthur Chamber of Commerce and remove Tish Green’s name. Faye 2nd : All agree. Passed.
- Purolator/Grand & Toy discounts for members, OCC said we need to set up ourselves. Brea reached out to both and neither understood what was being asked. Will look more into it.
Grand & Toy: sending list of member names for them to receive discount.

Presidents Report – Tom

- Would like to see a contest for businesses to decorate for Halloween. Just for fun.
- Raffle donation from foodland. Paula will also add a donation.

Correspondence:

- none to discuss

Financial Statements:

- Provided by Bonnie McIntosh – Be Sure Financial

Meeting Adjourned: 6:49pm

Meeting Outline for 2023

AGM October 18th, 2023

November 8th, 2023

December 13th, 2023

Dates to Remember

AGM Dinner October 18th, 2023

Public Information Centre October 25th, 2023



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

Annual General Meeting Minutes

October 18th, 2023

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 Katie from River's Edge Goat Dairy, Katie begin presentation
- 7:45pm** Tom thank Katie & invite Mayor Lennox to present award winners
- 8:00pm** Tom congratulate winners, invite C. Lisa Hern to swear in Chamber Executive
- 8:15pm** Raffle Draw, Centerpiece giveaway & Tom thank all for coming

Minutes:

- 6:32pm – Tom start Welcome
 - Faye blesses dinner
- 6:45pm - Dinner begins
- 7:20pm – Tom introduce Katie Normet from River's Edge Goat Dairy as guest speaker.
 - Katie begins presentation
- 7:42pm - Katie finish presentation.
 - dessert served
- 8:10pm – Mayor Andy Lennox & Tom present community awards.
 - Citizen of the Year – Brea Smith
 - Young Citizen of the Year – Mikayla Humphrey
 - Corporate Citizen of the Year – Musashi Auto Parts
 - Outstanding Business – IScreamm Cone Company
- 8:24pm – Directors sworn in and recite statement lead by Counsellor Lisa Hern.
- 8:32pm – Tom announce raffle draw & door prize winners, winners collect items.
 - Thank everyone for coming.
- 8:40pm - End Annual General Meeting & Dinner.

Meeting Outline for 2023

November 8, 2023

December 13, 2023

Dates to Remember

- November 24th, 2023 – Kickoff to Christmas begins
- November 25th, 2023- Shop Local Street Market
- November 26th, 2023 – Christmas Wreath Pickup

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

Safe Communities Wellington County Leadership Table Meeting

Rockwood OPP Detachment

9:30 a.m., September 20, 2023

In Attendance

Stephen Thomas, Wellington County OPP
Angelle Eybel, Minto Safe Communities
Earl Campbell, Wellington County
Gianni Accettola, Groves Hospital and North Wellington Hospitals
Wendy Bieman, Guelph Wellington Paramedic Service
Michael Dehn, Town of Erin
Sara Bailey, Township of Puslinch
Blaine Burman, County of Wellington – Social Services
Sarah Bowers-Peter, Crime Stoppers Guelph Wellington
Jean Hopkins, Wellington Guelph Drug Strategy
Chris Fraresso, Guelph/Eramosa Township
Brittany Boomer, Wellington County, Roads
Lisa MacDonald, Centre Wellington
Marlene Ottens, Mapleton Township Council
Cathy Sweeney, County of Wellington Emergency Management
Christine Veit, Safe Communities Wellington County

Call to Order – Angelle Eybel called the meeting to order at 9:36 am.

II. Approval of Minutes – June 21, 2023- It was Moved by Sara Bailey Seconded by Wendy Bieman with revision that the minutes of the meeting held June 21, 2023 be approved.

CARRIED

III. New Business

- I. National Teen Driver Safety Week – October 15 - 21
 - (1) Christine will be visiting Wellington County High Schools to discuss the dangers of aggressive, distracted and impaired driving on lunchbreaks to have more time to speak to students
 - (2) Working with the Wellington County OPP to hold a couple of positive ticketing blitz's close to the schools to reenforce good driving behaviour.
 - (3) Program Coordinator does not have the capacity to visit Guelph Schools but will see whether the City of Guelph will be doing something similar.
- II. Co-Chair Election – November Meeting
 - (1) Please send your nominations to Program Coordinator prior to November meeting.
 - (2) Inspector Stephen Thomas is eligible to run again if he chooses.

III. Meeting Dates for 2024:

- January 17, 2024 @ 9:30 am - Aboyne OPP Detachment
- March 20, 2024 @ 9:30 am - Aboyne OPP Detachment
- May 15, 2024 @ 9:30 am - Aboyne OPP Detachment
- June 19, 2024 @ 9:30 am - Wellington County Museum & Archives

- September 18, 2024 @ 9:30 am - Wellington County Museum & Archives
- November 20, 2024 @ 9:30 am - Wellington County Museum & Archives

VII. Strategies and Actions for 2024

- a. Action Plans are due November 30, 2023 – Action Plans will be presented at the January 17, 2024 meeting
- b. Ensure you are using SMART to determine your goals/objectives
- c. Program Coordinator will send out the Action Plan Google form to provide a template to complete your action plan. It is not necessary to use, but will give a guideline.
- d. Action Groups must complete the Action Plan; Safe Communities Groups and other organizations are encouraged to create an action plan and present in January too.
- e. Utilize statistics to determine your individual actions
- f. Connecting with resources and partners are important to increase impact across Wellington County. We don't need to reinvent the wheel.
- g. Key messaging from Safe Communities should be promoted in a variety of different ways – Fall Fairs would be a great way to spread the word
- h. Do we need to continue to have Falls as a priority? Is it not super saturated with other organizations focussing on falls in the older population? Wouldn't all of you actions still be happening if Safe Communities didn't have that action group?

IV. Continuing Business

(1) Events & Campaigns at a Glance

- (i) **Safe Communities Day – Thursday, October 5, 2023 - Below are a list of videos being presented. The format will remain the same as in previous years, we will watch the video and then will have a Q and A following the video. If there is a preferred time slot that you would like your video shown, let me know and I will schedule it accordingly to ensure you are able to make the Q & A.**

1. **OPP – K9, ERT, Cyber Safety, Bike Safety**
2. GRCA – Dam Safety
3. Fire Services – How to be safe at home
4. Wellington County – Emergency Management
5. Falls Prevention – Live Presentation
6. CW Aquatics – Water Safety
7. Guelph Wellington Paramedic Service - Calling 911
8. Hydro – Safety around Downed Power Lines

- (ii) Program Coordinator will be going to the Guelph Wellington Paramedic Service building on Claire Road to ensure there are no wifi issues, like last year

- (iii) Change up this year – Bandanas instead of tshirts

(iv) **Centre Wellington Fire Open House – October 14, 2023**

1. Invited to have a table at the Elora Fire Hall. Great opportunity to speak to families right before Halloween to talk about staying visible – handing out bright orange bandanas – Purchased extras from Safe Communities Day.

(v) **National Teen Driver Safety Week – October 15-21, 2023 –**

1. Visiting Wellington County High Schools. Partnering with Wellington County OPP to do a Positive Ticketing Blitz
2. Parachute Canada is focussing on the Youth Voice. There is a \$500 grant for youth to spearhead a road safety project.
3. Social media Campaign focussing on Aggressive, distracted and impaired driving.

(vi) Falls Prevention Month – November

1. Utilizing key messages on social media messages from Parachute Canada and Falls Prevention Month website

(vii) Festive Ride Campaign – Spread the message – Don't Drive Impaired

(2) Priority Setting /Promising Practices

- (i) Priority Setting was great. Some great actions were discussed
- (ii) The Promising Practices Form was sent out to the Leadership Table – minimal amount of feedback from the Leadership Table
- (iii) Resending the form again with a new deadline. It is very important to receive feedback
- (iv) Although, the statistics will point out our safety priorities, qualitative data is important as well to round out our thinking on actions and whether we have the capacity and whether we will have the impact.

V. Reports from Safe Communities Groups & Action Groups

(1) Motor Vehicle Collision Action Group

- (i) Till the end of the year – Radio Advertisements on The River and The Grand focussing on Impaired Driving and Speeding

(2) Mapleton Safe Communities

- (i) Mapleton Safe and ticketing campaign – Focus on Conestoga Lake – Community Safety Officers - Good Safety around water.

(3) Guelph Eramosa Township Safe Communities

- (i) Met in July
- (ii) Attending Party in the Park
- (iii) Holding a meeting on Monday

- (iv) Continuing with Snow Angels and will be doing a Rockwood Positive Ticketing blitz.
- (4) Puslinch Safe Communities
 - (i) CrimeStoppers Presentation is booked – 555 Presentation on November 16 at Aberfoyle Public School
 - (ii) Utilizing the google forms for the Action Plan this year again.
 - (iii) Maltby Road Association delegated council. Excellent!
- (5) Minto Safe Communities
 - (i) Attended Minto Newcomers Reception – Attracted 2 new members
- (6) Wellington County OPP
 - (i) No Maritime fatalities this summer
 - (ii) Darker earlier – Pedestrians and motorists need to be more vigilant.
 - (iii) Contact Wellington County OPP if you require statistics on Boundary Roads – MTO, however is the best source for that data
 - (iv) EMS Also have stats, but it is a tiered response
 - (v) New in car camera system has plate readers – Remember to renew your sticker.
- (7) Town of Erin
 - (i) Moving around speed signs and recording data to see where trouble spots are
 - (ii) Trucks are still a major issue - Speeding
- (8) Crime Stoppers Guelph Wellington
 - (i) New Truck
 - (ii) New initiative regarding Hate Crimes made possible by a grant from The Solicitor General – November 18, 2023 at the Grand Way Events Centre
 - (iii) Guelph Shredding event is coming up on September 30
 - (iv) Disturbing News – Crime of the Week victims are being shamed online.
 - (v) Crime Stoppers Shredding is awesome! Your papers are shredded when you are there!
- (9) Township of Centre Wellington**
 - (i) Speeding Partitions on busier residential roads are improving safety
 - (ii) Centre Wellington Fire Chief is shared with Town of Puslinch
 - (iii) Strategic Planning – Hoping to have a Safe Communities Committee in the new year.
- (10) Accidental Poisonings Action Group & GWDS**
 - (i) Harm Reduction Videos are being created using the funding from Safe Communities.
 - (ii) Drug Poisoning Awareness Day - August 24 and 31 – Very Well Attended
 - (iii) FAST Overdose Alert Program is fantastic for providing information for The County for substance related overdoses
- (11) Guelph Wellington Paramedic Service**

1. Make The Right Call Campaign - <https://guelph.ca/living/emergency-services/ambulance-service/make-the-right-call-when-to-call-911/>
2. City of Guelph is, unfortunately, number 4 for longest off-road hospital delays
3. Deputy Chief is taking a 1 year sabbatical – November 10, 2023
4. Staffing issues that result in not meeting response times
5. Solution: City of Guelph is getting funding for an off-load nurse

(12) Groves and Wellington North Hospitals

1. Emergency Preparedness – Determining the area around the hospitals that could effect treatment (Eg; Chemical Plant moving into the municipality)
2. Diversity/Equity/Inclusion
3. Better reporting culture - Violence has increased - Violence will not be tolerated
4. Seasonal Surge has begun - Late Fall
5. Palmerston has a Covid Outbreak
6. Patient Safety Week – October 24 – 28

(13) Emergency Management

1. Annual Compliance - All municipalities will have their annual compliance by the end of the year
 - a. We also to emergency response plans for large scale events
2. Attending CW Fire Open House in October
3. 72 hour guides for newcomers available
4. Let EMT Know, Let OPP Know, Let Fire Services Know, Let EMS Know – don't just tell on social media

VI. Leadership Table Meeting Dates for 2023 (9:30 am)

- I. November 15, 2023 @ 9:30 - Teviotdale OPP Detachment

IV. Adjournment (11:36 am)

The Next Leadership Table meeting is scheduled for Wednesday, November 15, 2023 at 9:30 a.m

** Action Groups and Executive Team meeting at 8:30 am **



PLANNING REPORT

for the TOWNSHIP OF WELLINGTON NORTH

Prepared by the County of Wellington Planning and Development Department

DATE: November 13th, 2023
TO: Darren Jones, CBO
 Township of Wellington North
FROM: Curtis Marshall, Manager of Development Planning
 County of Wellington
SUBJECT: **Recommendation Report**
440 Wellington St. E., Mount Forest
OP-2023-01 & ZBA10/23
Proposed Stacked Townhouse Development

Planning Opinion

The purpose of this zoning amendment is to rezone the subject lands from Residential (R1C) to Site Specific Residential (R3-20) to facilitate the proposed development of 28 stacked townhouse units. The applicant has also submitted an Official Plan Amendment to the County of Wellington to amend Section 8.3.5 a) of the County Official Plan to permit a stacked townhouse development with a density of 50 units per hectare. A future draft plan of condominium application is planned for the development.

Planning staff have no concerns with the Official Plan and Zoning Amendments as presented and are of the opinion that the applications are consistent with Provincial Policy and conform with the County of Wellington Official Plan.

The proposed development is a compatible form of intensification and also provides a needed alternative form of housing in the community.

If Council is in support of the County Official Plan amendment, a resolution of support should be passed by Council and forwarded to the County of Wellington. A final by-law amending the Township of Wellington North Zoning By-law will be presented to Township Council for final approval once the County has rendered a decision on the County Official Plan amendment.

RECOMMENDATIONS:

THAT the recommendation report dated November 13th, 2023 regarding the proposed official plan and zoning by-law amendments to facilitate a stacked townhouse development at 440 Wellington St. E., Mount Forest be received;

AND FURTHER THAT Council supports the proposed official plan amendment and the Township Clerk notify the County of Wellington of this position;

AND FURTHER THAT Council supports the proposed zoning by-law amendment and the final amending by-law be brought to Council for approval once the County of Wellington has rendered a decision on the Official Plan amendment.

INTRODUCTION

The property subject to the proposed amendment is legally described as Plan Town of Mount Forest Part Park Lot 4 RP 61R22383 Parts 2 & 3, Geographic Town of Mount Forest, and municipally known as 440 Wellington St. E., Mount Forest. The subject property is approximately 0.56 ha (1.38 ac) in size and is currently occupied by a single detached dwelling and an accessory structure which will be removed. The location of the property is shown on Figure 1.

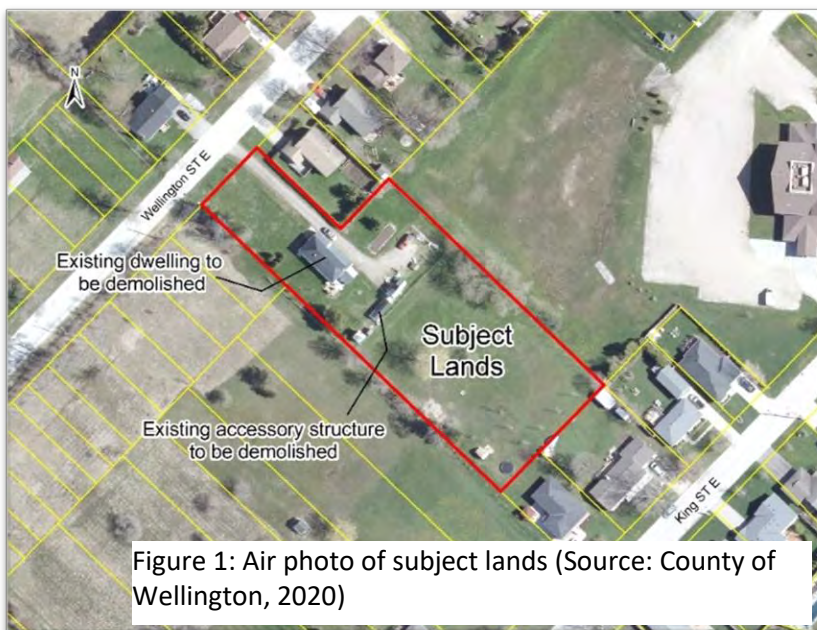


Figure 1: Air photo of subject lands (Source: County of Wellington, 2020)

PROPOSAL

The purpose of this zoning amendment is to rezone the subject lands from Residential (R1C) to Site Specific High Density Residential (R3-20) to facilitate the development of 28 stacked townhouse units (Figure 2). The proposed 1.5 storey development will include 44 parking spaces and a private amenity area for the residents. Site specific relief is requested to permit a reduced minimum lot area and reduced minimum interior side yard setbacks. A future draft plan of condominium application is planned for the development.

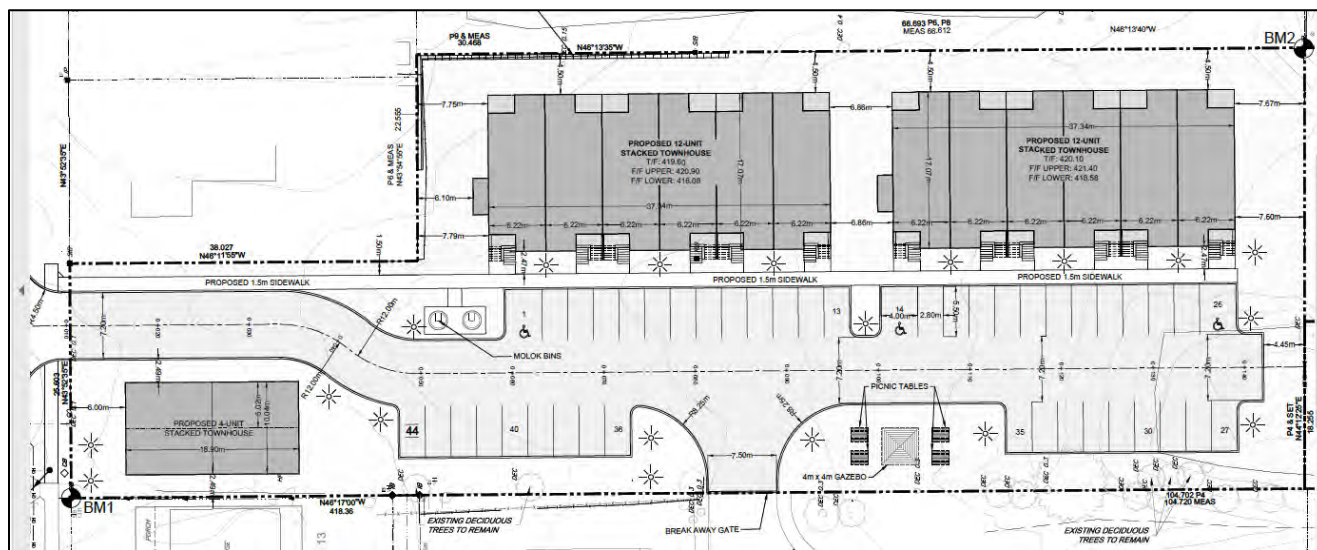


Figure 2: Site plan submitted by Cobide Engineering, December 2022



Figure 3: Proposed project rendering submitted by Cobide Engineering

PUBLIC MEETING

A public meeting for the application was held on October 10, 2023. No one from the public spoke at the meeting and no written public comments have been received in regards to the application.

Following the Public Meeting, a response document was prepared and submitted by the applicant's planner from Cobide Engineering. A copy of the document is 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.

PLANNING COMMENTS

A summary and review of applicable provincial and local planning policies was provided as part of the earlier public meeting report dated October 10, 2023.

Township of Wellington North Community Growth Plan

Planning Staff note the subject lands are located within Stage 1 of the WNCGP Development Stages mapping for Mount Forest and will contribute to the proposed intensification targets of the plan. Stage 1 is identified as the first priority area for development in Mount Forest.

The proposed development is consistent with the goals and objectives of the Community Growth Plan by providing an alternative form of housing (smaller multiple units) and is a form of intensification within the already developed area of the community.

Proposed Building Setbacks & Lot Area:

Planning Staff have reviewed and considered the requested zoning setback and area reductions and offer the following comments.

The proposed R3 Medium Density zoning category is appropriate for the development as this zone permits forms of multiple dwellings including street and cluster townhouses, stacked townhouses and apartment buildings. The R3 zone establishes a minimum building setback of 6.0 m (19.7 ft) from the side yards. This minimum setback is achieved (and exceeded) by the proposed development except for along the north-east side yard and a portion of the south-west side yard.

The main building cluster (2 buildings totaling 24 units) is proposed to be setback 4.5 m (14.7 ft) from the north east side lot line. Planning Staff do not have concerns with the proposed reduction of 1.5 m (4.9 ft) considering the shorter height of the dwellings (only 1.5 storeys) and the adjacent use of the property which is a stormwater management area and open space for a church. The proposed 4.5 m (14.7 ft) setback will also provide sufficient room for drainage, landscaping and buffering between the uses.

The smaller 4 unit townhouse building located near the front of the property is proposed to be setback 2.4 m (7.87 ft) from the south west side lot line. Planning Staff have reviewed this reduction and do not have any concerns considering the shorter height (only 1.5 storeys) and orientation of the building (side of building is along the lot line with no back doors, decks etc.). The proposed building is of similar scale and size to the adjacent single detached dwelling and will have a larger side yard setback than the single detached does. The proposed 2.4 m (7.87 ft) setback will also provide sufficient room for drainage and fencing between the uses.

A reduction of the minimum lot area from 6,356 m² (68,404 ft²) to 5,632 m² (60,622 ft²) has also been proposed. Planning Staff note that the compact built form of the stacked townhouses provides a reduced building footprint on the site. The lot size still provides adequate room for parking, snow storage, drainage, landscaping, and an amenity area. Planning Staff have no concerns with the site specific lot area reduction request.

Proposed Density & Building Form

As mentioned above the proposed compact built form of the stacked townhouses allows for additional dwellings/units to be constructed on site while having a similar lot coverage to a more traditional townhouse unit design. The size and lot coverage of the proposed stacked townhouse dwellings is more similar to an apartment building than a traditional townhouse design. The main difference between the proposed stacked townhouse and an apartment dwelling is that each stacked townhouse unit has a door to outside instead of utilizing a central hallway for access. Furthermore the proposed stacked townhouse and an apartment building are both vertical by nature having two floors with one unit above another. Planning Staff note that a 28 unit apartment building could be constructed on the site meeting both the density and minimum lot area requirements of the Official Plan and Township Zoning By-law.

Planning Staff are satisfied that the proposed townhouses can adequately be accommodated on the site based on a preliminary review of the proposed site plan with Township Staff and the Township Engineer. The proposed site plan can adequately provide for parking, snow storage, drainage, landscaping, garbage storage and an amenity area. Site plan approval will be required for the proposed development.

OFFICIAL PLAN AMENDMENT

An official plan amendment has been filed with the County of Wellington to request a density of 50 units per hectare to allow for 28 stacked townhouse units on the site.

The County of Wellington Official Plan includes the following residential density policy for new development:

8.3.5 Medium Density Development

Multiple residential developments such as townhouses and apartments may be allowed in areas designated RESIDENTIAL subject to the requirements of the Zoning By-law and further provided that the following criteria are satisfactorily met:

- a) that medium density development on full municipal services should not exceed 35 units per hectare (14 units per acre) for townhouses or row houses, and 75 units per hectare (30 units per acre) for apartments, although it may not always be possible to achieve these densities on smaller sites;*

The Planning Justification Report (June 2023) submitted in support of the application prepared by Cobide Eng. provided the following comments on this policy:

The proposed density of the site is 49 units/ ha over the townhouse maximum density of 35 units/ ha but still well under the apartment maximum of 75 units/ ha. Considering that stacked townhouses are different than the “townhouses” or “row houses” that are identified in the plan, and have significant similarities to apartments, using vertical space optimization to have more units in a smaller footprint. Because of this hybrid between the two housing types, its reasonable to fall somewhere in the middle of the two maximums.

Due to the increase in density, an Official Plan Amendment is requested to permit a density of 50 unit/ ha on the site. An increased density will allow for a more efficient use of land and space than the current one residential unit. This will help contribute to a more diverse mix of housing options and options for a complete community.

Planning Staff are satisfied that the proposed density is acceptable considering that the use is compatible with neighbouring properties, and that the proposed site plan demonstrates that the site can adequately function providing room for parking, snow storage, drainage, landscaping, garbage storage and an amenity area.

Planning Staff also note that the proposed form of development (stacked townhouses with no garages) is very similar in footprint and scale of an apartment building. The difference in the form of development is that each unit has a door to outside instead of a central hallway being used for access. If central/communal access was provided the building would be clearly defined as an apartment building and would conform with the Official Plan density requirements.

Furthermore it is worth noting that the applicant has filed the Official Plan amendment in “an abundance of caution” to ensure that there were no Official Plan policy conflicts. Planning Staff note that a “stacked

townhouse” is not described or defined in the current Official Plan. The Official Plan density policy currently refers to “townhouses” and “apartments”, but not stacked townhouses. An argument can be made that the apartment density of 75 units per hectare could be applied to the proposed development based on the similarities of the built form.

County Staff have included clarifying language in proposed County of Wellington Official Plan Amendment 123 which states that a stacked townhouse shall have the same density requirements as an apartment (75 units per ha).

Planning Staff have prepared draft wording for a site specific County of Wellington Official Plan amendment which would apply to this property. A copy of this wording is attached as **Schedule 2** to this report. The complete draft official plan amendment will be provided to County Council for consideration.

ZONING BY-LAW AMENDMENT

Planning Staff have prepared a draft site specific zoning by-law amendment for the proposed development. The draft by-law also applies a holding provision (H) to the property which would have to be lifted by Council prior to building permits being issued. Specifically, the proposed holding provision (H) requires that the following matters must be addressed to Council’s satisfaction prior to the issuance of building permits:

- Municipal water and sewage servicing including sufficient reserve capacity is or will be made available to the land.
- Site Plan Approval has been obtained and a Site Plan Agreement has been executed.
- Stormwater management has been adequately addressed.

A copy of the draft zoning by-law is attached as **Schedule 3** to this report.

Planning Staff are recommending that Council approve the zoning by-law amendment application in principle at this time, and that Council approve the final amending by-law after the County has rendered a decision on the County Official Plan amendment.

CONCLUSION

Planning Staff is of the opinion that the proposed applications are consistent with the Provincial Policy Statement, the Provincial Growth Plan, the Township Growth Management Strategy and maintain the intent and purpose of the County Official Plan, and the Township Zoning By-law.

The proposed development is a compatible form of intensification and provides a needed alternative form of housing in the community.

If Council is in support of the Official Plan amendment, a resolution of support should be passed by Council and forwarded to Wellington County.

Planning Staff are recommending that Council approve the zoning amendment application in principle at this time, and that Council approve the final amending by-law after the County has rendered a decision on the County Official Plan amendment.

Respectfully submitted

County of Wellington Planning and Development Department

A handwritten signature in blue ink, appearing to read "C Marshall", enclosed in a thin black rectangular border.

Curtis Marshall, MCIP RPP
Manager of Development Planning

Schedule 1: Applicant Response Document



Public Meeting Comment Matrix

To: C. Marshall, MCIP, RPP, Manager of Development Planning

From: D. Kieffer, MCIP, RPP, Senior Development Planner

Introduction

On behalf of our client, Cobide Engineering Inc. submitted a Planning Justification Report in support of the Official Plan Amendment and Zoning By-law Amendment applications for the property located at 440 Wellington Street, Mount Forest (hereinafter called the subject lands).

On October 10, 2023, a Public Meeting was held at the Township of North Wellington's Council Chambers to hear the proposed applications. Wellington County Planning Department has requested a comment matrix addressing the matters that were highlighted at the meeting.

Comment Table

No members of the public were represented at the meeting and no written public comments were received in advance of the meeting. The following table summarizes Councillor's comments and responses from the applicant and the development team.

Councillor	Comments	Response
Burke	The density in this area continues to increase dramatically. Was there any thought given to reducing the number of units as we don't have anything in the policies for stacked townhomes, and we are piecemealing together policies. Wondering if there any possibility the density can be reduced on this. I have a hard time supporting that the required lot area minimum is 6356 and the proposed is 5632 and then the interior side yard we are looking at less than half.	Councillor Burke is correct that we are piecemealing planning policies as part of our analyses since stacked townhomes are a newer product on the housing market and the North Wellington Zoning By-law and the Wellington County Official Plan has not recognized them specifically. By design, stacked townhouse units are smaller units that gain spatial advantages through a split-level design and therefore the units take up less space on the lot than traditional townhome units.

		<p>North Wellington's by-law links required lot size to the number of units, without considering how much space these units take up on the property. The zoning by-law reduces the requirement for smaller apartment units by applying different lot size provisions. To compare, the cluster townhouse provisions are 1,393.5 m² for the first four units and 264.8 m² for each additional unit thereafter. The apartment provisions are 1,161.3 m² of lot area for the first 5 residential dwelling units, plus 137.5 m² of lot area for each additional residential dwelling unit thereafter. If we applied the apartment provisions, the development concept would meet the required lot area (4,323.8 m²).</p> <p>The Wellington County Official Plan (WCOP) states that new housing types are needed to provide a greater variety of residential accommodation as well as a more affordable housing supply (policy 8.1.2). The WCOP, the PPS and the Growth Plan all promote intensification in fully serviced settlement areas. It can be expected that housing styles, market demands and community needs will grow, evolve and adapt over time. Naturally there will be a lag in updating planning policies to reflect these new styles.</p>
Renken	I, as well, have a problem with the amount of density coming into the area, especially when they are asking for variances for setbacks and side yards and back yards. I believe that every unit is entitled to the space the Zoning By-law affords them. Fewer units could be put in and they could adhere to the setbacks.	Zoning By-laws are not meant to be static documents. The Planning Act affords the ability to change the Zoning Bylaw both through Minor Variances and Zoning By-law Amendments when these amendments are acceptable and can be justified. As previously noted, the Zoning By-law and County Official Plan do not fully contemplate this housing style and the spatial advantages it achieves through its design and therefore, the development team's opinion is the requested

		<p>amendments are warranted.</p> <p>The site design of infill lots is a balance between maximizing the site and working with the existing conditions. To maximize the density and existing lot fabric, the development is seeking a decreased required lot area and decreased interior side yard sizes. Unique development standards are often required to facilitate infill development as the opportunity to change the lot boundaries, or alter the surrounding development patterns, are not available.</p>
Burke	<p>We continue to see these applications and we continue to increase the density on parcels that do not accommodate what was asked for. I think eventually there needs to be discussions on how to achieve the small town feel while accommodating growth while addressing the concerns about why people move away from the city. We will need to address that at some point as we increase the density in neighbourhoods at the rate we are.</p>	<p>Small towns often have abundant single-detached homes and low-density development. What is often not so abundant are denser styles, which by market pressures are often more affordable. Offering different housing styles to your community, especially small towns, helps increase housing stock, variety and affordability. On infill lots, density comes with the added bonus of increasing the tax base, without greatly increasing required infrastructure investments (roads, services, sidewalks etc). These applications offer housing variety that fill market voids and community housing needs in established neighbourhoods in our small towns.</p>

Conclusions:

The development is a great example of high-density infill development that will help fulfill the Municipality's and County's intensification targets as the property is designated Residential and within the built boundary. The redevelopment of the site takes the property from 1 residential unit to 28 residential units. The proposal contributes to the range of housing options and affordability by proposing unique ownership opportunities and new housing products in the Mount Forest community.

The scale, massing and orientation are all proposed to be changed in relation to some of the surrounding residential uses, although it is noted a townhouse development is

proposed directly adjacent to the subject lands. It is natural the scale, massing and orientation may be increased through the emerging built form when seeking to intensify and better utilize existing lots and services.

It is important to note that compatibility does not mean match the existing, it means that the existing and the proposed can co-exist. The stacked townhouses are a different residential built form than what has been established previously, but are considered to be at a scale, height and massing that is compatible with, just not the same as, the surrounding area.

The development team appreciates the opportunity to address the comments in advance of the applications moving forward. Please contact the undersigned with any questions.

Kind regards,

Cobide Engineering Inc.



Dana Kieffer, M.Sc. (Planning), MCIP, RPP
Senior Development Planner,
Cobide Engineering Inc.
519-506-5959 ext. 106
dkieffer@cobideeng.com

Schedule 2: Draft OPA Wording

Draft County of Wellington Official Plan Amendment (Excerpt)

DETAILS OF THE AMENDMENT

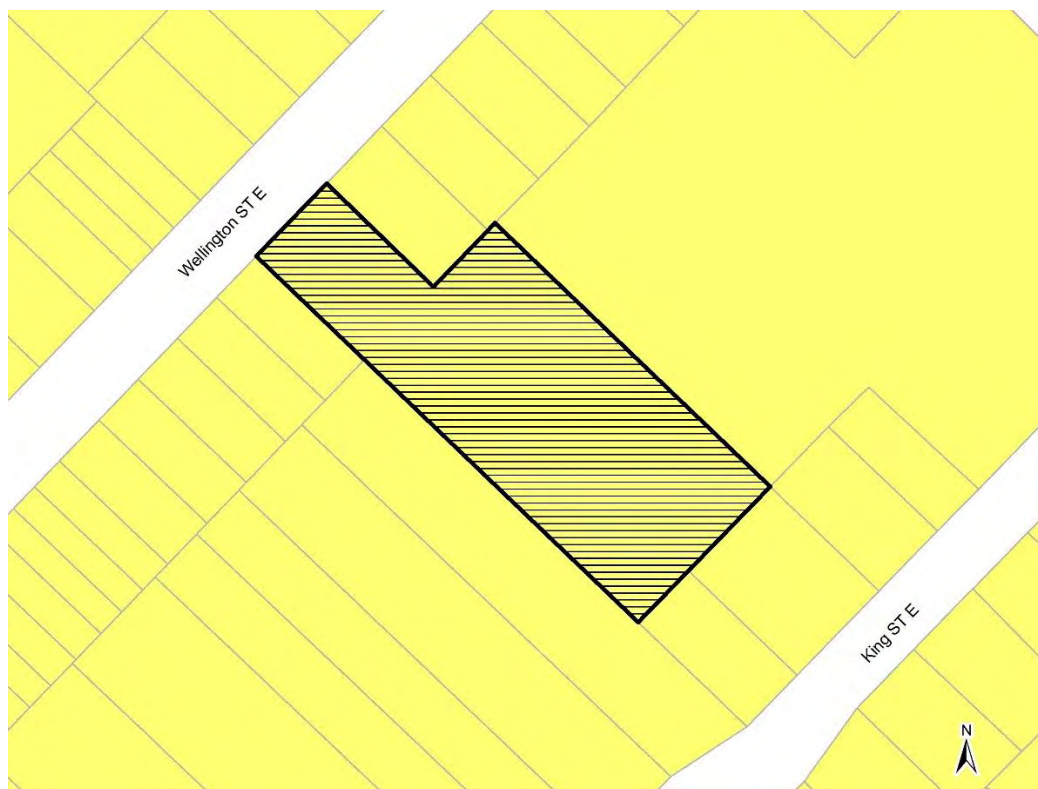
The Official Plan of the County of Wellington is hereby amended as follows:

1. THAT **Schedule B6-1 (MOUNT FOREST)** is amended, by re-designating the lands legally described as Plan Town of Mount Forest Part Park Lot 4 RP 61R22383 Parts 2 & 3, Geographic Town of Mount Forest with a municipal address of 440 Wellington St. E., Mount Forest, as shown on Schedule "A" to this amendment from "Residential" to "Residential Special Policy Area PA6-10".
2. THAT Section 9.7 – Wellington North Local Policies be amended by adding the following new section and wording:

PA6-10 440 Wellington St. E, Mount Forest

Notwithstanding Section 8.3.5 of the Official Plan, a stacked townhouse development with a density of 50 units per ha may be permitted on the lands identified as PA6-10 on Schedule B6-1.

Schedule A



Re-designate from "Residential" to "Residential Special Policy Area PA6-10"

Schedule 3: Draft Zoning By-law Amendment

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NUMBER XXXX**

**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 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 3 – Mount Forest to By-law 66-01 is amended by changing the zoning on lands legally described as Plan Town of Mount Forest Part Park Lot 4 RP 61R22383 Parts 2 & 3, Geographic Town of Mount Forest with a municipal address of 440 Wellington St. E., Mount Forest, as shown on Schedule "A" attached to and forming part of this By-law from Low Density Residential (R1-C) to **High Density Residential Exception with a Holding Provision (R3-20 (H))**.
2. THAT Section 32, Mount Forest area exception zone, is hereby amended by adding the following new exceptions:

<p>32.20 440 Wellington St. E., Mount Forest</p>	<p>R3-20 (H)</p>	<p>Notwithstanding any other provisions to the contrary, the following regulations shall apply:</p> <ul style="list-style-type: none"> i) Side Yard, Minimum 4.5 m (14.7 ft) (along North East lot line) ii) Side Yard, Minimum 2.4 m (7.87 ft) (along South West lot line for 4 unit townhouse) iii) Lot Area, Minimum 5,632 m² (60,622 ft²) iv) Building Height, Maximum 6.0 m (19.7 ft) and 1.5 Storeys v) Maximum number of townhouse dwellings 28
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		<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 servicing including sufficient reserve capacity is or will be made available to the project. II. Stormwater management has been adequately addressed; III. Site plan approval has been obtained and a site plan agreement has been executed.
--	--	---

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 become effective from the date of passage by Council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS xxth DAY OF xx, 2023**

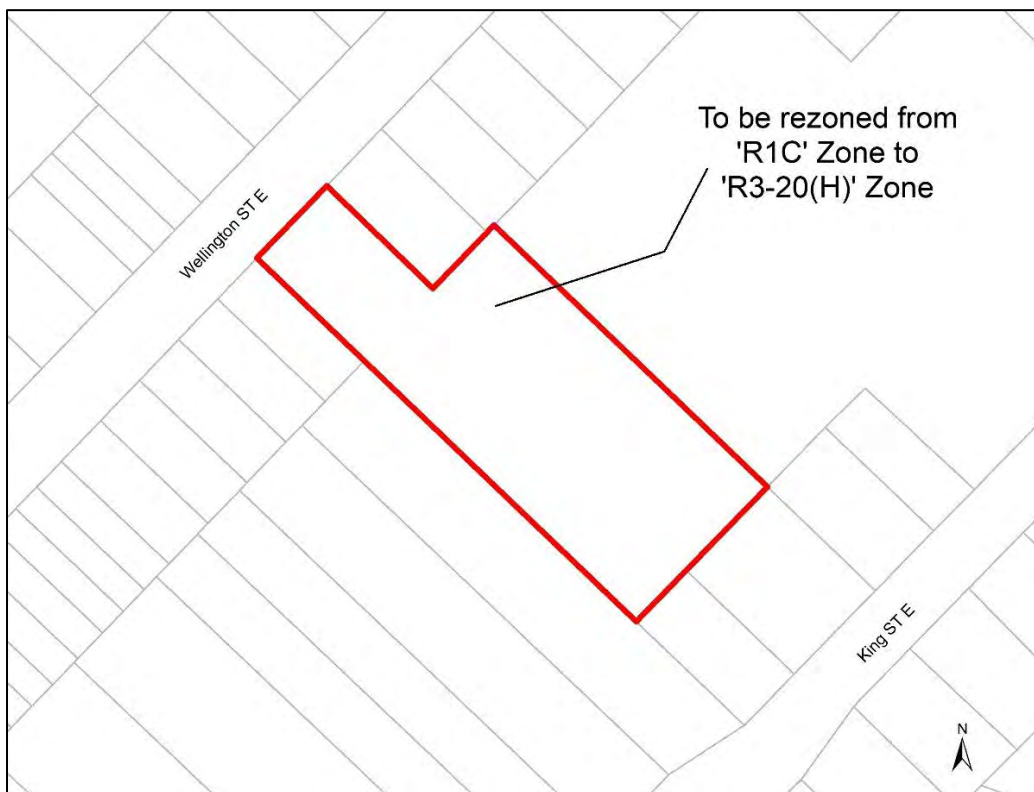
MAYOR

CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NO. _____

Schedule "A"



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

Passed this ___ day of _____ 2023

MAYOR

CLERK



PLANNING REPORT for the TOWNSHIP OF WELLINGTON NORTH

Prepared by the County of Wellington Planning and Development Department

DATE: November 15th, 2023
TO: Darren Jones, Chief Building Official
 Township of Wellington North
FROM: Jessica Rahim, Senior Planner
 County of Wellington
SUBJECT: **Owner: Marlanna Homes Inc.**
Property: 504-522 Newfoundland Street
Township of Wellington North (Mount Forest)
Part Lot Control Exemption Application (ZBA21/23)

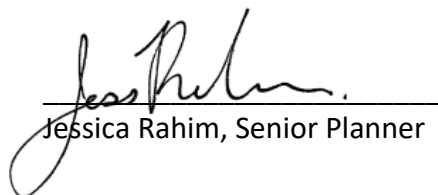
The purpose of this proposed part lot control exemption is to allow for the division and conveyance of 10 semi-detached units on separate lots. A deposited reference plan (61R-22616) (attached as Schedule 1 to this report) has been submitted showing the divided semi-detached units.

The subject lands are designated Residential in the Official Plan and are zoned (R2) Medium Density Residential. The division of land is consistent with Provincial Policy and conforms with the applicable policies of the County Official Plan. The lots subject to this application are part of Registered Plan 61M-256, formerly Draft Plan of Subdivision 23T-17001, which described the intent that the property would be divided in the future for semi-detached units.

The minimum lot frontage and lot area requirements are met for the units/lots in accordance with the Zoning By-law. The applicant has indicated the proposed development is currently under construction.

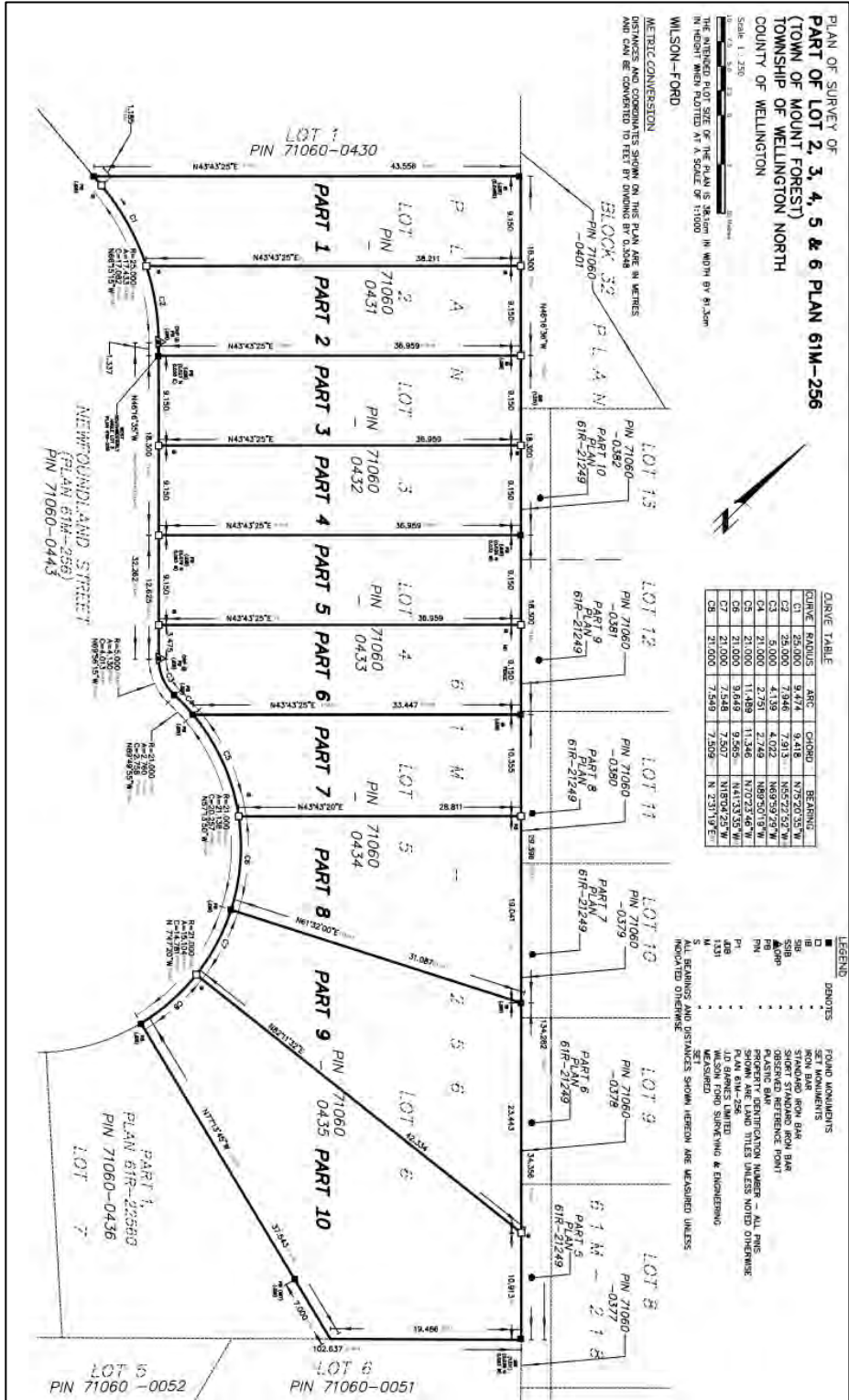
The full description of the parcel and corresponding by-law is listed on the agenda for Council's consideration. Once the By-law is approved by Council it will be forwarded to the County for final approval.

Respectfully submitted,
 County of Wellington Planning and Development Department

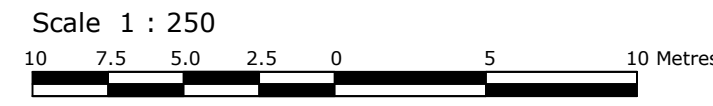


 Jessica Rahim, Senior Planner

Schedule 1: Deposited Reference Plan



PLAN OF SURVEY OF
PART OF LOT 2, 3, 4, 5 & 6 PLAN 61M-256
 (TOWN OF MOUNT FOREST)
 TOWNSHIP OF WELLINGTON NORTH
 COUNTY OF WELLINGTON



THE INTENDED PLOT SIZE OF THE PLAN IS 38.1cm IN WIDTH BY 81.3cm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:1000

WILSON-FORD

METRIC CONVERSION

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

CURVE TABLE

CURVE	RADIUS	ARC	CHORD	BEARING
C1	25.000	9.474	9.418	N75°20'35"W
C2	25.000	7.946	7.913 ^(S)	N55°22'52"W ^(S)
C3	5.000	4.139	4.022	N69°59'29"W
C4	21.000	2.751	2.749	N89°50'19"W
C5	21.000	11.489	11.346	N70°23'46"W
C6	21.000	9.649	9.565 ^(S)	N41°33'35"W ^(S)
C7	21.000	7.548	7.507	N18°04'25"W
C8	21.000	7.549	7.509 ^(S)	N 2°31'19"E ^(S)

LEGEND

- DENOTES FOUND MONUMENTS
 - " " SET MONUMENTS
 - IB " " IRON BAR
 - SIB " " STANDARD IRON BAR
 - SSIB " " SHORT STANDARD IRON BAR
 - ▲ ORP " " OBSERVED REFERENCE POINT
 - PB " " PLASTIC BAR
 - PIN " " PROPERTY IDENTIFICATION NUMBER - ALL PINS SHOWN ARE LAND TITLES UNLESS NOTED OTHERWISE
 - P1 " " PLAN 61M-256
 - JDB " " J.D BARNES LIMITED
 - 1331 " " WILSON FORD SURVEYING & ENGINEERING
 - M " " MEASURED
 - S " " SET
- ALL BEARINGS AND DISTANCES SHOWN HEREON ARE MEASURED UNLESS INDICATED OTHERWISE

SCHEDULE

PART	LOT	PLAN	PIN
1	PART OF LOT 2		PART OF 71060-0431
2	PART OF LOT 2		PART OF 71060-0431
3	PART OF LOT 3		PART OF 71060-0432
4	PART OF LOT 3		PART OF 71060-0432
5	PART OF LOT 4	61M-256	PART OF 71060-0433
6	PART OF LOT 4		PART OF 71060-0433
7	PART OF LOT 5		PART OF 71060-0434
8	PART OF LOT 5		PART OF 71060-0434
9	PART OF LOT 6		PART OF 71060-0435
10	PART OF LOT 6		PART OF 71060-0435
PARTS 1 & 2 COMPRISE ALL OF PIN 71060-0431			
PARTS 3 & 4 COMPRISE ALL OF PIN 71060-0432			
PARTS 5 & 6 COMPRISE ALL OF PIN 71060-0433			
PARTS 7 & 8 COMPRISE ALL OF PIN 71060-0434			
PARTS 9 & 10 COMPRISE ALL OF PIN 71060-0435			

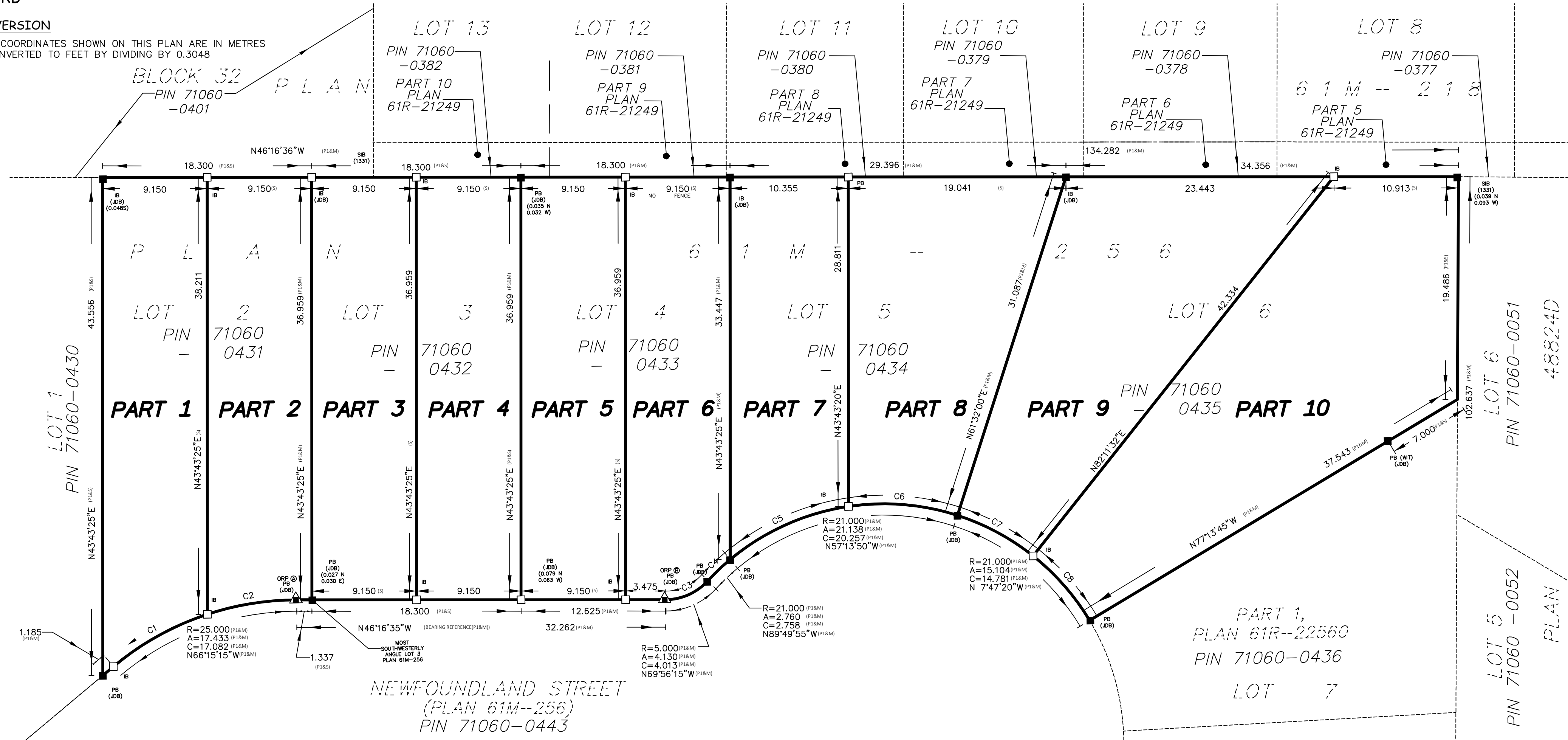
PLAN 61R-22616

Received and deposited

November 8th, 2023

Tom Berube

Representative for the
 Land Registrar for the
 Land Titles Division of
 Wellington (No.61)



BEARING NOTE

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS) (2010).

FOR BEARING COMPARISONS, THE FOLLOWING ROTATIONS WERE USED:

PLAN	ROTATION
P1	0°0'0"

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999551.

OBSERVED REFERENCE POINTS (ORP'S) DERIVED FROM GPS OBSERVATIONS USING THE TOPNET NETWORK (RTN), UTM ZONE 17, NAD83 (CSRS)(2010)

COORDINATES TO URBAN ACCURACY PER SEC. 12(2) OF O. REG. 216/10.

POINT ID	NORTHING	EASTING
ORP (A)	4 870 175.864	521 872.605
ORP (B)	4 870 153.603	521 895.915

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT :

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 5th DAY OF OCTOBER 2022.

26 OCTOBER, 2023

DATE

[Signature]
 GREG FORD, P. Eng (CIVIL)
 ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS
 PLAN SUBMISSION FORM NUMBER V-62468.

WILSON - FORD

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

PROJECT No.: MARLANA 23-9788



PLANNING REPORT for the TOWNSHIP OF WELLINGTON NORTH

Prepared by the County of Wellington Planning and Development
Department

DATE: November 15th, 2023
TO: Darren Jones, Acting C.A.O
 Township of Wellington North
FROM: Jamie Barnes, Junior Planner
 Jessica Rahim, Senior Planner
 County of Wellington
SUBJECT: **204 Gordon St, Arthur**
Removal of Holding (H) Provision

The Township has received a request to lift the Holding Provision (H) that applies to the subject property to facilitate the construction of 9 street townhouses and 28 cluster townhouse development.

The property is described as Parklot 52, Parklot 54 and Parklot 56, Judge MacDonald's Survey and municipally known as 204 Gordon St, Arthur. The subject land is approximately 1.24 ha (3.04 ac) in size and the location of the property is shown in Figure 1.

A Holding Provision (H) has been applied to the property in order to provide Council with an opportunity to ensure that sufficient municipal water and sewer capacity is available for the use. Once the Holding Symbol has been removed, the regulations of the Residential Zone (R3), and all other applicable regulations of the Township of Wellington North Zoning By-law 66-01, shall apply to the land subject of this amendment.



Figure 1: 2020 Aerial Photo

Sufficient municipal water and sewer capacity is available for this phase of development. The applicant has executed a sewage allocation agreement with the Township and finalized the site plan approval process and have entered into a development agreement with the Township.

Draft By-law:

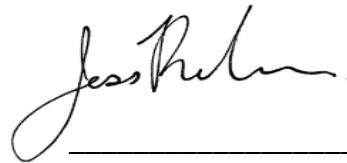
Planning Staff have prepared a draft By-law which removes the Holding Provision (H) from the subject lands where the new use will take place. A draft By-law has been prepared and is attached as **Schedule A** to this report for Council's consideration.

I trust that these comments will be of assistance to Council in their consideration of this matter.

Respectfully submitted,
County of Wellington Planning and Development Department



Jamie Barnes
Junior Planner



Jessica Rahim
Senior Planner

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 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-2' of By-law 66-01 is amended by changing the zoning on a portion of the lands described as PARKLOT 52, PARKLOT 54 AND PARKLOT 56, JUDGE MACDONALD'S SURVEY; VILLAGE OF ARTHUR; TOWNSHIP OF WELLINGTON NORTH and municipally known as 204 Gordon St, Arthur, as shown on Schedule "A" attached to and forming part of this By-law from **Holding Residential ((H)R3)** to **Residential (R3)**.
- 2. 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.
- 3. THAT this By-law shall take force and effect on the date of passing and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990.

READ A FIRST AND SECOND TIME THIS _____ DAY OF _____, 2023

READ A THIRD TIME AND PASSED THIS _____ DAY OF _____, 2023

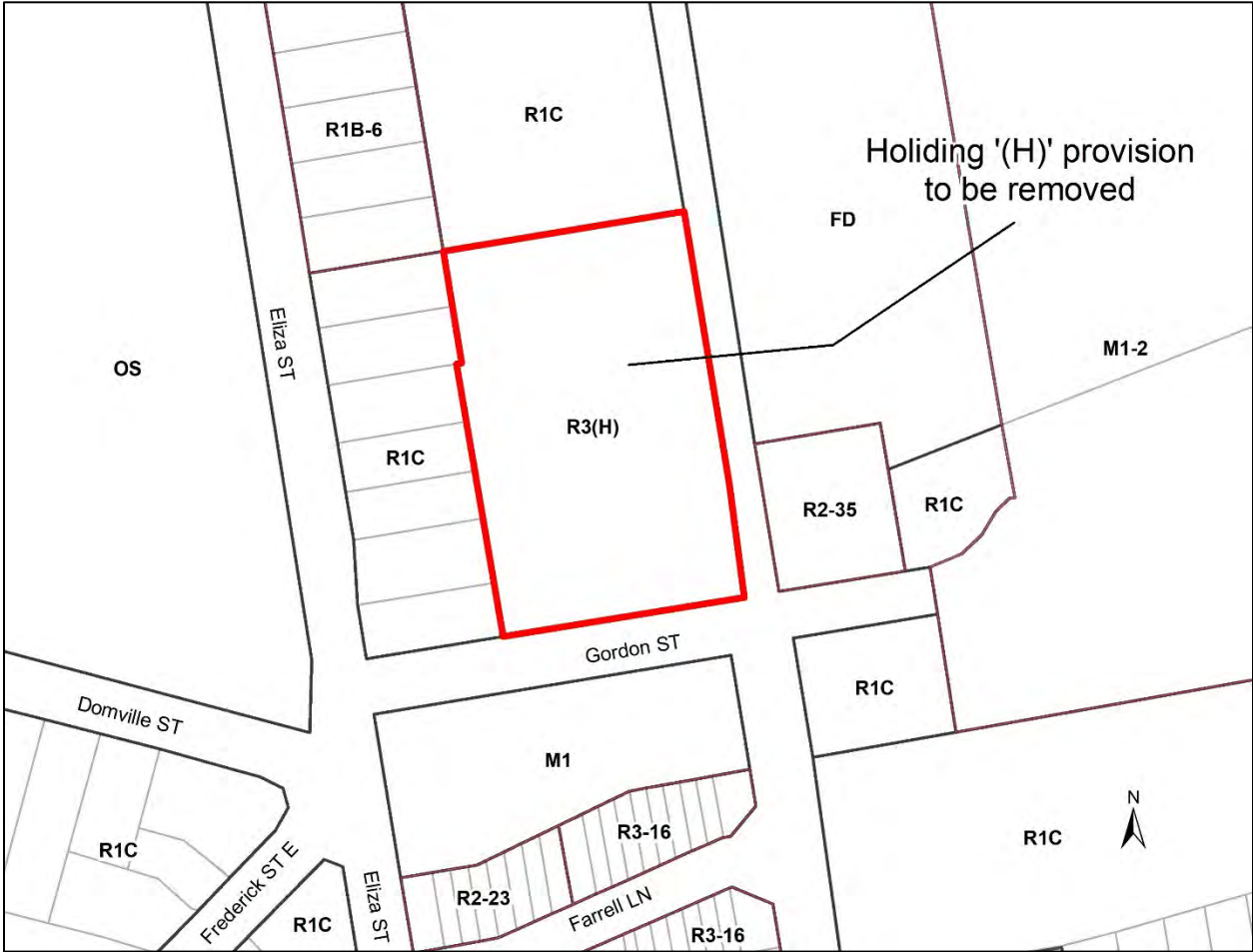
MAYOR

CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NO. _____

Schedule "A"



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

Passed this ___ day of _____ 2023

MAYOR

CLERK

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

The property subject to the proposed amendment is described as PARKLOT 52, PARKLOT 54 AND PARKLOT 56, JUDGE MACDONALD'S SURVEY; VILLAGE OF ARTHUR; TOWNSHIP OF WELLINGTON NORTH and municipally known as 204 Gordon St, Arthur. The subject lands are vacant, approximately 1.24 ha (3.04 ac) in size and the lands subject of the amendment are currently zoned Holding Residential ((H)R3).

THE PURPOSE AND EFFECT of the proposed amendment is to rezone a portion of the subject lands from Holding Residential ((H)R3) to Residential (R3) to permit the construction of 9 street townhouses and 28 cluster townhouse development.



Staff Report

To: Mayor and Members of Council Meeting of November 20, 2023

From: Tammy Pringle, Development Clerk

Subject: **DC 2023-031, CROMBIE PROPERTY HOLDINGS LIMITED
AMENDING SITE PLAN AGREEMENT
429 - 515 MAIN ST. N., MOUNT FOREST**

RECOMMENDATION

THAT Council of the Township of Wellington North receive for information Report DC 2023-031 regarding the Final Approval of the Crombie Property Holdings Limited Amending Site Plan Control Agreement.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

- By-law 108-21 Zoning Amendment dated November 22, 2021
- Sobeys Phase 1 Site Plan Agreement registered December 29th, 2021
- Resolution 2022-337 dated December 5, 2022 in support of Consent Application B134-22 regarding an easement for storm drain in favour of 437-445, 503 & 515 Main St. N.
- Resolution 2023-192 dated May 23, 2023 RE: Final Approval of the Crombie Property Holdings Limited Site Plan Control Agreement
- By-law 060-2023 Zoning Amendment to remove Holding Provision dated July 10, 2023

BACKGROUND

Subject Lands

The property is in the urban boundary of the Town of Mount Forest. The subject lands are in the north west quadrant of the town west of Highway 6 and south of Industrial Drive with an entrance on Highway 6. The land holdings are approximately 7.25 acres in total, and is municipally known as 429-515 Main St N, Mount Forest.

The Proposal

The Owner received Site Plan Approval from the Township to construct a new Foodland store as an extension of the existing Peavy Mart store. Additionally, a drive-through restaurant is proposed at the northeast portion of the site. An accessory horse and buggy parking structure is also proposed along the northerly property line, behind the proposed Foodland. Access to the horse and buggy parking structure is via a driveway from Industrial Drive to the north, over land owned by the Township. The proposal includes buffering between the commercial development and the residential properties that front on Sligo Rd W.

By way of the Site Plan Agreement the Developer has entered into a development agreement related to offsite works including a signalized entrance and cost sharing breakdown.

This project includes site grading and servicing, landscaping and stormwater management and construction of a grocery store and drive-thru restaurant and accessory buildings.

At this point the developer does not have a firm leasing activity for the proposed drive-thru restaurant and they are reluctant to install services/grading in that area per the approved site plan until we they have tenants on board with finalized designs in place.

An amendment to the site plan control agreement is required to update Schedule "A" Approved Plans and Drawings to add interim finishing site condition drawings to add a future phase of the project. The existing Site Plan Control Agreement already contains provisions for phasing of the development.

Existing Policy Framework

The subject lands are designated C4-63 Shopping Centre Commercial Exception Zone, C4-63 Shopping Centre Commercial Exception Zone with a Holding Provision and C2-62 Highway Commercial Exception Zone with a Holding Provision in the Township of Wellington North Zoning By-Law 66-01 and Highway Commercial in the County of Wellington Official Plan.

COMMENTS AND ANALYSIS

The applicant has satisfied staff that this amendment 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 will be forwarded to the Township's solicitor for registration.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

- A. Location Map
- B. Site Plan Showing Future Phase Area
- C. 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?

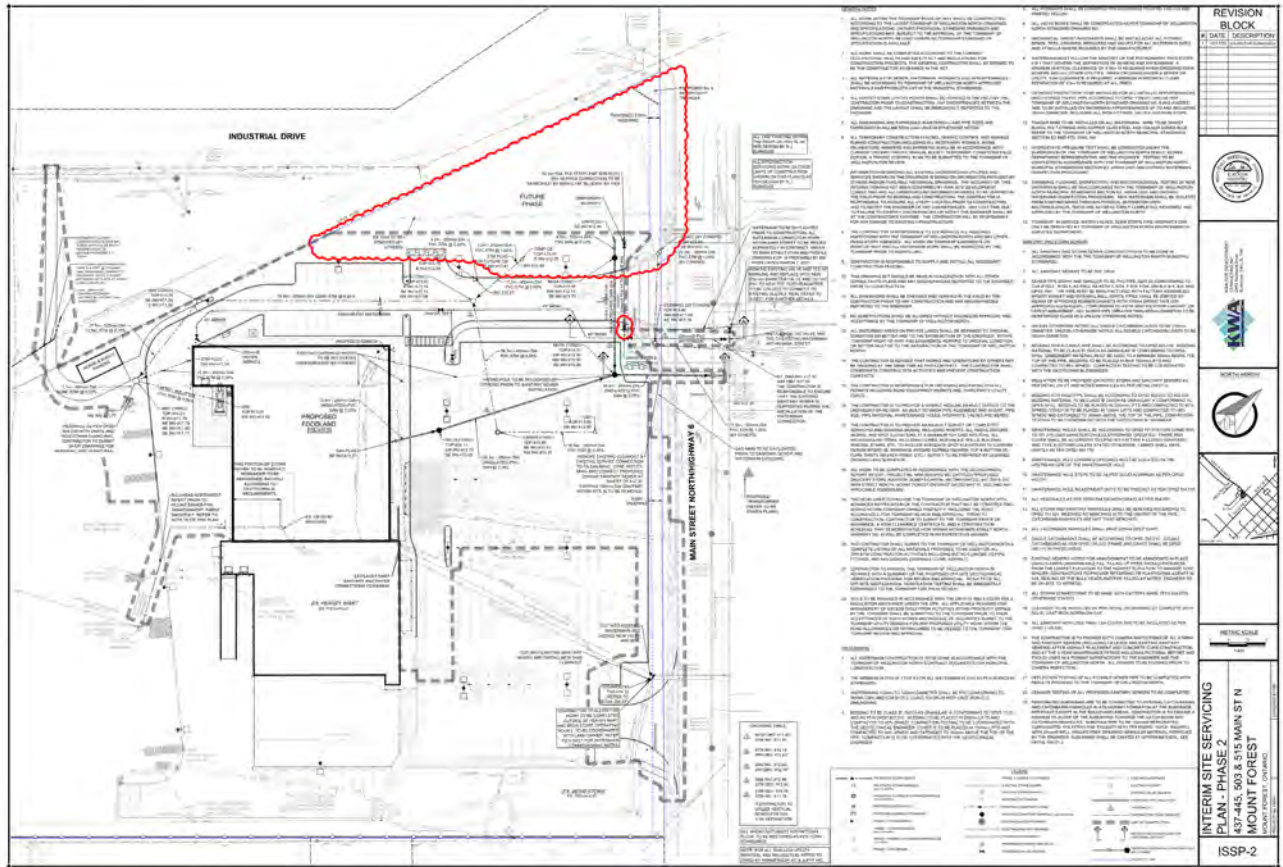
Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

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 Showing Future Phase Area



SCHEDULE C –Site Plan Control Amending Agreement**SITE PLAN CONTROL AMENDING AGREEMENT**

THIS AGREEMENT made this ____ day of _____, 2023.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

(the "Township")
OF THE FIRST PART

-and-

CROMBIE PROPERTY HOLDINGS LIMITED

(the "Owner")
OF THE SECOND PART

WHEREAS the Owner is the registered owner of the Lands described as:

PIN 71072 - 0153 LT

FIRSTLY: PART LOT 33 CONCESSION 1 NORMANBY, LOT 2, PART LOTS 1, 3, 4, 5 & 6, PART DUKE STREET CLOSED BY DN6730 SURVEY FOSTER'S MOUNT FOREST, PARTS 1, 2, 3 & 4, 60R1937; SECONDLY: PART LOT 33 CONCESSION 1 NORMANBY, PART 1 60R3404; THIRDLY: PART LOT 33 CONCESSION 1 NORMANBY, PART LOT 32 CONCESSION 1 DIVISION 3 NORMANBY, PARTS 1 & 2 60R3459; SUBJECT TO AN EASEMENT AS IN DN5959; TOGETHER WITH AN EASEMENT OVER PART LOT 33 CONCESSION 1 NORMANBY, PART PARKLOTS 6, 7 & 8, PART FOSTER STREET CLOSED BY BLN194, SURVEY FOSTER'S MOUNT FOREST, PART DUKE STREET CLOSED BY DN6730 SURVEY FOSTER'S MOUNT FOREST, PARTS 1, 2 & 3 60R3403 AS IN WC655063; TOWNSHIP OF WELLINGTON NORTH

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 parties entered into a Site Plan Control Agreement dated May 26, 2023 and registered against the Lands as instrument number WC703316 on May 29, 2023 in the Land Registry Office #61 (the "Site Plan Agreement");

AND WHEREAS the parties require the Site Plan Agreement to be amended pursuant to this Site Plan Amending Agreement:

NOW THEREFORE in consideration of the covenants and premises of this agreement, the sum of two dollars (\$2.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as:

1. Schedule "A" is deleted in its entirety and replaced with the following:

SCHEDULE "A"**Approved Plans and Drawings**

DOCUMENT NUMBER	DOCUMENT NAME	REVISION NUMBER	REVISION DATE	SEAL DATE	PREPARED BY
SSP	Site Servicing Plan	7	04/26/23	April 26, 2023	KWA Site Development Consulting Inc.
SGP	Site Grading Plan	7	04/26/23	April 26, 2023	KWA Site Development Consulting Inc.
EDP	Existing Site Drainage Plan	7	04/26/23	April 26, 2023	KWA Site Development Consulting Inc.
ESC	Erosion & Sediment Control Plan	7	04/26/23	April 26, 2023	KWA Site Development Consulting Inc.
PDP	Proposed Site Drainage Plan	7	04/26/23	April 26, 2023	KWA Site Development Consulting Inc.
DT-2	Site Details 2 – Frost Collar for Shallow Sanitary MHs	3	04/26/23	April 26, 2023	KWA Site Development Consulting Inc.
SP1	Site Plan – Phase 2	14	APR26-23		Method Architects
SP2	Site Plan Details	14	APR26-23		Method Architects
ES1	Electrical Specifications and Details	9	Jul. 06/22	Jul. 06/22	Hammerschlag & Joffe Inc.
ES2	Electrical Site Plan and Details	9	Jul. 06/22	Jul. 06/22	Hammerschlag & Joffe Inc.
ESP	Photometric Site Plan and Detail	12	Apr. 26/23	2023-04-26	Hammerschlag & Joffe Inc.
L0.0	Vegetation Management Plan	4	APR 26, 2023	26-APR-23	GSP Group
L0.1	Vegetation Management Plan	4	APR 26, 2023	26-APR-23	GSP Group
L1.0	Landscape Plan	4	APR 26, 2023	26-APR-23	GSP Group
L1.1	Landscape Plan Enlargement	4	APR 26, 2023	26-APR-23	GSP Group
L2.0	Details	4	APR 26, 2023	26-APR-23	GSP Group
L2.1	Details	4	APR 26, 2023	26-APR-23	GSP Group
	Functional Servicing & Stormwater Management Report (FSR)		April 26, 2023		KWA Site Development Consulting Inc.
	Storm sewer design sheet (rational method) *to replace Appendix A design sheet in the Functional Servicing & Stormwater Management Report		2-Aug-22		KWA Site Development Consulting Inc.
	Geotechnical Investigation – Final Report		May 15, 2020		EXP Services inc.
	Environmental Site Assessment		2020-05-21		EXP Services Inc.
ISSP-2	Interim Site Servicing Plan – Phase 2	1	10/17/23	Oct. 17, 2023	KWA Site Development Consulting Inc.
ISGP-2	Interim Site Grading Plan – Phase 2	1	10/17/23	Oct. 17, 2023	KWA Site Development Consulting Inc.
X-SEC1	Watermain Connection	1	10/17/23	Oct. 17, 2023	KWA Site Development Consulting Inc.
DT-1	Site Details	8	10/17/23	Oct. 17, 2023	KWA Site Development Consulting Inc.
DT-2	Site Details 2	4	10/17/23	Oct. 17, 2023	KWA Site Development Consulting Inc.

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SITE PLAN CONTROL AMENDING AGREEMENT
CROMBIE PROPERTY HOLDINGS LIMITED

3

THIS AGREEMENT is executed by the Township this ____ day of _____, 2023.

**THE CORPORATION OF
THE TOWNSHIP OF WELLINGTON NORTH**
Per:

Darren Jones – Chief Building Official
I have authority to bind the corporation.

THIS AGREEMENT is executed by the Township this ____ day of _____, 2023.

CROMBIE PROPERTY HOLDINGS LIMITED
Per:

Fred Santini – General Council
I/we have authority to bind the corporation.

Arie Bitton – EVP Leasing and Operations
I/we have authority to bind the corporation.

DEVELOPER'S MAILING ADDRESS: 810-5935 Airport Road, Mississauga, ON L4V 1W5
DEVELOPER'S PHONE NUMBER: 905-614-5468
DEVELOPER'S EMAIL ADDRESS: Fred.santini@crombie.ca and Arie.Bitton@crombie.ca



Staff Report

To: Mayor and Members of Council Meeting of November 20, 2023
From: Tammy Pringle, Development Clerk
Subject: DC 2023-032, Consent Application B82-23 Joseph Robert

RECOMMENDATION

THAT Council of the Township of Wellington North receive DC Report 2023-032 being a report on Consent Application (Severance) B82-23 known as Part Lot 6, n/s Durham St. & w/s Main St., Plan Town of Mount Forest.

AND FURTHER THAT the Council of the Township of Wellington North support consent application B82-23 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 confirms location of the existing water service and sanitary sewer service on private property for 365 Durham Street W to ensure it is entirely within the retained lands;
- **THAT** the Owner submits a servicing plan prepared by a Professional Engineer of Ontario for Township of Wellington North review and approval;
- **THAT** the Owner provides a CCTV of the existing sanitary sewer service for 365 Durham Street West from Property Line out to sanitary sewer main on Durham Street. Township staff will review existing service material and condition for approval of reuse. If it is determined that the sanitary sewer service is not suitable for reuse, at the Owner’s cost, a new sanitary sewer service will be installed within the municipal right-of-way;
- **THAT** upon the Township of Wellington North approval of the Servicing Plan and at the Owner’s expense, the Owner will arrange through Environmental Services Department to have the servicing and restoration work installed by an approved contractor;

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 north west quadrant of the Town of Mount Forest and is geographically known 365 Durham Street West. It is on the north side of Durham St W and just east of Silverbirch St.

Proposed severance is 12.19m fr x 38.11m = 464.6 square metres, existing and proposed urban residential use.

Retained parcel is 16.93m fr x 38.11m = 654 square metres, existing and proposed urban residential use with existing dwelling and 2 sheds.

FINANCIAL CONSIDERATIONS

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

ATTACHMENTS

- APPENDIX A:
 - Severance Sketch No. 23-9863 prepared by Greg Ford at Wilson-Ford Surveying & Engineering, dated September 19, 2023.
- APPENDIX B:
 - Aerial View of Subject Lands
- APPENDIX C:
 - Planning Report, Jessica Rahim, 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

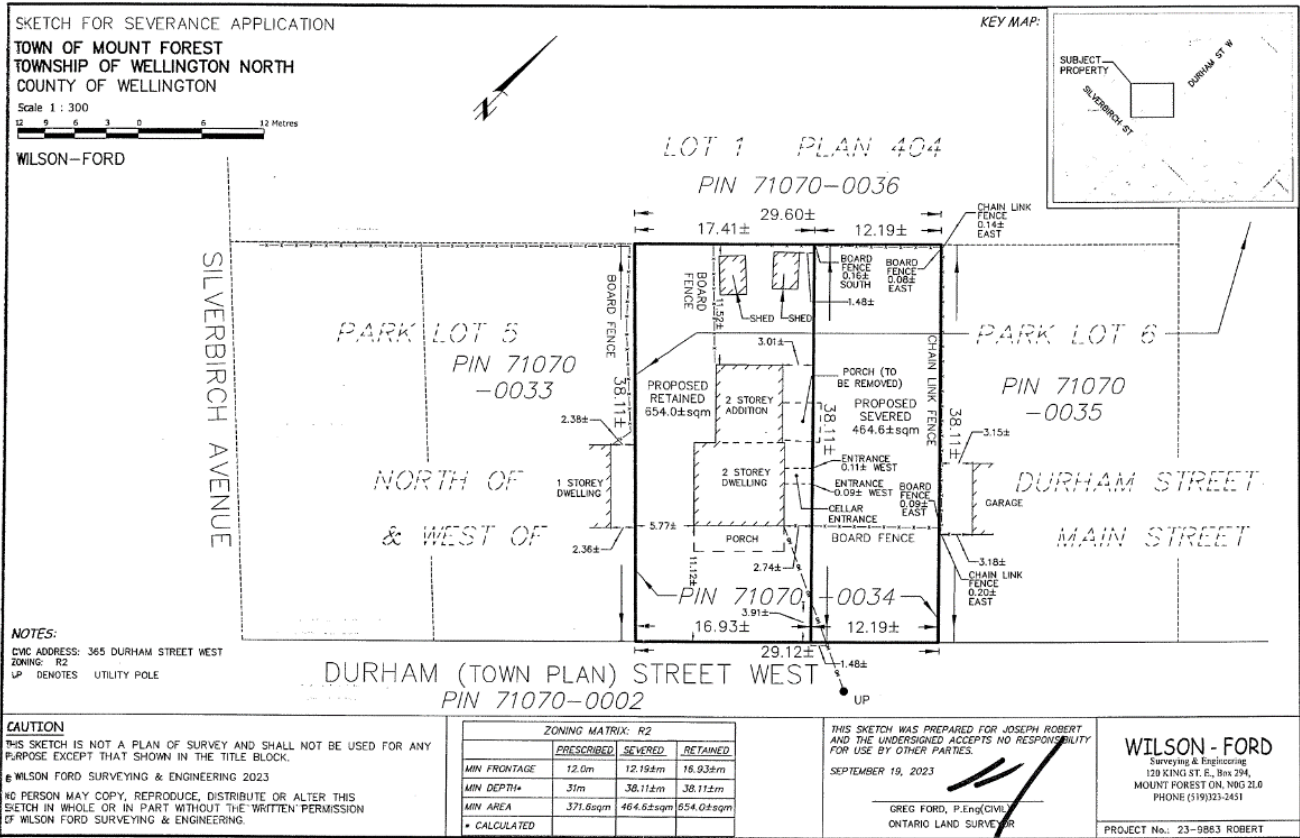
Partnerships

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 Location	B82/23 Part Park Lot 6 n/s Durham St. & w/s Main St. TOWNSHIP OF WELLINGTON NORTH (Mount Forest)
Applicant/Owner	Joseph Robert

PLANNING OPINION: This application would sever a 464.6 sq m (0.11 ac) vacant residential lot in the Urban Centre of Mount Forest. The retain parcel is approximately 654 sq m (0.16 ac) in size with an existing dwelling and two sheds.

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

- a) That servicing can be accommodated on the severed lands to the satisfaction of the local municipality; and
- b) That driveway access can be provided to the severed lands to the satisfaction of the appropriate road authority.

A PLACE TO GROW: No issues.

PROVINCIAL POLICY STATEMENT (PPS): No issues.

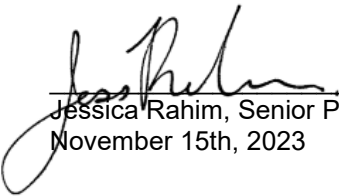
WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated as RESIDENTIAL and located within the urban centre of Mount Forest according to Schedule B6-1 of the Official Plan. Section 10.6.2 states that new lots may be created in Urban Centres provided that the land will be appropriately zoned.

The matters under Section 10.1.3 were also considered including “a) that any new lots will be consistent with official plan policies and zoning regulations”. b) “that all lots can be adequately serviced with water, sewage disposal...”. item d) “that all lots have safe driveway access to an all-season maintained public road...” and item l) “that the proposed lots and uses are compatible with and designed to minimize adverse impacts on surrounding uses”.

LOCAL ZONING BY-LAW: The subject property is currently zoned Residential (R2) zone. The R2 zone permits a single, semi, duplex, fourplex and 4 unit street townhouse dwellings. The proposed severed vacant lot meets the minimum lot area and frontage requirements for a single detached dwelling. The retained lands meet the minimum lot area and frontage requirements for the existing single detached dwelling in the R2 zone.

WELL HEAD PROTECTION AREA: The subject property is located within a Well Head Protection Area B with a vulnerability score of 8.

SITE VISIT INFORMATION: The subject property has not been visited at this time.


 Jessica Rahim, Senior Planner
 November 15th, 2023

11/14/23

Township of Wellington North
VENDOR CHEQUE REGISTER REPORT
Payables Management

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
79798	Abell Pest Control Inc	11/03/23	\$152.43
79799	B. Edwards Transfer Ltd	11/03/23	\$2,121.58
79800	Biz Bull	11/03/23	\$937.90
79801		11/03/23	\$800.00
79802	Chalmers Fuels Inc	11/03/23	\$704.10
79803		11/03/23	\$113.75
79804	Compass Minerals Canada	11/03/23	\$51,248.83
79805	DO/ABLE	11/03/23	\$7,241.41
79806	DocuSign Inc	11/03/23	\$6,198.62
79807	Devon Greenwood	11/03/23	\$90.00
79808		11/03/23	\$800.00
79809	Highland Restoration DKI	11/03/23	\$21,384.40
79810	Human Response Monitoring Cent	11/03/23	\$542.40
79811	Hydro One Networks Inc.	11/03/23	\$336.69
79812	Jim's Auto Service	11/03/23	\$354.14
79813		11/03/23	\$800.00
79814	Manulife Financial	11/03/23	\$37,002.85
79815		11/03/23	\$1,975.53
79816		11/03/23	\$800.00
79817	Ministry of Finance	11/03/23	\$260.00
79818		11/03/23	\$305.00
79819		11/03/23	\$1,900.00
79820	PlayPower LT Canada, Inc.	11/03/23	\$225.38
79821		11/03/23	\$4,300.00
79822		11/03/23	\$800.00
79823	Royal Bank Visa	11/03/23	\$945.20
79824	Staples Professional	11/03/23	\$893.76
79825	TD Wealth	11/03/23	\$847.52
79826	THELYTERYX LTD	11/03/23	\$1,900.00
79827		11/03/23	\$4,300.00
79828	Township of Centre Wellington	11/03/23	\$1,942.40
79829	Enbridge Gas Inc.	11/03/23	\$194.11
79830	Wellington Wood Products Ltd	11/03/23	\$2,959.95
79831	Wightman Telecom Ltd.	11/03/23	\$135.39
79832	Workplace Safety & Ins Board	11/03/23	\$10,594.02
EFT0005790	ALS Canada Ltd.	11/03/23	\$395.50
EFT0005791	B. Richardson Transport Ltd.	11/03/23	\$9,659.18
EFT0005792	B M Ross and Associates	11/03/23	\$13,338.30
EFT0005793	CARQUEST Arthur Inc.	11/03/23	\$82.80
EFT0005794	CFRS Inc.	11/03/23	\$131,371.49
EFT0005795	CMT Engineering Inc.	11/03/23	\$2,866.25
EFT0005796	County of Wellington	11/03/23	\$7,857.50

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0005797	Canadian Union of Public Emplo	11/03/23	\$2,089.29
EFT0005798	Dewar Services	11/03/23	\$405.35
EFT0005799	Eric Cox Sanitation	11/03/23	\$230.35
EFT0005800	Hort Manufacturing (1986) Ltd.	11/03/23	\$946.94
EFT0005801	Ideal Supply Inc.	11/03/23	\$185.28
EFT0005802	Industrial Alliance Insurance	11/03/23	\$178.77
EFT0005803	Marcc Apparel Company	11/03/23	\$2,675.15
EFT0005804		11/03/23	\$192.09
EFT0005805		11/03/23	\$278.00
EFT0005806	Midcom	11/03/23	\$880.18
EFT0005807	North Wellington Liftruck Ltd.	11/03/23	\$584.32
EFT0005808	Ont Mun Employee Retirement	11/03/23	\$55,212.72
EFT0005809	Ont Clean Water Agency	11/03/23	\$6,300.23
EFT0005810	PETRO-CANADA	11/03/23	\$3,562.51
EFT0005811	Purolator Inc.	11/03/23	\$7.83
EFT0005812	Reeves Construction Ltd	11/03/23	\$378.14
EFT0005813	R. J. Burnside & Assoc. Ltd.	11/03/23	\$3,119.83
EFT0005814	Sanigear	11/03/23	\$1,111.00
EFT0005815	Suncor Energy Inc.	11/03/23	\$22,285.72
EFT0005816	Triton Engineering Services	11/03/23	\$6,471.05
EFT0005817	Viking Cives Ltd	11/03/23	\$459.32
EFT0005818	Wellington Advertiser	11/03/23	\$597.91
EFT0005819	Wellington North Power	11/03/23	\$70,914.01
EFT0005820	Work Equipment Ltd.	11/03/23	\$574.64
EFT0005821	Yake Electric Ltd	11/03/23	\$6,428.01
EFT0005822	Young's Home Hardware Bldg Cen	11/03/23	\$295.85
79833	Advantage Data Collection	11/08/23	\$8,993.90
79834	B. Edwards Transfer Ltd	11/08/23	\$14,068.51
79835	BELLAMY CONTRACTING SERVICES L	11/08/23	\$1,017.00
79836	Chalmers Fuels Inc	11/08/23	\$4,143.47
79837	Compass Minerals Canada	11/08/23	\$11,806.60
79838	Easypay	11/08/23	\$428.27
79839	ECOpainters	11/08/23	\$8,452.40
79840	Eramosa Engineering Inc.	11/08/23	\$10,755.06
79841	Hydro One Networks Inc.	11/08/23	\$552.27
79842	MOLOK NORTH AMERICA LTD	11/08/23	\$465.28
79843	PepsiCo Beverages Canada	11/08/23	\$1,569.13
79844	Royal Bank Visa	11/08/23	\$1,771.37
79845	SCM IPG LP, In Trust	11/08/23	\$2,838.75
79846	Staples Professional	11/08/23	\$605.95
79847	Enbridge Gas Inc.	11/08/23	\$7,196.58
79848	Waste Management	11/08/23	\$11.25
EFT0005823	Assoc Mun Mgrs, Clerks & Treas	11/08/23	\$508.50
EFT0005824	Arthur & District Chamber of C	11/08/23	\$170.00
EFT0005825	Arthur Chrysler Dodge Jeep Lim	11/08/23	\$340.29
EFT0005826	Arthur Home Hardware Building	11/08/23	\$422.58
EFT0005827	B M Ross and Associates	11/08/23	\$3,271.47
EFT0005828	Broadline Equipment Rental Ltd	11/08/23	\$4,115.20

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0005829	Canada's Finest Coffee	11/08/23	\$17.50
EFT0005830	CARQUEST Arthur Inc.	11/08/23	\$5.94
EFT0005831	Drexler Construction Limited	11/08/23	\$221,838.71
EFT0005832	Eric Cox Sanitation	11/08/23	\$794.54
EFT0005833	Excel Business Systems	11/08/23	\$244.81
EFT0005834	FOXTON FUELS LIMITED	11/08/23	\$111.13
EFT0005835	J.A. Porter Holdings (Lucknow)	11/08/23	\$1,633.08
EFT0005836	J J McLellan & Son	11/08/23	\$1,342.12
EFT0005837	Maple Lane Farm Service Inc.	11/08/23	\$4,714.96
EFT0005838	PACKET WORKS	11/08/23	\$169.50
EFT0005839	PETRO-CANADA	11/08/23	\$3,284.16
EFT0005840	Print One	11/08/23	\$63.28
EFT0005841	Risolv IT Solutions Ltd	11/08/23	\$3,831.82
EFT0005842	RLB LLP	11/08/23	\$35,143.00
EFT0005843	ROBERTS FARM EQUIPMENT	11/08/23	\$3,369.78
EFT0005844	Sanigear	11/08/23	\$1,024.31
EFT0005845	Saugeen Community Radio Inc.	11/08/23	\$1,356.00
EFT0005846	Shred All Ltd.	11/08/23	\$113.00
EFT0005847	Stephen Hale	11/08/23	\$2,237.40
EFT0005848	Suncor Energy Inc.	11/08/23	\$3,838.71
EFT0005849	UnitedCloud Inc.	11/08/23	\$564.99
EFT0005850	Upanup Studios Inc.	11/08/23	\$1,932.30
EFT0005851	Wellington North Power	11/08/23	\$10,510.81
EFT0005852	Yake Electric Ltd	11/08/23	\$892.93
EFT0005853	Young's Home Hardware Bldg Cen	11/08/23	\$132.45
	Total Amount of Cheques:		\$900,713.93



Staff Report

To: Mayor and Members of Council
Meeting of November 20, 2023

From: Jerry Idialu, Director of Finance/Treasurer

Subject: Report TR 2023-011 2023 Audit Plan Communication

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive for information Report TR2023-011 RLB LLP 2023 Audit Plan Communication.

PREVIOUS PERTINENT REPORTS / BY-LAWS / RESOLUTIONS

N/A

BACKGROUND

For the fiscal year ended December 31, 2023, RLB LLP has once again been re-appointed as auditors. The 2023 Pre-Audit Letter details the audit plan and communicates effectively with both Management and Council.

RLB’s 2023 engagement letter reaffirms our mutual understanding of the terms for auditing the consolidated financial statements of the Township of Wellington North. This audit is to be conducted in accordance with Canadian generally accepted auditing standards, with the aim of providing reasonable assurance that the consolidated financial statements are free from material misstatement, whether due to fraud or error.

The audit will involve examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements and assessing the accounting principles used and significant estimates made by management. The audit will also evaluate the overall consolidated financial statement presentation.

The year-end testing period for the 2023 audit is scheduled for a specified week, which should be determined in coordination with RLB LLP to ensure all necessary preparations and arrangements are in place for a smooth and effective audit process.

FINANCIAL CONSIDERATIONS

The 2013 audit fee is \$27,000, which is exclusive of HST and inclusive of the preparation of the Financial Information Return (FIR), and all out of pocket expenses required to complete the engagement. RLB has also included a reasonable amount of time for reconciliations, support and entries for closing equity, WNP, and the BIA into the above pricing based on their recent experience with the audit of the Township of Wellington North.

ATTACHMENTS

2023 Audit Engagement Letter

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:	Jerry Idialu, Director of Finance/Treasurer	<i>Jerry Idialu</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>



October 25, 2023

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

Attention: Jerry Idialu, Director of Finance/Treasurer

Dear Jerry:

Thank you for re-appointing RLB LLP as auditors of The Corporation of the Township of Wellington North for the year ended December 31, 2023. The purpose of this letter is to confirm our mutual understanding of the terms of our engagement to audit the consolidated financial statements of The Corporation of the Township of Wellington North. Our statutory function as auditor of The Corporation of the Township of Wellington North is to report to the Members of Council, Inhabitants and Ratepayers by expressing an opinion on The Corporation of the Township of Wellington North's annual consolidated financial statements. Therefore, our audit will be conducted with the objective of our expressing an opinion on these consolidated financial statements.

Our Objective, Scope and Limitations of the Audit

We will audit the consolidated statement of financial position at December 31, 2023 and the related consolidated statements of operations and changes in net financial assets and cash flows, and a summary of significant accounting policies and other explanatory information for the year then ended prepared in accordance with Canadian public sector accounting standards. Upon completion of our audit, we will provide The Corporation of the Township of Wellington North with our audit report on those consolidated financial statements in accordance with Canadian public sector accounting standards.

We will be responsible for performing the audit of The Corporation of the Township of Wellington North in accordance with Canadian generally accepted auditing standards. These standards require that we comply with ethical requirements, plan and perform the audit to attain reasonable assurance about whether the consolidated financial statements are free of material misstatement, whether due to fraud or error.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management and, where appropriate, those charged with governance, as well as evaluating the overall presentation of the consolidated financial statements.

It is important to recognize that an auditor cannot obtain absolute assurance that material misstatements in the consolidated financial statements will be detected because of:

- a) Factors such as use of judgment, and the use of testing of the data underlying the consolidated financial statements;
- b) Inherent limitations of internal control; and
- c) The fact that much of the audit evidence available to the auditor is persuasive rather than conclusive in nature.

Furthermore, because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit that is designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material fraud. Further, while effective internal control reduces the likelihood that misstatements will occur and remain undetected, it does not eliminate that possibility. For these reasons, we cannot guarantee that fraud, error and illegal acts, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

In making our risk assessments, we consider internal control relevant to the entity's preparation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the consolidated financial statements that we have identified during the audit.

Unless unanticipated difficulties are encountered, our report will be substantially in the form as set out in Appendix A.

The form and content of our report may require amendment in light of our audit findings.

Any specific restrictions on the use or intended users of the auditor's report, and statement(s) (if appropriate) about the specific restriction(s), will be set out in the auditor's report.

If our opinion on the consolidated financial statements is other than unqualified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form, or have not formed, an opinion, we may decline to express an opinion as a result of this engagement.

Our Responsibilities

We will perform the audit in accordance with Canadian generally accepted auditing standards. These standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance as to whether the consolidated financial statements are free from material misstatement. Accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors that have a material effect on the consolidated financial statements taken as a whole, including illegal acts whose consequences have a material effect on the consolidated financial statements.

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Accordingly, except for information that is in, or enters, the public domain, we will not provide any third party with confidential information concerning the affairs of The Corporation of the Township of Wellington North without The Corporation of the Township of Wellington North's prior consent, unless required to do so by legal authority, or the Rules of Professional Conduct/Code of Ethics of the Chartered Professional Accountants of Ontario.

The objective of our audit is to obtain reasonable assurance that the consolidated financial statements are free of material misstatement. However, if we identify any of the following matters, they will be communicated to the appropriate level of management (and the audit committee or equivalent):

- a) Misstatements, resulting from error, other than trivial errors;
- b) Fraud or any information obtained that indicates that a fraud may exist;
- c) Any evidence obtained that indicates that an illegal or possibly illegal act, other than one considered inconsequential, has occurred;
- d) Significant deficiencies in the design or implementation of internal controls to prevent and detect fraud or error; and
- e) Related-party transactions identified by us that are not in the normal course of operations and that involve significant judgments made by management and, where appropriate, those charged with governance concerning measurement or disclosure.

The matters communicated will be those that we identify during the course of our audit. Audits do not usually identify all matters that may be of interest to management and those charged with governance in discharging their responsibilities. The type and significance of the matter to be communicated will determine the level of management to which the communication is directed.

Use and Distribution of our Report

The examination of the consolidated financial statements and the issuance of our audit opinion are solely for the use of The Corporation of the Township of Wellington North and those to whom our report is specifically addressed by us. We make no representations of any kind to any third party in respect of these consolidated financial statements and we accept no responsibility for their use by any third party. The audit will not be planned or conducted in contemplation of reliance by any third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction.

Responsibility of Management and Those Charged with Governance for the Consolidated Financial Statements

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance, acknowledge and understand that they have responsibility for:

Consolidated Financial Statements

- a) The preparation and fair presentation of The Corporation of the Township of Wellington North's consolidated financial statements in accordance with Canadian public sector accounting standards.

Completeness of Information

- a) Providing us with and making available complete financial records and related data, and copies of all minutes of meetings of Members of Council, Inhabitants and Ratepayers and committees of directors and other matters;
- b) Providing us with information relating to any known or probable instances of non-compliance with legislative or regulatory requirements, including financial reporting requirements;
- c) Providing us with information relating to any illegal or possibly illegal acts, and all facts related thereto;
- d) Providing us with information regarding all related parties and related-party transactions;
- e) Any additional information that we may request from management and, where appropriate, those charged with governance for the purpose of this audit; and
- f) Providing us with unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

Fraud and Error

- a) Internal control that management and, where appropriate, those charged with governance determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error;
- b) An assessment of the risk that the consolidated financial statements may be materially misstated as a result of fraud;
- c) Providing us with information relating to fraud or suspected fraud affecting the entity involving:
 - i) management and, where appropriate, those charged with governance,
 - ii) employees who have significant roles in internal control, or
 - iii) others, where the fraud could have a non-trivial effect on the consolidated financial statements;
- d) Providing us with information relating to any allegations of fraud or suspected fraud affecting the entity's consolidated financial statements communicated by employees, former employees, analysts, regulators or others; and
- e) Communicating its belief that the effects of any uncorrected consolidated financial statement misstatements aggregated during the audit are immaterial, both individually and in the aggregate, to the consolidated financial statements taken as a whole.

Recognition, Measurement and Disclosure

- a) Providing us with its assessment of the reasonableness of significant assumptions underlying fair value measurements and disclosures in the consolidated financial statements;
- b) Providing us with any plans or intentions that may affect the carrying value or classification of assets or liabilities;
- c) Providing us with information relating to the measurement and disclosure of transactions with related parties;
- d) Providing us with an assessment of all areas of measurement uncertainty known to management and, where appropriate, those charged with governance that are required to be disclosed in accordance with Measurement Uncertainty, CPA Canada Handbook – Accounting, Section 1508;
- e) Providing us with information relating to claims and possible claims, whether or not they have been discussed with The Corporation of the Township of Wellington North's legal counsel;
- f) Providing us with information relating to other liabilities and contingent gains or losses, including those associated with guarantees, whether written or oral, under which The Corporation of the Township of Wellington North is contingently liable;
- g) Providing us with information on whether The Corporation of the Township of Wellington North has satisfactory title to assets, liens or encumbrances on existing assets, or assets that are pledged as collateral;
- h) Providing us with information relating to compliance with aspects of contractual agreements that may affect the consolidated financial statements;
- i) Providing us with information concerning subsequent events; and
- j) Providing us with written representations on specific matters communicated to us during the engagement.

Required Government Reporting - Financial Information Return

Management and, where appropriate, those charged with governance has ultimate responsibility for the Financial Information Return and, therefore, the appropriate corporate officer should review the return prior to signing and filing it. In preparing the return, we rely on your representations and that you understand and have complied with the documentation requirements for all revenue and expenses. You should retain originals of all documents and records as, in the event of an examination, you may be asked to produce documents, records or other evidence to substantiate the items of revenue and expenses shown on the Financial Information Return. RLB LLP does not retain copies of any documentation. If an examination occurs, we will be available, on request, to assist you. Such additional services are not included in the fees specified in this letter.

Management and, where appropriate, those charged with governance has ultimate responsibility for the Financial Information Return and, therefore, the appropriate corporate officer should review the return prior to signing and filing it. In preparing the return, we rely on your representations and that you understand and have complied with the documentation requirements for all revenue and expenses. You should retain originals of all documents and records as, in the event of an examination, you may be asked to produce documents, records or other evidence to substantiate the items of revenue and expenses shown on the Financial Information Return. RLB LLP does not retain copies of any documentation. If an examination occurs, we will be available, on request, to assist you.

Written Confirmation of Significant Representations

- a) Providing us with written confirmation of significant representations provided to us during the engagement on matters that are:
 - i) Directly related to items that are material, either individually or in the aggregate, to the consolidated financial statements,
 - ii) Not directly related to items that are material to the consolidated financial statements but are significant, either individually or in the aggregate, to the engagement, and
 - iii) Relevant to your judgments or estimates that are material, either individually or in the aggregate, to the consolidated financial statements.

We ask that our name be used only with our consent and that any information to which we have attached a communication be issued with that communication unless otherwise agreed to by us.

Reproduction of Audit Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review before the publication or posting process begins.

Management and, where appropriate, those charged with governance are responsible for the accurate reproduction of the consolidated financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either the full or summarized consolidated financial statements that we have audited.

We are not required to read the information contained in your website, or to consider the consistency of other information in the electronic site with the original document.

Use of Information

It is acknowledged that we will have access to all personal information in your custody that we require to complete our engagement. Our services are provided on the basis that:

- a) You represent to us that management and, where appropriate, those charged with governance has obtained any required consents for collection, use and disclosure to us of personal information required under applicable privacy legislation; and
- b) We will hold all personal information confidential in compliance with our Firm's Privacy Statement.

Use of Engagement Experts, Specialists and Others

In some circumstances, the Firm may choose to use experts, specialists and others, including third-party service providers, in order to facilitate the performance of the engagement. These service providers may process, transfer and store client information, including personal information. The duty of confidentiality extends to all experts, specialists and others which may be used in order to facilitate the performance of the engagement.

You hereby authorize us to disclose information to experts, specialists and others, including third-party service provider(s) for the purpose of this engagement.

Communications

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from, any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are a result of incorrect information provided by you, are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, data breaches, revenues or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

Terms and Conditions Supporting the Fee

Our fees will be determined on the basis of the time spent at our standard billing rates, plus any out-of-pocket disbursements incurred. Each billing is due for payment when received. Our fee estimates take into account that the corporation will provide clerical assistance to the extent practicable, including the preparation of various schedules in advance of the year end audit. If, for any reason, The Corporation of the Township of Wellington North is unable to provide such schedules, information and help, RLB LLP and The Corporation of the Township of Wellington North will mutually revise the fee to reflect additional services, if any, required of us to achieve these objectives.

Interest will be charged on overdue balances at the rate of 1.17%, compounded monthly. Overdue balances are defined as those balances which remain outstanding 60 days from the date of the invoice.

In providing our services, we will consult with The Corporation of the Township of Wellington North about matters of accounting, financial reporting or other significant business issues. Accordingly, our fee reflects the time necessary for a reasonable amount of such consultation. However, should a matter require research, consultation or audit work beyond that amount, RLB LLP and The Corporation of the Township of Wellington North will agree to an appropriate revision in services and fee.

Limitation of Liability

The liability of RLB LLP to The Corporation of the Township of Wellington North for a claim related to professional services provided pursuant to this agreement in either contract or tort is limited to the extent that such liability is covered by errors and omissions insurance in effect from time to time including the deductible therein, which is available to indemnify the chartered professional accountant at the time the claim is made.

In any action, claim, loss or damage arising out of the engagement, The Corporation of the Township of Wellington North agrees and understands that RLB LLP's liability will be several, and not joint and several, and The Corporation of the Township of Wellington North may only claim payment from RLB LLP's proportionate share of the total liability based on degree of fault.

In no event shall RLB LLP be liable to The Corporation of the Township of Wellington North whether the claim be in tort, contract or otherwise, for an amount in excess of the professional fees paid by The Corporation of the Township of Wellington North for the engagement to RLB LLP during the twelve month period commencing from the date of this letter.

Indemnification for Misrepresentation

The Corporation of the Township of Wellington North hereby agrees to release and indemnify RLB LLP and its partners and employees, and hold them harmless from all claims, liabilities, losses, and costs arising in circumstances where there has been a knowing misrepresentation by a member of The Corporation of the Township of Wellington North's management, regardless of whether such person was acting in The Corporation of the Township of Wellington North's interest. This release and indemnification will survive termination of this engagement letter.

Working Papers

All working papers and files, other materials, reports and work created, developed or performed by RLB LLP during the course of the audit are the property of RLB LLP, constitute confidential information and will be retained by us in accordance with our Firm's policies and procedures.

File Inspections

In accordance with professional regulations (and by our Firm's policy), our client files may periodically be reviewed by practice inspectors, [including the Canadian Public Accountability Board (CPAB)] and by other file quality reviewers to ensure that we are adhering to professional and our Firm's standards. File reviewers are required to maintain the confidentiality of client information.

Costs of Responding to Government or Legal Processes

In the event we are requested or authorized by The Corporation of the Township of Wellington North or required by government regulation, subpoena, or other legal process to produce our working papers or our personnel as witnesses with respect to our engagement for The Corporation of the Township of Wellington North, The Corporation of the Township of Wellington North will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such a request.

Governing Law

This engagement letter is subject to and governed by the laws of the Province of Ontario, Canada. The Province of Ontario, Canada will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum, or to claim that those courts do not have jurisdiction.

Timely Performance

RLB LLP will use all reasonable efforts to complete within any agreed upon time frame the performance of the services described in this engagement letter. However, RLB LLP shall not be liable for failures or delays in performance that arise from causes beyond its control, including the untimely performance by The Corporation of the Township of Wellington North of its obligations.

Termination

Management and, where appropriate, those charged with governance acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the engagement. Either party may terminate this agreement for any reason upon providing written notice to the other party [not less than 30 calendar days before the effective date of termination]. If early termination takes place, The Corporation of the Township of Wellington North shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the engagement or are unable to form an opinion on the consolidated financial statements, we may withdraw from the engagement before issuing the audit report, or we may issue a denial of opinion on the consolidated financial statements. If this occurs, we will communicate the reasons and provide details.

Other Matters

The foregoing comments deal only with our engagement as your corporation's auditor. In the fields of taxation, management accounting and other financial matters, we would be pleased to be of further service.

Normally, our work in the area of HST and other commodity taxes is limited to that appropriate to ensure the consolidated financial statements are not materially misstated. Accordingly, the audit process may not detect situations where you are incorrectly collecting HST or incorrectly claiming input tax credits, unless material. As you are aware, failure to properly account for the HST could result in you or your corporation becoming liable for tax, interest or penalties. These situations may also arise for provincial sales taxes, custom duties and excise taxes. Accordingly, only upon your written request, will we undertake a special engagement to perform detailed work in the area of HST and other commodity taxes, as allowed by the Rules of Professional Conduct/Code of Ethics.

Our engagement cannot be relied on to uncover errors or irregularities in the underlying information incorporated in the income tax returns, should any exist. However, we will inform you of any such matters that come to our attention.

We look forward to being of service to you. The arrangements outlined in this letter will be reviewed with you annually but will continue in effect from year to year unless changed by either party in writing. If these arrangements are in accordance with your understandings, please sign the letter in the space provided and return one copy to us. 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,



M. D. P. Short, MBA, CPA, CA, C. Dir., is responsible for the engagement and its performance, and for the report that is issued on behalf of RLB LLP, and who, where required, has the appropriate authority, from a professional, legal or regulatory body.

I agree with your understanding of the terms of your engagement as auditors of The Corporation of the Township of Wellington North as set out in this letter.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Per:



Jerry Idialu

Date: 11/06/2023

APPENDIX A

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of: The Corporation of the Township of Wellington North

Opinion

We have audited the accompanying consolidated financial statements of The Corporation of the Township of Wellington North, which comprise the statement of financial position as at December 31, 2023 and the statements of operations and changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of The Corporation of the Township of Wellington North as at December 31, 2023 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of The Corporation of the Township of Wellington North in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibility of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the corporation's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the corporation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the corporation's financial reporting process.

Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the corporation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the corporation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the corporation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Guelph, Ontario

Chartered Professional Accountants
Licensed Public Accountants

SIGNATURE CERTIFICATE



REFERENCE NUMBER

FE868DD1-2142-430C-9BE8-D52B7018C0F7

TRANSACTION DETAILS

Reference Number

FE868DD1-2142-430C-9BE8-D52B7018C0F7

Transaction Type

Signature Request

Sent At

10/31/2023 11:15 EDT

Executed At

11/06/2023 08:06 EST

Identity Method

email

Distribution Method

email

Signed Checksum

fb48a5d0c1109edc893768cf800cea2ee8ed83d984e6b9aaf81ea4f5eb853fd3

Signer Sequencing

Disabled

Document Passcode

Disabled

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Pages

13 pages

Content Type

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SIGNERS

SIGNER	E-SIGNATURE	EVENTS
Name Jerry Idialu	Status signed	Viewed At 11/06/2023 08:03 EST
Email jjdialu@wellington-north.com	Multi-factor Digital Fingerprint Checksum dac68cd0e87a86d36b35c58e7915f15ffbed3bc582747f0f616cdc3e60d846aa	Identity Authenticated At 11/06/2023 08:06 EST
Components 2	IP Address 45.62.189.126	Signed At 11/06/2023 08:06 EST
	Device Microsoft Edge via Windows	
	Typed Signature 	
	Signature Reference ID 9B25E8D1	

AUDITS

TIMESTAMP	AUDIT
10/31/2023 11:15 EDT	Odessa Cherubin (odessa.cherubin@rlb.ca) created document 'The_Corporation_of_the_Township_of_Wellington_North_2023EL.pdf' on Chrome via Windows from 72.138.24.2.
10/31/2023 11:15 EDT	Jerry Idialu (jjdialu@wellington-north.com) was emailed a link to sign.
11/04/2023 19:03 EDT	Jerry Idialu (jjdialu@wellington-north.com) was emailed a reminder.
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11/06/2023 08:06 EST	Jerry Idialu (jjdialu@wellington-north.com) signed the document on Microsoft Edge via Windows from 45.62.189.126.



Staff Report

To: Mayor and Members of Council Meeting of November 20, 2023

From: Tammy Stevenson, Senior Project Manager

Subject: OPS 2023-041 2023 Fall Traffic Counts

RECOMMENDATION

THAT Council of the Township of Wellington North receive for information Report OPS 2023-041 being a report on 2023 Fall Traffic Counts;

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

- Report OPS 2023-023 being a report on 2023 Spring Traffic Counts
- Report OPS 2022-031 being a report on Traffic Bylaw
- Report OPS 2021-026 being a report on Traffic Counts
- Report OPS 2021-022 being a report on Traffic Counts
- Report OPS 2020-029 being a report on Traffic Counts

BACKGROUND

Township staff coordinated traffic counts throughout Wellington North to support the Road Needs Study and was completed by a traffic control consultant in the fall of 2023.

Fifty (50) traffic counts were conducted on October 4, 2023, which are detailed in the tables found in Attachment 1. Locations of the traffic counts are shown in Attachment 2 map. These counts provide objective information of vehicles volumes on roads during a 24-hour period which can be used to inform conversations on maintenance prioritization, customer inquiries, municipal studies, development inquiries and other.

POINT OF INTEREST CONTAINED WITHIN ATTACHMENT 1

1. Smith Street saw 20,206 vehicles and George Street saw 25,759 vehicles in Arthur. Mount Forest vehicle count on Main Street South saw 11,554 and Main Street North saw 17,303.
2. George Street saw 25,759 vehicles with 11,153 north bound traffic and 14,606 south bound traffic.
3. Queen Street East, east of York Street had 2,920 east bound traffic and 2,914 west bound traffic.

4. Main Street North, north of Durham Street had 10,769 north bound traffic and 6,534 south bound traffic.
5. Main Street South, north of Parkside Drive had 6,876 north bound traffic and 4,678 south bound traffic.
6. Wellington Street East resulted in:
 - a. East of Main Street saw 2,467 vehicles with average speed of 34 km/hr.
 - b. East of Egremont Street saw 1,998 vehicles with average speed of 44 km/hr.
 - c. East of Newfoundland Street saw 873 vehicles with average speed of 39 km/hr.
7. School vehicle daily traffic counts:
 - a. Arthur Public School (Conestoga Street) = 2,286
 - b. Arthur Christina School (Eliza Street) = 3,136
 - c. St. Johns Catholic School (Tucker Street) = 1,461
 - d. Victoria Cross Public School (Durham Street West) = 1,370
 - e. St. Mary's Catholic School (Parkside Drive/York Street) = No Data Collected
 - f. Kenilworth Public School (Sideroad 7E) = No Data Collected
 - g. Wellington Heights Secondary School = No Data Collected County Road

COMMUNITY VEHICLE SPEED:

Arthur

The urban community of Arthur has a posted speed limit of 50 km/hr. Fourteen (14) traffic collector devices were set up throughout the community and it was observed that Smith Street had an average speed of 50 km/hr with an 85% percentile of 59 km/hr. George Street had an average speed of 36 km/hr with an 85% percentile of 45km/hr. The local streets had an average speed ranging between 35-50 km/hr with an 85% percentile ranging between 42-63 km/hr.

Mount Forest

The urban community of Mount Forest has a posted speed limit of 50 km/hr. Nineteen (19) traffic collector devices were set up throughout the community and it was observed that Main Street North, Main Street South, Queen Street West and Queen Street East had an average speed range between 48-57 km/hr with an 85% percentile range between 58-66 km/hr. The local streets had an average speed ranging between 34-47 km/hr with an 85% percentile ranging between 39-58 km/hr.

Rural Roads

The rural roads that were monitored with traffic collector devices have a posted speed limit of 80 km/hr. Seventeen (17) traffic collector devices were set up throughout the community and it was observed that an average speed range between 55-94 km/hr with an 85% percentile range of 78-108 km/hr.

FINANCIAL CONSIDERATIONS

These counts cost ~\$5,989.00 inclusive of HST or ~\$100/location for 24 hours plus setup cost.

ATTACHMENTS

Attachment 1 – 2023 Fall Traffic Count Summary

Attachment 2 – 2023 Fall Traffic Count Map

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, Senior Project Manager	<i>Tammy Stevenson</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>

**2023 Fall Traffic Count Summary
Wednesday, October 4, 2023**

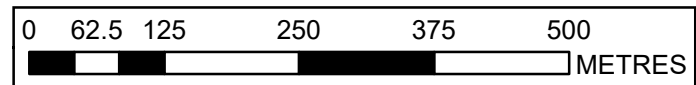
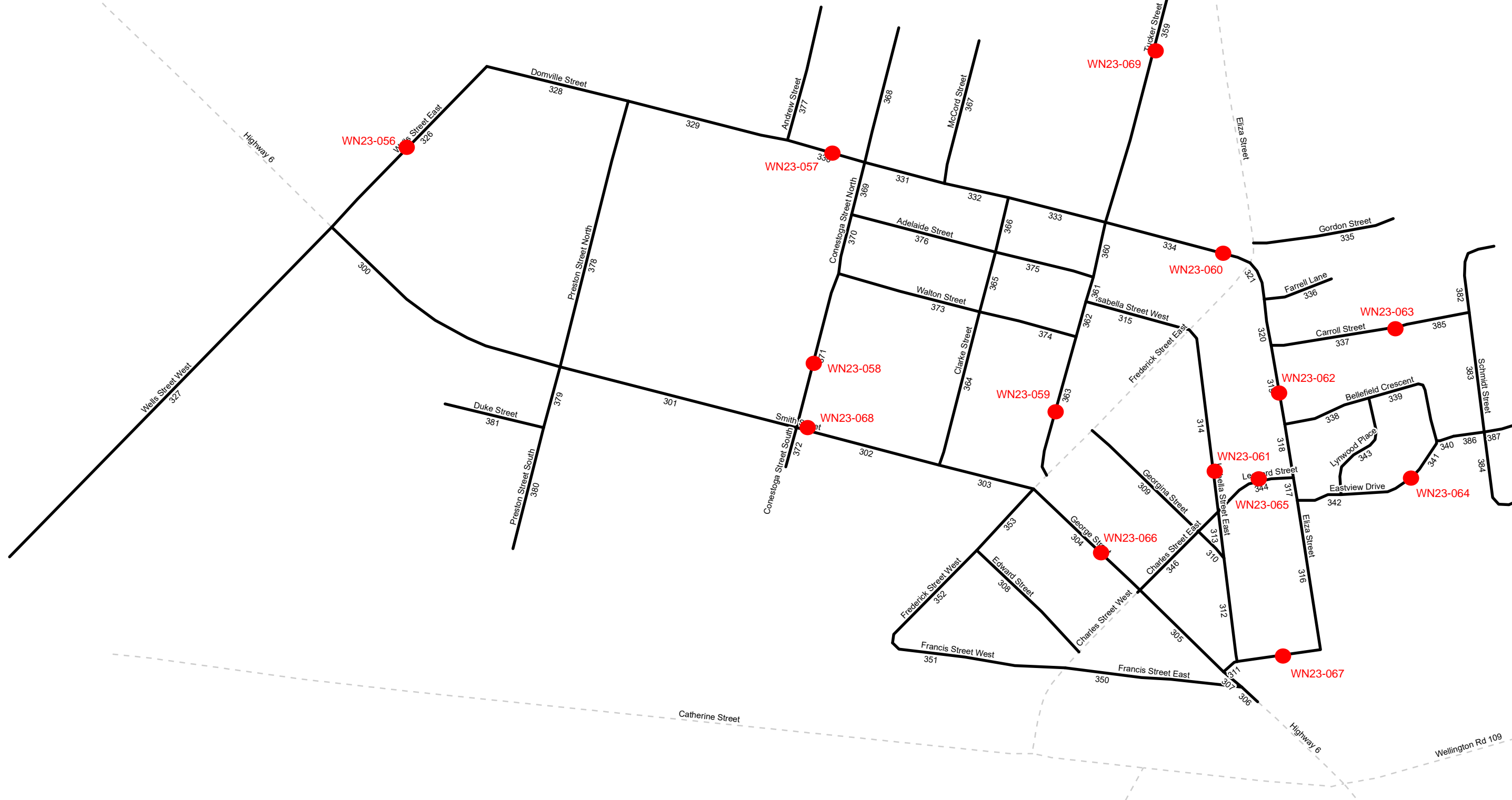
MAP ID	ROAD NAME	TRAFFIC COUNT				SPEED COUNT		
		ROAD DIRECTION	NORTH OR EAST	SOUTH OR WEST	TOTAL	POSTED SPEED	85% PERCENTILE	AVERAGE SPEED
WN23-037	Wellington St East - W of Fergus St N	EW	1053	1414	2467	50	39	34
WN23-038	Wellington St East - E of Egremont St N	EW	881	1117	1998	50	53	44
WN23-039	Wellington St East - W of London Rd S	EW	453	420	873	50	50	39
WN23-040	Main St North - N of Durham	NS	10769	6534	17303	50	58	48
WN23-041	Durham St East - E of Church St E	EW	489	353	842	50	45	35
WN23-042	Birmingham St E - E of Egremont St N	EW	273	199	472	50	44	35
WN23-043	Mid Block London Road - S of Sligo Road	EW	555	503	1058	50	57	46
WN23-044	London Road - N of Owen Rd	NS	459	482	941	50	55	44
WN23-045	Albert St - W of Church St S	EW	1821	1945	3766	50	46	35
WN23-046	Queen St E - E of York St	EW	2920	2914	5834	50	65	56
WN23-047	Main St S - S of Grant St	NS	6876	4678	11554	50	60	52
WN23-048	North Water St - W of Main St S	EW	584	941	1525	50	55	46
WN23-049	Martin St - E of Cork St	EW	248	282	530	50	58	47
WN23-050	Princess St - W of Jeremys Crescent	EW	1462	870	2332	50	49	39
WN23-051	Queen St West - E of Durham	EW	1894	4315	6209	50	66	57
WN23-052	Durham St West - W of Silverbirch Ave	EW	404	493	897	50	54	41
WN23-053	Durham St West - W of Foster St	EW	615	755	1370	50	49	38
WN23-054	Waterloo St - E of Cork St	EW	302	200	502	50	46	35
WN23-055	Dublin St - S of Queen St W	NS	3013	1825	4838	50	50	42
WN23-056	Wells St East - E of Smith St	NS	761	767	1528	50	63	52
WN23-057	Domville St - E of Andrew St	EW	863	802	1665	50	45	35
WN23-058	Conestoga St - N of Smith St	NS	1096	1190	2286	50	42	36
WN23-059	Tucker St - N of Smith St	NS	551	910	1461	50	54	45
WN23-060	Domville St - N of Farrel Lane	NS	361	810	1171	50	49	38
WN23-061	Isabella St East - N of Leonard St	NS	989	1014	2003	50	47	38
WN23-062	Eliza St - S of Carrol St	NS	1509	538	2047	50	56	46
WN23-063	Carrol St - E of Eliza St	EW	374	337	711	50	46	35

MAP ID	ROAD NAME	TRAFFIC COUNT				SPEED COUNT		
		ROAD DIRECTION	NORTH OR EAST	SOUTH OR WEST	TOTAL	POSTED SPEED	85% PERCENTILE	AVERAGE SPEED
WN23-064	Eastview Drive - E of Lynwood Place	EW	652	617	1269	50	47	37
WN23-065	Leonard St - E of Isabella St E	EW	715	736	1451	50	36	33
WN23-066	George St - S of Frederick St E	NS	11153	14606	25759	50	45	36
WN23-067	Eliza St - E of Isabella St E	EW	1693	1443	3136	50	45	37
WN23-068	Smith St - E of Conestoga St	EW	11456	8750	20206	50	59	50
WN23-069	Tucker St - N of Domville St	NS	761	700	1461	50	57	45
WN23-070	Sideroad 3 W - E of Sally St	EW	530	382	912	80	107	93
WN23-071	Sideroad 3 W - E of Highway 6	EW	814	639	1453	80	102	89
WN23-072	Sideroad 3 E - W of Highway 6	EW	132	109	241	80	84	60
WN23-073	Concession 6 North - S of SdRd 3E	NS	829	833	1662	80	108	92
WN23-074	Concession 4 North - N of Sideroad 2 E	NS	185	252	437	80	89	72
WN23-075	Concession 4 North - South of Sideroad 2E	NS	170	193	363	80	96	73
WN23-076	Concession 4 North - S of Sideroad 3E	NS	282	200	482	80	78	55
WN23-077	Concession 4 North - N of Sideroad 6 E	NS	192	195	387	80	94	70
WN23-078	Concession 4 North - N of Sideroad 7E	NS	131	214	345	80	86	63
WN23-079	Sideroad 7 E - W of Concession 2	EW	540	719	1259	80	105	90
WN23-080	Sideroad 7W - E of Concession 9	EW	353	544	897	80	107	94
WN23-081	Sideroad 7W - W of Conession 11	EW	480	460	940	80	105	89
WN23-082	Concession 7 - S of Sideroad 9 W	NS	125	145	270	80	94	75
WN23-083	Concession 2 - N of Sideroad 6E	NS	181	131	312	80	81	58
WN23-084	Line 12 - E of Sideroad 13	EW	56	57	113	80	89	68
WN23-085	Sideroad 15 - S of Line 2	NS	53	57	110	80	91	64
WN23-086	3rd Line - N of Sideroad 25	NS	78	92	170	80	84	65



LEGEND

- Municipal Road
- Not maintained by Municipality



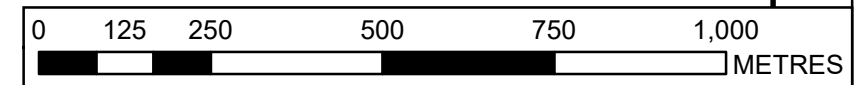
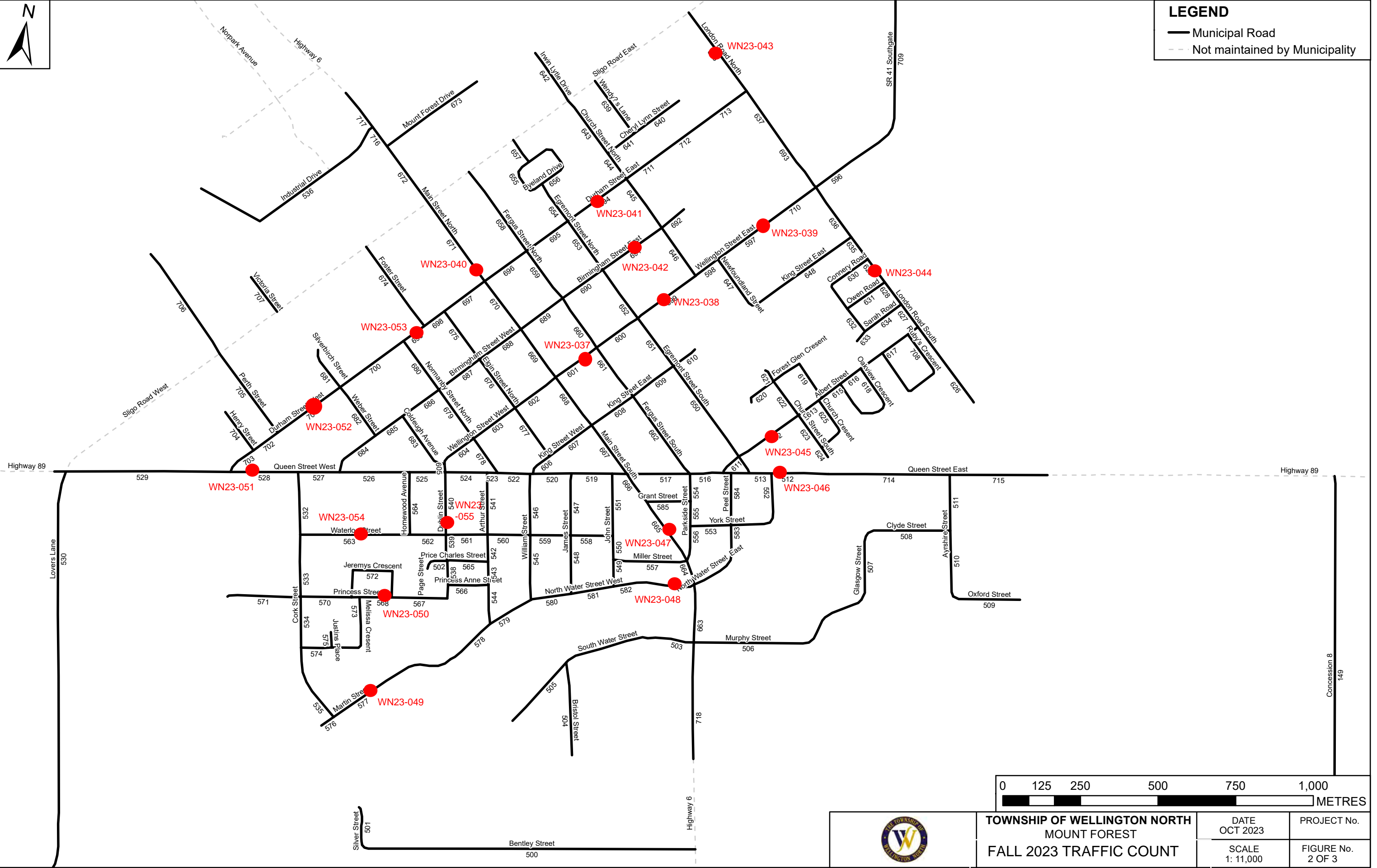
TOWNSHIP OF WELLINGTON NORTH
ARTHUR
FALL 2023 TRAFFIC COUNT


DATE OCT 2023	PROJECT No.
SCALE 1: 7,000	FIGURE No. 1 OF 3

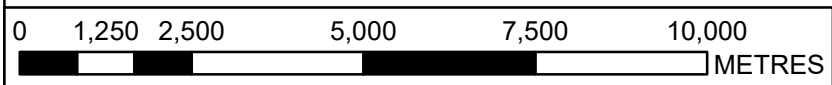
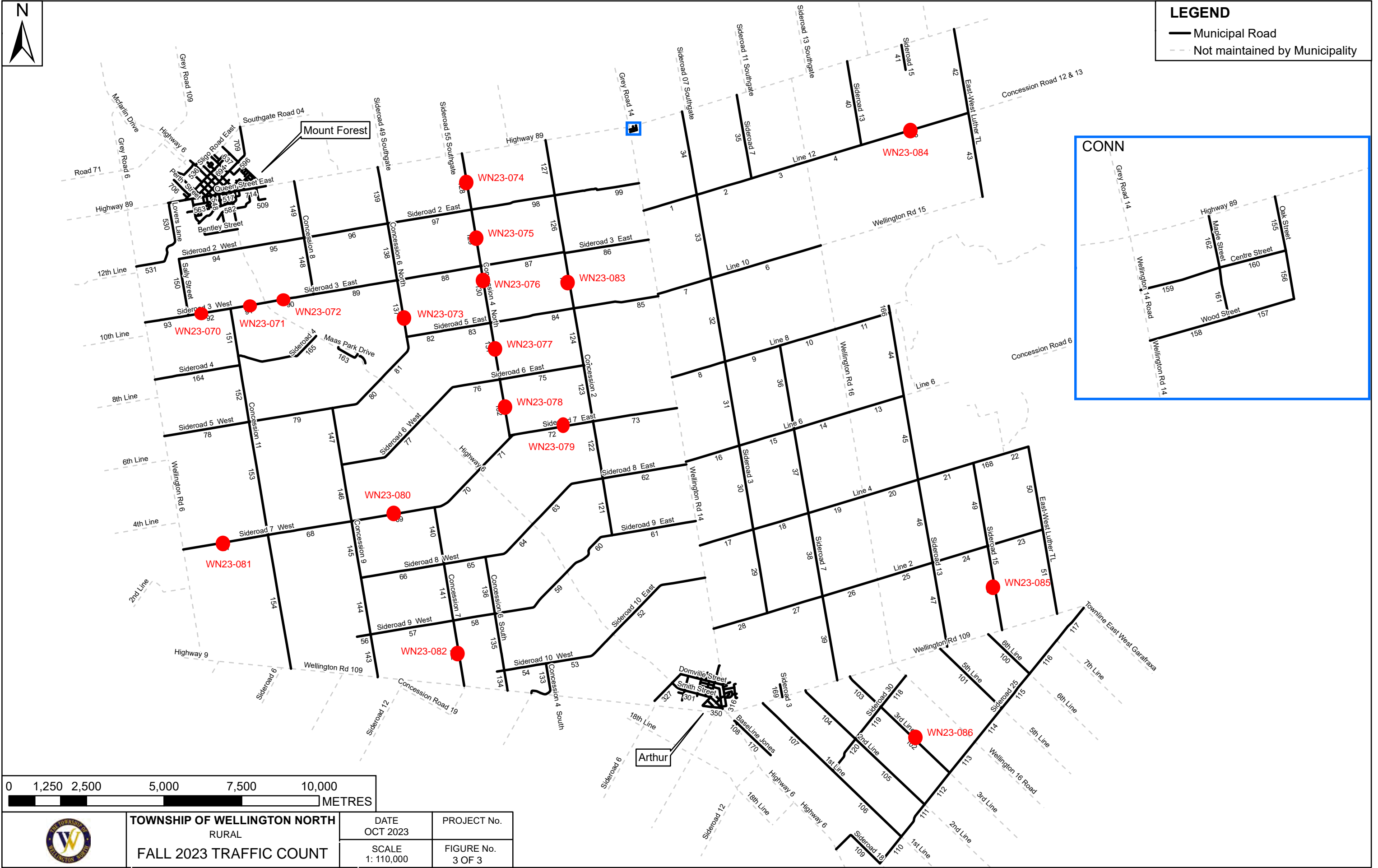


LEGEND

- Municipal Road
- Not maintained by Municipality



	TOWNSHIP OF WELLINGTON NORTH		DATE OCT 2023	PROJECT No.
	MOUNT FOREST		SCALE 1: 11,000	FIGURE No. 2 OF 3
FALL 2023 TRAFFIC COUNT				



	TOWNSHIP OF WELLINGTON NORTH RURAL FALL 2023 TRAFFIC COUNT	DATE OCT 2023	PROJECT No.
		SCALE 1: 110,000	FIGURE No. 3 OF 3



Staff Report

To: Mayor and Members of Council Meeting of November 20, 2023

From: Tammy Stevenson, Senior Project Manager

Subject: OPS 2023-042 Concession Road 4 North

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report OPS 2023-042 being a report on Concession Road 4 North;

AND THAT Council direct staff to continue to monitor traffic by completing additional traffic counts in 2024 and future years and present results in a future staff report.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Report OPS 2023-041 being a report on 2023 Fall Traffic Counts

Report OPS 2023-023 being a report on 2023 Spring Traffic Counts

BACKGROUND

Township staff annually coordinates traffic counts throughout the Township of Wellington North. Traffic counts are collected using Automatic Traffic Recorder (ATR). ATR that was used to collect Wellington North’s data are road tubes, which are pneumatic technology to capture data and accurately measures vehicle volume, direction of flow, traffic speed, and vehicle classification which helps to provide insight into traffic flow and patterns. The ATR is a tool used to determine the Annual Average Daily Traffic (AADT) counts. An AADT count identifies the average vehicle volumes in a 24-hour period.

The results from traffic counts along Concession Road 4 North including past years from 2020 and 2021, and current year 2023, are shown Attachment 1 and summarized in Table 1. Location of traffic counts are shown on the map found in Attachment 2.

TRAFFIC COUNT LOCATION	YEAR	AADT TRAFFIC COUNT	SPEED COUNT 85% PERCENTILE	SPEED COUNT AVERAGE SPEED
WN2020-040	2020	174	59	47
WN2021-024	2021	152	87	66
WN2021-025	2021	170	89	71
WN23-021	2023	210	72	57
WN23-036	2023	256	85	52

WN23-074	2023	437	89	72
WN23-075	2023	363	96	73
WN23-076	2023	482	78	55
WN23-077	2023	387	94	70
WN23-078	2023	345	86	63

Table 1 – Daily Traffic Count

Existing Road Surface

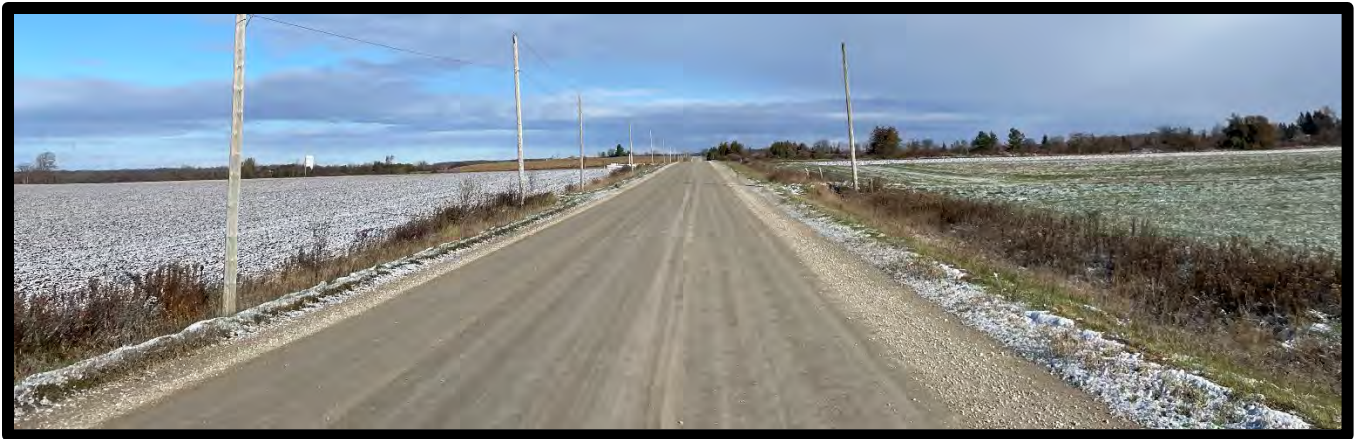
- Gravel surface from Highway 89 to just north of Sideroad 6 E.
- Asphalt surface from Sideroad 6 E to Sideroad 7E.



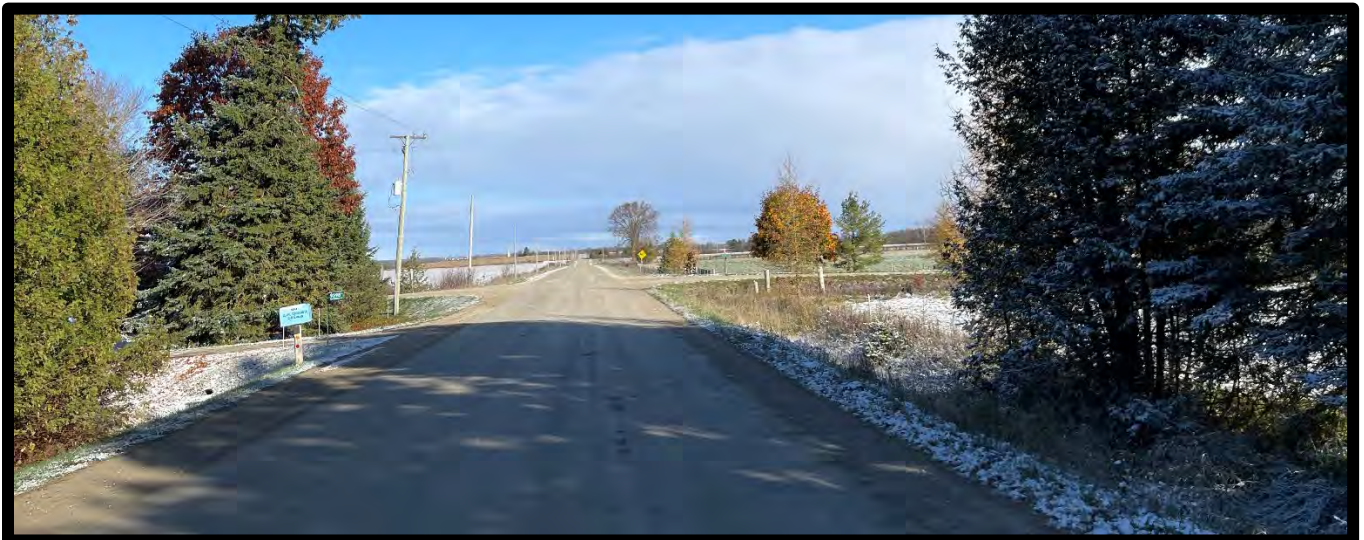
Picture 1 – Concession Road 4 North at Highway 89 (November 1, 2023)



Picture 2 – Concession Road 4 North at Sideroad 2 E intersection (November 1, 2023)



Picture 3 – Concession Road 4 North, north of Sideroad 3 E intersection (November 1, 2023)



Picture 4 – Concession Road 4 North at Sideroad 3 E intersection (November 1, 2023)



Picture 5 – Concession Road 4 North, north of Sideroad 5 E intersection (November 1, 2023)



Picture 6 – Concession Road 4 North, north of Sideroad 6 E intersection (November 1, 2023)



Picture 7 – Concession Road 4 North at Sideroad 6 E (November 1, 2023)

Considerations and Criteria for Hard Surface Rural Roadway

Triton Engineering Services Limited has completed a review of considerations and criteria for hard surfacing rural roadway and the traffic volumes on Concession Road 4 as found in Attachment 3.

Request for Traffic/Pedestrian Control Measures

A request for traffic/pedestrian control measures was submitted on October 30, 2023 as found in Attachment 5. The applicant is requesting for a speed reduction to 60 km/hr be posted on Concession Road 4 North between Highway 89 and Sideroad 7E. Additional request is to post a 4-way stop sign at the intersection of Concession Road 4 North and Sideroad 3 E.

Traffic Speed

The traffic count reveals that the current average speed in 2023 ranged between 47-73 km/hr while the 85% percentile ranged between 59-96 km/hr.

Recommendations

Staff recommends the following:

1. Concession Road 4 North continues to be monitor traffic by completing additional traffic counts in 2024 and future years and present results to Council in a future staff report.
2. Completing a 7-day ATR traffic count to provide a better average over a range of consecutive days, covering both weekdays and weekends. Additional traffic count methods may also be utilized to complete the traffic study.
3. Speed on Concession Road 4 North as the 2023 data reports the average speed between 47-73 km/hr. Lowering of speed along this road is not supported based on the traffic count information.
4. Concession Road 4 North traffic control signage to remain as is.

FINANCIAL CONSIDERATIONS

Triton Engineering Services Limited has completed a construction cost estimate of infrastructure works improvements that are required to support an asphalt surface including 60 mm of HL4 asphalt base on Concession Road 4 between Highway 89 and Sideroad 6 E, as found in Attachment 4, with the estimated cost of \$1,680,000 including HST. Additional fees for Engineering and Geotechnical testing at time of construction are in addition to this cost estimate.

As noted in Triton memo, once a road is hard surfaced, yearly maintenance may include crack sealing, filling potholes, shoulder gravelling, and resurfacing as required.

ATTACHMENTS

Attachment 1 – Concession Road 4N – Traffic Count Summary

Attachment 2 – Concession Road 4N Traffic Count Map

Attachment 3 – Concession Road 4N – Traffic Review Memo prepared by Triton Engineering Services Limited, dated October 31, 2023

Attachment 4 – Construction Cost Estimate prepared by Triton Engineering Services Limited, dated November 15, 2023.

Attachment 5 – Request for Traffic/Pedestrian Control Measures – McHugh/Garrard dated October 30, 2023

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?

- | | | | |
|-------------------------------------|------------------------------|--------------------------|---------------------------|
| <input type="checkbox"/> | Modernization and Efficiency | <input type="checkbox"/> | Partnerships |
| <input checked="" type="checkbox"/> | Municipal Infrastructure | <input type="checkbox"/> | Alignment and Integration |

Prepared By:	Tammy Stevenson, Senior Project Manager	<i>Tammy Stevenson</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>

OPS 2023-042
ATTACHMENT 1
TRAFFIC COUNT SUMMARY

Concession Road 4 North - S of Highway 89 (WN2020-040)

Date: August 10, 2020

VEHICLE CLASS	TRAFFIC COUNT		
	NORTH	SOUTH	TOTAL
Class 1	0	1	1
Class 2	52	50	102
Class 3	25	27	52
Class 4	0	1	1
Class 5	3	5	8
Class 6	2	3	5
Class 7	1	0	1
Class 8	0	0	0
Class 9	0	1	1
Class 10	0	2	2
Class 11	0	0	0
Class 12	0	0	0
Class 13	0	1	1

MAP ID	TRAFFIC COUNT			
	ROAD DIRECTION	NORTH	SOUTH	NORTH/SOUTH TOTAL
WN22021-024	NS	83	91	174

SPEED COUNT			
VEHICLE SPEED (km/hr)	TRAVEL DIRECTION NORTH	TRAVEL DIRECTION SOUTH	TRAVEL DIRECTION NORTH & SOUTH
up to 41	12	36	48
41-51	26	38	64
51-61	28	17	45
61-71	17	0	17
71-81	0	0	0
81-91	0	0	0
91-101	0	0	0
101-111	0	0	0
111-121	0	0	0

SPEED COUNT			
TRAVEL DIRECTION	POSTED SPEED	85% PERCENTILE	AVERAGE SPEED
North	80	64	52
South	80	53	43
North & South	80	59	47

OPS 2023-042
ATTACHMENT 1
TRAFFIC COUNT SUMMARY

Concession Road 4 North - N of Sideroad 2 E (WN2021-024)

Date: May 11, 2021

VEHICLE CLASS	TRAFFIC COUNT		
	NORTH	SOUTH	TOTAL
Class 1	2	0	2
Class 2	35	41	76
Class 3	19	20	39
Class 4	0	0	0
Class 5	8	9	17
Class 6	13	1	14
Class 7	2	0	2
Class 8	0	0	0
Class 9	0	1	1
Class 10	0	0	0
Class 11	0	0	0
Class 12	0	0	0
Class 13	0	1	1

MAP ID	TRAFFIC COUNT			
	ROAD DIRECTION	NORTH	SOUTH	NORTH/SOUTH TOTAL
WN22021-024	NS	79	73	152

SPEED COUNT			
VEHICLE SPEED (km/hr)	TRAVEL DIRECTION NORTH	TRAVEL DIRECTION SOUTH	TRAVEL DIRECTION NORTH & SOUTH
up to 41	14	8	22
41-51	3	8	11
51-61	6	7	13
61-71	17	12	29
71-81	14	23	37
81-91	18	9	27
91-101	5	4	9
101-111	1	1	2
111-121	1	1	2

SPEED COUNT			
TRAVEL DIRECTION	POSTED SPEED	85% PERCENTILE	AVERAGE SPEED
North	80	88	66
South	80	86	66
North & South	80	87	66

OPS 2023-042
ATTACHMENT 1
TRAFFIC COUNT SUMMARY

Concession Road 4 North - N of Sideroad 3 E (WN2021-025)

Date: May 25, 2021

VEHICLE CLASS	TRAFFIC COUNT		
	NORTH	SOUTH	TOTAL
Class 1	5	1	6
Class 2	37	37	74
Class 3	22	25	47
Class 4	1	2	3
Class 5	3	7	10
Class 6	7	2	9
Class 7	2	0	2
Class 8	0	0	0
Class 9	3	0	3
Class 10	2	1	3
Class 11	0	0	0
Class 12	0	0	0
Class 13	13	0	13

MAP ID	TRAFFIC COUNT			
	ROAD DIRECTION	NORTH	SOUTH	NORTH/SOUTH TOTAL
WN2021-025	NS	95	75	170

SPEED COUNT			
VEHICLE SPEED (km/hr)	TRAVEL DIRECTION NORTH	TRAVEL DIRECTION SOUTH	TRAVEL DIRECTION NORTH & SOUTH
up to 41	3	3	6
41-51	6	4	10
51-61	15	10	25
61-71	26	21	47
71-81	22	15	37
81-91	13	11	24
91-101	7	9	16
101-111	2	1	3
111-121	1	1	2

SPEED COUNT			
TRAVEL DIRECTION	POSTED SPEED	85% PERCENTILE	AVERAGE SPEED
North	80	88	71
South	80	91	71
North & South	80	89	71

OPS 2023-042
ATTACHMENT 1
TRAFFIC COUNT SUMMARY

Concession Road 4 North - S of Sideroad 3 E (WN23-021)

Date: May 9, 2023

VEHICLE CLASS	TRAFFIC COUNT		
	NORTH	SOUTH	TOTAL
Class 1	5	1	6
Class 2	37	29	66
Class 3	28	16	44
Class 4	4	4	8
Class 5	9	7	16
Class 6	21	22	43
Class 7	0	1	1
Class 8	2	0	2
Class 9	10	0	10
Class 10	0	14	14
Class 11	0	0	0
Class 12	0	0	0
Class 13	0	0	0

MAP ID	TRAFFIC COUNT			
	ROAD DIRECTION	NORTH	SOUTH	NORTH/SOUTH TOTAL
WN23-021	NS	116	94	210

SPEED COUNT			
VEHICLE SPEED (km/hr)	TRAVEL DIRECTION NORTH	TRAVEL DIRECTION SOUTH	TRAVEL DIRECTION NORTH & SOUTH
up to 41	41	33	74
51-61	31	33	64
61-71	20	18	38
71-81	16	6	22
81-91	2	3	5
91-101	5	1	6
101-111	1	0	1
111-121	0	0	0

SPEED COUNT			
TRAVEL DIRECTION	POSTED SPEED	85% PERCENTILE	AVERAGE SPEED
North	80	75	59
South	80	69	56
North & South	80	72	57

OPS 2023-042
ATTACHMENT 1
TRAFFIC COUNT SUMMARY

Concession Road 4 North - S of Sideroad 2 E (WN23-036)

Date: May 11, 2023

VEHICLE CLASS	TRAFFIC COUNT		
	NORTH	SOUTH	TOTAL
Class 1	0	8	8
Class 2	68	60	128
Class 3	17	18	35
Class 4	1	2	3
Class 5	8	6	14
Class 6	23	32	55
Class 7	4	1	5
Class 8	1	0	1
Class 9	2	0	2
Class 10	2	1	3
Class 11	0	0	0
Class 12	0	0	0
Class 13	2	0	2

MAP ID	TRAFFIC COUNT			
	ROAD DIRECTION	NORTH	SOUTH	NORTH/SOUTH TOTAL
WN23-036	NS	128	128	256

SPEED COUNT			
VEHICLE SPEED (km/hr)	TRAVEL DIRECTION NORTH	TRAVEL DIRECTION SOUTH	TRAVEL DIRECTION NORTH & SOUTH
up to 41	57	68	125
41-51	10	17	27
51-61	14	6	20
61-71	12	10	22
71-81	10	7	17
81-91	12	5	17
91-101	7	5	12
101-111	5	7	12
111-121	1	2	3

SPEED COUNT			
TRAVEL DIRECTION	POSTED SPEED	85% PERCENTILE	AVERAGE SPEED
North	80	86	54
South	80	83	51
North & South	80	85	52

OPS 2023-042
ATTACHMENT 1
TRAFFIC COUNT SUMMARY

Concession Road 4 North - N of Sideroad 2 E (WN23-074)

Date: October 4, 2023

VEHICLE CLASS	TRAFFIC COUNT		
	NORTH	SOUTH	TOTAL
Class 1	5	0	5
Class 2	130	155	285
Class 3	17	48	65
Class 4	1	9	10
Class 5	3	15	18
Class 6	9	11	20
Class 7	0	0	0
Class 8	0	3	3
Class 9	1	2	3
Class 10	0	4	4
Class 11	0	0	0
Class 12	0	0	0
Class 13	19	5	24

MAP ID	TRAFFIC COUNT			
	ROAD DIRECTION	NORTH	SOUTH	NORTH/SOUTH TOTAL
WN23-074	NS	185	252	437

SPEED COUNT			
VEHICLE SPEED (km/hr)	TRAVEL DIRECTION NORTH	TRAVEL DIRECTION SOUTH	TRAVEL DIRECTION NORTH & SOUTH
up to 41	19	9	28
41-51	28	9	37
51-61	29	21	50
61-71	28	25	53
71-81	29	98	127
81-91	29	67	96
91-101	16	14	30
101-111	5	9	14
111-121	2	0	2

SPEED COUNT			
TRAVEL DIRECTION	POSTED SPEED	85% PERCENTILE	AVERAGE SPEED
North	80	89	67
South	80	89	75
North & South	80	89	72

OPS 2023-042
ATTACHMENT 1
TRAFFIC COUNT SUMMARY

Concession Road 4 North - South of Sideroad 2 E (WN23-075)

Date: October 4, 2023

VEHICLE CLASS	TRAFFIC COUNT		
	NORTH	SOUTH	TOTAL
Class 1	9	0	9
Class 2	103	108	211
Class 3	24	57	81
Class 4	8	3	11
Class 5	5	9	14
Class 6	12	4	16
Class 7	3	0	3
Class 8	0	4	4
Class 9	0	4	4
Class 10	1	3	4
Class 11	0	0	0
Class 12	0	0	0
Class 13	5	1	6

MAP ID	TRAFFIC COUNT			
	ROAD DIRECTION	NORTH	SOUTH	NORTH/SOUTH TOTAL
WN23-075	NS	170	193	363

SPEED COUNT			
VEHICLE SPEED (km/hr)	TRAVEL DIRECTION NORTH	TRAVEL DIRECTION SOUTH	TRAVEL DIRECTION NORTH & SOUTH
up to 41	20	15	35
41-51	11	10	21
51-61	19	26	45
61-71	16	34	50
71-81	22	47	69
81-91	29	33	62
91-101	35	21	56
101-111	18	5	23
111-121	0	2	2

SPEED COUNT			
TRAVEL DIRECTION	POSTED SPEED	85% PERCENTILE	AVERAGE SPEED
North	80	99	75
South	80	91	72
North & South	80	96	73

OPS 2023-042
ATTACHMENT 1
TRAFFIC COUNT SUMMARY

Concession Road 4 North - S of Sideroad 3 E (WN23-076)

Date: October 4, 2022

VEHICLE CLASS	TRAFFIC COUNT		
	NORTH	SOUTH	TOTAL
Class 1	2	4	6
Class 2	209	177	386
Class 3	38	7	45
Class 4	5	1	6
Class 5	7	3	10
Class 6	17	4	21
Class 7	0	0	0
Class 8	0	0	0
Class 9	1	0	1
Class 10	2	3	5
Class 11	1	0	1
Class 12	0	0	0
Class 13	0	1	1

MAP ID	TRAFFIC COUNT			
	ROAD DIRECTION	NORTH	SOUTH	NORTH/SOUTH TOTAL
WN23-076	NS	282	200	482

SPEED COUNT			
VEHICLE SPEED (km/hr)	TRAVEL DIRECTION NORTH	TRAVEL DIRECTION SOUTH	TRAVEL DIRECTION NORTH & SOUTH
up to 41	29	106	135
41-51	20	68	88
51-61	46	6	52
61-71	66	11	77
71-81	72	5	77
81-91	38	1	39
91-101	9	3	12
101-111	2	0	2
111-121	0	0	0

SPEED COUNT			
TRAVEL DIRECTION	POSTED SPEED	85% PERCENTILE	AVERAGE SPEED
North	80	83	65
South	80	50	40
North & South	80	78	55

OPS 2023-042
ATTACHMENT 1
TRAFFIC COUNT SUMMARY

Concession Road 4 North - N of Sideroad 6 E (WN23-077)

Date: October 4, 2023

VEHICLE CLASS	TRAFFIC COUNT		
	NORTH	SOUTH	TOTAL
Class 1	4	3	7
Class 2	102	95	197
Class 3	42	68	110
Class 4	10	5	15
Class 5	7	12	19
Class 6	16	2	18
Class 7	1	0	1
Class 8	8	5	13
Class 9	0	2	2
Class 10	1	3	4
Class 11	0	0	0
Class 12	0	0	0
Class 13	1	0	1

MAP ID	TRAFFIC COUNT			
	ROAD DIRECTION	NORTH	SOUTH	NORTH/SOUTH TOTAL
WN23-077	NS	192	195	387

SPEED COUNT			
VEHICLE SPEED (km/hr)	TRAVEL DIRECTION NORTH	TRAVEL DIRECTION SOUTH	TRAVEL DIRECTION NORTH & SOUTH
up to 41	35	23	58
41-51	16	18	34
51-61	18	17	35
61-71	20	20	40
71-81	35	35	70
81-91	34	40	74
91-101	26	33	59
101-111	6	8	14
111-121	2	1	3

SPEED COUNT			
TRAVEL DIRECTION	POSTED SPEED	85% PERCENTILE	AVERAGE SPEED
North	80	93	68
South	80	95	72
North & South	80	94	70

OPS 2023-042
ATTACHMENT 1
TRAFFIC COUNT SUMMARY

Concession Road 4 North - N of Sideroad 7 E (WN23-078)

Date: October 4, 2023

VEHICLE CLASS	TRAFFIC COUNT		
	NORTH	SOUTH	TOTAL
Class 1	7	0	7
Class 2	91	125	216
Class 3	5	51	56
Class 4	1	4	5
Class 5	2	10	12
Class 6	12	9	21
Class 7	1	1	2
Class 8	0	1	1
Class 9	1	6	7
Class 10	3	6	9
Class 11	0	0	0
Class 12	0	0	0
Class 13	8	1	9

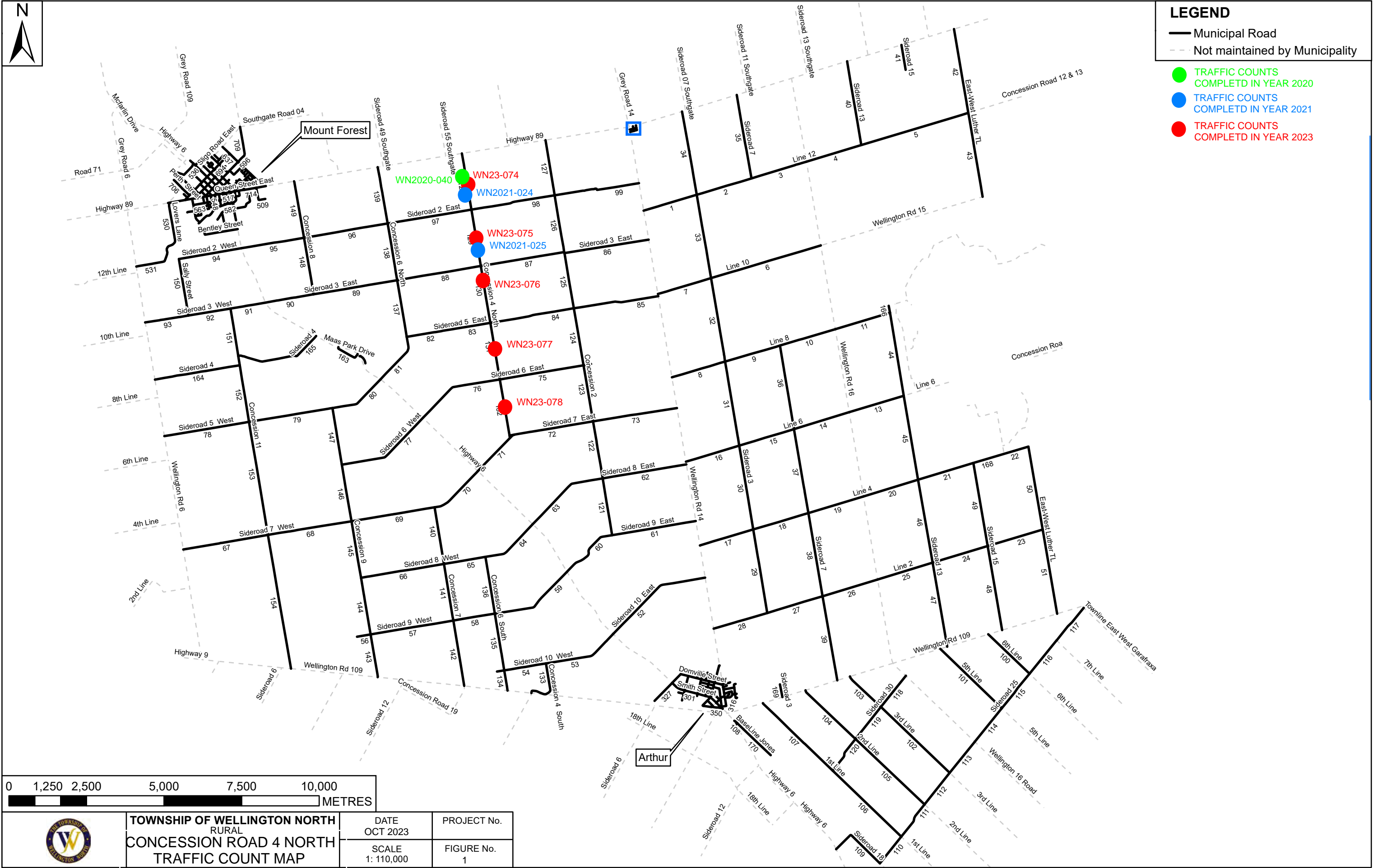
MAP ID	TRAFFIC COUNT			
	ROAD DIRECTION	NORTH	SOUTH	NORTH/SOUTH TOTAL
WN23-078	NS	131	214	345

SPEED COUNT			
VEHICLE SPEED (km/hr)	TRAVEL DIRECTION NORTH	TRAVEL DIRECTION SOUTH	TRAVEL DIRECTION NORTH & SOUTH
up to 41	39	29	68
41-51	21	19	40
51-61	7	22	29
61-71	17	43	60
71-81	21	48	69
81-91	11	40	51
91-101	7	8	15
101-111	6	5	11
111-121	2	0	2

SPEED COUNT			
TRAVEL DIRECTION	POSTED SPEED	85% PERCENTILE	AVERAGE SPEED
North	80	87	59
South	80	86	66
North & South	80	86	63

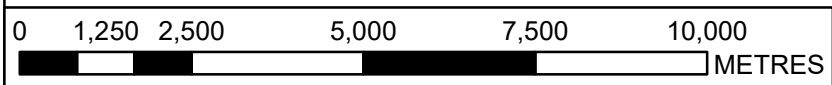
**OPS 2023-042
ATTACHMENT 1
TRAFFIC COUNT SUMMARY**


VEHICLE CLASSIFICATION DEFINITION	
Class 1	Motorcycle
Class 2	Passenger cars (with or without one or two-axle trailer)
Class 3	Two axle, four tire vehicles (with or without one or two-axle trailer)
Class 4	Buses
Class 5	Two axle, six tire single unit
Class 6	Three axle single unit
Class 7	Four or more axle single unit
Class 8	Three or four axle single-trailer
Class 9	Five axle single-trailer
Class 10	six or more axle single-trailer
Class 11	Five or fewer axle multi-trailer
Class 12	Six axle multi-trailer
Class 13	Seven or more axle vehicles

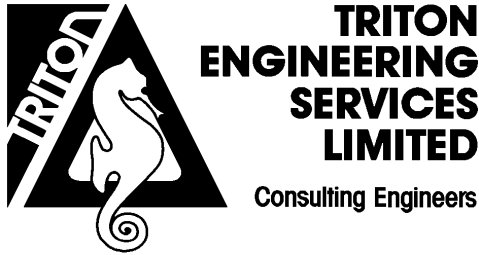


LEGEND

- Municipal Road
- - - Not maintained by Municipality
- TRAFFIC COUNTS COMPLETED IN YEAR 2020
- TRAFFIC COUNTS COMPLETED IN YEAR 2021
- TRAFFIC COUNTS COMPLETED IN YEAR 2023



	TOWNSHIP OF WELLINGTON NORTH RURAL CONCESSION ROAD 4 NORTH TRAFFIC COUNT MAP	DATE OCT 2023	PROJECT No.
		SCALE 1: 110,000	FIGURE No. 1



Memorandum

DATE: October 31, 2023
TO: Tammy Stevenson, C.E.T.
FROM: Taylor Kramp, P. Eng.
RE: Concession Road 4N –
Traffic Review

FILE: A5510-R00

The following discussion includes a review of considerations and criteria for hard surfacing rural roads and the traffic volumes on Concession Road 4. We understand that the Township has received numerous phone calls regarding Concession Road 4N that is currently gravel surfaced.

There are no specific criteria for hard surfacing rural roads. Factors that municipalities should take in account include:

- Traffic Volume
- Maintenance Costs
- Dust Control
- Condition of Existing Road Base
- Improvement Costs

Gravel roads require regular blading, and periodic re-gravelling. A municipality with numerous gravel roads usually operates a fleet of graders, and maintenance of low volume gravel roads can be quite cost effective. Once a road is hard surfaced, some of this regular maintenance may be less, but summer maintenance will include filling potholes, crack sealing, and resurfacing as required. If the road base is not sufficiently strong, hard surfaces can break up prematurely, and significant pothole filling and spot repairs can be quite costly. Winter maintenance is increased due to the need to apply de-icing chemicals to maintain Minimum Maintenance Standards.

It is always our recommendation that any road that is being considered for hard surfacing be strengthened to ensure that the base is adequate. This work can include ditching for subgrade drainage, sub-excavation of soft areas, and building up the depth of granular sub-base and base. Typically, a minimum of 150mm of new Granular A base is required for roads that are in relatively good condition. Sometimes widening is required in conjunction with other improvements.

Given the capital costs of road improvements and surfacing, the decision to hard surface roads will have a significant impact on road budgets and needs to be considered in relation to other priorities.

In terms of traffic volumes, there are no specific criteria related to traffic volumes. The 1987 MTO Methods and Management Manual identifies that gravel roads typically have an AADT of less than 200 vpd. However, it is stressed that Municipalities adopt acceptable standards to serve local user needs. A review of the Township's current Road Needs Data indicates that hard surfaced Roads in Wellington North typically have AADT within the 200-499 range or above.

It is our opinion that roads with an AADT range of 200-499 are candidates for hard surfacing, subject to the criteria outlined above, but will continue to perform adequately as gravel roads with regular maintenance and the application of dust control chemicals. Roads with an AADT of 500 or more should be hard surfaced.

Regarding Concession 4 North, traffic counts were undertaken south of Sideroad 3E on May 9 and May 11, 2023. The recorded AADT values were 210 and 256. While these values are over 200 vpd, they represent

traffic volumes that are typical of rural gravel roads. Traffic counts were taken at five separate locations on Con 4N on October 4, 2023. The 24 hour volumes ranged from 345 to 482, averaging 400 vpd. This represents a 70 percent increase in traffic volumes. This is not explainable by normal circumstances and indicates that there may have been an issue with some of the counts. It is recommended that the Township continue to monitor traffic on Con 4N. It is recommended to undertake a 7 day count to provide a better average over a range of consecutive days, covering both weekdays and weekends.

If you have any questions, please do not hesitate to contact us.

ITEM NO.	SPEC. NO.	DESCRIPTION	EST. QTY.	UNIT	UNIT PRICE	TOTAL AMOUNT
SECTION 1 --- ROADS AND DRAINAGE						
1.01	M706	Traffic Control	100%	L.S.	\$7,500.00	\$7,500.00
1.02	M506	Calcium Chloride	4,500	Kg	\$1.50	\$6,750.00
1.03	M310	Cold Planing Existing Asphalt Joints and Widening (Depth 50mm)	24	m ²	\$30.00	\$720.00
1.04		Earth Excavation and Grading	1,200	m ³	\$12.00	\$14,400.00
1.05	M314 M501	Granular "B"	1,800	Tonne	\$16.00	\$28,800.00
1.06	M314 M501	Granular "A"	29,000	Tonne	\$22.00	\$638,000.00
1.07	M310 M311 SP30	Hot Mix Asphalt HL 4 (60 mm Depth)	7,500	Tonne	\$102.00	\$765,000.00
1.08		Structure 1 - Repair Deck Drains		LS	\$12,000.00	\$12,000.00
1.09		Culvert Extention @ SR 3E		LS	\$6,000.00	\$6,000.00
SUB-TOTAL - SECTION 1 --- ROADS AND DRAINAGE						<u>\$1,479,170.00</u>

ITEM NO.	SPEC. NO.	DESCRIPTION	EST. QTY.	UNIT	UNIT PRICE	TOTAL AMOUNT
SECTION 2--- MISCELLANEOUS						
2.01	SP33	Construction Layout	100%	L.S.	\$2,500.00	\$2,500.00
2.02	SP34	Provide Bonding and Insurance	100%	L.S.	\$5,000.00	\$5,000.00
SUB-TOTAL - SECTION 2 --- MISCELLANEOUS						<u>\$7,500.00</u>
SUB-TOTAL						<u>\$1,486,670.00</u>
HST (13%)						<u>\$193,267.10</u>
TOTAL						<u>\$1,679,937.10</u>



WELLINGTON NORTH
SEMPER PORRO

REQUEST FOR TRAFFIC / PEDESTRIAN CONTROL MEASURES

DATE	30 October 2023		
APPLICANT	Brett and Victoria McHugh, George and Kay Garrard		
ADDRESS	[REDACTED]		
PHONE	[REDACTED]	EMAIL ADDRESS	[REDACTED]

LOCATION OR STREET NAME	4th Concession Rd N between Hwy 89 & 7th Sideroad E
ISSUE / CONCERN	Pedestrian Safety due to traffic speed
PROPOSED SOLUTION	Post 60 kmph signs per Council Resolution 2017-103 Reduce speed to 60 kmph 3rd Siderd E to 7th Siderd E Post Stop signs both ways on 4th Conc Rd N at 3rd Siderd E
JUSTIFICATION FOR REQUEST	Road condition, traffic calming & pedestrian/cyclist safety-see attached
DIAGRAM OF LOCATION	See attached drawing

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

We have obtained a petition from local residents in support of this application - attached.

We have considered other alternative solutions for the issue identified within this application.

We / local residents have funding available to help finance the implementation of this control measure.

Identified issue / concern is not a problem of enforcement.

Identified location of issue has seen a change in traffic / pedestrian patterns during the past five years. Please explain: Three new gravel pits, increased local construction and people moving into surrounding area/out of cities has increased traffic volume and speed.

We have traffic count, speed data or pictures / videos in support of your application
(include [REDACTED] Oct 26/2023)

SIGNATURE: [REDACTED]

DATED:

PRINT NAME: [REDACTED]

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 Traffic Pedestrian Control Measures Policy. Any questions can be directed to the Director of Legislative Services/Clerk at 519-848-3620 ext. 4227



TRAFFIC/PEDESTRIAN CONTROL MEASURES POLICY

DEPARTMENT	Operations	POLICY NUMBER	010-19
EFFECTIVE DATE	August 12, 2019	LEGISLATIVE AUTHORITY	
APPROVED BY:	BY LAW 069-19		

PURPOSE

Township of Wellington North receives regular complaints / queries from residents that concern pedestrian and traffic safety. There is a need for these requests to be handled in a consistent and transparent manner, ensuring adequate budget is available for a proper analysis for Council's consideration. Proper analysis will include how the requested control measure(s) will impact the overall transportation network.

SCOPE

The scope of this policy is to set out general guidelines for processing requests for additional traffic or pedestrian control measures within the Township's transportation network.

Scope of Requests

1. Request for Speed Limit Reduction / Increase
2. Request for Addition / Removal of Stop Signs
3. Request for Addition / Removal of Traffic Signals
4. Request for Addition / Removal of Sidewalk
5. Request for Addition / Removal of Community Safety Zone
6. Request for Addition / Removal of Traffic Calming Measure
7. Request for Addition / Removal of Pedestrian Crossing

GUIDELINE

The following process will be followed when a formal request is made by a Township resident or business owner for additional traffic or pedestrian control measures within the Township's transportation network.

All requests shall be submitted using a completed form attached as Schedule A and shall be referred to the Director of Operations ("Director") or their designate to be evaluated.

If reasonable traffic count information is not available, the Director may authorize a traffic count at the location to determine the traffic volumes and patterns in the area.

The Director shall determine if the intersection warrants additional traffic and pedestrian measures based on the warrants/justifications outlined within the Ontario Traffic Manuals (OTM) and consultation with other community stakeholders including but not limited to Emergency Services and OPP.

If the warrants recommended in the OTM are met at the location, the Director shall prepare a report for Council recommending that an appropriate action is taken to implement the change. These recommendations could include a revision to the Township's existing by-laws, request for budget for works or similar.

If the warrants recommended in the OTM are not met, the Director shall provide a written response to the individual(s) who requested the additional control measures explaining this policy and applicable OTM warrants, as well as outlining why the requested measures will not be recommended to Council. A copy of that response shall be circulated to Council as an information item.

If the individual(s) who requested the control measure is not satisfied with the staff assessment, at that time, that individual(s) may as to appear before Council as a delegation to discuss the issue further. Refer to Township website for process to request a deputation.

Deputations to Council for pedestrian or traffic concerns will not be encouraged/allowed until they have followed the process outlined within this policy. This will ensure that at the deputation, Council has full information available for them to make an informed decision.

Although it is recognized that a timeframe guideline may not always be feasible, the aim is for staff to report back to Council and the requester within four months. This amount of time may be required in order for staff to engage consultant assistance with the evaluation.

Township Council will provide adequate operating budget to allow for four control measure assessments by request, per this policy, per year. If additional requests are submitted, a report will need to go to Township Council in order to provide additional budget to handle these requests.

Annex to McHugh/Garrard
Request for Traffic Pedestrian Control Measures
Dated October 2023

This attachment provides the applicants concerns in full regarding the request for stop signs on the 4th Concession Road North in both directions at the 3rd Sideroad East and the reduction of the speed limit on the 4th Concession Road North from the 3rd Sideroad East to the 7th Sideroad East. The portion of the 4th Concession Road North between Highway 89 and the 3rd Sideroad East has already been approved by Council at the 13 Marc 2017 Council meeting per Resolution 2017-013 but does still require the installation of the signs.

Both requests per this application and the reminder to Council that the speed signs require posting are made principally as combined traffic calming measures. A combination of increased traffic on the 4th Concession Road North due to increased population in the area seeking a bypass of the Highway 89/6 traffic light in Mount Forest and the increased truck traffic due to the presence of three gravel pits all on 4th Concession Road North.

Despite this increase in traffic, there has been no improvement of the road, in fact Township staff when asked by Mrs. McHugh admitted they were seeking ways to reduce maintenance costs by ceasing the application of gravel to "allow the surface to become 'hardpack'". These conditions include multiple potholes, some as deep as 30.5 cm/12", "washboarding", ruts from 5 cm/2" – 12 cm/6". When the "hardpack" is subjected to moderate rainfall from Highway 89 to the 3rd Sideroad East, it softens significantly pulling vehicles to the right or left and making steering at speeds above 50 kmph difficult if not dangerous. Residents have noted that the road surface can be so soft as to allow them to sink more than ankle deep in heavy, rocky mud across the width of the road. In the spring thaws, these conditions are even more softened and hazardous to driving. However, residents have noted that regardless of the condition of the surface when the road is wet at these times, gravel pit operations are NOT suspended, NO load limit signs are posted even temporarily and it can be as long as two weeks after the surface dries before the Township conducts restorative maintenance to enable residents with anything other than a tractor to be able to utilize the 4th Concession Road North, north of the 3rd Sideroad East with anything approaching normal road surface conditions.

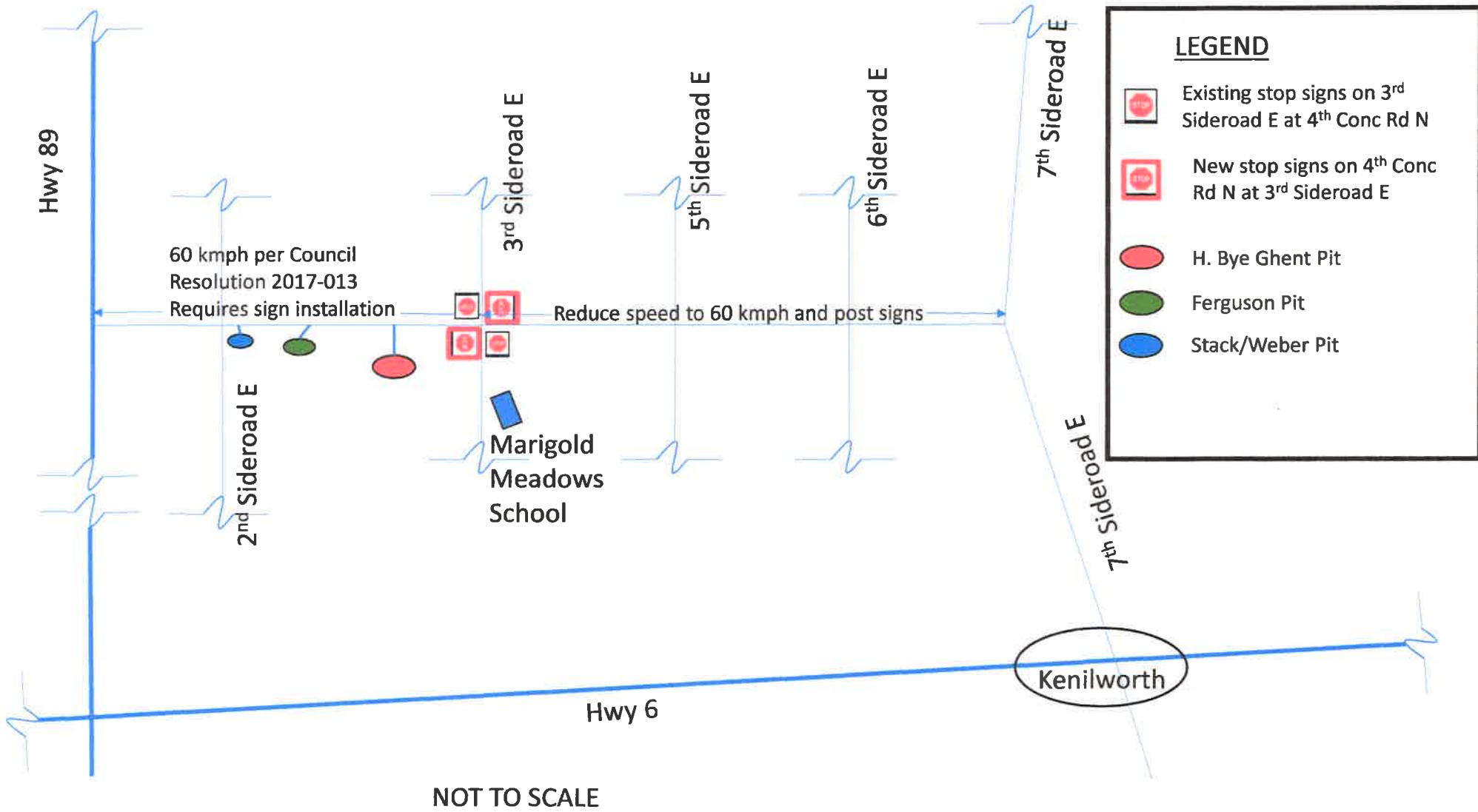
At other times of the year when the road is dry, residents attempting to run, walk or cycle on the 4th Concession Road North are passed by truck with heavy tread that literally throw rocks at them and their pets. The applicants have all been hit by rocks on numerous occasions. This can be seen clearly by the amount of gravel accumulated by the McHugh's fence and on the Garrard's ditch verge. This is in addition to the narrowness of the road at culverts, in particular the first south of the intersection of the 4th Concession Road North and 3rd Sideroad East where residents have measured and found the width of the road over the culvert does NOT meet provincial standards as required. Residents in this area have observed multiple occasions where tractor trailers have had to wait for traffic to back up for them to cross this culvert, dump trucks among the vehicles having to back up. Tractors with dual axles regularly must take "turns" in opposite directions to be able to pass each other on this culvert. Those unfamiliar with the road driving at or above 80 kmph on a secondary road will be hard pressed to stop in time. The addition of the stop signs and reduction of the speed limit from the 3rd Sideroad East to the 7th Sideroad East will reduce the potential for such a head-on collision.

Similarly, the lack of regular grading to fill potholes and smooth ruts and washboarded sections leads to unsuspecting drivers travelling at 80 kmph or more underestimating their ability to properly






control their vehicle. The stop signs at the 3rd Sideroad East on the 4th Concession Road North would force them to stop and reduce overall maximum speed both to deal with road surface conditions and the narrow culvert south of the 3rd Sideroad East in the event of oncoming large vehicle traffic.

The local children attending Marigold Meadows School arrive for school mainly by foot, bicycle or horse and buggy. None of these modes of transportation meld well with 80 kmph heavy dump trucks, tractor trailers and lighter traffic. While there is a stop sign at the 4th Concession Road North on the 3rd Sideroad East in both directions there is no stop sign for the 4th Concession Road North at this intersection in either direction. This fails to acknowledge that young children are NOT always attentive of traffic nor is the traffic expecting any children as there are no School Zone warning signs on the 4th Concession Road North at or near this intersection. Without the traffic calming effect of lower speed limit of 60 kmph and the 4-way stop at this intersection, it is a matter of time until either a child walking/running/cycling is hit or a horse and buggy is involved in an accident with a vehicle while transporting children to/from school.

In summary, the institution of reduced speed to 60 kmph with the addition of the 4 way stop at the 4th Concession Road North and 3rd Sideroad East will calm traffic and enhance safety primarily for the children attending Marigold Meadows School but also enable local residents to enjoy physical activities on the sides of the road as pedestrians/cyclists without being pelted with rocks. Simultaneously, this will enhance the safety for drivers given the poor condition of the road due to the poor level of maintenance, failure to meet road width standards and poor surface conditions that develop with either rain or Spring thaws. At the same time the Township will also see reduced overall maintenance costs associated with grading of the entire length of the 4th Concession Road North as the lower speed will reduce the creation and/or expansion of potholes and reduced washboarding over the entire length of the gravelled portion of the road.



LEGEND

-  Existing stop signs on 3rd Sideroad E at 4th Conc Rd N
-  New stop signs on 4th Conc Rd N at 3rd Sideroad E
-  H. Bye Ghent Pit
-  Ferguson Pit
-  Stack/Weber Pit



Administration Centre: 400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6

Phone: 519-621-2761 Toll free: 1-866-900-4722 Fax: 519-621-4844 www.grandriver.ca

November 2, 2023

Office of the Municipal Clerk
Township of Wellington North
7490 Side Road 7W, Box 125
Kenilworth ON N0G 2E0

By email: kwallace@wellington-north.com
blambert@wellington-north.com

Dear Township of Wellington North,

Re: 2024 Grand River Conservation Authority Draft Budget for Consultation

Please be advised that the General Membership of the Grand River Conservation Authority (GRCA) approved the GRCA's Budget 2024 Draft #1 for consultation purposes at their meeting on October 27, 2023. The approved motion is as follows:

THAT Report Number GM-10-23-80 – Budget 2024 – Draft #1 be approved for consultation purposes, circulated to all participating municipalities, and posted to the GRCA website.

This consultation circulation is required under [Ontario Regulation 402/22: Budget and Apportionment](#) which came into effect July 1, 2023, and sets out requirements for Conservation Authority budgets and municipal apportionment starting with the 2024 budget process. This regulation replaced *O.Reg.139/96 Municipal Levies* and *O.Reg.670/00 Conservation Authority*. As a result of these changes, the format of the 2024 budget for the GRCA is different from prior years.

The attached report and draft 2024 budget outline the programs and services of the GRCA and how those programs are expected to be funded in 2024. Also attached is the municipal apportionment information.

This draft budget includes a total municipal apportionment amount of \$13,292,000 which represents a 2.5% increase over 2023. Municipal apportionment of General Operating Expenses, Category 1 Operating Expenses, and Category 2 Operating Expenses have been allocated to participating municipalities using Modified Current Value Assessment (MCVA) information in the watershed, which was provided by the Ministry of Natural Resources and Forestry (MNRF). Although not all participating municipalities have signed the Category 2 Memorandum of Understanding (MOU) at this time, the MCVA allocation for Category 2 reflects an assumption of agreement by all participating municipalities.

Under O.Reg.402/22, municipal apportionment and the budget must be approved at separate meetings. The Municipal Apportionment vote is scheduled to occur at the GRCA General Membership meeting on January 26, 2024, and the Final 2024 Budget vote is scheduled for the meeting on February 23, 2024.

Should you have any questions or feedback concerning the draft budget or municipal apportionment, please contact the undersigned.

Sincerely,

Karen Armstrong,
Deputy CAO and Secretary-Treasurer

Grand River Conservation Authority

Report number: GM-10-23-80

Date: October 27, 2023

To: Members of the Grand River Conservation Authority

Subject: Budget 2024 – Draft #1

Recommendation:

THAT Report Number GM-10-23-80 - Budget 2024 - Draft #1 be approved for consultation purposes, circulated to all participating municipalities, and posted to the GRCA website.

Summary:

This report summarizes the first draft of the 2024 Budget. The final budget for 2024 will be presented for approval at the February 24, 2024 Annual General Meeting. See Attachment A “Budget 2024 Timetable” for additional details on budget timelines.

Budget 2024- Draft #1 reflects the continuation of programs and services delivered in 2023 and maintains breakeven results. Total draft expenditures for 2024 are \$34,442,188. For context, the October 2022 draft budget for 2023 included expenditures of \$33,279,188. Preliminary budget financial figures are outlined in Attachment G which includes the Statement of Operations and detailed Program and Services statements. The individual programs and services budgets have been categorized as Operating, Capital Maintenance, and Special projects.

Grand River Conservation Authority (GRCA) programs and services are funded by:

- Municipal Apportionment (in prior years referred to as Municipal General Levy)
- Municipal Funding as per Memorandum of Understandings (MOUs)
- Other Municipal Funding (by special agreements)
- Provincial and Federal Grants
- Self-Generated Revenue
- Funding from Reserves

Overall, the municipal funding request has been increased by 2.5% (or \$324,000) to \$13,292,000 in 2024. For a breakdown of municipal funding by Category 1, 2, and general operating expenses see Attachment C “Budget 2024 Municipal funding breakdown”.

As required under *O.Reg.687/21 Transition Plans and Agreements for Programs and Services Under Section 21.2.2 of the Act*, the GRCA has developed an Inventory of Programs and Services based on the categories identified in the Regulation. These categories include: (1) Mandatory, (2) Municipally requested, (3) Other (Authority determines are advisable), and General Operating Expenses.

Attachment B “Programs & Services Inventory” outlines the expenditures and funding sources applicable to each category, along with the reallocation of program surplus between programs and services.

Appendix D “Summary of Municipal Apportionment” details the municipal apportionment and MOU funding requests by participating municipalities.

TABLE A -BUDGET 2024 EXPENDITURES

	2024	2023 (Oct draft)	Increase/(decrease)
EXPENDITURES			
Operating Expenses	\$29,066,688	\$28,148,688	\$918,000
Capital Expenses	\$4,419,000	\$4,104,000	\$315,000
Special Projects	\$840,000	\$840,000	\$0
Funding to Reserve (hydro)	\$116,500	\$116,500	\$0
TOTAL	\$34,442,188	\$33,209,188	\$1,233,000

Note: Use of the term capital expenses for spending that is funded with municipal apportionment refers to major maintenance, water control structure studies, or water management equipment.

Report:

A. CONSERVATION AUTHORITIES ACT - NEW REGULATIONS

The Conservation Authorities Act (CA Act) outlines three categories of programs and services: (1) Mandatory, (2) Municipally requested, and (3) Other (Authority determines are advisable).

O. Reg. 402/22 - Budget and Apportionment also defines “general operating expense or capital cost” as an operating expense or capital cost that is not related to the provision of a program or service that an authority provides. The regulations require that these costs be identified separately, and municipal funding be apportioned using Modified Current Value Assessment (MCVA).

O. Reg. 402/22 requirements came into force for the 2024 budget process. See Attachment A – Budget 2024 Timetable for timeline details. This regulation outlines Four Phases to the budget process

- Phase 1: Categorizing revenue and expenses as per the categories listed above, and amounts of municipal apportionment
- Phase 2: Board approval of draft budget for consultation (vote required), distribution to participating municipalities, and posting on the GRCA’s Governance section on the website. Consultation with municipalities will occur as required.
- Phase 3: Board apportionment approval process (weighted vote required)
- Phase 4: Final budget approval process (vote required)

B. OPERATING BUDGET

In general, the 2024 budget assumes the same level of program and service delivery as provided in 2023. Any exceptions to specific program areas are included in the commentary below as applicable.

(a) Resource Planning

- Resource Planning fee revenue declined in 2023 and therefore this draft of the budget reduced revenue by \$100,000.
- Compensation and benefits costs reduced by \$50,000 to recognize vacancy and/or rate savings which have resulted historically (budget assumes no change in staffing complement).

(b) Residential Property Rental Program

- The Residential Property Rental Program is in the process of winding down. The budgeted 2023 revenue of \$110,000 assumes no decrease in occupancy during 2024.
- The budgeted net result for this program is a \$25,000 deficit.

(c) Outdoor Environmental Education

- Negotiations with school boards for 2023/24 contracts have been completed. The first draft of the budget assumes that 2023/24 school contracts will be extended for the 2024/25 school year. This draft does not include any community or day camp program delivery. Decisions regarding the future format and scope of the Outdoor Environmental Education program will be incorporated into future budget drafts as applicable.

(d) Conservation Areas

- Conservation Area 2024 budgeted revenue of \$10,500,000 is approximately \$1,000,000 less than projected revenue of \$11,500,000 for 2023.
- Operating expenses are being increased by \$350,000.
- Conservation Area program and services expenses have been expanded to include 100% of Manager of Conservation Area Operations, 50% of Luther Marsh operations, and 100% of hazard tree management in the Conservation Areas. The funding for these three additional components is being funded with surplus from other Category 3 programs.
- The Conservation Areas budget excludes any allocation for corporate services overhead expenses.
- The revenue and cost assumptions will be revisited once actuals for the full 2023 season are available. Any adjustments to operating revenue or expenses will be the transfer to/from the Conservation Areas Reserve.

(e) Investment Income

- Income increased \$50,000 due to higher interest being earned on cash balances.

(f) Section 39 Funding

- It is assumed that there will no further cutbacks in the provincial Section 39 grant for the period April 1, 2023 to March 31, 2024 and therefore the Section 39 grant amount is anticipated to remain at \$449,688.

(g) Municipal Funding

- The 2024 Budget includes \$12,275,000 of funding for Category 1 Mandatory Programs and General Operating Expenses along with \$1,017,000 for Category 2 MOU Programs for a total of \$13,292,000 which is a \$324,000 (or 2.5%) increase over the 2023 General Municipal Levy of \$12,968,000.

(h) Surplus Assumption

- The draft budget assumes a \$100,000 surplus carry forward from 2023. If additional surplus is applicable, staff will recommend that it be incorporated in the final budget and used for non-recurring expense demands (i.e. consulting, professional development, and other administrative costs).

(i) Transition Reserve (created in 2021)

- The purpose of the reserve is to fund expenditures related to the transitioning of the GRCA to new provincial regulations requirements and/or fund costs related to managing expenses impacted by COVID-19 or revenue losses due to COVID-19. As at December 31, 2022, the reserve balance is approximately \$2.0 million.
- The strategy for Budget 2024 draft #1 is to utilize the transition reserve to fund one staff position (\$100,000) to assist with some of the deliverables required by the new regulations and to fund the Outdoor Environmental Education program deficit (\$312,000).

(j) Compensation and Benefits and Staffing Comments:

- The 2024 draft budget includes a 3% increase for compensation and benefits which allows for a general wage increase, grid steps within wage scales, and benefit cost increases. In addition, one administrative position is being added to the budget.
- Non-union salary adjustments are required to be approved by the General Membership which is typically presented in November or December for the subsequent year.
- Union wage adjustments have been incorporated into the budget in accordance with the Collective Agreement which is effective until December 31, 2025.

(k) Source Protection Program

- The province has identified that this program is considered a Category 1 mandatory program that is required to be delivered by Conservation Authorities. Funding until March 2024 was secured. The province, which currently fully funds this program, has not guaranteed funding for future years, nor has it announced an end to program funding.

C. CAPITAL & MAJOR MAINTENANCE BUDGET(a) Major Maintenance Spending Water Control Structures

- The budget is set at \$1,500,000. Any demands that arise more than that amount can be funded with the Water Control Structures reserve and/or the Land Sale Proceeds reserve. Staff continue to seek funding to repair and update the water control infrastructure from provincial and federal government. Government funding included in budget 2024 relates to provincial Water and Erosion Control Infrastructure (WECI) funding which is subject to provincial approval of projects. Changes to this budget line will not impact the request for municipal funding. Any additional spending will be funded with WECI funding or reserves.

(b) Capital Spending Conservation Areas

- The budget is set at \$2,000,000. This spending is budgeted to be funded with \$1,650,000 of fee revenue and \$350,000 from the conservation area reserve. Future budget drafts will be revised as capital projects are prioritized. Any increases in budgeted spending will be facilitated by either increased revenue or use of the conservation area reserve. Any decrease in budgeted expenses would be offset by a transfer to the conservation reserve.

(c) Water Monitoring Equipment and Flood Forecasting and Warning Expenses

- The budget is being held constant at \$300,000. The gauge reserve will be used to fund \$100,000 of total costs and the remaining costs will be funded with Category 1 Municipal Apportionment funding.

(d) Information Systems and Motor Pool

- Costs of \$379,000 for Information Systems and \$240,000 for Motor Pool represent the costs not funded through internal cost allocations to programs and services and are funded through the IS reserve and MP reserve respectively. See Attachment G 'P&S #16 - Supplemental Information – IS and MP' for detailed expense information.

D. SPECIAL PROJECTS

- (a) Special projects do not rely on Municipal Apportionment funding.
- (b) This draft of the budget only includes items that are known or highly likely to be undertaken and a cost can be estimated. At present, the budget includes \$840,000 in spending. By the time the 2024 budget is finalized, special project spending, along with

matching revenue, is expected to increase as projects are approved and carryover amounts are confirmed.

(c) The \$840,000 in special projects included in this draft budget are:

- \$800,000 Rural Water Quality Capital Grants
- \$40,000 Species at Risk Program

(d) New Guelph Lake Nature Centre Building

To date, the purchasing process for this project has not commenced, therefore, a reliable cost estimate is not available. The final budget draft will incorporate this project as applicable with funding to be provided via donations and potentially using GRCA reserves.

E. RESERVES

For 2024, reserves are budgeted to decrease by \$331,500. Significant budgeted drawdowns to reserves include \$350,000 for Conservation Area capital projects, \$315,000 to fund the Environmental Education deficit, \$100,000 to fund one staff position, \$379,000 for Information Systems, and \$240,000 for Motor Pool. See Attachment E 'Summary of Reserves' for details of reserve movements budgeted for 2024. The use of reserves is integral to GRCA operations. The GRCA sets aside certain funds to reserves (i.e. Land Sale Proceeds, Hydro Revenue, Interest Earned on Reserves) in order to be able to draw upon these reserves at a later date in accordance with either legislative mandates and/or board-approved use

Reserves can be viewed as:

- Planned savings set aside for future capital projects (facilitates smoothing of funding requests)
- Surpluses set aside for future operating or capital needs (i.e. Conservation Area revenue in excess of budget)
- Contingency funds for unplanned expenditures
- Legislated amounts to be used in accordance with regulations (i.e. land sale proceeds)

A detailed report on reserves will be presented at the November 24, 2023 meeting.

F. CATEGORY 2 – WATERSHED SERVICES

The programs and services included under watershed services are:

- Subwatershed Studies
- Conservation Services
- Water Quality
- Wastewater Optimization Program
- Groundwater Resources
- Watershed Services

See Attachment F 'Budget 2024 Category 2 - Watershed Services Program Breakdown'

This budget assumes that all participating municipalities will enter into a Memorandum of Agreement with the GRCA and agree to apportioning the funding requirements using MCVA, the same as Category 1 apportionment and the same method that was used in prior years.

G. MUNICIPAL APPORTIONMENT (referred to as General Municipal Levy in prior years)

Where municipal funding is applicable, namely, Category 1, 2, and General Operating Expenses, the methodology of apportionment used is Modified Current Value Assessment (MCVA) on the basis that there is a watershed benefit for all participating municipalities from the programs and services. See Attachment D 'Budget 2024 Summary of Municipal Apportionment' for details.

The methodology for calculating the MCVA and distributing apportionment is outlined *in O. Reg. 402/22 Section (7)*. Agreements with participating municipalities for Category 2 programs and services have not been finalized therefore the funding allocation is subject to change and would be communicated and agreed to accordingly if applicable.

OTHER MAJOR ASSUMPTIONS

- (a) Cottage Lot Rental Program revenue increased by 2.5% or \$57,000 in accordance with the Residential Tenancy Act.
- (b) Total Insurance expense increased by 5% or \$24,000 to reflect 2023 rate increases and projected 2024 rate increases.
- (c) Total Property Tax expense increased \$20,000.
- (d) Admin Operating expense held constant.
- (e) Other Operating expenses increased between 0% and 5% as applicable.
- (f) Motor Pool charge-out rates held constant.
- (g) Computer charge-out rates held constant.

H. SIGNIFICANT OUTSTANDING BUDGET ITEMS

- (a) Year 2023 Carry forward Adjustments
2023 Surplus carry forward - this draft of the 2024 Budget assumes a \$100,000 surplus carryover from year 2023. The actual "2023 Net Surplus" will be incorporated into the 2024 budget.
- (b) 2023 Special Projects carry forward
Any projects commenced in year 2023 and not completed by December 31, 2023 will be carried forward and added to Budget 2023 (i.e. both the funding and the expense will be added to Budget 2023 and therefore these adjustments will have no impact on the breakeven net result).
- (c) Water Control Structures Major Maintenance Expenditures
A final determination of the amount of spending to be added to the Budget 2024 (i.e. unspent amounts from 2023, new projects) will be made, including use of reserves for 2024 projects. Any decisions to increase spending should not impact the general municipal apportionment request but would be funded with reserves, WECI funding, and/or new funding sources, as applicable.
- (d) Conservation Area Revenue and Expenses
Final revenue, operating, and capital expense figures are to be determined following the year-end actuals review.
- (e) Environmental Education
Final revenue and operating expense figures are to be determined following further information on program delivery developments.

The following are attached:

- Attachment A: Budget 2024 Timetable
- Attachment B: Budget 2024 Program and Services Inventory
- Attachment C: Budget 2024 Municipal Funding Breakdown
- Attachment D: Budget 2024 Summary of Municipal Apportionment
- Attachment E: Budget 2024 Summary of Reserves
- Attachment F: Budget 2024 Category 2 - Watershed Services Program breakdown
- Attachment G: Statement of Operations & Detailed Program and Services Statements

Financial Implications:

Budgeted spending for 2024 is \$34,442,188 (2023: \$33,279,188) which includes transfers of \$116,500 to reserves. This first draft of the budget includes a municipal general levy increase of \$324,000 (or 2.5%).

The main budgetary challenges faced by the GRCA are:

- Cost pressures created by the economic environment including inflation, supply chain issues, and labour force shortages.
- Conservation Area operating revenue is impacted by fluctuations in consumer demand and weather conditions which are difficult to predict.
- An aging infrastructure in the Conservation Areas and aging Nature Centre facilities.
- Increased demands on managing passive lands (i.e. land use decisions, hazard tree management, trespassing, infrastructure).
- Keeping pace with digital innovation and technological advancements.
- Meeting new regulation reporting requirements (Conservation Area Strategy, etc.)

Other Department Considerations:

None

Prepared by:

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Approved by:

Samantha Lawson
Chief Administrative Officer

Karen Armstrong
Deputy CAO/Secretary-Treasurer

Grand River Conservation Authority

Budget 2024 Timetable

October 27, 2023

- Oct 27, 2022: Draft Budget #1 to General Meeting and Board approval of the draft budget for consultation purposes
- November 2023: Distribute Draft Budget #1 to Participating Municipalities and post it on the GRCA website in the Governance section
- Nov & Dec 2023: Consultation with Participating Municipalities as requested
- December 15, 2023: Board Motion to send 30 days' notice to Participating Municipalities of Municipal Apportionment Vote at January 26, 2024 General Meeting
- December 22, 2023: Send Notice to Participating Municipalities of Municipal Apportionment Vote and include apportionment amounts and most recent draft Budget
- Jan 26, 2024: Draft Budget #2 to General Meeting and Municipal Apportionment Vote – weighted majority and recorded. Once approved, distribute to Participating Municipalities.
- Feb 23, 2024: Final 2024 Budget Vote – weighted majority (as per by-law) and recorded. Once approved, distribute to Participating Municipalities, post on the GRCA website, and send to MNRF

ATTACHMENT B

Grand River Conservation Authority
PROGRAMS AND SERVICES INVENTORY
BUDGET 2024

to General Meeting October 27th, 2023

Programs & Services Inventory		TOTAL EXPENDITURES (includes transfers to reserves)	MUNICIPAL APPORTIONMENT/ Cat 2-MOA FUNDING	MUNICIPAL- OTHER	SELF-GENERATED REVENUE	PROVINCIAL & FEDERAL GRANTS	Funding from RESERVES	Programs & Services SURPLUS allocation	TOTAL REVENUE (after P&S surplus allocation)	NET RESULT
CATEGORY 1	Watershed Resources-Planning	1,416,100	1,303,600			37,500	75,000		1,416,100	-
	FFW & Flood Plain Mapping	1,101,000	911,662			164,338	25,000		1,101,000	-
	Water Control Structures	3,628,700	2,593,350			985,350	50,000		3,628,700	-
	Resource Planning	2,609,600	1,525,600		1,044,000	40,000			2,609,600	-
	Conservation Lands Mgmt	2,871,900	2,629,900		42,000		200,000		2,871,900	-
	Source Protection Planning	640,000	-			640,000			640,000	-
	Total Category 1	12,267,300	8,964,112		1,086,000	1,867,188	350,000	-	12,267,300	-
			73%	0%	9%	15%	3%	0%	100%	
General Operating	General Operating Expenses (note 5)	4,449,188	3,310,888		250,000		684,000	204,300	4,449,188	-
			74%	0%	6%	0%	15%	5%	100%	
CATEGORY 2	CATEGORY 2 Watershed Services	1,868,000	1,017,000	850,000			1,000		1,868,000	-
			54%	46%	0%	0%	0%	0%	100%	
CATEGORY 3	Tree Planting/Nursery Program	892,900			580,000			312,900	892,900	-
	Conservation Services	82,200				30,000		52,200	82,200	-
	Environmental Education	912,000			600,000		312,000		912,000	-
	Property Rentals	1,109,200			3,038,000			(1,928,800)	1,109,200	-
	Hydro Production	212,000			580,000			(368,000)	212,000	-
	Conservation Areas	11,432,000			10,571,000		351,000	510,000	11,432,000	-
	Administrative Support (note 6)	1,217,400						1,217,400	1,217,400	-
Total Category 3	15,857,700	-	-	15,369,000	30,000	663,000	(204,300)	15,857,700	-	
			0%	0%	97%	0%	4%	-1%	100%	
TOTAL Programs & Services		34,442,188	13,292,000	850,000	16,705,000	1,897,188	1,698,000	-	34,442,188	-
			39%	2%	49%	6%	5%	0%	100%	

NOTE 1, NOTE 4

NOTE 2

NOTE 3

COMMENTARY:

- NOTE 1 Total Programs & Services expenditures (includes transfers to reserves) is funded 39% by the combined total of mandatory municipal apportionment and Category 2 MOA municipal funding.
- NOTE 2 Almost 50% of total expenses is funded with self-generated revenue.
- NOTE 3 Category 3 'Property Rentals' and 'Hydro Production' generate a surplus which is allocated to Category 3 programs and General Operating expenses to achieve breakeven results for each P&S.
- NOTE 4 In 2023 General Municipal Levy funding totalled \$12,968,000. Therefore Municipal funding is increasing by \$324,000 (or 2.5%) to \$13,292,000 in 2024 compared to 2023.
General Operating Expenses include administrative expenses related to Office of the CAO, communications, capital support, finance, payroll, human resources, Health and Safety, head Office facility, and other administrative expenses that support the provision of programs and services.
- NOTE 5
- NOTE 6 **Administrative Support** include administrative expenses related to finance, communications, capital support and other administrative expenses that support category 3 programs and services.

Grand River Conservation Authority
MUNICIPAL FUNDING BREAKDOWN (note 1)

BUDGET 2024

to General Meeting October 27th, 2023

ATTACHMENT C

	2024	2023
	Municipal Apportionment	Municipal Levy
CATEGORY 1 - Mandatory	8,964,112	
General Operating Expenses	3,310,888	
CATEGORY 2 - Municipally Requested MOU's (note 2)	1,017,000	
Matching Admin & Mtce Levy		449,688
Non-Matching Admin & Mtce Levy		11,568,312
Capital Maintenance Levy		950,000
	13,292,000	12,968,000
	<i>dollar Increase</i>	324,000
	<i>percentage Increase</i>	2.5%

Note 1

Funding under special agreements with Municipalities is not included in above municipal funding breakdown (i.e. RWQP, Subwatershed studies)

Note 2

Participation of all member municipalities for Category 2 programs and services has not been confirmed as at Oct 27/23. Adjustments may be applicable.

**Grand River Conservation Authority
Summary of Municipal Apportionment - 2024 Budget**

DRAFT - October 27th, 2023

	% CVA in Watershed	2023 CVA (Modified)	CVA in Watershed	CVA-Based Apportionment	2024 Budget General Operating Expenses*	2024 Budget Category 1 Operating Expenses*	2024 Budget Category 2 Operating Expenses*	2024 Budget Total Apportionment	Actual 2023	% Change
Brant County	82.9%	7,651,609,216	6,343,184,040	2.98%	98,549	266,819	30,271	395,639	378,509	4.5%
Brantford C	100.0%	15,830,835,062	15,830,835,062	7.43%	245,952	665,906	75,549	987,407	959,163	2.9%
Amaranth Twp	82.0%	836,304,475	685,769,670	0.32%	10,654	28,846	3,273	42,773	41,929	2.0%
East Garafraxa Twp	80.0%	659,250,495	527,400,396	0.25%	8,194	22,184	2,517	32,895	32,145	2.3%
Town of Grand Valley	100.0%	629,306,057	629,306,057	0.30%	9,777	26,471	3,003	39,251	37,414	4.9%
Melancthon Twp	56.0%	621,036,905	347,780,667	0.16%	5,403	14,629	1,660	21,692	21,055	3.0%
Southgate Twp	6.0%	1,171,985,196	70,319,112	0.03%	1,092	2,958	336	4,386	4,082	7.4%
Haldimand County	41.0%	7,540,022,556	3,091,409,248	1.45%	48,029	130,037	14,753	192,819	188,187	2.5%
Norfolk County	5.0%	9,936,265,436	496,813,272	0.23%	7,719	20,898	2,371	30,988	30,398	1.9%
Halton Region	10.6%	49,388,040,845	5,220,626,448	2.45%	81,109	219,600	24,914	325,623	317,066	2.7%
Hamilton City	26.7%	98,248,255,488	26,281,408,343	12.33%	408,315	1,105,497	125,421	1,639,233	1,605,656	2.1%
Oxford County	36.1%	4,704,097,710	1,696,921,269	0.80%	26,364	71,379	8,098	105,841	103,618	2.1%
North Perth T	2.0%	2,497,940,188	49,958,804	0.02%	776	2,101	238	3,115	2,933	6.2%
Perth East Twp	40.0%	2,108,636,244	843,454,498	0.40%	13,104	35,479	4,025	52,608	51,654	1.8%
Waterloo Region	100.0%	107,591,348,898	107,591,348,898	50.49%	1,671,568	4,525,707	513,453	6,710,728	6,542,324	2.6%
Centre Wellington Twp	100.0%	5,519,221,813	5,519,221,813	2.59%	85,748	232,160	26,339	344,247	335,603	2.6%
Erin T	49.0%	2,632,734,184	1,290,039,750	0.61%	20,042	54,264	6,156	80,462	79,394	1.3%
Guelph C	100.0%	28,678,588,984	28,678,588,984	13.46%	445,558	1,206,332	136,861	1,788,751	1,757,601	1.8%
Guelph Eramosa Twp	100.0%	2,990,332,288	2,990,332,288	1.40%	46,459	125,785	14,271	186,515	182,089	2.4%
Mapleton Twp	95.0%	1,936,823,480	1,839,982,306	0.86%	28,586	77,397	8,781	114,764	111,066	3.3%
Wellington North Twp	51.0%	1,842,795,052	939,825,477	0.44%	14,601	39,533	4,485	58,619	57,083	2.7%
Puslinch Twp	75.0%	2,856,920,480	2,142,690,360	1.01%	33,289	90,130	10,225	133,644	129,031	3.6%
Total		355,872,351,049	213,107,216,762	100.00%	3,310,888	8,964,112	1,017,000	13,292,000	12,968,000	2.5%

*Operating Expenses include maintenance of capital infrastructure, studies, and/or equipment.

Grand River Conservation Authority
BUDGET 2024 - SUMMARY of RESERVES

General Meeting - October 27th, 2023

	BUDGET 2023	"NET CHANGE" INCREASE/(DECREASE) 2023 VS 2024	DETAILS OF "NET CHANGE" BUDGET 2023			BUDGET 2024
			Transfer In (Interest Income)	Transfer In	Transfer Out Description of Transfer	
Type A: GRCA Controlled						
Operating Reserves (designated)						
Property & Liability Insurance	270,383	0	0			270,383
Building & Mechanical Equipment	1,231,833	0	0			1,231,833
Small Office Equipment	8,013	0	0			8,013
Personnel	1,039,112	(65,000)	0		(65,000) OUT- Vacation Accrual, Wages	974,112
Transition	2,003,704	(357,000)	55,000		(412,000) OUT-\$100K Staff Position, \$312,000 Environmental Education	1,646,704
Forestry	1,347,640	35,000	35,000			1,382,640
Information Systems and Technology	1,063,602	(344,000)	35,000	1,437,000	(1,816,000) IN-Chargebacks; OUT-Operating/Capital costs	719,602
Cottage Operations	1,215,650	35,000	35,000			1,250,650
Grand River Watershed Management Plan	116,939	3,000	3,000			119,939
Planning Enforcement	542,179	16,000	16,000			558,179
Property Rental Expenses	757,976	20,000	20,000			777,976
Watershed Restoration	276,275	8,000	8,000			284,275
Master Planning	439,958	15,000	15,000			454,958
Water Management Operating NEW-2022	850,000	25,000	25,000			875,000
Motor Pool Equipment	1,445,368	(185,000)	55,000	1,300,000	(1,540,000) IN-Chargebacks;OUT-Operating/Capital costs	1,260,368
Motor Pool Insurance	95,064	3,000	3,000			98,064
Capital Reserves (designated)						
Water Control Structures	2,759,473	25,000	75,000		(50,000) OUT-Water Control Structures major repairs	2,784,473
Cambridge Desiltation Pond	4,709	(1,000)	0		(1,000) OUT-Cambridge Desiltation Pond costs	3,709
Completion of Capital Projects	162,000	0	0			162,000
Conservation Areas-Stabilization/Capital	7,049,262	(140,000)	210,000		(350,000) OUT-Cons Area Capital costs	6,909,262
Gauges	901,275	(70,000)	30,000		(100,000) OUT-Gauge costs	831,275
Capital Reserves (undesignated)						
General Capital Reserve	1,314,608	151,500	35,000	116,500	IN-Hydro Generation Revenue	1,466,108
Total Type A: GRCA Controlled	24,895,023	(825,500)	655,000	2,853,500	(4,334,000)	24,069,523
Type B: Reserves with Outside Control/Interest						
With MNRF Interest (Capital Reserves)						
Gravel	263,716	4,000	5,000		(1,000) OUT-Gravel Pit License	267,716
Land Sale Proceeds Reserve	22,606,367	479,000	579,000		(100,000) OUT-\$100K Demolition costs	23,085,367
With School Board Interest (Operating Reserves)						
App's Nature Centre	75,501	2,000	2,000			77,501
Laurel Creek Nature Centre	123,611	3,000	3,000			126,611
Guelph Lake Nature Centre	142,487	3,000	3,000			145,487
Taquanyah Nature Centre	23,197	1,000	1,000			24,197
Shade's Mills Nature Centre	79,836	2,000	2,000			81,836
Total Type B: Outside Control/Interest	23,314,715	494,000	595,000	0	(101,000)	23,808,715
TOTAL	\$48,209,738	(331,500)	\$1,250,000	\$2,853,500	(\$4,435,000)	\$47,878,238

ATTACHMENT F

BUDGET 2024 - CATEGORY 2 - WATERSHED SERVICES PROGRAM BREAKDOWN*Draft October 27, 2023 to General Meeting*

Programs & Services	Cost	Offsetting Funding	NET COST	Description of Funding
Sub-watershed Services	\$ 285,000	\$ (50,000)	\$ 235,000	Municipal Funding
Conservation Services	\$ 1,339,000	\$ (800,000)	\$ 539,000	Municipal Funding
Water Quality	\$ 148,000	\$ (1,000)	\$ 147,000	
Water Quality - Waste Water Optimization Program	\$ 87,600		\$ 87,600	
Water Quality - Groundwater Resources	\$ 8,400	\$ -	\$ 8,400	
Watershed Sciences & Collaborative Planning *				
TOTAL	\$ 1,868,000	\$ (851,000)	\$ 1,017,000	

* Costs related to this activity integrated in the above listed programs and services.

**GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS
BUDGET 2024**

	New Regulations		NEW REGS Budget 2023 (draft Oct version)	NEW REGS Budget 2024
	Category	P&S Ref #		
<u>REVENUE</u>				
<u>Municipal</u>				
Municipal Apportionment	Category 1	various	11,976,000	12,275,000
Memorandums of Understanding Apportionment	Category 2	various	992,000	1,017,000
Other	Category 2	8	850,000	850,000
			13,818,000	14,142,000
<u>Government Grants</u>				
MNRF Transfer Payments	Category 1	various	449,688	449,688
Source Protection Program-Provincial	Category 1	various	640,000	640,000
Other Provincial	Category 1	various	737,500	737,500
Other Provincial	Category 3	various	30,000	30,000
Federal	Category 1	various	40,000	40,000
			1,897,188	1,897,188
<u>Self Generated</u>				
User Fees and Sales				
<i>Resource Planning</i>	Category 1	4	1,144,000	1,044,000
<i>Tree Planting</i>	Category 3	9	580,000	580,000
<i>Conservation Lands Income</i>	Category 3	14	71,000	71,000
<i>Conservation Lands Income</i>	Category 1	5	15,000	15,000
<i>Conservation Areas User Fees</i>	Category 3	14	10,000,000	10,500,000
<i>Environmental Education</i>	Category 3	11	500,000	600,000
Property Rentals	Category 3	12	2,981,000	3,038,000
Hydro Generation	Category 3	13	580,000	580,000
Grand River Conservation Foundation	Category 1,2,3	various	27,000	27,000
Investment Income	General Operating	7	1,350,000	1,400,000
			17,248,000	17,855,000
Total Self-Generated Revenue			17,248,000	17,855,000
TOTAL REVENUE			32,963,188	33,894,188

**GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS
BUDGET 2024**

	New Regulations		NEW REGS Budget 2023 (draft Oct version)	NEW REGS Budget 2024
	Category	P&S Ref #		
<u>EXPENSES</u>				
OPERATING				
Watershed Management	Category 1	1	1,276,000	1,306,100
Flood Forecasting and Warning	Category 1	2	895,000	911,000
Water Control Structures	Category 1	3	2,143,200	2,128,700
Resource Planning	Category 1	4	2,551,800	2,569,600
Conservation Lands Management	Category 1	5	2,954,600	2,871,900
Source Protection Program	Category 1	6	640,000	640,000
General Operating Expenses	General Operating	7	3,495,788	3,830,188
Watershed Services	Category 2	8	1,043,000	1,068,000
Tree Planting	Category 3	9	867,300	892,900
Conservation Services	Category 3	10	81,200	82,200
Environmental Education	Category 3	11	775,100	912,000
Property Rentals	Category 3	12	1,095,200	1,109,200
Hydro Production	Category 3	13	95,500	95,500
Conservation Areas	Category 3	14	9,037,000	9,432,000
Administrative Support	Category 3	15	1,198,000	1,217,400
Total OPERATING Expenses			28,148,688	29,066,688
CAPITAL				
Watershed Management	Category 1	1	110,000	110,000
Flood Forecasting and Warning	Category 1	2	190,000	190,000
Water Control Structures	Category 1	3	1,500,000	1,500,000
Conservation Areas	Category 3	13	2,000,000	2,000,000
Information Systems	General Operating	16	290,000	379,000
Motor Pool	General Operating	16	14,000	240,000
Total Capital Expenses			4,104,000	4,419,000
SPECIAL				
Resource Planning	Category 1	4	40,000	40,000
Conservation Services	Category 2	8	800,000	800,000
Total SPECIAL PROJECTS Expenses			840,000	840,000
Total Expenses			33,092,688	34,325,688
Gross Surplus			(129,500)	(431,500)
Prior Year Surplus Carryforward			100,000	100,000
Net Funding FROM/(TO) Reserves			29,500	331,500
NET SURPLUS			0	0

NEW REGS Budget 2023	NEW REGS Budget 2024
(draft Oct version)	

How much does it cost, and who pays for it?

draft Bud 2023(Oct)

Expenditures and Funding to Reserves

Compensation and Benefits	1,013,900	1,044,000
Administration Expenses	197,000	197,000
Other Operating Expenses	65,100	65,100
Total OPERATING Expenditures	1,276,000	1,306,100
Instrumentation	60,000	60,000
Water Quality Monitoring Equipment	50,000	50,000
Total CAPITAL Expenditures	110,000	110,000
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,386,000	1,416,100

Funding

Municipal

Municipal Apportionment (levy)	1,273,500	1,303,600
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Government Grants

Other Provincial	37,500	37,500
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Funding From Reserves

Gauges	75,000	75,000
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TOTAL FUNDING	1,386,000	1,416,100
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Net Surplus/(Deficit)	0	0
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**GRAND RIVER CONSERVATION AUTHORITY
P&S #2 - Flood Forecasting and Warning
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
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(draft Oct version)

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	551,000	567,000
Administration Expenses	236,000	236,000
Other Operating Expenses	108,000	108,000
Total OPERATING Expenditures	895,000	911,000
Hardware	88,000	88,000
Stream Gauges	102,000	102,000
Total CAPITAL Expenditures	190,000	190,000

TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,085,000	1,101,000
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Funding

Municipal

Municipal Apportionment (levy)	835,662	911,662
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Government Grants

MNRF Transfer Payments	164,338	164,338
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Funding From Reserves

Floodplain Mapping Projects & Gauges	25,000	25,000
Water Management Operating	60,000	0

TOTAL REVENUE	1,085,000	1,101,000
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Net Surplus/(Deficit)	0	0
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**GRAND RIVER CONSERVATION AUTHORITY
P&S #3 - Water Control Structures
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
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(draft Oct version)

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	1,399,500	1,441,000
Administration Expenses	29,200	29,200
Insurance	199,000	143,000
Property Taxes	170,700	170,700
Other Operating Expenses	344,800	344,800
Total OPERATING Expenditures	2,143,200	2,128,700
Total CAPITAL Expenditures	1,500,000	1,500,000
TOTAL EXPENDITURES AND FUNDING TO RESERVES	3,643,200	3,628,700

Funding

Municipal

Municipal Apportionment (levy)	2,537,850	2,593,350
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Government Grants

MNRF Transfer Payments	285,350	285,350
Provincial	700,000	700,000

Funding From Reserves

Water Control Structures/Water Mgmt Operating Reserve	120,000	50,000
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TOTAL REVENUE AND FUNDING FROM RESERVES	3,643,200	3,628,700
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Net Surplus/(Deficit)	0	0
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GRAND RIVER CONSERVATION AUTHORITY
P&S #4 - Resource Planning
BUDGET 2024

NEW REGS Budget 2023	NEW REGS Budget 2024
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(draft Oct version)

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	2,275,200	2,293,000
Administration Expenses	221,900	221,900
Other Operating Expenses	54,700	54,700
Total OPERATING Expenditures	2,551,800	2,569,600
Species at Risk	40,000	40,000
Total SPECIAL PROJECT Expenditures	40,000	40,000
TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,591,800	2,609,600

Funding

Municipal

Municipal Apportionment (levy)	1,362,800	1,525,600
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Government Grants

Federal	40,000	40,000
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Self Generated

Solicitor Enquiry Fees	90,000	80,000
Permit Fees	500,000	470,000
Plan Review Fees	554,000	494,000

Funding from Reserves

Water Management Operating Reserve	45,000	-
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TOTAL REVENUE	2,591,800	2,609,600
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Net Surplus/(Deficit)	0	0
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**GRAND RIVER CONSERVATION AUTHORITY
P&S #5 - Conservation Lands Management
BUDGET 2024**

NEW REGS	NEW REGS
Budget 2023	Budget 2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	1,789,700	1,813,000
Administration Expenses	165,100	165,100
Insurance	201,000	60,000
Property Taxes	285,200	305,200
Other Operating Expenses	513,600	528,600
Total OPERATING Expenditures	2,954,600	2,871,900

TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,954,600	2,871,900
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Funding

Municipal

Municipal Apportionment (levy)	2,712,600	2,629,900
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Self Generated

Timber Sales	15,000	15,000
Donations - Foundation	27,000	27,000

Funding From Reserves

Land (Demolitions)	100,000	100,000
Transition Reserve (Staffing)	100,000	100,000

TOTAL REVENUE	2,954,600	2,871,900
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Net Surplus/(Deficit)	0	0
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**GRAND RIVER CONSERVATION AUTHORITY
P&S #6 - Source Protection Program
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures

Compensation and Benefits	490,000	490,000
Administration Expenses	50,000	50,000
Other Operating Expenses	90,000	90,000
Water Budget - Technical Studies	10,000	10,000
TOTAL EXPENDITURES	640,000	640,000

Funding

Government Grants

Provincial	640,000	640,000
TOTAL FUNDING	640,000	640,000

**GRAND RIVER CONSERVATION AUTHORITY
P&S #7 General Operating Expense
BUDGET 2024**

	NEW REGS Budget 2023	NEW REGS Budget 2024
	(draft Oct version)	
How much does it cost, and who pays for it?		
<u>Expenditures and Funding to Reserves</u>		
Compensation and Benefits	2,327,500	2,441,000
Administration Expenses	370,000	370,000
Insurance	63,500	284,500
Other Operating Expenses	804,788	804,688
LESS: Recovery of Corporate Services Expenses	(70,000)	(70,000)
Total OPERATING Expenditures	3,495,788	3,830,188
Interest Income	1,250,000	1,250,000
Total FUNDING to RESERVES	1,250,000	1,250,000
TOTAL EXPENDITURES AND FUNDING TO RESERVES	4,745,788	5,080,188
<u>Funding</u>		
Municipal		
Municipal Apportionment (levy)	3,253,588	3,310,888
Self Generated		
Investment Income	1,350,000	1,400,000
Personnel	65,000	65,000
TOTAL REVENUE	4,668,588	4,775,888
Net Surplus/(Deficit)	(77,200)	(304,300)

**GRAND RIVER CONSERVATION AUTHORITY
P&S #8 - Watershed Services - CAT 2
BUDGET 2024**

NEW REGS	NEW REGS
Budget	Budget
2023	2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	825,100	850,000
Administration Expenses	117,900	118,000
Other Operating Expenses	100,000	100,000
Total OPERATING Expenditures	1,043,000	1,068,000
RWQP Grants	800,000	800,000
Total SPECIAL PROJECT Expenditures	800,000	800,000
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,843,000	1,868,000

Funding

Municipal

Memorandums of Understanding Apportionment	992,000	1,017,000
Municipal Other	850,000	850,000

Funding From Reserves

Cambridge Desiltation Pond	1,000	1,000
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TOTAL REVENUE	1,843,000	1,868,000
Net Surplus/(Deficit)	0	0

**GRAND RIVER CONSERVATION AUTHORITY
P&S #9 Tree Planting Program
BUDGET 2024**

	NEW REGS Budget 2023	NEW REGS Budget 2024
	(draft Oct version)	
How much does it cost, and who pays for it?		
<u>Expenditures and Funding to Reserves</u>		
Compensation and Benefits	278,000	287,000
Administration Expenses	30,900	30,900
Other Operating Expenses	558,400	575,000
Total OPERATING Expenditures	867,300	892,900
TOTAL EXPENDITURES AND FUNDING TO RESERVES	867,300	892,900
<u>Funding</u>		
Self Generated		
Nursery	400,000	400,000
Landowner Contributions (Tree Planting)	180,000	180,000
TOTAL REVENUE	580,000	580,000
Net Surplus/(Deficit)	(287,300)	(312,900)

**GRAND RIVER CONSERVATION AUTHORITY
P&S #10 - Conservation Services
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	26,000	27,000
Administration Expenses	33,200	33,200
Other Operating Expenses	22,000	22,000
Total OPERATING Expenditures	81,200	82,200
TOTAL EXPENDITURES AND FUNDING TO RESERVES	81,200	82,200

Funding

Government Grants

Other Provincial	30,000	30,000
TOTAL REVENUE	30,000	30,000
Net Surplus/(Deficit)	(51,200)	(52,200)

**GRAND RIVER CONSERVATION AUTHORITY
P&S #11 - Environmental Education
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation & Benefits	574,500	642,000
Administration Expenses	57,000	57,000
Other Operating Expenses	143,600	213,000
Total OPERATING Expenditures	775,100	912,000
 Guelph Lake Nature Centre		
Total SPECIAL PROJECT Expenditures	0	0

TOTAL EXPENDITURES AND FUNDING TO RESERVES	775,100	912,000
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Funding

Self Generated

Nature Centre Revenue - Schools	500,000	600,000
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Funding from Reserves

Transition Reserve		312,000
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TOTAL REVENUE	500,000	912,000
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Net Surplus/(Deficit)	(275,100)	0
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**GRAND RIVER CONSERVATION AUTHORITY
P&S #12 - Property Rentals
BUDGET 2024**

NEW REGS	NEW REGS
Budget 2023	Budget 2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	456,000	470,000
Administration Expenses	37,500	37,500
Other Operating Expenses	601,700	601,700
Total OPERATING Expenditures	1,095,200	1,109,200

TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,095,200	1,109,200
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Funding

Self Generated

Belwood	1,040,000	1,066,000
Conestogo	1,245,000	1,276,000
Agricultural	250,000	250,000
Residential	110,000	110,000
Miscellaneous	336,000	336,000

TOTAL REVENUE	2,981,000	3,038,000
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Net Surplus/(Deficit)	1,885,800	1,928,800
------------------------------	------------------	------------------

**GRAND RIVER CONSERVATION AUTHORITY
P&S #13 - Hydro Production
BUDGET 2024**

NEW REGS	NEW REGS
Budget 2023	Budget 2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	70,000	70,000
Other Operating Expenses	25,500	25,500
Total OPERATING Expenditures	95,500	95,500
General Capital/Land Sale Proceeds	116,500	116,500
Total FUNDING to RESERVES	116,500	116,500
TOTAL EXPENDITURES AND FUNDING TO RESERVES	212,000	212,000

Revenue

Government Grants

Provincial	0	0
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Self Generated

Hydro Production-Belwood	265,000	265,000
Hydro Production-Conestogo	260,000	260,000
Hydro Production-Guelph	40,000	40,000
Hydro Production-Elora	15,000	15,000
Miscellaneous Income	0	0

Funding from Reserves

Land Sale Proceeds	0	0
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TOTAL REVENUE	580,000	580,000
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Net Surplus/(Deficit)	368,000	368,000
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GRAND RIVER CONSERVATION AUTHORITY
P&S #14 - Conservation Areas
BUDGET 2024

NEW REGS	NEW REGS
Budget 2023	Budget 2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	5,033,000	5,224,000
Administration Expenses	215,000	220,000
Property Tax	65,000	65,000
Other Operating Expenses	3,724,000	3,923,000
Total OPERATING Expenditures	9,037,000	9,432,000
Total CAPITAL Expenditures	2,000,000	2,000,000
TOTAL EXPENDITURES AND FUNDING TO RESERVES	11,037,000	11,432,000

Funding

Self Generated

Brant	1,100,000	1,175,000
Byng Island	1,000,000	1,100,000
Belwood Lake	400,000	375,000
Conestogo Lake	550,000	600,000
Elora Gorge	2,000,000	2,100,000
Elora Quarry	450,000	450,000
Guelph Lake	1,300,000	1,400,000
Laurel Creek	650,000	650,000
Pinehurst Lake	850,000	900,000
Rockwood	1,250,000	1,300,000
Shade's Mills	450,000	450,000
Total Fee Revenue	10,000,000	10,500,000

Miscellaneous Income (Luther)	71,000	71,000
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Funding From Reserves

Gravel	1,000	1,000
Conservation Areas - Capital Projects	500,000	350,000

TOTAL REVENUE	10,572,000	10,922,000
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Net Surplus/(Deficit)	(465,000)	(510,000)
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**GRAND RIVER CONSERVATION AUTHORITY
P&S #15 - Administrative Support - CATEGORY 3
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

Compensation and Benefits	648,600	668,000
Administration Expenses	100,900	100,900
Insurance	208,500	208,500
Other Operating Expenses	240,000	240,000
LESS: Recovery of Corporate Services Expenses		
Total OPERATING Expenditures	1,198,000	1,217,400

TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,198,000	1,217,400
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Funding

TOTAL REVENUE	0	0
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Net Surplus/(Deficit)	(1,198,000)	(1,217,400)
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GRAND RIVER CONSERVATION AUTHORITY
P&S #16 - Supplemental Information - Information Systems and Motor Pool
BUDGET 2024

NEW REGS Budget 2023	NEW REGS Budget 2024
(draft Oct version)	

How much does it cost, and who pays for it?

Expenditures

Information Systems

Compensation and Benefits	1,290,000	1,329,000
Administrative Expenses	25,500	25,500
Software and Hardware Maintenance	187,500	187,500
Supplies and Services	54,000	54,000
Total OPERATING Expenditures	1,557,000	1,596,000
 Capital Expenses	 170,000	 220,000
 LESS Internal Charges	 (1,437,000)	 (1,437,000)
 NET Unallocated Expenses	 290,000	 379,000

Motor Pool

Compensation and Benefits	312,000	321,000
Administrative Expenses	26,000	26,000
Insurance	50,600	63,000
Motor Pool Building and Grounds Maintenance	10,400	10,000
Equipment, Repairs and Supplies	286,000	336,000
Fuel	254,000	284,000
Total OPERATING Expenditures	939,000	1,040,000
 Capital Expenses	 375,000	 500,000
 LESS Internal Charges	 (1,300,000)	 (1,300,000)
 NET Unallocated Expenses	 14,000	 240,000

TOTAL EXPENDITURES	304,000	619,000
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Funding

TOTAL REVENUE	0	0
Gross Surplus (Deficit)	(304,000)	(619,000)
Funding From Reserves	3,041,000	3,356,000
Funding to Reserves	(2,737,000)	(2,737,000)
Net Surplus/(Deficit)	0	0

Grand River Conservation Authority

Report number: GM-10-23-81

Date: October 27, 2023

To: Members of the Grand River Conservation Authority

Subject: Budget 2024 – Draft #1 – Municipal Apportionment

Recommendation:

THAT Report Number GM-10-23-81 – Budget 2024 – Draft #1 – Municipal Apportionment be received as information.

Summary:

The distribution of the proposed 2024 Municipal Apportionment to participating municipalities is attached, based on the first draft of the 2024 Budget.

Report:

Ontario Regulation 402/22: Budget and Apportionment, which came into effect July 1, 2023, details the Conservation Authority (CA) budget process and municipal apportionment methods and requirements. This regulation replaced O.Reg.139/96 Municipal Levies and O.Reg.670/0 Conservation Authority Levies.

Different apportionment methodologies are available depending on the category of expense. General operating expenses are to be apportioned using Modified Current Value Assessment (MCVA). General capital expenses may be apportioned using MCVA or by agreement. Category 1 operating and capital expenses may be apportioned using MCVA or by benefit-based apportionment agreements. Category 2 operating and capital costs are to be apportioned based on the methodology agreed to in the Memorandum of Understanding (MOU). Where Category 3 operating and capital costs are apportioned to municipalities, that calculation may be determined by MCVA, MOU, or benefit-based apportionment agreement.

At the Grand River Conservation Authority, municipal apportionment is allocated to participating municipalities based on Modified Current Value Assessment information in the watershed, which the Ministry of Natural Resources and Forestry (MNRF) provided.

Using the 2023 assessment information provided, the resulting allocation of the proposed 2024 Municipal Apportionment based on the first draft of the 2024 budget is attached. The expenses are categorized separately as General Operating Expenses, Category 1 Operating Expenses, and Category 2 Operating Expenses. Although not all participating municipalities have signed the Category 2 MOU at this point, the MCVA allocation for Category 2 reflects an assumption of agreement by all participating municipalities.

Financial Implications:

The first draft of the 2024 Budget proposes a total municipal apportionment amount of \$13,292,000, representing an increase of \$324,000, or 2.5%, over 2023. After allocating this amount in accordance with O.Reg. 402/22, individual municipalities will experience increases ranging from 1.3% to 7.4% compared to 2023.

Other Department Considerations:

Not Applicable

Prepared by:

Karen Armstrong
Deputy CAO/Secretary-Treasurer

Approved by:

Samantha Lawson
Chief Administrative Officer

**Grand River Conservation Authority
Summary of Municipal Apportionment - 2024 Budget**

DRAFT - October 27th, 2023

	% CVA in Watershed	2023 CVA (Modified)	CVA in Watershed	CVA-Based Apportionment	2024 Budget General Operating Expenses*	2024 Budget Category 1 Operating Expenses*	2024 Budget Category 2 Operating Expenses*	2024 Budget Total Apportionment	Actual 2023	% Change
Brant County	82.9%	7,651,609,216	6,343,184,040	2.98%	98,549	266,819	30,271	395,639	378,509	4.5%
Brantford C	100.0%	15,830,835,062	15,830,835,062	7.43%	245,952	665,906	75,549	987,407	959,163	2.9%
Amaranth Twp	82.0%	836,304,475	685,769,670	0.32%	10,654	28,846	3,273	42,773	41,929	2.0%
East Garafraxa Twp	80.0%	659,250,495	527,400,396	0.25%	8,194	22,184	2,517	32,895	32,145	2.3%
Town of Grand Valley	100.0%	629,306,057	629,306,057	0.30%	9,777	26,471	3,003	39,251	37,414	4.9%
Melancthon Twp	56.0%	621,036,905	347,780,667	0.16%	5,403	14,629	1,660	21,692	21,055	3.0%
Southgate Twp	6.0%	1,171,985,196	70,319,112	0.03%	1,092	2,958	336	4,386	4,082	7.4%
Haldimand County	41.0%	7,540,022,556	3,091,409,248	1.45%	48,029	130,037	14,753	192,819	188,187	2.5%
Norfolk County	5.0%	9,936,265,436	496,813,272	0.23%	7,719	20,898	2,371	30,988	30,398	1.9%
Halton Region	10.6%	49,388,040,845	5,220,626,448	2.45%	81,109	219,600	24,914	325,623	317,066	2.7%
Hamilton City	26.7%	98,248,255,488	26,281,408,343	12.33%	408,315	1,105,497	125,421	1,639,233	1,605,656	2.1%
Oxford County	36.1%	4,704,097,710	1,696,921,269	0.80%	26,364	71,379	8,098	105,841	103,618	2.1%
North Perth T	2.0%	2,497,940,188	49,958,804	0.02%	776	2,101	238	3,115	2,933	6.2%
Perth East Twp	40.0%	2,108,636,244	843,454,498	0.40%	13,104	35,479	4,025	52,608	51,654	1.8%
Waterloo Region	100.0%	107,591,348,898	107,591,348,898	50.49%	1,671,568	4,525,707	513,453	6,710,728	6,542,324	2.6%
Centre Wellington Twp	100.0%	5,519,221,813	5,519,221,813	2.59%	85,748	232,160	26,339	344,247	335,603	2.6%
Erin T	49.0%	2,632,734,184	1,290,039,750	0.61%	20,042	54,264	6,156	80,462	79,394	1.3%
Guelph C	100.0%	28,678,588,984	28,678,588,984	13.46%	445,558	1,206,332	136,861	1,788,751	1,757,601	1.8%
Guelph Eramosa Twp	100.0%	2,990,332,288	2,990,332,288	1.40%	46,459	125,785	14,271	186,515	182,089	2.4%
Mapleton Twp	95.0%	1,936,823,480	1,839,982,306	0.86%	28,586	77,397	8,781	114,764	111,066	3.3%
Wellington North Twp	51.0%	1,842,795,052	939,825,477	0.44%	14,601	39,533	4,485	58,619	57,083	2.7%
Puslinch Twp	75.0%	2,856,920,480	2,142,690,360	1.01%	33,289	90,130	10,225	133,644	129,031	3.6%
Total		355,872,351,049	213,107,216,762	100.00%	3,310,888	8,964,112	1,017,000	13,292,000	12,968,000	2.5%

*Operating Expenses include maintenance of capital infrastructure, studies, and/or equipment.

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

**BY-LAW NUMBER 089-2023
PROVISIONAL DRAIN BYLAW**

BEING a Provisional Drain By-law to provide for the construction of the George Kirkness (Asbridge) Drainage Works.

WHEREAS the Township of Wellington North is required to undertake such repairs in accordance with Section 4 *Drainage Act*, R.S.O. 1990.

AND WHEREAS the work to be done involves

- Install 750m of tile
- Regrade 990m of overflow swale
- Cleanout 142m of existing ditch
- Incorporate 93m of existing concrete pipe
- Construct two (2) WASCoB's
- Install 7 concrete catchbasins

AND WHEREAS the estimated cost of such repairs is: \$530,470.

AND WHEREAS the costs of the works shall be assessed against all lands and roads in the watershed upstream of the point of commencement of the repair work being done, prorata with the last revised Schedule of Assessment for the respective drain.

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

1. That the estimated costs of repair shall be prorated as outlined in Schedule "A" attached hereto;

READ A FIRST, SECOND TIME THIS 10TH DAY OF OCTOBER, 2023


DocuSigned by:

ANDREW LENNOX MAYOR


DocuSigned by:

KARREN WALLACE, CLERK

READ A THIRD TIME AND FINALLY PASSED THIS DAY OF 202__

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

ENGINEERING REPORT

For

GEORGE KIRKNESS DRAIN (ASBRIDGE)

Township of Wellington North

Geographic Township of Arthur

Wellington County

Date: August 30, 2023

File No. 22-198



K. SMART ASSOCIATES LIMITED
CONSULTING ENGINEERS & PLANNERS

85 McIntyre Drive
Kitchener, ON N2R 1H6

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TABLE OF CONTENTS

1	EXECUTIVE SUMMARY	1
2	BACKGROUND	2
3	INVESTIGATION	2
3.1	On-Site Meeting	2
3.2	Site Examination and Survey	3
3.3	Watershed Description.....	3
4	AUTHORITY FOR REPORT.....	4
5	DESIGN CONSIDERATIONS.....	5
5.1	Sufficient Outlet.....	5
5.2	Drain Capacity	5
5.3	Soil Conditions.....	5
6	MEETING(S).....	6
7	ENVIRONMENTAL CONSIDERATIONS.....	7
7.1	Agency Notification	7
7.2	Agency Responses	7
8	RECOMMENDED WORK.....	8
8.1	Culverts.....	8
9	CONSTRUCTION CONSIDERATIONS.....	9
9.1	Pre-Construction Approvals	9
9.2	Construction Scheduling	9
9.3	Minor Adjustments During Construction.....	9
9.4	Alignment of Drains.....	10
10	DRAWINGS AND SPECIFICATIONS.....	10
10.1	Drawings	10
10.2	Specifications.....	10
11	COST ESTIMATE.....	10
11.1	Allowances.....	10
11.2	Construction Cost Estimate.....	12
11.3	Engineering Cost Estimate.....	13
11.4	Estimate of Section 73 Costs	13
11.5	Harmonized Sales Tax.....	13
11.6	Estimated Cost Summary	14
12	ASSESSMENTS.....	17
12.1	Calculation of Assessments.....	17
12.2	Benefit Assessments (Section 22 and 24)	17
12.3	Outlet Liability Assessments (Section 23).....	18
12.4	Increased Cost (Special) Assessments (Section 26)	18
12.5	Assessment Schedules.....	19
13	GRANT	20
14	PRIVACY OF LANDS	21
15	MAINTENANCE.....	21
15.1	General	21
15.2	Updating Future Maintenance Schedules	21
15.3	Culvert Maintenance	22
16	BYLAW	22

SCHEDULE A – SCHEDULE OF ASSESSMENTS

SCHEDULE B – SCHEDULE OF ASSESSMENTS FOR MAINTENANCE

SCHEDULE C – SCHEDULE FOR ACTUAL COST BYLAW

APPENDIX A – CALCULATION OF ASSESSMENTS

APPENDIX B – CALCULATION OF ASSESSMENTS FOR FUTURE MAINTENANCE

STANDARD SPECIFICATIONS

- Section 200 - General Conditions
- Section 300 - Special Provisions (See Drawings 2, 7 & 12)
- Section 400 - Standard Specifications for Construction of Drains
- Section 410 - Standard Specifications for Open Drains
- Section 420 - Standard Specifications for Tile Drains

DRAWINGS 1 TO 12

Definitions:

“Act” means The Drainage Act RSO 1990
 “CSP” means corrugated steel pipe
 “Drain” means George Kirkness Drain (Asbridge)
 “Grant” means grant paid under the Agricultural Drainage Infrastructure Program
 “HDPE” means high-density polyethylene
 “Municipality” means Township of Wellington North
 “OMAFRA” means the Ontario Ministry of Agriculture, Food and Rural Affairs
 “MECP” means Ministry of Environment, Conservation and Parks
 “DFO” means Fisheries and Oceans Canada
 “SVCA” means Saugeen Valley Conservation Authority
 “Tribunal” means Agriculture, Food and Rural Affairs Appeal Tribunal
 “MTO” means Ministry of Transportation

<i>Table 8.1-1 - Summary of Culverts</i>	8
<i>Table 11.1-1 - Section 29 Allowance Rates</i>	11
<i>Table 11.1-2 - Section 30 Allowance Rates</i>	11
<i>Table 11.1-3 - Summary of Allowances</i>	12
<i>Table 11.6-1 - Estimated Cost Summary</i>	14
<i>Table 12.2-1 - Benefit Assessments</i>	17
<i>Table 12.3-1 - Runoff Factors Table</i>	18
<i>Table 12.4-1 - Estimated Special Assessments</i>	19



K. SMART ASSOCIATES LIMITED

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August 30, 2023

File No. 22-198

GEORGE KIRKNESS DRAIN (ASBRIDGE) TOWNSHIP OF WELLINGTON NORTH

1 EXECUTIVE SUMMARY

This report is prepared pursuant to Section 4 of the Drainage Act RSO 1990 (the Act).

On July 6, 2022 the Municipality received petitions from Tammy and Leroy Asbridge, Helen Ann Scott, and Lawrence Gingrich for drainage in Lot 2 East Side of Owen Sound Road, Concession 9 and Lot 3 West Side Of Owen Sound Road, Concession 9. Pursuant to Section 8 of the Act, on July 25, 2022, K. Smart Associates Limited was appointed by resolution of Council to prepare a report on the petition received.

To address the petition received, this report recommends the following:

- Install 750m of tile
- Regrade 990m of overflow swale
- Cleanout 142m of existing ditch
- Incorporate 93m of existing concrete pipe
- Construct two (2) WASCoB's
- Install 7 concrete catchbasins

The estimated cost of this project is \$530,470.

The watershed served is approximately 222 hectares (549 acres).

Assessment schedules are for construction and future maintenance of the drainage works.

- Schedule A shows the assessment of the total estimated cost
- Schedule B is for prorating future maintenance cost
- Schedule C is for levying the final cost of the Drain.
- Appendix A, B illustrates the calculation of the assessments outlined in Schedules A and B.

2 BACKGROUND

On July 28, 2022 Tammy and Leroy Asbridge (Roll No. 009-02500) signed a petition to deal with flooding along an existing watercourse. Pursuant to Section 8 of the Act, on July 25, 2022, K. Smart Associates Limited was appointed by resolution of Council to prepare a report on the petition received.

After the first on-site meeting, the Engineer prepared a Section 9 letter, stating that the current petition was not valid and additional properties would need to be added before the petition would be valid.

On September 7, 2022 Helen Ann Scott added her name to the petition for property Roll Number 009-02350.

On September 15, 2022 Lawrence Gingrich added his name to the petition for property Roll Number 009-08600.

3 INVESTIGATION

3.1 On-Site Meeting

On September 6, 2022, an on-site meeting was held in accordance with Section 9(1) and 9(2) of the Act. Notice of the meeting was sent to the petitioners/landowners most affected by the drain in the watershed and the affected agencies. The following attended the on-meeting Neal Morris, P. Eng. (K. Smart Associates Limited - Project Engineer), Kurt Ferguson (Township of Wellington North), Darren Kenny (Saugeen Valley Conservation Authority), Steve Hood (MTO), Doug and Tammy Asbridge, Delbert White, Ann Scott, Peter DeLange, Robert Harper, Cleon Weber, Kent Whetham (Broadline Rentals), and Phares Martin.

The following input was provided by those in attendance:

Doug & Tammy Asbridge (Roll No. 009-02500)

The Asbridges have two drainage problems on their property, one in the NE corner of their property and the second in a tile that crosses Sideroad 2E. The Asbridges and Phares Martin (Roll No. 0090-2400) plan to repair this tile privately. The second problem area is a low area in the SW corner of the property, the area floods routinely.

If the new drain is to be an open ditch, they would like it to run along the property line. They would be okay with a pipe system. They would like to tile the land and need a tile outlet.

Delbert White and Helen Ann Scott (Roll No. 009-02350)

Delbert and Helen said that this is a dry year but their property usually floods and cannot be farmed. The flood water goes almost to their buildings. Helen does not want an open ditch. There are gas lines along Highway 6 only. Property, HSE # 9815 (Roll No. 009-02300) is tiled into the ditch.

Peter DeLange (Roll No 009-08350)

Mr. DeLange said there was a culvert crossing Highway 6 in the middle of his property. He has no problems with flooding. When the award drain was constructed, it was extended past the low area and up to Sideroad 2 E. He believes it should be straightened. This ditch was dug out a few years ago. He wanted an agreement drain.

Robert Harper (Roll No. 009-08500) and Cleon Weber (Roll No. 009-08200)

They have no flooding problems on their properties. There is a lot of fall over their properties.

Kent Whetham - Broadline Rentals (Roll No. 009-08600)

They have flooding problems and would like to close in the ditch. Cows get into the existing ditch.

Phares Martin (Roll No. 009-02400)

He does not have a drainage problem and would like an agreement drain. He indicated that the soil is dry with few rocks. His land is tiled.

Darren Kenny (SVCA)

The existing ditch is a regulated watercourse and to work on ditch a permit is required.

Steve Hood (Ministry of Transportation)

MTO will work with the landowners and the Engineer on this project. A design will be needed in order to cross Highway 6. The existing culvert is in good condition. The Highway 6 culvert is not causing the flooding problem.

3.2 Site Examination and Survey

The route of the existing drain was examined after the on-site meeting and on several occasions during the fall of 2022 and spring and summer of 2023. A topographic survey was completed in the fall of 2022 from the outlet culvert on Sally Street to the tile outlet on Roll Number 009-02400 .

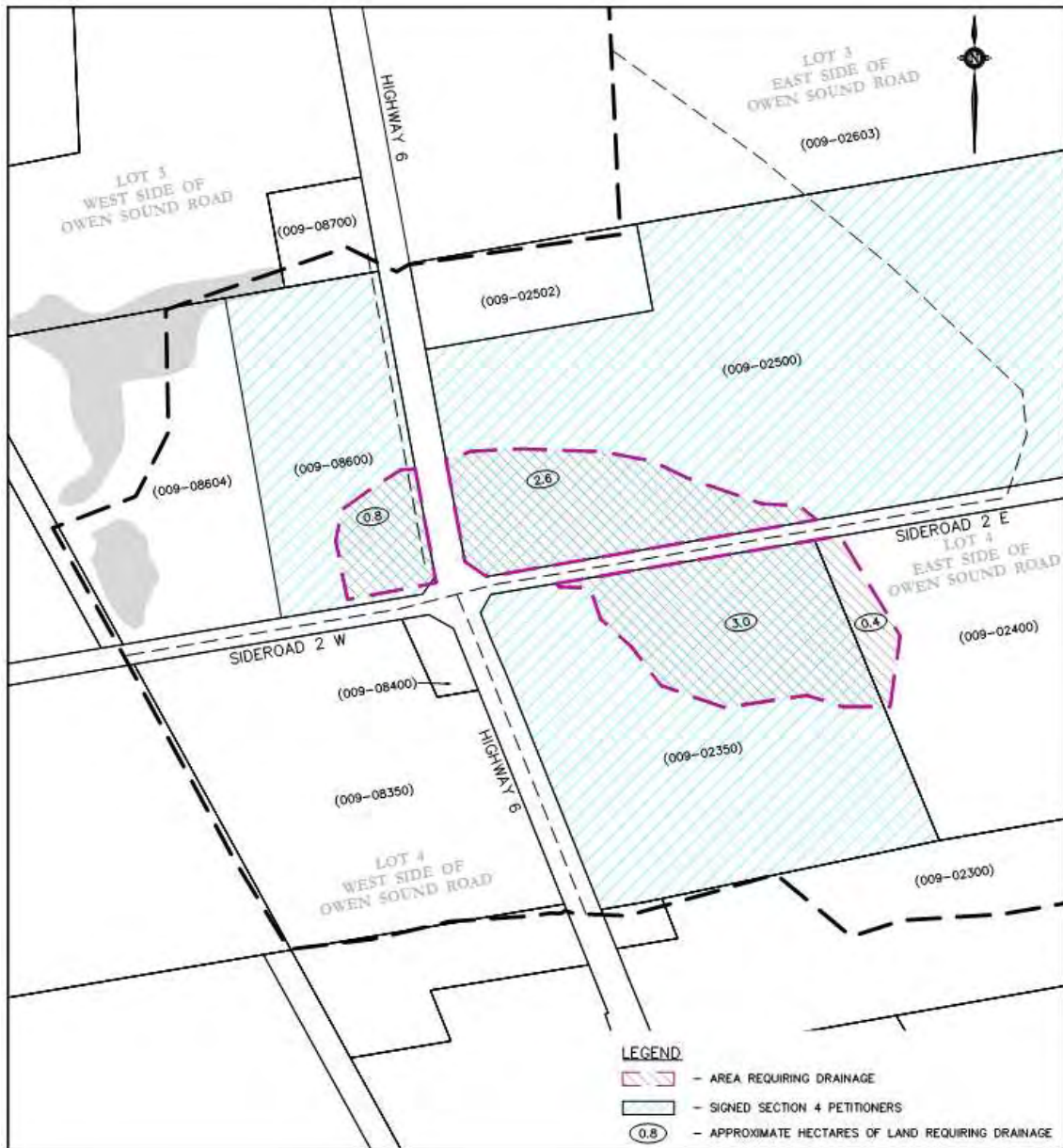
3.3 Watershed Description

The perimeter watershed of the Drain has been established based on-site investigation, topographic information and historical reports.

The watershed area is approximately 94% agricultural lands, 2% forested lands and 4% roads.

4 AUTHORITY FOR REPORT

Section 4 of the Drainage Act provides for the construction of new drainage works for an area requiring drainage. As a result of discussion at the site meeting and on-site examination, the area requiring drainage was determined to be a low laying area from around the existing watercourse show on Figure 1 (below). Two additional properties owners signed the petition after the on-site meeting. Three of four (75%) landowners and 4.2ha of 4.6ha (91%) of the land in the area requiring drainage signed the petition. The signatures on the petition represent greater than 60% of the area requiring drainage and greater than 50% of the landowners in the area requiring drainage; thus, the petition is valid under Section 4(1)(a), 4(1)(b) of the Drainage Act.



5 DESIGN CONSIDERATIONS

5.1 Sufficient Outlet

Section 15 of the Act requires that the proposed work be continued downstream to a sufficient outlet. Section 1 of the Act defines sufficient outlet as “a point at which water can be discharged safely so that it will do no damage to lands or roads.” For this project, the open ditch at Station -0+425 on the Main Drain provides sufficient outlet and will allow the proposed works to function as intended. The downstream culvert were investigated and the proposed work will not effect the downstream lands.

5.2 Drain Capacity

The open ditch portion of the Drain is designed to provide adequate depth for tile drain outlets and will also convey the 2 year storm within the channel cross-section. It is customary to design open municipal drains serving agricultural or rural lands for a 2 year storm.

Laneway culverts are designed for the 5 year storm.

Road crossings are designed for the 10 to 25 year storm.

The overflow swale and tile combination are design to ensure Highway 6 has 300mm of freeboard before overtopping in the 100 year storm. The new system has more capacity then the unimproved ditch upstream of Sideroad 2 W.

The size of the proposed tile drain was determined using the Drainage Coefficient Method outlined in the *Drainage Guide for Ontario*, published by OMAFRA. The drainage coefficient is a measure of the amount of runoff that a closed drain can remove from an upstream watershed in a 24-hour period. Based on our watershed examination and landowner discussions, the proposed tile drains on this project have been designed for a 1.5” drainage coefficient.

5.3 Soil Conditions

The Wellington County soils mapping for this area indicates that the soils adjacent to this Drain are Teeswater Silt Loam, Listowel Silt Loam, Parkhill Loam and Harriston Silt Loam.

Teeswater Silt Loam soil is located along the outlet of the drain. This soil is a silt loam, with cobbles and gravel and drains well. Conservational equipment is anticipated in this area. The stoney subsoil should be placed below the topsoil and cobbles removed to rip-rap areas or the edge of the fields.

Listowel Silt Loam soil is located between Sideroad 2 E and Highway 6. This soil is a clayey silt and slightly stoney. Thicker wet topsoil should be anticipated in this area. Conservational equipment is anticipated in this area. The stoney subsoil should be placed below the topsoil and cobbles removed to rip-rap areas or the edge of the fields.

Parkhill Loam is located between Highway 6 and Sta 0+450. This is a low laying area and comprises most of the Area Requiring Drainage. This soil is a clayey silt, slightly stoney with a thick organic topsoil layer. Conservational equipment is anticipated in this area. The stoney subsoil should be placed below the topsoil and cobbles removed to rip-rap areas or the edge of the fields. Wet pockets should be anticipated and works done in the summer is recommended.

Harriston Silt Loam is located upstream of Sta 0+450.. This soil is a glacial silt till, slightly stoney. Conservational equipment is anticipated in this area. The stoney subsoil should be placed below the topsoil and cobbles removed to rip-rap areas or the edge of the fields.

6 MEETING(S)

On April 26, 2023, a second meeting with landowners was held. Notice for the meeting was sent to all landowners in the watershed, affected agencies and the Municipality. At the meeting, the results of the investigation to-date were presented along with a summary of the proposed work and preliminary cost estimates and assessments.

Those present at the meeting were in general agreement with the work proposed.

Attendees provided the following input:

Robert Harper (Roll No. 009-08400)

Mr. Harper doesn't believe that there is sufficient outlet with the existing ditch conditions. The ditch needs a cleanout, and to be made part of the drain. The ditch is 6 feet deep and has had beaver problems.

Rod White (Roll No. 009-08200)

Mr. White indicated that the Sally Street culvert is not an adequate size as the road washed out a few years ago.

Lawrence Gingrich (009-08600)

Would like to see the existing ditch filled in.

Darren Kenny (SVCA)

Has concerns with including the downstream ditch due to potential proximity to wetlands. The impacts will have to be explored.

Zac Nicol (Ministry of Transportation)

Construction across Highway 6 will have to be by Jack and Bore. MTO have to examine the drawings further.

7 ENVIRONMENTAL CONSIDERATIONS

7.1 Agency Notification

Contact was made with the Saugeen Valley Conservation Authority, MECP and DFO during the process of preparing this report.

7.2 Agency Responses

7.2.1 Saugeen Valley Conservation Authority

The Saugeen Valley Conservation Authority (SVCA) did not request an environmental appraisal under Section 6 of the Act. The Conservation Authority were sent notices to the public meetings. A project description and drawing package were provided to the Conservation Authority for review. SVCA attended the April 26, 2023 site meeting. A response from the Conservation Authority was received by e-mail on April 28, 2023 with comments and recommendations that have been addressed in this report.

7.2.2 MECP

As there are no species at risk in the area, no screening request for species at risk was submitted to MECP.

7.2.3 DFO

The George Kirkness Drain is not rated under DFO's drain classification system and is dry during the summer.

A Request for Review was submitted to DFO along with a project description, drawing package and photo log dated May 9, 2023. The response from DFO, dated June 8, 2023, indicated that:

- No in-water work to occur between March 15 – July 15.
- Limit access to banks or areas adjacent to waterbodies.
- Construct access points and approaches perpendicular to the watercourse or waterbody.
- Vegetate the disturbed area with native species suitable for open ditch.
- Conduct all in-water works, undertakings or activities in isolation of open or flowing water to reduce the introduction of sediment into the watercourse.
- The DFO code of practice for temporary cofferdams and diversion channels should be used.
- Work in open ditch is not to occur in rainy, spring melt, stormy and windy weather.
- Monitor the watercourse to observe signs of sedimentation during all phases of the work, undertaking or activity and take corrective action.
- Place existing stream bed and bank material in bank in ditch after work is completed.
- Contractor is to clean equipment and have a spill kit on-site before working in open ditch.

8 RECOMMENDED WORK

Further detail regarding the construction and maintenance of the Drain is in the Special Provisions and Drawings.

8.1 Culverts

Table 8.1-1 - Summary of Culverts identifies culverts that are part of the Drain and specifies minimum capacity for future culverts that may be installed by landowners at their expense, subject to the approval of the Municipality as required by the Maintenance section of this report.

Table 8.1-1 - Summary of Culverts

Roll Number or Road	Station	Existing	Proposed	Responsibility
009-08500	-0+247 to -0+238	1.9m H x 2m W concrete box culvert	900mm HDPE	Drain
009-08350	-0+178 to -0+187	900mm CSP	900mm HDPE	Drain
Sideroad 2W	0+058 to 0+072 OS	1m H x 1.65m W arch CSP culvert	900mm CSP	Township
009-08604	0+078 to 0+184 OS	N/A	450mm CSP	Drain
009-08600	0+239 to 0+257 OS	0.85m H x 1.15m W CSP culvert	450mm CSP	Drain
Highway 6	0+342 to 0+361 OS	1.8m H x 1.2m W concrete box culvert	900mm HDPE	MTO
009-02500	0+368 to 0+493 OS	N/A	525mm CSP	Drain
Sideroad 2E	0+511 to 0+518 OS	1.6m H x 1.5m W concrete box culvert	750mm CSP	Township
009-02350	0+872 to 0+879 OS	600mm CSP	525mm CSP	Drain
009-02400	0+897 to 0+958 OS	N/A	525mm CSP	Drain

Based on the responsibility noted above, culverts constructed under this report are assessed as follows:

- Drain – 50% to the listed roll number and 50% to the upstream watershed
- Road – special assessment to the road authority per Section 26

- Road/utility – 50% to the affected utility and 50% to the road authority
- Owner – 100% to the listed roll number

Refer to the Maintenance section of this report for instructions regarding assessing future culvert maintenance costs.

9 CONSTRUCTION CONSIDERATIONS

9.1 Pre-Construction Approvals

Before starting work, the Contractor shall ensure all public utilities are located and shall contact all landowners along the proposed drain route to determine the location of any private utilities. Work in the Highway 6 road allowance is subject to a permit to be obtained from MTO.

9.2 Construction Scheduling

Construction cannot commence until ten days after a bylaw to adopt this report is given third reading in accordance with the Act.

The timing windows identified by the DFO require no in-water work to occur between March 15 – July 15.

9.3 Minor Adjustments During Construction

Changes to the drain requested by landowners, agencies or other authorities after the bylaw is passed cannot be undertaken unless the report is amended.

Section 84.1 of the Act and the associated regulation, O. Reg. 500/21, now provide a process to amend this report if design changes are required during construction. Design changes must: arise from unforeseen circumstances encountered during construction, comply with existing agency approvals, not increase the total project cost more than 133% of the tendered amount, and not impact the drain capacity. If design changes meet these criteria and are approved by the engineer, the report can be amended after construction with the as-constructed design before passing the actual cost bylaw.

Additional work desired by the landowner(s) which is not part of the drainage works may be arranged with the Contractor provided the cost of the work is paid by the landowner(s), and the engineer reviews the additional work in advance. Such additional work is not part of the drainage works for future maintenance. If a substantial alteration is required, a revised report can be prepared and processed through the act, or an application can be made under the Act to the Drainage Tribunal to recognize the substantial alteration. The applicant to the Tribunal must occur before final costs are levied.

9.4 Alignment of Drains

All drains shall be constructed and maintained generally to the alignment, as noted on the plans and specified by the Special Provisions. In the absence of survey bars, existing fences and similar boundary features are assumed to represent property lines.

Should landowners desire a more precise location for the drains in relation to their property line or if there is a dispute about the location of any property line, landowners may obtain a legal survey at their own cost before construction.

10 DRAWINGS AND SPECIFICATIONS

10.1 Drawings

The location of the Drain, watershed boundary and the affected properties are shown on Drawing No. 1 included with this report. The numbers adjacent to the Drain are station numbers, which indicate in metres the distance along the Drain from the outlet.

The profiles for the Drain are on Drawings No. 2 and 3. The profiles show the depth and grade for proposed work and future maintenance.

Drawings No. 2 to 12 contain the Special Provisions.

10.2 Specifications

This report incorporates the General Conditions, Standard Specifications and Special Provisions listed in the Table of Contents, which govern the construction and maintenance of the Drain.

11 COST ESTIMATE

The estimated cost of this project includes allowances to owners, the construction cost, the engineering cost and other costs associated with the project.

11.1 Allowances

Sections 29 to 33 of the Drainage Act provides for allowances (compensation) to owners affected by proposed drain construction. On this project, there are only allowances for Section 29 and 30.

11.1.1 Section 29 – Right-of-Way

Section 29 provides for payment of an allowance to landowners for the right-of-way required for construction and maintenance of the new Drain. This allowance compensates the owners for land to accommodate the Drain, access routes to the Drain and for a corridor along the Drain for construction and maintenance purposes. Right-of-way corridors of equal width exist along both sides of the Drain for maintenance. Current municipal assessment rolls were reviewed to establish land

values for computing right of way allowances. Section 29 allowances are based on the following rates:

Table 11.1-1 - Section 29 Allowance Rates

Land Use	Area Land Value
Cultivated Lands	\$ 32,100/ha
Bush Lands	\$ 16,050/ha

There is a minimum Section 29 allowance of \$50.

11.1.2 Section 30 - Damages

Section 30 provides for payment of an allowance to landowners along the Drain for damages caused by the construction of the Drain. Where separate access routes to the working area are specified in this report, Section 30 allowances also account for access route damage. In agricultural areas, crop damages are computed based on published crop values and declining productivity loss in the years following construction. For this project, Section 30 allowances are based on the following rates:

Table 11.1-2 - Section 30 Allowance Rates

Land Use	Area Land Value
Cultivated Lands Open Ditch	\$ 5,300/ha
Cultivated Lands Tile Installed	\$ 3,500/ha
Cultivated Lands Overflow Swale	\$ 2,600/ha
Bush Lands	\$ 2,700/ha

There is a minimum amount of \$50 for damage allowances and a minimum fence removal of 20m.

There is a minimum Section 30 allowance of \$50.

11.1.3 Section 31 – Existing Drains

Section 31 provides for payment of an allowance to the owner of an existing drain that is to be incorporated as part of the new Drain. There are no existing drains to be incorporated, so no allowance is required under Section 31.

11.1.4 Section 32 – Insufficient Outlet

Section 32 provides for payment of an allowance to owners affected when a drain is not constructed to a sufficient outlet. The proposed Drain is constructed to sufficient outlet, so no allowance is required under Section 32.

11.1.5 Section 33 – Loss of Access

Section 33 provides for payment of a loss of access allowance to a property where an open drain is constructed, and a crossing is not provided for the property. The

proposed Drain does not create a loss of access on any property, so no allowance is required under Section 33.

11.1.6 Summary of Allowances

The table below summarizes the dimensions and amounts of the allowances to be provided under this report.

Table 11.1-3 - Summary of Allowances

Roll Number	Branch	R.O.W.		Damages		Total
		Width	Sec.29	Width	Sec.30	
		(m)	(\$)	(m)	(\$)	(\$)
009-02350	Tile	10	10,300	20	2,250	12,550
009-02350	Over flow swale	10 to 5	9,350	10	1,200	10,550
009-02400	Tile	10	1,800	10	150	1,950
009-02400	Over flow swale	10	1,850	20	400	2,250
009-02500	Tile	5	1,550	10	300	1,850
009-02500	Over flow swale	10	4,000	20	700	4,700
009-08200	Open ditch	10	2,650	15	650	3,300
009-08200	Over flow swale	10	400	15	50	450
009-08350	Open Ditch	5	3,750	20	650	4,400
009-08350	Overflow Swale	5	950	5	100	1,050
009-08500	Open Ditch	5	1,550	5	200	1,750
009-08500	Tile	5	1,500	0	0	1,500
009-08500	Overflow Swale	5 to 15	4,100	20	400	4,500
009-08600	MTO Branch	5	900	20	200	1,100
009-08600	Tile	5	1,550	10	300	1,850
009-08600	Overflow Swale	10	4,900	20	1600	6,500
009-08604	Overflow Swale	10	3,400	20	1100	4,500
TOTAL ALLOWANCES:			54,500		10,250	64,750

In accordance with Section 62(3) of the Act, the allowances shown may be deducted from the final assessment levied. Payment to the owner would only be made when the allowance is greater than the final assessment. The allowances are a fixed amount and are not adjusted due to construction.

11.2 Construction Cost Estimate

The estimated cost for Labour, Equipment and Materials to construct the proposed Drain is outlined in detail in Estimated Costs Summary in Table 11.6-1 - Estimated Cost Summary. The construction cost estimate is based on recent costs for comparable work. A contingency amount is included to cover additional work that may be required due to field conditions or minor alterations to the project.

The contract for the Drain will be awarded by public tender. If the contract price is more than 33% over the engineer's estimate, Section 59 of the Act requires a Council meeting with the petitioners to determine if the project should proceed.

11.3 Engineering Cost Estimate

Engineering costs include report preparation and attending the Council meeting to consider the report and the Court of Revision

Construction Phase Services may include: preparing tender documents and tender call, review of tenders, attending the pre-construction meeting, periodic construction inspection, payments, final inspection, post-construction follow-up, final cost analysis and preparation of the grant application.

The cost for report preparation is usually not altered at the conclusion of a project unless the report is referred back or the report is appealed to the Drainage Tribunal, which would result in additional costs. The amount shown for meetings is an estimate. The final cost will be based on the actual time required for meetings. The estimate shown for construction phase services is based on experience and assumes good construction conditions and a Contractor who efficiently completes the construction. The final cost for the construction phase will vary as per the actual time spent during and following drain construction. Engineering costs are summarized in Table 11.6-1 - Estimated Cost Summary.

11.4 Estimate of Section 73 Costs

Section 73(2) and 73(3) of the Act direct that the cost of services provided by municipal staff and the Council to carry out the Act process shall not form part of the final cost of the Drain. However, Section 73(1) outlines that the following costs incurred by the Municipality can be included in the cost of the Drain: *“cost of any application, reference or appeal and the cost of temporary financing.”*

The estimate of Section 73 costs is included to cover the above-referenced items from Section 73(1) and primarily provides for interest charges on financing the project until it is completed. This cost estimate may not be adequate to cover legal or engineering costs incurred by or assessed to the Municipality should the project be appealed beyond the Court of Revision though such costs will form part of the final drain cost.

Grant policy indicates that municipal cost for photo-copying and mailing required to carry out the required procedures under the Act can be included in the final drain cost. Section 73 costs are summarized in Table 11.6-1 - Estimated Cost Summary.

11.5 Harmonized Sales Tax

The Harmonized Sales Tax (HST) will apply to most costs on this project. The Municipality is eligible for a partial refund on HST paid, the net 1.76% HST is included in the cost estimates in this report.

11.6 Estimated Cost Summary

Table 11.6-1 - Estimated Cost Summary

DESCRIPTION						TOTAL COST
ALLOWANCES:						\$64,750
CONSTRUCTION COST ESTIMATE						
Item	Stations	Description	Unit	Quantity	Unit Price	Cost
i) Main Drain						
1	-0+425 to -0+425	Install temporary Rock Sediment Trap	L.S.	1	2000.00	2,000
2	-0+425 to -0+343	Clean-out existing ditch 1m bottom	m	82	20.00	1,600
3	-0+425 to -0+343	Seed 410m ² of ditch banks (5m width)	m ²	410	1.00	200
4	-0+343 to -0+348	Install permanent Rock Sediment Trap 10m ²	L.S.	1	2500.00	2,500
5	-0+343 to -0+343	Install rodent grate on existing pipe and 10m ² of rip-rap around 600mm concrete tile outlet	m ²	10	80.00	800
6	-0+343 to -0+250	Incorporate existing 525mm concrete pipe	m	93	0.00	0
7	-0+250 to -0+250	Install 900x1200mm DICB and connect to existing tile with 5m ² of rip-rap and bird cage grate	L.S.	1	2500.00	2,500
8	-0+387 to -0+382	Taper overflow swale and 10m ² of rip-rap	m ²	10	50.00	500
9	-0+331 to -0+382	Remove debris and brushing tree along overflow swale 10m width	m ²	510	2.00	1,000
10	-0+249 to -0+382	Excavate 133m overflow swale and fill in existing low run	m	133	25.00	3,300
11	-0+249 to -0+382	Seed 800m ² of disturbed area (6m width)	m ²	800	1.00	500
12	-0+249 to -0+259	Construct 25m long 4m wide berm.	L.S.	1	2000.00	2,000
13	-0+249 to -0+060	No work required	L.S.	1	0.00	0
14	-0+060 to 0+000	60m of ditch cleanout	/m	60	20.00	1,200
15	-0+060 to 0+000	Seed 300m ² of ditch bank (5m width)	m ²	300	1.00	200
16	-0+007 to -0+002	Construct permanent sediment trap with 10m ² of rip rap	m ²	10	120.00	1,200
17	0+000	Taper 5m of existing road ditch 5:1	L.S.	1	100.00	100
18	0+000 to 0+061	Install 61m of 900mm HDPE pipe includes gravel road restoration.	/m	61	585.00	35,700
19	0+000 to 0+061	Seed 150m ² disturbed area (5m width)	m ²	150	1.00	100
20	0+061	Install 1200x1500mm CB with 5m ² of rip-rap	L.S.	1	3500.00	3,500
21	0+061 to 0+073	Install 12m of 900mm HDPE pipe across laneway.	/m	12	878.00	10,500

DESCRIPTION							TOTAL COST
22	0+073 to 0+150	Install 77m of 900mm concrete tile.	/m	77	210.00	16,200	
23	0+073 to 0+150	Seed 400m ² disturbed area (5m width)	m ²	400	1.00	200	
24	0+000 to 0+058	58m of ditch clean-out 1m bottom, 2:1 side slopes, spoil to be hauled off-site	/m	58	20.00	1,200	
25	0+000 to 0+058	Seed 300m ² disturbed area (5m width)	m ²	300	1.00	200	
26	0+058 to 0+072	Incorporate 1600mm CSP culvert	/m		0.00	0	
27	0+072 to 0+337	Regrade 265m of existing ditch, 1m bottom, 10:1 side slopes	/m	265	20.00	5,300	
28	0+072 to 0+337	Seed 1700m ² of disturbed area (7m wide)	m ²	1900	1.00	1,100	
29	0+239 to 0+257	Incorporate 0.85mH 1.15mW arch CSP	/m	18	0.00	0	
30	0+332 to 0+337	Taper 5m of existing road ditch 5:1 to DICB	L.S.	1	100.00	100	
31	0+150	Install 1200x1500mm CB with 5m ² of rip rap at STA 0+155 main drain.	L.S.	1	6500.00	6,500	
32	0+000 to 0+054	Install 54m of 450mm HDPE pipe between 1200x1500mm CB at STA 0+150 main drain to 600x600mm CB at STA 0+332 overflow route.	/m	56	60.00	3,400	
33	0+000 to 0+054	Seed 400m ² disturbed area (7m width)	m ²	400	1.00	200	
34	0+054	Install 600x600mm DICB with 5m ² of rip rap at STA 0+364 overflow route.	L.S.	1	3000.00	3,000	
35	0+150 to 0+192	Install 42m of 900mm, 24m smooth steel pipe under Highway 6 by jack and boring method and install 18m of HDPE pipe .	L.S.	1	47000.00	47,000	
36	0+192	Install 900x1200mm CB with 5m ² of rip rap	L.S.	1	3500.00	3,500	
37	0+192 to 0+294	Install 102m of 800mm concrete tile	/m	102	180.00	18,400	
38	0+192 to 0+294	Seed 500m ² of disturbed area (5m width)	m ²	500	1.00	300	
39	0+294	Install 1200x1500mm DICB with 5m ² of rip rap	L.S.	1	4000.00	4,000	
40	0+364 to 0+503	Regrade 139m of existing ditch, 1m bottom, 10:1 side slopes	/m	139	20.00	2,800	
41	0+364 to 0+503	Seed 1000m ² of disturbed area (7m width)	m ²	1000	1.00	600	
42	0+503	Regrade 50m of existing ditch and taper	/m	50	20.00	1,000	
43	0+294 to 0+318	Install 25m long 750mm CSP culvert under Sideroad 2E and restore gravel road	L.S.	1	18000.00	18,000	
44	0+318	Install 1200x900mm DICB with 5m ² of rip rap	L.S.	1	3500.00	3,500	
45	0+332	Remove and re-erect 10m of paige wire fence.	L.S.	10	10.00	100	

DESCRIPTION							TOTAL COST
46	0+318 to 0+400	Install 81m of 750mm concrete tile	/m	82	142.00	11,700	
47	0+318 to 0+400	Seed 400m ² disturbed area (5m width)	m ²	400	1.00	200	
48	0+400 to 0+589	Install 193m of 525mm concrete tile	/m	189	66.00	12,500	
49	0+400 to 0+589	Seed 900m ² disturbed area (5m width)	m ²	900	1.00	500	
50	0+560	Remove and re-erect 10m of existing fence	L.S.	10	10.00	100	
51	0+589	Install 1200x900mm DICB with 5m ² of rip rap	L.S.	1	3500.00	3,500	
52	0+589	Construct WASCoB	L.S.	1	3000.00	3,000	
53	0+589 to 0+688	Install 95m of 525mm concrete tile.	/m	99	66.00	6,500	
54	0+589 to 0+688	Seed 500m ² disturbed area (5m width)	m ²	500	1.00	300	
55	0+508 to 0+605	Remove existing 825mm and 600mm laneway CSP culvert and place beside fence	L.S.	1	500.00	500	
56	0+518 to 0+958	Regrade 440m of existing ditch 1m bottom, 10:1 side slopes	/m	440	20.00	8,800	
57	0+518 to 0+958	Seed 2600m ² disturbed area (6m width)	m ²	2600	1.00	1,600	
58	0+518	Regrade 15m of existing road ditch to DICB	/m	15	20.00	300	
Sub Total Part i)						255,500	
ii) Contingencies							
59		Lump sum contingency allowance	L.S.	1		51,100	
Net HST (1.76%)						5,395	
TOTAL CONSTRUCTION COST ESTIMATE:						311,995	
ENGINEERING COSTS							
Report Preparation						88,900	
Consideration of Report Meeting						1,500	
Court of Revision						1,500	
Construction Phase Services						46,000	
Net HST (1.76%)						2,425	
TOTAL ENGINEERING COSTS:						140,325	
SECTION 73 COSTS							
Printing Report						600	
Printing Tender						400	
Agencies Permit Fee						800	
Enbridge Permitting						7,000	
Interest estimate						1,500	
Unforeseen costs						2,890	
Net HST (1.76%)						210	
TOTAL SECTION 73 COSTS:						13,400	
TOTAL ESTIMATED COST:						\$530,470	

12 ASSESSMENTS

The Drainage Act requires that the total estimated cost be assessed to the affected lands and roads under the categories of Benefit (Section 22), Outlet Liability (Section 23), Injuring Liability (Section 23), Special Benefit (Section 24) and Increased Cost (Section 26). On this project assessment for Benefit, Special Benefit, Outlet Liability and Increased Cost (Special) Assessment are involved.

12.1 Calculation of Assessments

Appendix A in this report shows the method of calculating the assessments for the Drain. Appendix A divides the Drain into intervals. The estimated cost for each interval is then determined. For each interval, the first step in the assessment calculation is to determine the benefit assessment to the affected lands and roads, then special assessments to roads and utilities are determined, where applicable. After deducting the total benefit and special assessments from the interval cost, the balance of the cost is then assessed as outlet liability on a per hectare basis to all lands and roads in the watershed.

12.2 Benefit Assessments (Section 22 and 24)

Section 22 benefits were determined based on the estimated value provided to the property by the works and are not proportional to the watershed area.

Section 24 special benefit is assessed to lands where additional work or features are requested that are not necessary for the function of the Drain. Special benefit examples include hauling spoil offsite, aesthetic features and installing lateral drains. Non-grantable benefits relate to work that is not eligible for Grant according to the current OMAFRA policy. Non-proratable benefits are not used to determine the actual cost factor for the final cost levy. Some examples would be lateral drains, culverts, hauling of spoil, or material strength. Columns with non-grantable and non-proratable are used to complete the final assessment. Table 12.2-1 - Benefit Assessments provides a summary of the benefit assessments.

Table 12.2-1 - Benefit Assessments

Roll Number (Owner)	Location	Section 22	Section 24	Total Benefit	Non-grantable	Non-proratable
009-02350	Int. 4	5,600		5,600		
009-02350	Int. 5	62,100		62,100		
009-02400	Int. 5	20,200		20,200		
009-02500	Int. 3	3,300		3,300		
009-02500	Int. 4	26,600		26,600		
009-08200	Int. 1	5,900		5,900		
009-08350	Int. 1	2,000		2,000		
009-08350	Int. 2	3,900		3,900		
009-08350	Int. 3	2,200		2,200		
009-08500	Int. 1	11,700		11,700		

Roll Number (Owner)	Location	Section 22	Section 24	Total Benefit	Non-grantable	Non-proratable
009-08500	Int. 2	900		900		
009-08600	Int. 2	100		100		
009-08600	Int. 3	24,500	5,250	29,750		5,250
009-08604	Int. 2	100		100		
009-08604	Int. 3	6,600		6,600		
Sideroad 2E	Int. 3	26,700		26,700		
Sideroad 2E	Int. 4	1,000		1,000		
Sideroad 2E	Int. 5	15,300		15,300		
Sideroad 2W	Int. 1	200		200		
Sideroad 2W	Int. 2	200		200		
Highway 6	Int. 3	4,400		4,400		
Highway 6	Int. 4	24,400		24,400		
TOTAL		247,900	5,250	253,100		5,250

Section 24 Benefit is half of Item 21.

12.3 Outlet Liability Assessments (Section 23)

Section 23(3) of the Drainage Act states that outlet liability assessment is to be based on the volume and rate of flow of the water artificially caused to flow. Therefore the lands and roads in the watershed are assessed on a per hectare basis, with adjustments made to recognize the different amount of runoff generated by different land uses. The basis for the adjustments is 1 hectare of cleared agricultural land contributing both surface and subsurface water to the Drain. Land uses with a different runoff rate are adjusted by the factors given in Table 12.3-1 - Runoff Factors Table.

Table 12.3-1 - Runoff Factors Table

Land Use	Runoff factor
Agricultural	1
Forest	0.5
Built-up	1.5 to 2.5
Gravel Road	2
Paved Road	3

12.4 Increased Cost (Special) Assessments (Section 26)

Section 26 of the Drainage Act directs that any increased cost due to a public utility (utility) or road authority (road) shall be paid for by that utility or road. This assessment is known as a Special Assessment.

The estimated special assessments are presented in Table 12.4-1 - Estimated Special Assessments. The equivalent drain cost is based on the length of Drain affected by the road allowance or utility right of way and the normal cost of drain

construction. The increased cost caused by the road or utility is determined by subtracting the equivalent drain cost from the construction and engineering costs.

Table 12.4-1 - Estimated Special Assessments

Location	Main Drain Interval 3	MTO West Br Interval 3	Main Drain Interval 4	Main Drain Interval 4	Main Drain Interval 5
Road/Railroad/Utility	Sideroad 2 W	HWY 6	HWY 6	Gas	Sideroad 2 E
Authority/Owner	Wellington North	MTO	MTO	Enbridge	Wellington North
Construction Cost	39,200	6,600	50,500	0	21,500
+ Engineering Cost	13,700	2,300	17,700	2,000	12,700
+ Section 73 Costs				7,000	
- Equivalent Drain Cost	12,800	900	6,600	0	3,600
+ Net HST	705	140	1,085	160	540
= Estimated Special Assess.	40,805	8,140	62,625	9,160	31,140

The actual special assessments will be determined after construction by inserting the actual construction and engineering costs in the Special Assessments Table. Any additional costs identified by the engineer will be added to the Special Assessment where appropriate.

The road authority or utility may elect to construct the Drain within their right of way with their forces. In this case, the special assessment is calculated by inserting zero for the construction cost.

If there are increased costs to the drain project due to a utility or road not listed in the table above, a Special Assessment will be based on the actual costs incurred.

Special Assessments do not apply to future maintenance assessments.

12.5 Assessment Schedules

12.5.1 Schedule A - Schedule of Assessments

The estimated cost for the drainage works in this report is distributed among lands, roads and utilities, as shown in Schedule A, the Schedule of Assessments. In Schedule A each parcel of land assessed has been identified by the municipal assessment roll number at the time of the preparation of this report. The size of each parcel was established using the assessment roll information. If an "F" is shown in the first column, it denotes lands with current Farm Property Tax Class designation that may qualify for Grant. For convenience only, each parcel is also identified by the owner name(s) from the last revised assessment roll. A minimum assessment of \$35 is applied to each property.

12.5.2 Schedule B - Schedule of Assessments for Maintenance

In accordance with Section 74 of the Act, the Drain shall be maintained by the Municipality, and the cost of maintenance shall be assessed to lands and roads upstream of the maintenance location, pro rata with the amounts in Schedule B. The amounts in Schedule B are derived from the cost distribution shown in Appendix A, and will not be levied with the final cost of the drainage works.

Roll numbers are per the Municipality's last revised assessment roll, names included for convenience. Amounts are not payable at this time; they determine the share of future maintenance costs. The Municipality will confirm eligibility for the grant at the time the maintenance cost is levied.

Schedule B is divided into columns to reflect the different drain intervals where maintenance work may be undertaken. These column intervals assist in identifying upstream lands and roads to be assessed for future maintenance. The percentages shown in Schedule B determine the share of future maintenance to be levied to property or road. For example, a \$1,000 beaver dam removal or tile repair will result in a \$50 assessment to a property with a 5% maintenance assessment.

A minimum assessment of 0.01% is to be applied to all small lots in the watershed per interval.

12.5.3 Schedule C – Schedule for Actual Cost Bylaw

After the construction of the Drain is certified, complete by the Engineer, the Municipality will determine the actual cost of the Drain. Actual assessments will be determined by prorating the actual cost of the Drain using Schedule C. Schedule C illustrates the estimated net assessments after deducting allowances and grants from the total assessments shown in Schedule A. Eligibility for the grant will be confirmed by the Municipality at the time the actual cost is levied. Actual assessments in Schedule C will be levied to the owner of the identified parcel at the time the Actual Cost Bylaw is passed. Roll numbers are per the Municipality's last revised assessment roll, and the names are included for convenience.

13 GRANT

In accordance with the provisions of Section 85 of the Act, a grant not exceeding 1/3 (33 1/3%) may be available on the assessments against lands used for agricultural purposes. The current OMAFRA grant policy defines agricultural lands as privately owned parcels of land which have the Farm Property Class Tax Rate. Based on Municipal assessment roll information, parcels that have the Farm Property Tax Class are identified with an 'F' in the first column of the assessment schedules.

Section 88 of the Act provides for the Municipality to apply for this grant after the construction of the Drain is certified complete by the Engineer. The Municipality must confirm the Farm Property Tax Class on the assessed parcels at the time the

grant application is completed and submitted to OMAFRA. OMAFRA has the authority to determine grant eligibility regardless of the designation herein.

If any portion of the drainage works is not eligible for the grant, those ineligible costs have been separately identified in this report.

14 PRIVACY OF LANDS

Although a municipal drain is situated on the property of various landowners, one landowner may not enter another landowner's property via the Drain. Persons authorized to enter private lands to carry out duties authorized under the Act include Engineers (or their assistants), Contractors (or their assistants) and the appointed Drainage Superintendents (or their assistants).

15 MAINTENANCE

15.1 General

Section 74 of the Act requires the Drain, as outlined in this report, to be maintained by the Municipality, and the cost of maintenance to be assessed to the upstream lands and roads pro rata with the assessments in Schedule B.

All parties affected by the Drain, are encouraged to periodically inspect the Drain and report any visible or suspected problems to the Municipality.

A right-of-way along the drain and access routes to the Drain exist for the Municipality to maintain the Drain. The right-of-way for the Drain, as described in the Allowances section of this report shall remain free of obstructions. The cost of removing obstructions is the responsibility of the owner.

Any landowner making a new connection to the Drain shall notify the Drainage Superintendent before making the connection. If the Drainage Superintendent is not notified, the cost to remedy new connections that obstruct or otherwise damage the Drain will be the responsibility of the owner.

The discharge of anything but clean, unpolluted water into a drain is regulated by other provincial legislation. Any non-compliance will be reported to the appropriate environmental agency.

Buffer strips along open drains shall be maintained in accordance with the specifications in this report.

15.2 Updating Future Maintenance Schedules

To ensure future maintenance assessments are equitable, the assessments provided in this report should be reapportioned under Section 65 when severances or amalgamations occur when new lands are connected to the Drain or when a land-use change occurs that can be accommodated by the existing Drain. If a future land-use change will cause the drain capacity to be exceeded, a report under Section 4 or 78 may be required to provide increased capacity.

15.3 Culvert Maintenance

- The costs of cleaning through all culverts shall be assessed as drain maintenance to upstream lands and roads.
- The cost for future structural repair, extension or replacement of road culverts will be assessed fully to the road authority.
- When the responsibility for an access culvert is designated in Table 9.1-1 – Summary of Culverts as “Drain,” the cost for repair or replacement shall be assessed 50% to the abutting landowner and the remainder to the upstream watershed. The cost of additional culvert length is assessed to the owner.
- When the responsibility for an access culvert is designated as “Owner,” the cost for installation, repair, replacement and removal are the responsibility of the roll number listed in Table 9.1-1 – Summary of Culverts.
- Prior approval of the Municipality is required before a landowner installs a culvert not constructed under this report and culvert shall be installed per sizing and design grade specified in this report. If culverts smaller than the minimum recommended size are installed, such culverts will be deemed an obstruction to the Drain and removed at the landowner’s expense.

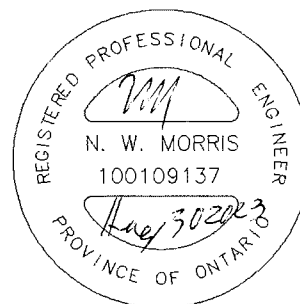
16 BYLAW

This report including the drawings and specifications, assessment schedules and appendices, when adopted by bylaw in accordance with the Act, provides the basis for construction and maintenance of the Drain.

All of which is respectfully submitted,

K. SMART ASSOCIATES LTD.

N. W. Morris



N. Morris, P. Eng.

kp

**SCHEDULE A - SCHEDULE OF ASSESSMENTS FOR CONSTRUCTION
GEORGE KIRKNESS DRAIN (ASBRIDGE)
TOWNSHIP OF WELLINGTON NORTH**

Con	Lot	Roll Number & Owner	Main Drain				Total
			Total ha affected	Benefit (Sec. 22)	Special (Sec. 26)	Outlet (Sec. 23)	
F ESOSR	Pt 4	040-00009 02100 (Rodney & Gay White)	8.2	0	0	2,927	2,927
F ESOSR	Pt 4	040-0009 02300 (1813040 Ontario Inc)	14.6	0	0	10,134	10,134
F ESOSR	Pt 4	040-0009 02350 (Helen Scott)	10.2	67,700	0	5,355	73,055
F ESOSR	Pt 4	040-0009 02400 (Phares & Mary Martin)	35.4	20,200	0	24,692	44,892
F ESOSR	Pt 3	040-0009 02500 (Leroy & Tammy Asbridge)	17.6	29,900	0	10,069	39,969
F ESOSR	Pt 4	040-0009-02502 (Hewvilla Farms Inc. / James Hewson)	1.7	0	0	893	893
F ESOSR	Pt 3	040-0009 02600 (Phares & Mary Martin)	45.6	0	0	31,402	31,402
F ESOSR	Pt 4	040-0009-02603 (Phares & Mary Martin)	27.1	0	0	18,771	18,771
F ESOSR	Pt 3	040-0009 02700 (Phares & Mary Martin)	4.6	0	0	2,998	2,998
F 9	Pt 3	040-0009 03400 (Allan & Elsie Gingrich)	10.0	0	0	6,494	6,494
F 9	Pt 3	040-0009 03600 (Cleon Weber)	0.0	0	0	0	0
F WSOSR	Pt 4	040-0009 08200 (Cleon Weber)	0.0	5,900	0	0	5,900
F WSOSR	Pt 3	040-0009 083500 (Peter Delange)	8.0	8,100	0	1,054	9,154
R WSOSR	Pt 4	040-0009 08400 (Thomas Markstahler)	0.3	1	0	39	40
F WSOSR	Pt 4	040-0009 08500 (Robert & Deborah Ann Harper)	0.1	12,600	0	11	12,611
R WSOSR	Pt 3	040-0009 08600 (1879659 Ontario Ltd)	4.6	24,600	5,250	606	30,456
F WSOSR	Pt 3	040-0009-08604 (1879659 Ontario Ltd)	3.8	6,700	0	461	7,161
C WSOSR	Pt 3	040-0009 08700 (Ross Scott Fuels Division Of Sunoco Home Comfort Inc)	0.1	27	0	13	40
Subtotal (Lands):			191.9	175,728	5,250	115,919	296,897
	Twp of Wellington North	Sideroad 2E	4.4	43,000	71,945	6,615	121,560
	Twp of Wellington North	Sideroad 2W	1.4	400	0	832	1,232
	MTO	Highway 6	1.0	28,800	70,765	2,056	101,621
	Enbridge Gas		0.0	0	9,160	0	9,160
Subtotal (Roads & Utilities):			6.8	72,200	151,870	9,503	233,573
TOTAL ASSESSMENT GEORGE KIRKNESS DRAIN:			198.7	247,928	157,120	125,422	530,470

Notes:

- Lands noted with an "F" are classified as agricultural and according to current OMAFRA policy qualify for the 1/3 grant
Eligibility for the 1/3 grant will be confirmed at the time the final cost is levied.
- Section 21 of the Drainage Act, RSO 1990 requires that assessments be shown opposite each parcel of land and road affected.
The affected parcels of land have been identified using the roll number from the last revised assessment roll for the Township.
For convenience the owner's names as shown by the last revised assessment roll have also been included.

**SCHEDULE B - SCHEDULE OF ASSESSMENTS FOR FUTURE MAINTENANCE
GEORGE KIRKNESS DRAIN (ASBRIDGE)
TOWNSHIP OF WELLINGTON NORTH**

Con Lot Roll No. & Owner			MAIN DRAIN															
			Interval 1		Interval 2		Interval 3		Interval 4		Interval 5		Interval 6		Interval 7		Interval 8	
			-0+425 to -0+343	-0+343 to -0+249	-0+249 to 0+000	0+000 to 0+150	0+150 to 0+192	0+192 to 0+294	0+294 to 0+318	0+318 to 0+686								
			\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%		
ESOSR	Pt 4	040-0009 02100 (Rodney & Gay White)	23	1.44%	51	1.34%	52	1.04%	84	1.40%	20	1.18%	48	1.17%	10	1.00%	269	2.45%
ESOSR	Pt 4	040-0009 02300 (1813040 Ontario Inc)	80	5.00%	178	4.68%	181	3.62%	289	4.82%	68	4.00%	167	4.07%	36	3.60%	930	8.45%
ESOSR	Pt 4	040-0009 02350 (Helen Scott)	58	3.63%	128	3.37%	130	2.60%	208	3.47%	49	2.88%	195	4.76%	506	50.60%	0	0.00%
ESOSR	Pt 4	040-0009 02400 (Phares & Mary Martin)	196	12.25%	433	11.39%	441	8.82%	705	11.75%	166	9.76%	406	9.90%	88	8.80%	2,502	22.75%
ESOSR	Pt 3	040-0009 02500 (Leroy & Tammy Asbridge)	100	6.25%	220	5.79%	224	4.48%	494	8.23%	765	45.00%	1,456	35.51%	6	0.60%	1,449	13.17%
ESOSR	Pt 4	040-0009-02502 (Hewilla Farms Inc. / James Hews)	10	0.63%	21	0.55%	22	0.44%	35	0.58%	8	0.47%	0	0.00%	0	0.00%	0	0.00%
ESOSR	Pt 3	040-0009 02600 (Phares & Mary Martin)	258	16.13%	550	14.47%	561	11.22%	897	14.95%	212	12.47%	517	12.61%	112	11.20%	2,883	26.21%
	Pt 4	040-0009-02603 (Phares & Mary Martin)	143	8.94%	334	8.79%	341	6.82%	544	9.07%	128	7.53%	296	7.22%	64	6.40%	1,651	15.01%
WSOSR	Pt 3	040-0009 02700 (Phares & Mary Martin)	24	1.50%	53	1.39%	54	1.08%	86	1.43%	20	1.18%	49	1.20%	11	1.10%	275	2.50%
WSOSR	Pt 3	040-0009 03400 (Allan & Elsie Gingrich)	52	3.25%	114	3.00%	116	2.32%	185	3.08%	44	2.59%	107	2.61%	23	2.30%	596	5.42%
WSOSR	Pt 3	040-0009 03600 (Cleon Weber)	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
WSOSR	Pt 4	040-0009 08200 (Cleon Weber)	168	10.50%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
WSOSR	Pt 3	040-0009 083500 (Peter Delange)	117	7.31%	100	2.63%	1,492	29.84%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Pt 4	040-0009 08400 (Thomas Markstahler)	2	0.13%	4	0.11%	4	0.08%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Pt 4	040-0009 08500 (Robert & Deborah Ann Harper)	241	15.06%	1,330	35.00%	610	12.20%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Pt 3	040-0009 08600 (1879659 Ontario Ltd)	26	1.63%	58	1.53%	59	1.18%	675	11.25%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Pt 3	040-0009-08604 (1879659 Ontario Ltd)	20	1.25%	44	1.16%	45	0.90%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Pt 3	040-0009 08700 (Ross Scott Fuels Division Of Sunoco Home Comfort Inc)	1	0.06%	1	0.03%	1	0.02%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total Assessments on Lands:			1,519	94.96%	3,619	95.23%	4,333	86.66%	4,202	70.03%	1,480	87.06%	3,241	79.05%	856	85.60%	10,555	95.96%
Sideroad 2E (Twp of Wellington North)			48	2.94%	109	2.87%	113	2.26%	178	2.97%	44	2.59%	842	20.53%	139	13.90%	445	4.04%
Sideroad 2W (Twp of Wellington North)			25	1.56%	55	1.45%	536	10.72%	810	13.50%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Highway 6 (MTO)			8	0.54%	17	0.45%	18	0.36%	810	13.50%	176	10.35%	19	0.46%	4	0.40%	0	0.00%
Total Assessments on Roads:			81	5.04%	181	4.77%	667	13.34%	1,798	29.97%	220	12.94%	861	20.99%	143	14.30%	445	4.04%
TOTAL ASSESSMENTS:			1,600	100.00%	3,800	100.00%	5,000	100.00%	6,000	100.00%	1,700	100.00%	4,102	100.04%	999	99.90%	11,000	100.00%

Notes:

- Agricultural designation not included as grant eligibility has to be confirmed at the time of maintenance cost levy.
- \$ amounts above are listed solely for calculating percentages (share of future maintenance costs) and will not be levied with the final cost of the drainage

**SCHEDULE B - SCHEDULE OF ASSESSMENTS FOR FUTURE MAINTENANCE
GEORGE KIRKNESS DRAIN (ASBRIDGE)
TOWNSHIP OF WELLINGTON NORTH**

Con Lot Roll No. & Owner			Overflow Swale													
			Interval 9		Interval 10		Interval 11		Interval 12		Interval 13		Interval 14		Interval 15	
			-0+375 to -0+249		0+000 to 0+332		0+332 to 0+364		0+364 to 0+503		0+503 to 0+518		0+518 to 0+860		0+860 to 0+958	
			\$	%	\$	%	\$	%	\$	%	\$	%	\$	%		
ESOSR	Pt 4	040-0009 02100 (Rodney & Gay White)	34	1.36%	115	1.74%	11	1.10%	29	1.04%	10	1.00%	72	1.06%	23	1.15%
ESOSR	Pt 4	040-0009 02300 (1813040 Ontario Inc)	116	4.64%	397	6.02%	40	4.00%	101	3.61%	36	3.60%	250	3.68%	79	3.95%
ESOSR	Pt 4	040-0009 02350 (Helen Scott)	84	3.36%	285	4.32%	28	2.80%	223	7.96%	146	14.60%	2,739	40.28%	120	6.00%
ESOSR	Pt 4	040-0009 02400 (Phares & Mary Martin)	284	11.36%	968	14.67%	97	9.70%	247	8.82%	88	8.80%	609	8.96%	192	9.60%
ESOSR	Pt 3	040-0009 02500 (Leroy & Tammy Asbridge)	144	5.76%	493	7.47%	124	12.40%	1,366	48.79%	6	0.60%	39	0.57%	12	0.60%
ESOSR	Pt 4	040-0009-02502 (Hewvilla Farms Inc. / James Hews)	14	0.56%	48	0.73%	5	0.50%	12	0.43%	0	0.00%	0	0.00%	0	0.00%
ESOSR	Pt 3	040-0009 02600 (Phares & Mary Martin)	373	14.92%	1,273	19.29%	127	12.70%	324	11.57%	112	11.20%	1,184	17.41%	1,324	66.20%
	9 Pt 4	040-0009-02603 (Phares & Mary Martin)	207	8.28%	705	10.68%	70	7.00%	180	6.43%	64	6.40%	443	6.51%	140	7.00%
WSOSR	Pt 3	040-0009 02700 (Phares & Mary Martin)	34	1.36%	118	1.79%	12	1.20%	30	1.07%	11	1.10%	74	1.09%	23	1.15%
WSOSR	Pt 3	040-0009 03400 (Allan & Elsie Gingrich)	75	3.00%	255	3.86%	25	2.50%	65	2.32%	23	2.30%	160	2.35%	50	2.50%
WSOSR	Pt 3	040-0009 03600 (Cleon Weber)	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
WSOSR	Pt 4	040-0009 08200 (Cleon Weber)	165	6.60%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
WSOSR	Pt 3	040-0009 083500 (Peter Delange)	336	13.44%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	0 Pt 4	040-0009 08400 (Thomas Markstahler)	2	0.08%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	0 Pt 4	040-0009 08500 (Robert & Deborah Ann Harper)	441	17.64%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	0 Pt 3	040-0009 08600 (1879659 Ontario Ltd)	38	1.52%	129	1.95%	25	2.50%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	0 Pt 3	040-0009-08604 (1879659 Ontario Ltd)	29	1.16%	98	1.48%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	0 Pt 3	040-0009 08700 (Ross Scott Fuels Division Of Sunoco Home Comfort Inc)	1	0.04%	3	0.05%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total Assessments on Lands:			2,377	95.08%	4,887	74.05%	564	56.40%	2,577	92.04%	496	49.60%	5,570	81.91%	1,963	98.15%
Sideroad 2E (Twp of Wellington North)			72	2.88%	246	3.72%	25	2.50%	212	7.57%	499	49.90%	1,231	18.11%	38	1.90%
Sideroad 2W (Twp of Wellington North)			7	0.28%	768	11.64%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Highway 6 (MTO)			44	1.76%	699	10.59%	411	41.10%	11	0.39%	4	0.40%	0	0.00%	0	0.00%
Total Assessments on Roads:			123	4.92%	1,713	25.95%	436	43.60%	223	7.96%	503	50.30%	1,231	18.11%	38	1.90%
TOTAL ASSESSMENTS:			2,500	100.00%	6,600	100.00%	1,000	100.00%	2,800	100.00%	999	99.90%	6,801	100.02%	2,001	100.05%

Notes:

1. Agricultural designation not included as grant eligibility has to be confirmed at the time of maintenance cost levy.
2. \$ amounts above are listed solely for calculating percentages (share of future maintenance costs) and will not be levied with the final cost of the drainage

**SCHEDULE C - SCHEDULE FOR ACTUAL COST BYLAW
GEORGE KIRKNESS DRAIN (ASBRIDGE)
TOWNSHIP OF WELLINGTON NORTH**

Con	Lot	Owner	Ha. Affected	COR Change	Gross Assessment	1/3 Grant	Allowances	NET
F	ESOSR Pt 4	040-00009 02100 (Rodney & Gay White)	8.2		2,927	976	0	1,951
F	ESOSR Pt 4	040-0009 02300 (1813040 Ontario Inc)	14.6		10,134	3,378	0	6,756
F	ESOSR Pt 4	040-0009 02350 (Helen Scott)	10.2		73,055	24,352	23,100	25,603
F	ESOSR Pt 4	040-0009 02400 (Phares & Mary Martin)	35.4		44,892	14,964	4,200	25,728
F	ESOSR Pt 3	040-0009 02500 (Leroy & Tammy Asbridge)	17.6	-409	39,560	13,187	6,550	19,823
F	ESOSR Pt 4	040-0009-02502 (Hewvilla Farms Inc. / James Hewson)	1.7		893	298	0	595
F	ESOSR Pt 3	040-0009 02600 (Phares & Mary Martin)	45.6		31,402	10,467	0	20,935
F	ESOSR Pt 4	040-0009-02603 (Phares & Mary Martin)	27.1		18,771	6,257	0	12,514
F	ESOSR Pt 3	040-0009 02700 (Phares & Mary Martin)	4.6		2,998	999	0	1,999
F	9 Pt 3	040-0009 03400 (Allan & Elsie Gingrich)	10.0		6,494	2,165	0	4,329
F	9 Pt 3	040-0009 03600 (Cleon Weber)	0.0		0	0	0	0
F	WSOSR Pt 4	040-0009 08200 (Cleon Weber)	0.0		5,900	1,967	3,750	183
F	WSOSR Pt 3	040-0009 083500 (Peter Delange)	8.0		9,154	3,051	5,450	653
R	WSOSR Pt 4	040-0009 08400 (Thomas Markstahler)	0.3		40	0	0	40
F	WSOSR Pt 4	040-0009 08500 (Robert & Deborah Ann Harper)	0.1		12,611	4,204	7,750	657
R	WSOSR Pt 3	040-0009 08600 (1879659 Ontario Ltd)	4.6		30,456	0	9,450	21,006
F	WSOSR Pt 3	040-0009-08604 (1879659 Ontario Ltd)	3.8		7,161	2,387	4,500	274
C	WSOSR Pt 3	040-0009 08700 (Ross Scott Fuels Division Of Sunoco Home Comfort Inc)	0.1		40	0	0	40
Subtotal (Lands):			191.9	-409	296,488	79,010	64,750	121,109
	Twp of Wellington North	Sideroad 2E	4.4	409	121,969	0	0	121,969
	Twp of Wellington North	Sideroad 2W	1.4		1,232	0	0	1,232
	MTO	Highway 6	1.0		101,621	0	0	101,621
	Enbridge Gas		0.0		9,160	0	0	9,160
Subtotal (Roads & Utilities):			6.8	409	233,982	0	0	233,982
TOTAL ASSESSMENT GEORGE KIRKNESS DRAIN:			198.7	0.0	530,470	79,010	64,750	355,091

Notes:

- Lands noted with an "F" are classified as agricultural and according to current OMAFRA policy qualify for the 1/3 grant
Eligibility for the 1/3 grant will be confirmed at the time the final cost is levied.
- Actual assessment is levied to the owner of the parcel at the time the final cost is levied.

**APPENDIX B - Calculation of Assessments for Future Maintenance
GEORGE KIRKNESS DRAIN (ASBRIDGE)
TOWNSHIP OF WELLINGTON NORTH**

	OVERFLOW SWALE																	
			Weber(Swale)				Broadline,White(Swale)				HWY 6(box culvert)				Asbridge(Swale)			
			Interval 9				Interval 10				Interval 11				Interval 12			
			Station	-0+375	to	-0+249	Station	0+	to	0+332	Station	0+332	to	0+364	Station	0+364	to	0+503
	Construction		20	2,500			20	6,600			20	1,000			20	2,800		
	TOTAL			2,500			6,600				1,000				2,800			
Roll No. (Owner)	Total Ha Affected	Total ha Adjusted	Benefit (Sec. 22)	Adj Ha	Outlet (Sec. 23)	Benefit (Sec. 22)	Adj Ha	Outlet (Sec. 23)	Benefit (Sec. 22)	Adj Ha	Outlet (Sec. 23)	Benefit (Sec. 22)	Adj Ha	Outlet (Sec. 23)				
040-0009 02100 (Rodney & Gay White)	8.20	8.20	4.10	34	1.36%	4.1	115	1.74%	4.1	11	1.10%	4.1	29	1.04%				
040-0009 02300 (1813040 Ontario Inc)	14.60	28.40	14.20	116	4.64%	14.2	397	6.02%	14.2	40	4.00%	14.2	101	3.61%				
040-0009 02350 (Helen Scott)	10.20	20.40	10.20	84	3.36%	10.2	285	4.32%	10.2	28	2.80%	150	10.2	73	7.96%			
040-0009 02400 (Phares & Mary Martin)	35.40	69.20	34.60	284	11.36%	34.6	968	14.67%	34.6	97	9.70%	34.6	247	8.82%				
040-0009 02500 (Leroy & Tammy Asbridge)	17.60	35.20	17.60	144	5.76%	17.6	493	7.47%	75	17.6	49	12.40%	1,240	17.6	126	48.79%		
040-0009-02502 (Hewvilla Farms Inc. / James Hewson)	1.70	3.40	1.70	14	0.56%	1.7	48	0.73%	1.7	5	0.50%	1.7	12	0.43%				
040-0009 02600 (Phares & Mary Martin)	45.60	89.50	45.50	373	14.92%	45.5	1,273	19.29%	45.5	127	12.70%	45.5	324	11.57%				
040-0009-02603 (Phares & Mary Martin)	27.10	26.70	25.20	207	8.28%	25.2	705	10.68%	25.2	70	7.00%	25.2	180	6.43%				
040-0009 02700 (Phares & Mary Martin)	4.60	8.40	4.20	34	1.36%	4.2	118	1.79%	4.2	12	1.20%	4.2	30	1.07%				
040-0009 03400 (Allan & Elsie Gingrich)	10.00	18.20	9.10	75	3.00%	9.1	255	3.86%	9.1	25	2.50%	9.1	65	2.32%				
040-0009 03600 (Cleon Weber)	0.00	0.00	0.00	0	0.00%	0.0	0	0.00%	0.0	0	0.00%	0.0	0	0.00%				
040-0009 08200 (Cleon Weber)	0.00	0.00	165	0.00	0	6.60%	0.0	0	0.00%	0.0	0	0.00%	0.0	0	0.00%			
040-0009 083500 (Peter Delange)	8.00	16.00	270	8.00	66	13.44%	0.0	0	0.00%	0.0	0	0.00%	0.0	0	0.00%			
040-0009 08400 (Thomas Markstahler)	0.30	0.60	0.30	2	0.08%	0.0	0	0.00%	0.0	0	0.00%	0.0	0	0.00%				
040-0009 08500 (Robert & Deborah Ann Harper)	0.10	0.10	440	0.10	1	17.64%	0.0	0	0.00%	0.0	0	0.00%	0.0	0	0.00%			
040-0009 08600 (1879659 Ontario Ltd)	4.60	9.20	4.60	38	1.52%	4.6	129	1.95%	25	0.0	0	2.50%	0.0	0	0.00%			
040-0009-08604 (1879659 Ontario Ltd)	3.80	7.00	3.50	29	1.16%	3.5	98	1.48%	0.0	0	0.00%	0.0	0	0.00%				
040-0009 08700 (Ross Scott Fuels Division Of Sunoco Home Comfort Inc)	0.10	0.20	0.10	1	0.04%	0.1	3	0.05%	0.0	0	0.00%	0.0	0	0.00%				
Subtotal (Lands):	191.90	340.70	875	183.00	1,502	95.08%	0	174.60	4,887	74.05%	100	166.40	464	56.40%	1,390	166.40	1,187	92.04%
Sideroad 2E (Twp of Wellington North)	4.40	17.60	8.80	72	2.88%	8.8	246	3.72%	8.8	25	2.50%	150	8.8	62	7.57%			
Sideroad 2W (Twp of Wellington North)	1.40	4.00	0.90	7	0.28%	760	0.3	8	11.64%	0.0	0	0.00%	0.0	0	0.00%			
Highway 6 (MTO)	1.00	8.40	5.40	44	1.76%	590	3.9	109	10.59%	400	3.9	11	41.10%	1.5	11	0.39%		
Subtotal (Roads & Utilities):	4.40	17.60	0	15.10	123	4.92%	1,350	13.0	363	25.95%	400	12.7	36	43.60%	150	10.3	73	7.96%
TOTAL ASSESSMENT GEORGE KIRKNESS DRAIN:	196.30	358.30	875	198.10	1,625	100.00%	1,350	187.6	5,250	100.00%	500	179.1	500	100.00%	1,540	176.7	1,260	100.00%

**APPENDIX B - Calculation of Assessments for Future Maintenance
GEORGE KIRKNESS DRAIN (ASBRIDGE)
TOWNSHIP OF WELLINGTON NORTH**

	OVERFLOW SWALE - Cont'd												Grand Total		
	Sideroad 2E(box culvert)				Scott(Swale)				Scott and Martin (WACOB)						
	Interval 13				Interval 14				Interval 15						
	Station	0+503	to	0+518	Station	0+518	to	0+860	Station	0+860	to	0+958	Total Benefits	Total Outlets	TOTAL
Construction	20		1,000		20		6,800		20		2,000		56,900		
TOTAL			1,000				6,800				2,000		56,900		
Roll No. (Owner)	Total Ha Affected	Total ha Adjusted	Benefit (Sec. 22)	Adj Ha	Outlet (Sec. 23)	Benefit (Sec. 22)	Adj Ha	Outlet (Sec. 23)	Benefit (Sec. 22)	Adj Ha	Outlet (Sec. 23)	Total Benefits	Total Outlets	TOTAL	
040-00009 02100 (Rodney & Gay White)	8.20	8.20		4.1	10	1.00%		4.1	72	1.06%		4.1	23	1.15%	0 851 851
040-00009 02300 (1813040 Ontario Inc)	14.60	28.40		14.2	36	3.60%		14.2	250	3.68%		14.2	79	3.95%	0 2,948 2,948
040-00009 02350 (Helen Scott)	10.20	20.40	120	10.2	26	14.60%	2,560	10.2	179	40.28%	120	0.0	0	6.00%	3,505 1,394 4,899
040-00009 02400 (Phares & Mary Martin)	35.40	69.20		34.6	88	8.80%		34.6	609	8.96%		34.6	192	9.60%	235 7,187 7,422
040-00009 02500 (Leroy & Tammy Asbridge)	17.60	35.20		2.2	6	0.60%		2.2	39	0.57%		2.2	12	0.60%	4,865 2,033 6,898
040-00009-02502 (Hewilla Farms Inc. / James Hewson)	1.70	3.40		0.0	0	0.00%		0.0	0	0.00%		0.0	0	0.00%	0 175 175
040-00009 02600 (Phares & Mary Martin)	45.60	89.50		44.0	112	11.20%	410	44.0	774	17.41%	1,080	44.0	244	66.20%	1,490 9,217 10,707
040-00009-02603 (Phares & Mary Martin)	27.10	26.70		25.2	64	6.40%		25.2	443	6.51%		25.2	140	7.00%	0 5,310 5,310
040-00009 02700 (Phares & Mary Martin)	4.60	8.40		4.2	11	1.10%		4.2	74	1.09%		4.2	23	1.15%	0 874 874
040-00009 03400 (Allan & Elsie Gingrich)	10.00	18.20		9.1	23	2.30%		9.1	160	2.35%		9.1	50	2.50%	0 1,890 1,890
040-00009 03600 (Cleon Weber)	0.00	0.00		0.0	0	0.00%		0.0	0	0.00%		0.0	0	0.00%	0 0 0
040-00009 08200 (Cleon Weber)	0.00	0.00		0.0	0	0.00%		0.0	0	0.00%		0.0	0	0.00%	333 0 333
040-00009 083500 (Peter Delange)	8.00	16.00		0.0	0	0.00%		0.0	0	0.00%		0.0	0	0.00%	1,732 313 2,045
040-00009 08400 (Thomas Markstahler)	0.30	0.60		0.0	0	0.00%		0.0	0	0.00%		0.0	0	0.00%	0 12 12
040-00009 08500 (Robert & Deborah Ann Harper)	0.10	0.10		0.0	0	0.00%		0.0	0	0.00%		0.0	0	0.00%	2,620 2 2,622
040-00009 08600 (1879659 Ontario Ltd)	4.60	9.20		0.0	0	0.00%		0.0	0	0.00%		0.0	0	0.00%	700 310 1,010
040-00009-08604 (1879659 Ontario Ltd)	3.80	7.00		0.0	0	0.00%		0.0	0	0.00%		0.0	0	0.00%	0 236 236
040-00009 08700 (Ross Scott Fuels Division Of Sunoco Home Comfort Inc)	0.10	0.20		0.0	0	0.00%		0.0	0	0.00%		0.0	0	0.00%	0 7 7
Subtotal (Lands):	191.90	340.70	120	147.80	376	49.60%	2,970	147.80	2,600	81.91%	1,200	137.60	763	98.15%	15,480 32,759 48,239
Sideroad 2E (Twp of Wellington North)	4.40	17.60	480	7.8	19	49.90%	1,110	6.8	121	18.11%		6.8	38	1.90%	2,610 1,631 4,241
Sideroad 2W (Twp of Wellington North)	1.40	4.00		0.0	0	0.00%		0.0	0	0.00%		0.0	0	0.00%	2,070 131 2,201
Highway 6 (MTO)	1.00	8.40		1.5	4	0.40%		0.0	0	0.00%		0.0	0	0.00%	1,970 251 2,221
Subtotal (Roads & Utilities):	4.40	17.60	480	9.3	23	50.30%	1,110	6.8	121	18.11%	0	6.8	38	1.90%	6,650 2,013 8,663
TOTAL ASSESSMENT GEORGE KIRKNESS DRAIN:	196.30	358.30	600	157.1	399	99.90%	4,080	154.6	2,721	100.02%	1,200	144.4	801	100.05%	22,130 34,772 56,902

200

GENERAL CONDITIONS**TABLE OF CONTENTS**

200.1	SCOPE	1
200.2	ORDER OF PRECEDENCE	1
200.3	MUNICIPALITY	1
200.4	TENDERS	1
200.5	EXAMINATION OF SITE, PLANS AND SPECIFICATIONS	1
200.6	COMMENCEMENT AND COMPLETION OF WORK	2
200.7	NOTICES RE COMMENCEMENT OF WORK	2
200.8	PERMITS, NOTICES, LAWS AND RULES	2
200.9	HEALTH AND SAFETY	2
200.10	LIMITATIONS OF OPERATIONS	2
200.11	SUPERVISION	2
200.12	CHARACTER AND EMPLOYMENT OF WORKERS	3
200.13	SUB-CONTRACTORS	3
200.14	PAYMENT	3
200.15	TERMINATION OF CONTRACT BY THE MUNICIPALITY	3
200.16	LIQUIDATED DAMAGES	4
200.17	CONTRACTOR'S LIABILITY	4
200.18	LIABILITY INSURANCE	5
200.19	LOSSES DUE TO ACTS OF NATURE, ETC.	5

200 GENERAL CONDITIONS**200.1 SCOPE**

The work to be done under this contract consists of supplying all labour, equipment and materials to construct the drainage work as outlined in the Instructions to Tenderers, the Form of Tender and Agreement, the Schedule of Tender Prices, the Drawings, the General Conditions, Special Provisions and the Standard Specifications.

200.2 ORDER OF PRECEDENCE

In case of any inconsistency or conflict between the drawings and specifications, the following order of precedence shall apply: Addenda, Form of Tender and Agreement, Schedule of Tender Prices, Special Provisions, Contract Drawings, Standard Specifications, General Conditions.

200.3 MUNICIPALITY

Municipality refers to a municipal corporation in the Province of Ontario. Where reference to Township, County, Region, Town, City or Owner appears it shall be deemed to be the same as the word Municipality. Where reference to owner appears in the specifications it is usually in reference to the owner of the property on which the drain is being constructed.

200.4 TENDERS

Tenders are to be submitted on a lump sum basis for the complete works or a portion thereof, as instructed by the Municipality. The Schedule of Tender Prices must be completed and submitted with the Form of Tender and Agreement even though the Contract will be a lump sum. As outlined in the Instructions to Tenders a deposit in the form of a certified cheque, bank draft, bonding or irrevocable letter of credit must accompany each tender as a guarantee of good faith. The deposit shall name the Municipality as the payee. All deposits, except that of the Tenderer to whom the work is awarded, will be returned within 10 days of the time the contract is awarded. The certified cheque of the Tenderer awarded the work will be retained as Contract Security and returned with the Completion Certificate for the work. A Performance Bond may also be required to ensure maintenance of the work for a period of one year after the date of the Completion Certificate.

200.5 EXAMINATION OF SITE, PLANS AND SPECIFICATIONS

Prior to the submission of the Tender, the Tenderer must examine the premises and site to compare them with the Drawings and Specifications in order to be satisfied with the existing conditions and the extent of the work to be done. The Tenderer must ensure that the meaning and intent of the drawings, estimated quantities and specifications is clearly understood before submission of the Tender. No allowances shall be made on behalf of the Contractor by reason of any error made in the preparation of the tender submission.

Any estimates of quantities shown or indicated on the drawings or elsewhere in the tender document are provided for the convenience of the Tenderer. The Tenderer should check the estimate of quantities for accuracy. Any use made of the estimated quantities by the Tenderer in calculating the tendered amounts is done at the Tenderers risk.

200.6 COMMENCEMENT AND COMPLETION OF WORK

The work must commence immediately after the Tenderer is notified of the contract award or at a later date, if set out as a condition in the Form of Tender and Agreement. If weather and ground conditions are unsuitable, work may be started at a later date from either of the above two dates if such delay is approved by the Engineer. The Contractor shall provide a minimum of 48 hours advance notice to the Engineer and the Municipality before commencement of any work. The work must proceed in such manner as to ensure its completion at the earliest possible date consistent with first class workmanship and within the time limit set out in the tender/contract document. Failure to commence or complete the work as set out in the tender/contract document may result in a forfeiture of all or part of the Contract Security if the Engineer deems that damages have been sustained to the Municipality or to any landowner because of the non-commencement or non-completion of the contract as awarded and that the failure to meet the specified dates has been the fault of the Contractor.

200.7 NOTICES RE COMMENCEMENT OF WORK

If the Contractor leaves the job site for a period of time after initiation of work, a minimum of 48 hours advance notice shall be given to the Engineer and the Municipality before commencement of any further work. If any work is commenced without the advance notice the Contractor shall be fully responsible for all such work undertaken prior to such notification and shall make good any works or materials judged to be inadequate or constructed in any manner that may have been subject to alteration if made known to the Engineer prior to commencement of construction.

200.8 PERMITS, NOTICES, LAWS AND RULES

The Contractor shall apply and pay for all necessary permits or licenses required for the execution of the work. This shall not include the obtaining of permanent easements or rights or servitude. The Contractor shall give all necessary notices and pay all fees required by the law and comply with all laws, ordinances, rules and regulations relating to the work and to the preservation of the public's health and safety and if the specifications and drawings are at variance therewith, any resulting additional expense incurred by the Contractor shall constitute an addition to the contract price.

200.9 HEALTH AND SAFETY

Contractor must comply with the Occupational Health and Safety Act (OHSA) and the associated Regulations for Construction Projects. Contractor will also follow any site-specific safety and training requirements of the Municipality, agencies, utility companies or other authorities.

Communication about site-specific hazards and safety requirements shall occur at the pre-construction meeting. If no pre-construction meeting is conducted, Contractor will communicate site-specific hazards and safety requirements before beginning work.

Contractor shall immediately report any workplace incidents, near misses, injuries and occupational illnesses to the Engineer.

200.10 LIMITATIONS OF OPERATIONS

Except for such work as may be required by the Engineer to maintain the works in a safe and satisfactory condition, the Contractor shall not carry out operations under the contract on Sundays or Statutory Holidays without permission in writing from the Engineer. The Engineer may direct in writing to the Contractor to cease or limit operations under the contract on any day or days if the operations are of such a nature, or if the work is so located, or if the traffic is of such a volume, that the Engineer deems it necessary or expedient to do so.

200.11 SUPERVISION

The Contractor shall provide constant supervision of the construction work and shall keep a competent foreman in charge at the site.

200.12 CHARACTER AND EMPLOYMENT OF WORKERS

The Contractor shall employ only orderly, competent and skillful workers to do the work and shall give preference to available qualified residents in the area of the contract. Whenever the Engineer informs the Contractor in writing that any workers are, in the opinion of the Engineer, disorderly, incompetent, or breaking the law, such workers shall be discharged from the job site and shall not again be employed on the job site without the written consent of the Engineer.

200.13 SUB-CONTRACTORS

If the Municipality so directs, the Contractor shall not sublet the whole or any part of this contract without the approval of the Engineer.

200.14 PAYMENT

Progress payments in cash equal to about 90% of the value of the work done and materials incorporated in the work will be made to the Contractor monthly. If directed by the Engineer the Contractor may be required to provide a written request for the progress payment amount. An additional 7% will be paid 45 days after the date of the Completion Certificate by the Engineer and 3% of the contract price may be reserved by the Municipality as a maintenance holdback for one year from the date of the Completion Certificate.

The holdbacks noted above may be increased by the Municipality if, in the written opinion of the Engineer, particular conditions of the contract require such greater holdback.

After the completion of the work any part of maintenance holdback may be used to correct defects from faulty construction and/or materials provided that notice shall first be given by the Engineer in writing to the Contractor stating that the Contractor has seven (7) days in which to remedy the defect in construction and/or materials.

200.15 TERMINATION OF CONTRACT BY THE MUNICIPALITY

Termination of the contract by the Municipality may be considered if the Contractor:

1. should be adjudged bankrupt or make a general assignment for the benefit of creditors or if a receiver should be appointed on account of insolvency;
2. should refuse or fail to supply enough properly skilled workmen or proper materials after having received seven (7) days' notice in writing from the Engineer to supply such additional workmen or materials in order to commence or complete the works;
3. should fail to make prompt payment to sub-contractors or for materials or labour;
4. should persistently disregard laws, ordinances, or instructions from the Engineer, or otherwise be guilty of a substantial violation of the provisions of the contract;

then the Municipality, upon Certificate of the Engineer that sufficient cause exists to justify such action, may without prejudice to any other right or remedy, give written notice to the Contractor to terminate the employment of the Contractor and take possession of the premises, and of all materials, tools and appliances thereon, and may finish the work by whatever method the Municipality may deem expedient, but without undue delay or expense. In such case, the Contractor shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the contract price will exceed the expense of finishing the work including compensation to the Engineer for additional services and including other damages of every name and nature, such excess shall be paid to the

Contractor. If such expense will exceed such unpaid balance including the Contract Security, the Contractor shall pay the difference to the Municipality. The expense incurred by the Municipality, as herein provided, shall be certified by the Engineer. If the contract is terminated by the Municipality due to the Contractor's failure to properly commence the works, the Contractor shall forfeit the Contract Security and furthermore shall pay to the Municipality an amount to cover the increased costs, if any, associated with a new tender for the contract being terminated.

If any unpaid balance and the Contract Security do not equal the monies owed by the Contractor upon the termination of the contract, the Municipality may also charge such expenses against any money which is or may thereafter be due to the Contractor from the Municipality.

200.16 LIQUIDATED DAMAGES

It is agreed by the parties to the Contract that in case all the work called for under the Contract is not finished or complete within the period of time as set forth in the Tender/Contract Document, damage will be sustained by the Municipality. It is understood by the parties that it will be impracticable and extremely difficult to ascertain and determine the actual damage which the Municipality will sustain in the event of and by reason of such delay. The parties hereto agree that the Contractor will pay to the Municipality a sum as set out in the Form of Tender and Agreement for liquidated damages for each and every calendar day delay, including Saturdays, Sundays and Statutory Holidays, in finishing the work in excess of the number of working days prescribed. It is agreed that the liquidated damages amount is an estimate of the actual damage to the Municipality which will accrue during the period in excess of the prescribed number of working days.

The Municipality may deduct any amount due under this section from any monies that may be due or payable to the Contractor on any account whatsoever. The liquidated damages payable under this section are in addition to and without prejudice to any other remedy, action or other alternative that may be available to the Municipality.

The Contractor shall not be assessed with liquidated damages for any delay caused by acts of nature, or of the Public Enemy, Acts of the Province or of any Foreign State, Fire, Flood, Epidemics, Quarantine Restrictions, Embargoes or any delays of Sub-Contractors due to such causes.

If the time available for the completion of the work is increased or decreased by reason of alterations or changes made under the provisions of the Contract, the number of working days shall be increased or decreased as determined by the Engineer.

If the Form of Tender and Agreement does not show an amount for Liquidated Damages then Liquidated Damages do not apply for this contract.

200.17 CONTRACTOR'S LIABILITY

The Contractor and all workers, agents or any party under the Contractor's control, including Sub-Contractors, shall use due care that no person or property is injured and that no rights are infringed during the construction work outlined in the contract. The Contractor shall be solely responsible for all damages by whomsoever claimable in respect of any injury to persons or to lands, buildings, structures, fences, livestock, trees, crops, roadways, ditches, drains and watercourses, whether natural or artificial, or property of whatever description and in respect of any infringement of any right, privilege or easement wherever occasioned in the carrying on of the work or any part thereof, or by any neglect, misfeasance or non-feasance on the Contractor's part or on the part of any workers, agents or parties under the Contractor's control including Sub-Contractors, and shall bear the full cost thereof. The Contractor shall be fully responsible to make such temporary provisions as may be necessary to ensure the avoidance of any such damage, injury or infringement and to prevent the interruption of or danger or menace to the traffic in any railway or any public or private road entrance or sidewalk and to secure to all persons and corporations the uninterrupted enjoyment of all their rights, in and during the performance of the work. The Contractor shall indemnify and save harmless

200 - General Conditions

the Municipality and the Engineer from and against all claims, demands, losses, costs, damages, actions, suits or other proceedings by whomsoever made, brought or prosecuted in any manner based upon, occasioned by, or attributed to any such damage, injury or infringement.

Wherever any work is of such an extent and nature that it must necessarily be confined to particular areas of a roadway, a working area, or private property, the Contractor shall use reasonable care not to damage or deface the remaining portions of the property, and if any damage is occasioned as a result of the Contractor's operations, it shall be rectified by and at the expense of the Contractor, to the satisfaction of the Engineer. Notwithstanding the indemnity provisions contained in this section, where in the opinion of the Engineer the Contractor has failed to rectify any damage, injury or infringement or has failed to adequately compensate any person for any damage, injury or infringement for which the Contractor is responsible under the contract, the Engineer, following notice in writing to the Contractor of an intention so to do, may withhold payment of any monies due the Contractor under this or any other contract until the Contractor has rectified such damage, injury or infringement or has paid adequate compensation for such damage, injury or infringement, provided however, that the Municipality will not withhold such monies where in the opinion of the Engineer there are reasonable grounds upon which the Contractor denies liability for such damage, injury or infringement and the Contractor has given the claimant a reasonable time in which to establish the validity of the claim, and provided further that the amount withheld under this section shall not exceed the amount of such claims against the Contractor.

Where the Contractor uses privately owned lands for pits or waste disposal areas, the Contractor shall comply with applicable laws and provide the Engineer with a release signed by or on behalf of the owner of each pit or waste disposal area used by the Contractor. If the said release is not obtained, then sufficient monies will be withheld from the Contractor except, however, where the owner's signature is withheld solely on the basis of damage, injury, or infringement it will be dealt with as provided elsewhere in this subsection.

Nothing herein contained shall be construed as in any way restricting or limiting the liability of the Contractor under the laws of the country, province or locality in which the work is being done. Neither the Completion Certificate nor final payment thereunder, nor any provision in the Contract Document shall relieve the Contractor from this liability.

200.18 LIABILITY INSURANCE

The Contractor shall take out and keep in force until the date of acceptance of the entire work by the Engineer, a comprehensive policy of public liability and property damage insurance providing insurance coverage of at least \$3,000,000 for each and every accident, exclusive of interest and cost, against loss or damage resulting from bodily injury to or death of one or more persons and loss of or damage to property and such policy shall where, and as requested by the Municipality, name the Municipality and the Engineer as an additional insured thereunder and shall protect the Municipality against all claims for all damage or injury including death to any person or persons and for damage to any property of the Municipality or any other public or private property resulting from or arising out of any act or omission on part of the Contractor or any of his servants or agents during the execution of the Contract.

200.19 LOSSES DUE TO ACTS OF NATURE, ETC.

All damage, loss, expense and delay incurred or experienced by the Contractor in the prosecution of the work, by reason of unanticipated difficulties, bad weather, strikes, wars, acts of nature, or other mischances, shall be borne by the Contractor and shall not be the subject of a claim for additional compensation.

400 STANDARD SPECIFICATIONS FOR CONSTRUCTION OF DRAINS

TABLE OF CONTENTS

400.1	ABBREVIATIONS.....	1
400.2	PRE CONSTRUCTION MEETING	1
400.3	COLD WEATHER.....	1
400.4	WORKING AREA	1
400.5	ACCESS.....	1
400.6	ACCESS TO PROPERTIES ADJOINING THE WORK	2
400.7	DRAINAGE SUPERINTENDENT	2
400.8	ALTERATIONS TO WORK.....	2
400.9	ERRORS AND UNUSUAL CONDITIONS	2
400.10	TESTS	2
400.11	BENCHMARKS AND STAKES.....	3
400.12	OPENING UP OF FINISHED WORK	3
400.13	FINAL INSPECTION.....	3
400.14	WARRANTY	3
400.15	MATERIALS	4
400.16	RIPRAP	5
400.17	GEOTEXTILE	5
400.18	DISPOSAL OF MATERIALS	5
400.19	NOTIFICATION OF RAILROADS, ROAD AUTHORITIES AND UTILITIES	5
400.20	WORKING IN ROAD ALLOWANCES	6
400.21	LOCATIONS OF EXISTING UTILITIES.....	6
400.22	LANEWAYS.....	7
400.23	EXISTING CROSSING CLEANOUT	7
400.24	FENCES	7
400.25	LIVESTOCK	8
400.26	STANDING CROPS	8
400.27	CLEARING VEGETATION	8
400.28	ROCK REMOVAL.....	9
400.29	SEEDING	10
400.30	EROSION CONTROL BLANKETS.....	11
400.31	SEDIMENT CONTROL.....	11
400.32	GRASSED WATERWAYS AND OVERFLOW SWALES.....	12
400.33	BUFFER STRIPS	13
400.34	MAINTENANCE CORRIDOR.....	13
400.35	POLLUTION	13
400.36	SPECIES AT RISK	13

400 STANDARD SPECIFICATIONS FOR CONSTRUCTION OF DRAINS**400.1 ABBREVIATIONS**

- i) MTO means the Ministry of Transportation of Ontario.
- ii) ASTM means the American Society for Testing Materials.
- iii) CSA means the Canadian Standard Association.
- iv) OPSD means Ontario Provincial Standard Drawings
- v) OPSS means Ontario Provincial Standard Specifications
- vi) DFO means Fisheries and Oceans Canada
- vii) MNRF means Ministry of Natural Resources and Forestry
- viii) MECP means Ministry of Environment, Conservation and Parks

400.2 PRE CONSTRUCTION MEETING

The Contractor should arrange a pre-construction meeting with the Engineer, Municipality, affected landowners prior to commencement of construction.

If there is no pre-construction meeting or if a landowner is not present at the pre-construction meeting, the following shall apply. The drain is to be walked by the Contractor and each landowner prior to construction to ensure that both agree on the work to be done. Any difference of opinion shall be referred to the Engineer for decision. If the landowner is not contacted for such review, they are to advise the Engineer and/or Municipality.

400.3 COLD WEATHER

When working in cold weather is approved by the Engineer, the Contractor shall provide suitable means for heating, protection, and snow and ice removal. All work completed in cold weather conditions shall be to the satisfaction of the Engineer and any additional cost to remedy unsatisfactory work, or protect the work shall be borne by the Contractor. All backfilling operations shall be done as soon as possible to avoid backfilling with ground containing frozen particles. The Contractor will assume all responsibility for damages to any tile drains and for settlements or bank slippages that may result from work in cold weather.

400.4 WORKING AREA

Where any part of the drain is on a road allowance, the road allowance shall be the working area. For a closed drain the working area shall be a 10 metre width on either side of the trench or any combination not exceeding 20 metres. A 10m x 10m working area shall exist around any catchbasin, junction box or access point. For an open drain the working area shall be 17 metres on the side for leveling and 3 metres on the opposite side. A 10m working area shall exist for any overflow swale or grassed waterway. If any part of the drain is close to a property line then the fence line shall be one of the limits of the work area. Reduced or increased working areas will be described in detail on the Drawings.

400.5 ACCESS

The Contractor shall have access to the drain by entering the working area directly from road allowances or along access routes shown on the Drawings. All specifications governing fences, livestock and crops during drain construction apply to access routes. No other access routes shall be used unless first approved by the Engineer and the affected landowner. The Contractor shall contact each landowner prior to using the designated access routes. Contractor shall make good any damages caused by using the designated access routes.

400.6 ACCESS TO PROPERTIES ADJOINING THE WORK

The Contractor shall provide at all times and at no additional cost, adequate pedestrian access to private homes and commercial establishments unless otherwise authorized by the Engineer. Where interruptions to access have been authorized by the Engineer, reasonable notice shall be given by the Contractor to the affected landowners and such interruptions shall be arranged to minimize interference to those affected.

400.7 DRAINAGE SUPERINTENDENT

Where a Drainage Superintendent (Superintendent) is appointed by the Municipality, the Engineer may designate the Superintendent to act as the Engineer's representative. If so designated, the Superintendent will have the power to inspect and direct the execution of the work.

Any instructions given by the Superintendent which change the proposed work or with which the Contractor does not agree shall be referred to the Engineer for final decision.

400.8 ALTERATIONS TO WORK

The Engineer shall have the power to make alterations, additions and/or deletions in the work as shown or described in the Drawings or Specifications and the Contractor shall proceed to implement such changes without delay. Alterations ordered by the Engineer shall in no way render the contract void.

If a landowner desires deviations from the work described on the Drawings, the landowner shall submit a written request to the Engineer, at least 48 hours in advance of the work in question.

In every such case, the contract amount shall be increased or decreased as required according to a fair evaluation of the work completed. Where such changes involve additional work similar to items in the contract, the price for additional work shall be determined after consideration is given to the tendered price for similar items.

In no case shall the Contractor commence work considered to be extra work without the Engineer's approval. Payment for extra work is contingent on receipt of documentation to the satisfaction of the Engineer. Refer to the Extra Work Summary included in the Special Provisions.

400.9 ERRORS AND UNUSUAL CONDITIONS

The Contractor shall notify the Engineer immediately of any error or unusual conditions which may be found. Any attempt by the Contractor to correct the error without notice shall be done at the Contractor's risk. Any additional cost incurred by the Contractor to remedy an error or unusual condition without notice shall be borne by the Contractor. The Engineer shall direct the alteration necessary to correct errors or unusual conditions. The contract amount shall be adjusted in accordance with a fair evaluation of documentation for the work added, deleted or adjusted.

400.10 TESTS

The Engineer reserves the right to subject any materials to a competent testing laboratory for compliance with the standard. If any materials supplied by the Contractor are determined to be inadequate to meet the applicable standards, the Contractor shall bear full responsibility to remove and/or replace all such inadequate materials with materials capable of meeting the standards.

The cost of testing the materials supplied by the Contractor shall be borne by the Contractor.

400.11 BENCHMARKS AND STAKES

Prior to construction, the Engineer will confirm the benchmarks. The Contractor shall be held liable for the cost of replacing any benchmarks destroyed during construction.

If the Engineer provides layout stakes, the Contractor shall be held liable for the cost of replacing any layout stakes destroyed during construction.

Where property bars are shown on the Drawings, they are to be protected and if damaged by the Contractor, they will be reinstated by an Ontario Land Surveyor at the expense of the Contractor. Where property bars not shown on the Drawings are damaged, they will be reinstated by an Ontario Land Surveyor at the expense of the project.

400.12 OPENING UP OF FINISHED WORK

If ordered by the Engineer, the Contractor shall make such openings in the work as are needed to re-examine the work, and shall forthwith make the work good again. Should the Engineer find the work so opened up to be faulty in any respect, the whole of the expense of opening, inspecting and making the work good shall be borne by the Contractor. Should the Engineer find the work opened up to be in an acceptable condition the Contractor shall be paid for the expense of opening and making the work good, unless the Contractor has been obligated by any specification or by the direction of the Engineer to leave the work open for the Engineer's inspection.

400.13 FINAL INSPECTION

Final inspection by the Engineer will be made within twenty (20) days after receiving notice in writing from the Contractor that work is complete, or as soon thereafter as weather conditions permit. All the work included in the contract must at the time of final inspection have the full dimensions and cross-sections.

Prior to commencing the final inspection an on-site meeting may be held by the Engineer and landowners directly affected by the construction of the drain. The Contractor will attend this meeting upon notice by the Engineer.

If there is no on-site meeting with the Engineer and landowners, the Contractor shall obtain from each landowner a written statement indicating that the work has been performed to the owner's satisfaction. If the Contractor is unable to obtain a written statement from the landowner, the Engineer will determine if further work is required prior to issuing the Completion Certificate.

400.14 WARRANTY

There shall be a one-year warranty period on all completed work. The warranty period will commence on the date of the Completion Certificate.

When directed by the Engineer, the Contractor shall repair and make good any deficiencies in the work that may appear during the warranty period.

Before the work shall be finally accepted by the Municipality, the Contractor shall complete all work as directed by the Engineer and remove all debris and surplus materials and leave the work neat and presentable.

400 – Standard Specifications for Construction of Drains

400.15 MATERIALS**400.15.1 Concrete Drain Tile**

Concrete drain tile shall conform to the requirements of the most recent ASTM C412 specifications for heavy duty extra quality, unless a stronger concrete tile is required by the Special Provisions or Drawings. All tile furnished shall be subject to the approval of the Engineer.

The minimum nominal lengths of the tile shall be 750mm for 150 to 350mm diameter tile and 1200mm for 400 to 900mm diameter tile.

All tile should be of good quality, free from distortions and cracks and shall meet the standards specified. The ends should be smooth and free from cracks or checks. All rejected tile are to be immediately removed from the site.

Granular backfill, where required, shall consist of approved sand or gravel having no particles retained on a screen having 50mm square openings.

Earth backfill shall consist of approved material having no large lumps or boulders.

400.15.2 Corrugated Plastic Tubing

Corrugated plastic tubing shall conform to the *Land Improvement Contractors of Ontario Standard Specification for Corrugated Plastic Drainage Tubing, 2006*. Type of material (solid or perforated) and need for filter sock will be specified on the Drawings or in the description of the work in the Special Provisions. Filter sock where specified shall be a standard synthetic filter material as provided by a recognized plastic tubing manufacturer unless noted differently on the contract drawings or elsewhere in the contract document. Protect coils of plastic tubing from damage and deformation.

400.15.3 Corrugated Steel Pipe

Corrugated Steel Pipe (CSP) shall be according to OPSS 1801 (CSA G401). Unless stated otherwise in the Special Provisions the pipe shall be:

- galvanized
- helical corrugation with lock seam and re-rolled annular ends
- 68mm x 13mm corrugation profile for diameters up to 1200mm
- 125mm x 25mm corrugation profile for diameters 1200mm and larger
- minimum wall thickness of 1.6mm for diameters up to 500mm
- minimum wall thickness of 2.0mm for diameters 600mm and larger
- joined using standard couplers matching the pipe diameter and material

Other coatings that may be specified include aluminized Type 2 or polymer. Polymer coating shall be a 254mm polymer film laminated to both sides of the pipe.

400.15.4 Plastic Pipe

Plastic Pipe shall be a high density polyethylene (HDPE) double wall corrugated pipe with smooth inner wall, solid with no perforations in accordance with OPSS 1840.

A minimum stiffness of 320 KPa at 5% deflection

The pipe shall be joined with snap-on or split couplers.

400.15.5 Concrete Sewer Pipe

Concrete sewer pipe shall be in accordance with OPSS 1820.

Non-reinforced concrete sewer pipe shall be used for pipe 375mm in diameter and smaller and reinforced concrete sewer pipe shall be used for pipe over 375mm.

Classes shall be as shown on the Contract Drawings or as described in the Form of Tender.

All new concrete sewer pipe shall have rubber-type gasket joints.

Where concrete sewer pipe “seconds” are specified, the pipe should exhibit no damage or cracks on the barrel section and shall be capable of satisfying the crushing strength requirements of OPSS 1820. The pipe may contain cracks or chips in the bell or spigot which prevent the use of rubber gaskets but the joints must be protected with filter cloth.

400.16 RIPRAP

All riprap is to be placed on a geotextile underlay (Terrafix 360R or equal) unless directed otherwise in the specific construction notes. The riprap is to be graded heavy angular stone (quarry stone is recommended) with particles averaging in size from 200mm to 300mm and is to be placed at 300mm thickness. Fine particles may be included to fill voids. Along upstream edges of riprap, where surface water will enter, underlay is to extend a minimum of 300mm upstream from riprap and then be keyed down a minimum of 300mm. Wherever riprap is placed, the area is to be over-dug so that finished top of riprap is at design cross-section, at design elevation or flush with existing ground.

400.17 GEOTEXTILE

To be non-woven fabric that is rot proof, non-biodegradable, chemically resistant to acidic or alkaline soils and is dimensionally stable under different hydraulic conditions. The filter fabric is to be a material whose primary function is to act as a highly permeable, non-clogging soil separator for fine soils (Terrafix 360R or equal). Contractor is to follow the manufacturer's recommendations for cutting, installation and precautions necessary to avoid damage to fabric. Other approved equals will be considered by the Engineer prior to construction.

400.18 DISPOSAL OF MATERIALS

The Contractor shall remove all surplus materials from the job site at the end of the project. The Contractor shall locate the disposal site for all materials to be disposed of. Disposal of materials shall comply with applicable regulations.

400.19 NOTIFICATION OF RAILROADS, ROAD AUTHORITIES AND UTILITIES

Contractor will notify any Railroad, Road Authority or Utility at least 48 hours in advance regarding work to be performed on their property or affecting their infrastructure. The notice will be in writing and is exclusive of Saturdays, Sundays and Holidays.

A utility includes any entity supplying the general public with necessities or conveniences.

400 – Standard Specifications for Construction of Drains

400.20 WORKING IN ROAD ALLOWANCES**400.20.1 General**

Work within public road allowances shall be done in accordance with the Ontario Traffic Manual Book 7, latest edition.

400.20.2 Road Crossings

If no specific detail is provided for road crossings on the drawings or in the specifications the following shall apply:

- A Road Authority will supply no labour, equipment or materials for the construction of the road crossing.
- Contractor will not commence road crossing work until any required permits have been obtained. The Engineer may apply for any required permits prior to construction.
- Contractor will notify the Road Authority at least 72 hours in advance of any construction in the road allowance.
- Road crossings may be made with an open cut unless otherwise noted.
- Exact location of crossing shall be verified with the Road Authority and the Engineer.
- Pipe shall be placed on a minimum 150mm depth of Granular A shaped for the pipe.
- Pipe backfill shall be compacted Granular A and extend 300mm above the top of the pipe.
- Trench shall be backfilled with acceptable native material for the base width of the road bed.
- The material shall be placed in lifts not exceeding 300mm in depth and shall be thoroughly compacted with an approved mechanical vibrating compactor.
- Top 600mm of the road bed backfill shall consist of 450mm Granular B and 150mm of Granular A placed in lifts and fully compacted.
- Any surplus excavated material within the road allowance may be spread on the right-of-way with consent of the Road Superintendent otherwise the surplus material shall be hauled away.
- Existing asphalt or concrete pavement or surface treatment shall be replaced by the Contractor to the satisfaction of the Engineer and Road Authority.
- Contractor shall be responsible for correcting any backfill settlement during construction and during the warranty period. Upon approval of the road authority, surplus gravel shall be stockpiled near gravel road crossings to provide backfill for future trench settlement.
- All road crossings shall meet the approval of the Road Authority.
- If any road crossing is not left in a safe manner at the end of the working day barricades and warning signs shall be erected to guarantee the safety of the travelling public.
- If the Engineer deems a road to surface to have been damaged by the construction of a drain, either across or along the road, the Engineer may direct the Contractor to restore the road surface to existing or better condition at no additional cost.

400.20.3 Maintenance of Traffic

Unless directed otherwise on the drawings or in the specifications the Contractor shall keep the road open to traffic at all times. The Contractor shall provide suitable warning signs and/or flagging to the satisfaction of the Road Authority to notify of the construction work.

If a detour is required, the Contractor shall submit a proposal as to the details of the detour for approval by the Road Authority. If necessary to close the road to through traffic, the Contractor shall provide for and adequately sign the detour route. Contractor shall undertake all notifications required for a road closure in consultation with the Municipality.

400.21 LOCATIONS OF EXISTING UTILITIES

The position of pole lines, conduits, watermains, sewers and other underground and overhead utilities are not necessarily shown on the Contract Drawings, and, where shown, the accuracy of the position of such utilities and structures is not guaranteed. Before starting work, the Contractor shall have all utilities located in accordance with the Ontario Underground Infrastructure Notification System Act.

400 – Standard Specifications for Construction of Drains

All utilities shall be exposed to the satisfaction of the utility company to verify that the construction proposed will not conflict with the utility structure. Additional payment will be allowed for relocation of utilities if conflicts should occur.

The Contractor is responsible for protecting all located and exposed utilities from damage during construction. The Contractor shall assume liability for damage caused to all properly located utilities.

400.22 LANEWAYS

If no specific detail is provided for laneway crossings on the Drawings or in the Specifications the following shall apply:

- Pipe backfill shall be acceptable native material that can be compacted in place.
- Top 450mm of laneway backfill shall consist of 300mm Granular B and 150mm of Granular A placed in lifts and fully compacted.
- Minimum cover on laneway culverts shall be 300mm.
- Existing asphalt or concrete pavement or surface treatment shall be replaced by the Contractor.
- The width of surface restoration shall match the existing laneway.
- Contractor shall be responsible for correcting any backfill settlement during construction and during the warranty period.

The timing of laneway closures will be coordinated by the Contractor to the satisfaction of the landowner.

400.23 EXISTING CROSSING CLEANOUT

Where the Special Provisions require an existing crossing to be cleaned, the Contractor shall provide a bottom width and depth that provides capacity equivalent to the capacity of the channel on either side. Excavated materials shall be hauled away unless adjacent landowners give permission for leveling. Care shall be taken to ensure that existing abutments or any portion of the structure are not damaged or undercut. The method of removing the material is to be pre-approved by the Engineer.

400.24 FENCES

If the Contractor is responsible to remove and install fences, the following shall apply:

- All fences removed by a Contractor are to be re-erected in as good a condition as existing materials permit.
- All fences shall be properly stretched and fastened. Where directed by the Engineer, additional steel posts shall be placed to adequately support a fence upon re-erection.
- Where practical and where required by the landowner, the Contractor shall take down an existing fence at the nearest anchor post and roll the fence back rather than cutting the fence and attempting to patch it.
- Where fence materials are in such poor condition that re-erection is not possible, the Contractor shall replace the fence using equivalent materials. Such fence material shall be approved by the Engineer and the landowner. Where the Engineer approves new fence material, additional payment will be provided.

Any fences paralleling an open drain, that are not line fences, that hinder the proper working of the excavating machinery for drain construction or maintenance shall be removed and rebuilt by the landowner at their own expense. If such parallel fences are line fences they shall be removed and reinstalled by the Contractor.

No excavated or cleared material shall be placed against fences.

The installation of all fences shall be done to the satisfaction of the Engineer and the landowner.

400.25 LIVESTOCK

If any construction will be within a fenced field containing livestock that are evident or have been made known to the Contractor, the Contractor shall notify the owner of the livestock 48 hours in advance of access into the field. Thereafter, the owner shall be responsible for the protection of the livestock in the field during construction and shall also be liable for any damage to or by the livestock.

Where the owner so directs or where the Contractor has failed to reach the owner, the Contractor shall adequately re-erect all fences at the end of each working day. No field containing livestock shall have a trench left open at the end of the working day, unless the trench has been adequately backfilled or protected. Failure of the Contractor to comply with this paragraph shall render the Contractor liable for any damage to or by the livestock.

Where livestock may be encountered on any property the Contractor shall notify the Engineer to arrange for inspection of the work prior to backfilling.

400.26 STANDING CROPS

The Contractor shall not be held responsible for damages to standing crops within the working area for the drain. However, the Contractor shall notify the owner of the crops 48 hours prior to commencement of construction so as to allow the owner an opportunity to harvest or salvage the crop within the drain working area. If this advance notice is not given the Contractor may be liable for the loss of the standing crops.

400.27 CLEARING VEGETATION

400.27.1 General

The area for clearing, if not defined elsewhere, shall be 15m on each side of the drain.

400.27.2 Trees to Remain

Where it is feasible to work around existing trees that do not impede the function of the drainage works, the Contractor shall not remove any deciduous tree larger than 300mm and any coniferous tree larger than 200mm, unless authorized by the Engineer.

400.27.3 Incidental Clearing

Incidental clearing includes removal of trees, brush or other vegetation with an excavator during construction activities, and the cost is to be included in the price for the related construction activity.

400.27.4 Power Brushing

Power brushing includes removal of above-ground vegetation with a rotary brush cutter or other mechanical means. Stump and root removal is not required. Power brushed vegetation in a channel cross-section shall be removed and leveled in the working area. Excavated material may be placed and leveled on power brushed vegetation.

400.27.5 Close-Cut Clearing

Close-cut clearing includes removal of above-ground vegetation cut flush with the ground. Stump and root removal is not required.

400.27.6 Clearing And Grubbing

Clearing and grubbing includes removal of vegetation, including stumps and roots. Removal of earth from the grubbed area into the windrows or piles is to be minimized.

400.27.7 Disposal of Cleared Vegetation**400.27.7.1 In Bush Areas**

Cleared vegetation is to be pushed into windrows or piles at the edge of the cleared area. Stumps and roots are to be piled first at the edge of the cleared area, followed by other vegetation (trunks, branches, etc.). Provisions for lateral drainage are required through all windrows. Windrows are not to block any laneways or trails. After removing cleared vegetation, the working area shall be leveled to the satisfaction of the Engineer.

400.27.7.2 In Field Areas

Cleared vegetation resulting from incidental clearing or power brushing may be hauled away, mulched in place or reduced to a size that permits cultivation using conventional equipment without causing undue hardship on farm machinery.

Cleared vegetation resulting from close-cut clearing or clearing and grubbing is to be hauled away to an approved location. Disposal sites may be in bush areas or other approved locations on the same farm. No excavated material shall be levelled over any logs, brush or rubbish of any kind.

400.27.8 Landowner Requested Salvage

A landowner may request that wood be separated from the windrows for the landowner's future use. This additional work would be eligible for extra payment, subject to the approval of the Engineer. The cost of the additional work would be assessed to the landowner.

400.27.9 Clearing by Landowner

Wherever the Special Provisions indicate that clearing may be undertaken by the landowner, work by the landowner shall be in accordance with the Clearing Vegetation requirements of this specification and must be completed so as not to cause delay for the Contractor. If the landowner does not complete clearing in accordance with these requirements, the Contractor will undertake the clearing at a price approved by the Engineer.

400.28 ROCK REMOVAL**400.28.1 General**

Rock shall be defined as bedrock and boulders that are greater than one-half cubic metre in size and that require blasting or hoe-ram removal. Bedrock or boulders that can be removed with a standard excavator bucket are not considered rock removal.

400.28.2 Blasting Requirements

All blasting shall be performed by a competent, qualified blaster in accordance with OPSS 120. Blasting mats are required. A pre-blast survey meeting the requirements of OPSS 120 must be completed for any structure within 200m of any blasting. The cost for pre-blast survey shall be included in the tender price for rock removal.

400.28.3 Typical Sections and Pay Limits

For tile drains and road culverts, rock shall be removed to 150mm below the proposed grade shown on the profile so that pipes are not in direct contact with rock. The width of rock removal shall be 1m minimum or the diameter of the pipe plus 600mm.

For open drains, rock removal shall match the proposed grade and bottom width shown on the Drawings. Side slopes shall be vertical or sloped outward. Side slopes shall be free of loose rock when excavation is completed.

Payment for the quantity of rock removed will be based on the typical sections described in these specifications and confirmed by field measurements. There will be no payment for overbreak.

400.28.4 Disposal of Rock

Excavated rock shall be piled at the edge of the working area at locations designated by the landowner. The cost to pile excavated rock shall be included in the tender price for rock removal. If the Special Provisions or the landowner require excavated rock to be hauled away, additional payment will be considered.

Where approved by the Engineer, excavated rock may be used in place of imported riprap.

400.29 SEEDING

400.29.1 General

Contractor responsible for re-seeding as necessary for uniform catch during warranty period. Areas that remain grassed after construction may not need to be seeded unless directed otherwise by the Engineer.

400.29.2 Drainage Works and Road Allowances

All disturbed ditch banks, berms and road allowances are to be seeded at the end of the day.

The following seed mixture shall be applied at 60kg/ha using a mechanical (cyclone) spreader:

- 35% Creeping Red Fescue
- 25% Birdsfoot Trefoil
- 25% Kentucky Bluegrass
- 10% Cover Crop (Oats, Rye, Barley, Wheat)
- 5% White Clover

Provide temporary cover for late fall planting by adding an additional 10 kg/ha of rye or winter wheat.

400.29.3 Hydroseeding

Where hydroseeding is specified, disturbed areas will be restored by the uniform application of a standard roadside mix, fertilizer, mulch and water at a rate of 2,000 kg/ha and be in accordance with OPSS 804.

400.29.4 Seeding Lawns

Unless specified otherwise, lawn areas shall be seeded with Canada No. 1 lawn grass mixture applied at 300 kg/ha using a mechanical (cyclone) spreader on 100mm of topsoil. Fertilizer shall be 5:20:20 or 10:10:10 applied at 300 kg/ha. Seed and fertilizer shall be applied together. Contractor shall arrange for watering with landowners.

400.29.5 Sod

Where sod is specified, sod is to be commercial grade turfgrass nursery sod, Kentucky Bluegrass placed on 50mm of topsoil. Fertilizer shall be 5-20-20 applied at 10kg/ha. Place sod in accordance with supplier instructions. Contractor is responsible for saturating the sod with water on the day of sod placement. Subsequent watering is the responsibility of the landowner.

400.30 EROSION CONTROL BLANKETS

Erosion Control Blankets (ECB) shall be biodegradable and made of straw/coconut (Terrafix SC200, Nilex SC32 or equal) or coconut (Terrafix C200, Nilex C32 or equal) with photodegradable, double net construction. The blanket and the staples shall be supplied and installed as per OPSS 804.

Erosion control blanket shall be placed and stapled into position as per the manufacturer's installation instructions on slopes as directed by the Engineer. Blankets shall be installed in direct contact with the ground surface to form a uniform, cohesive mat over the seeded earth area. The blankets are to be single course with 150mm overlap between blankets and joints are to be staggered. The Contractor shall ensure that the ECB is anchored to the soil and that tenting of the ECB does not occur.

On slopes, when the ECB cannot be extended 1m beyond the crest of the slope, the uppermost edge of the ECB shall be anchored in a 150mm wide by 150mm deep trench. The trench shall be backfilled with earth and compacted.

400.31 SEDIMENT CONTROL**400.31.1 General**

Contractor shall install sediment control features at the downstream limits of the project and at other locations as shown on the drawings or directed by the Engineer.

Sediment control features shall be installed prior to any excavation taking place upstream of that location. The Contractor shall maintain all sediment control features throughout construction and the warranty period.

Sediment that accumulates during construction shall be removed and levelled as required.

400.31.2 Flow Check Dams**400.31.2.1 Temporary Straw Bale Flow Check Dam**

The straw bale flow check dam shall consist of a minimum of 3 bales. Each bale is to be embedded at least 150mm into the channel bottom and shall be anchored in place with 2 T-bar fence posts or 1.2m wooden stakes driven through the bale.

Straw bales shall be hauled away at the end of the warranty period. Accumulated sediments shall be excavated and levelled when the temporary straw bale flow check dam is removed.

400.31.2.2 Temporary Rock Flow Check Dam

The temporary rock flow check dam shall extend to the top of the banks so that dam overtopping does not cause bank erosion. Rock shall be embedded a minimum of 150mm into the ditch bottom and banks. No geotextile is required for temporary rock flow check dams.

Accumulated sediments shall be excavated and levelled when the temporary rock flow check dam is removed at the conclusion of the warranty period.

400.31.2.3 Permanent Rock Flow Check Dam

The requirements of temporary rock flow check dams shall apply except rock shall be placed on geotextile and the dam shall remain in place permanently.

400.31.3 Sediment Traps**400.31.3.1 *General***

The channel bottom shall be deepened in accordance with the dimensions provided in the Drawings or Special Provisions. If dimensions are not specified on the Drawings, the sediment trap shall be excavated within the channel cross-section at least 0.3m below the design grade.

The Contractor will monitor the sediment trap during construction and cleanout accumulated sediments as required to maintain the function of the sediment trap.

If specified to be temporary, no sediment trap maintenance is required after construction is complete.

If specified to be permanent, the contractor will clean out the sediment trap at the conclusion of the warranty period, unless directed otherwise by the Engineer.

400.31.3.2 *Sediment Trap with Flow Check Dam*

A permanent rock sediment trap shall include a permanent sediment trap and a rock flow check dam.

A temporary rock/straw sediment trap shall include a temporary sediment trap and a rock/straw flow check dam.

400.31.4 Turbidity Curtains

A turbidity curtain is required when there is permanent water level/flow and a sediment trap is not feasible.

Turbidity curtains shall be in accordance with OPSS 805 and installed per manufacturer's instructions.

Turbidity curtains shall be sized and anchored to ensure the bottom edge of the curtain is continuously in contact with the waterbody bed so that sediment passage from the enclosed area is prevented. The curtain must be free of tears and capable of passing the base flow from the drainage works. Turbidity curtain locations may be approved by the Engineer.

Turbidity curtains are to remain functional until work in the enclosed area is completed. Prior to relocating or removing turbidity curtains, accumulated sediment is to be removed from the drain and levelled.

Where a turbidity curtain remains in place for more than two weeks it shall be inspected for damage or clogging and replaced, repaired or cleaned as required.

400.31.5 Silt Fence

Silt fence shall be in accordance with OPSS 805.07.02.02 and OPSD 219.110 (light-duty).

400.32 GRASSED WATERWAYS AND OVERFLOW SWALES

Grassed waterways and overflow swales typically follow low ground along the historic flow route. The cross-section shall be saucer shaped with a nominal 1m bottom width, 8:1 side slopes and 300mm depth unless stated otherwise in the Special Provisions.

All grassed waterways are to be permanently vegetated. Grassed waterways shall be seeded with the following permanent seed mixture: 50% red fescue, 45% perennial ryegrass and 5% white clover, broadcast at 80 kg/ha. Fertilizer to be 7-7-7 applied at 80 kg/ha.

Provide temporary cover for late fall planting by adding an additional 10 kg/ha of rye or winter wheat.

Overflow swales may be cropped using conventional farming practice.

400.33 BUFFER STRIPS

Open drains shall include minimum 3m wide, permanently vegetated buffer strips on each side of the drain. Catchbasins shall include a minimum 1m radius, vegetated buffer strip around the catchbasin.

Cultivation of buffer strips using conventional farming practice may be undertaken, provided sediment transport into the drain is minimized.

400.34 MAINTENANCE CORRIDOR

The maintenance corridor along the route of the drain, as established in the report, shall be kept free of obstructions, ornamental vegetation and structures. When future maintenance is undertaken, the cost of removing such items from the corridor shall be assessed to the landowner.

400.35 POLLUTION

The Contractor shall keep their equipment in good repair. The Contractor or any landowner shall not spill or cause to flow any polluted material into the drain that is not acceptable to the MECP. The local MECP office and the Engineer shall be contacted if a polluted material enters the drain. The Contractor shall refill or repair equipment away from open water. If the Contractor causes a spill, the Contractor is responsible to clean-up the spill in accordance with MECP clean-up protocols.

400.36 SPECIES AT RISK

If a Contractor encounters a known Species At Risk designated by the MECP, MNRF or DFO, the Contractor shall notify the Engineer immediately and follow the Ministry's guidelines for work around the species.

410

STANDARD SPECIFICATIONS**FOR****OPEN DRAINS****TABLE OF CONTENTS**

410.1	DESCRIPTION	1
410.2	MATERIALS	1
410.3	CONSTRUCTION.....	1
410.3.1	Excavation.....	1
410.3.2	Low Flow Channels	1
410.3.3	Line	1
410.3.4	Grade Control.....	1
410.3.5	Variation from Design Grade	2
410.3.6	Excavated Material	2
410.3.7	Excavation at Existing Bridge and Culvert Sites	3
410.3.8	Bridges and Culverts	3
410.3.9	Obstructions	3
410.3.10	Tile Outlets	4
410.3.11	Completion	4

410.1 DESCRIPTION

Work under this item shall include the supply of labour, equipment and materials required for: channel excavation to the cross-section specified, leveling or disposal of all excavated material (spoil) as directed, reconstruction of all intercepted drains as required and any other items related to open drain construction as required by the Schedule of Tender Prices, Special Provisions or the Drawings.

410.2 MATERIALS

Refer to Section 400, Standard Specifications for Drain Construction for any materials required for open drain construction.

410.3 CONSTRUCTION**410.3.1 Excavation**

The bottom width and the side slopes of the ditch shall be as shown on the profile drawing. If the channel cross-section is not specified in the Special Provisions it shall be a 1m bottom width with 1.5m horizontal to 1m vertical (1.5:1) bank slope. At locations along the drain where the specified side slopes change there shall be a transitional length of not less than 5m between the varying side slopes. At locations along the drain where the specified bottom width changes there shall be a transitional length of not less than 5m. In all cases there shall be a smooth transition between changes in any part of the channel cross-section. Where the bottom width of the existing ditch matches the specified bottom width, ditch excavation shall be completed without disturbing existing banks.

410.3.2 Low Flow Channels

Unless specified otherwise in the Special Provisions, all intermittent open drains with a bottom width greater than 1.8m and a grade less than 0.07%, shall have a low flow channel. The bottom of the low flow channel shall be the grade shown on the profiles.

The low flow channel shall have a U-shaped cross-section with an average top width of 0.5m and a minimum depth of 0.3m. The low flow channel will not be seeded and may meander along the main channel bottom provided it remains at least .3m from the toe of main channel bank slope.

410.3.3 Line

The drain shall be constructed according to the alignment shown on the drawings or shall follow the course of the existing ditch. All bends shall have a minimum inside radius of 2m. There shall be a smooth transition between changes in the channel alignment. The Contractor shall contact the Engineer before removing any bends or irregularities in an existing ditch.

410.3.4 Grade Control

The profile shows the grade line for the bottom of the ditch. Cuts may be shown on the profile from the existing top of bank and/or from the existing ditch bottom to the new ditch bottom. These cuts are shown for the convenience of the Contractor and are not recommended for quantity estimate or grade control. Accurate grade control must be maintained by the Contractor during ditch excavation. The ditch bottom elevation should be checked every 50 metres and compared to the elevation on the profile.

Benchmarks are identified on the Contract Drawings. The Engineer will confirm all benchmark elevations prior to construction.

410.3.5 Variation from Design Grade

A variation of greater than 25mm above the design grade line may require re-excavation. Excavation below design grade up to 150mm is recommended so that sediment accumulation during or following excavation will not place the ditch bottom above the design grade at completion. Under some circumstances the Engineer may direct that over excavation greater than 200mm will have to be backfilled. No additional payment will be made if backfilling is required to remedy over excavation.

410.3.6 Excavated Material

Excavated material (spoil) shall be deposited on either or both sides of the drain within the specified working area as directed in the Special Provisions. The Contractor shall verify the location for the spoil with each landowner before commencing work on their property. If not specified, spoil shall be placed on the low side of the ditch or opposite trees and fences. The spoil shall be placed a minimum 1m from the top of the bank. No excavated material shall be placed in tributary drains, depressions, or low areas such that water is trapped behind the spoil bank. Swales shall be provided through the leveled or piled spoil at approximately 60m intervals to prevent trapping water behind the spoil bank.

The excavated material shall be placed and leveled to a maximum depth of 250mm; unless otherwise instructed. If excavating more than 450mm topsoil shall be stripped, stockpiled separately and replaced over the leveled spoil, unless stated otherwise in the Special Provisions. The edge of the spoil bank furthest from the ditch shall be feathered down to existing ground. The edge of the spoil bank nearest the ditch shall have a maximum slope of 2:1. The material shall be leveled such that it may be cultivated with conventional equipment without causing undue hardship on farm machinery.

Wherever clearing is necessary prior to leveling, the Contractor shall remove all stumps and roots from the working area. No excavated material shall cover any logs, brush or rubbish of any kind. Large stones in the leveled spoil that are greater than 300mm in diameter shall be moved to the edge of the spoil bank nearest to the ditch but in general no closer than 1m to the top of bank.

Lateral channels that outlet into the drain shall be tapered over a distance of 10m to match the grade of drain excavation. No additional payment will be made for this work.

Where the elevation difference between the lateral channel and the drain is greater than 450mm, a rock chute or similar bank protection approved by the Engineer shall be provided. Additional payment may be allowed for this work.

Where it is specified to straighten any bends or irregularities in the alignment of the ditch or to relocate any portion of an existing ditch, the excavation from the new cut shall be used for backfilling the original ditch. Regardless of the distance between the new ditch and old ditch, no additional payment will be allowed for backfilling the existing ditch.

The Contractor shall contact the Engineer if a landowner indicates in writing that spoil on the owner's property does not need to be leveled. The Engineer may release the Contractor from the obligation to level the spoil and the Engineer shall determine the credit to be applied to the Contractor's payment. No additional compensation is provided to the owner if the spoil is not leveled.

The Engineer may require the Contractor to obtain written statements from any or all of the landowners affected by the leveling of the spoil. Final determination on whether or not the leveling of spoil meets the specification shall be made by the Engineer.

410.3.7 Excavation at Existing Bridge and Culvert Sites

The Contractor shall excavate the drain to the specified depth under all bridges and to the full width of the structure unless specified otherwise in the Special Provisions. All necessary care and precautions shall be taken to protect permanent structures. Temporary bridges may be removed and left on the bank of the drain. In cases where the design grade line falls below the top of footings, the Contractor shall take care to not over-excavate below the grade line. The Contractor shall notify the Engineer if excavation of the channel exposes the footings of the bridge or culvert, so the Engineer can make an evaluation.

The Contractor shall clean through all pipe culverts to the grade line and width specified on the profile. The Contractor shall immediately contact the Engineer after a culvert cleanout if it is found that the culvert bottom is above the grade line or where the structural integrity of the culvert is questionable.

Material resulting from cleanout through bridges or culverts shall be levelled on the adjacent private lands or hauled offsite at the expense of the bridge/culvert owner.

410.3.8 Bridges and Culverts

The size and material for any new ditch crossings shall be as outlined in the Special Provisions.

For culvert installation instructions, refer to the General Specifications for Drain Construction and the Drawings.

Any crossings assembled on-site shall be assembled in accordance with the manufacturer's specifications.

If directed on the drawings that the existing crossing is to be salvaged for the owner, the Contractor shall carefully remove the existing crossing and place it beside the ditch or haul to a location as specified by the owner. If the existing crossing is not to be saved then the Contractor shall remove and dispose of the existing crossing. Disposal by burying on-site must be approved by the Engineer and the owner.

All new pipe crossings shall be installed at the invert elevations as specified on the Drawings, usually a minimum of 50mm below design grade. If the ditch is over excavated greater than 200mm below design grade the Contractor shall confirm with the Engineer the elevations for installation of the new pipe crossing.

For backfill and surface restoration, refer to the General Specifications for Drain Construction and the Drawings.

Installation of private crossings during construction must be approved by the Engineer.

410.3.9 Obstructions

All trees, brush, fallen timber and debris shall be removed from the ditch cross-section and as required for spreading of the spoil. The roots shall be left in the banks if no bank excavation is required as part of the new channel excavation. In wooded or heavily overgrown areas all cleared material may be pushed into piles or rows along the edge of the cleared path and away from leveled spoil. All dead trees along either side of the drain that may impede the performance of the drain if allowed to remain and fall into the ditch, shall be removed and put in piles, unless directed otherwise by the Engineer.

410.3.10 Tile Outlets

The location of all existing tile outlets may not be shown on the profile for the drain. The Contractor shall contact each owner and ensure that all tile outlets are marked prior to commencing excavation on the owner's property. If a marked tile outlet or the tile upstream is damaged due to construction, it shall be replaced at the Contractor's expense. Additional payment will be allowed for the repair or replacement of any unmarked tile outlets encountered during excavation. In all cases, if an existing tile outlet requires replacement the Contractor shall confirm the replacement tile outlet with the Engineer. Where riprap protection exists at any existing tile outlet such protection shall be removed and replaced as necessary to protect the outlet after reconstruction of the channel.

If any tile outlet becomes plugged as a result of construction, the Contractor shall remove the obstruction.

410.3.11 Completion

At the time of final inspection, all work in the contract shall have the full dimensions and cross-sections specified.

420

STANDARD SPECIFICATIONS**FOR****TILE DRAINS****TABLE OF CONTENTS**

420.1	DESCRIPTION	1
420.2	MATERIALS	1
420.3	CONSTRUCTION.....	1
420.3.1	Outlet	1
420.3.2	Line	1
420.3.3	Grade Control	2
420.3.4	Variation from Design Grade.....	2
420.3.5	Installation	2
420.3.6	Backfilling	3
420.3.7	Tile Connections.....	3
420.3.8	Stones and Rock	4
420.3.9	Brush, Trees and Debris	4
420.3.10	Subsoil Instability.....	4
420.3.11	Broken or Damaged Tile	4
420.3.12	Excess Tile	4
420.3.13	Catchbasins.....	5
420.3.14	Junction Boxes	5

420 STANDARD SPECIFICATIONS FOR TILE DRAINS**420.1 DESCRIPTION**

Work under this specification will consist of supplying, hauling, laying and backfilling subsurface drainage conduit with the conduit materials as described on the Drawings and in the location, depth and invert grade as shown on the Drawings. In this specification the word "tile" will apply to all described conduit materials. Lengths are in millimeters (mm) and meters (m).

The work shall include the supplying of all labour, tools, equipment and extra materials required for the installation of the tile; the excavation and backfilling of the trenches; the hauling, handling, placing and compaction of the excavated material for backfill, the loading, hauling, handling and disposal of surplus excavation material; the removal and replacing of topsoil and sod where required by the Engineer.

All existing laterals crossed by the new line shall be reconnected in an approved manner. Either special manufactured connections shall be used or another method of sealing connections as approved by the Engineer. The Contractor shall also construct catchbasins, junction boxes and other structures where directed by the Engineer.

Except where complete removal of an existing pipe is required by new construction, existing pipes to be abandoned shall be sealed with a concrete or mortar plug with a minimum length of 300mm to the satisfaction of the Engineer.

Sections 6 and 7 of the current version of the *Drainage Guide for Ontario*, OMAFRA Publication 29 shall provide a general guide to all methods and materials to be used in the construction of tile drains except where superseded by this Contract.

The licensing requirements of the *Agricultural Tile Drainage Installation Act, 1990* will not be applicable to this Contract unless specified otherwise by this Contract.

420.2 MATERIALS

Refer to Section 400, Standard Specifications for Drain Construction for any materials required for tile drain construction.

420.3 CONSTRUCTION**420.3.1 Outlet**

A tile drain outlet into a ditch or creek shall be protected using a 6m length of rigid pipe with a hinged grate for rodent protection. Maximum spacing between bars on the rodent grate shall be 50mm. Material for rigid pipe will be specified in the Special Provisions, plastic pipe is preferred. The joint between the rigid pipe and the tile drain shall be wrapped with filter fabric. All outlets will be protected with rock riprap to protect the bank cut and as a splash apron. In some locations riprap may also be required on the bank opposite the outlet. The quantity of riprap required will be specified in the Special Provisions. A marker stake as approved by the Engineer shall be placed at each tile outlet.

420.3.2 Line

The Engineer will designate the general location of the new drain. A landowner may indicate a revised location for the drain which must be approved by the Engineer. Where a change in alignment is required that is not accommodated in a catchbasin, junction box or similar structure the alignment change shall run on a curve with a radius not less than the minimum installation radius specified for the tile material.

The Contractor shall exercise care to not disturb any existing tile drains which parallel the course of the new drain, particularly where the new and existing tile act together to provide the necessary capacity. Where an existing tile is disturbed or damaged the Contractor shall perform the necessary correction or repair with no additional compensation.

NOTE: It is the Contractor's responsibility to ascertain the location of, and to contact the owners of all utility lines, pipes and cables in the vicinity of drain excavations. The Contractor shall be completely responsible for all damages incurred.

420.3.3 Grade Control

Tile is to be installed to the elevation and grade shown on the profiles. Accurate grade control must be maintained by the Contractor at all times during tile installation. The tile invert elevation should be checked every 50m and compared to the elevation on the profile.

Benchmarks are identified on the Contract Drawings. The Engineer will confirm all benchmark elevations prior to construction.

420.3.4 Variation from Design Grade

No reverse grade will be allowed. A small variation in grade can be tolerated where the actual capacity of the drain exceeds the required capacity. The constructed grade should be such that the drain will provide the capacity required for the drainage area. Constructed grade should not deviate from design grade by more than 10% of the internal diameter for more than 25m. Grade corrections shall be made gradually over a distance not less than 10m.

420.3.5 Installation

At each work stoppage, the exposed end of the tile shall be covered by a tight fitting board or metal plate. No installed tile shall be left exposed overnight. Any tile damaged or plugged during construction shall be replaced or repaired at the Contractor's expense.

Topsoil over the trench shall be stripped, stockpiled separately and replaced after the trench is backfilled. Where installation is across a residential lawn, existing sod over the trench shall be cut, lifted and replaced in a workmanlike manner or new sod laid to match pre-construction conditions.

420.3.5.1 Installation of Concrete Tile

Concrete tile shall be installed by a wheel trencher unless an alternate method of construction is noted on the Drawings.

Digging of the trench shall start at the outlet end and proceed upstream. The location and grade shall be as shown on Drawings but shall be liable to adjustment or change by the Engineer on site with no additional payment allowed except where the change involves increased depth of cut beyond the limitation of the wheel trencher in use at the time of the change. The trench width measured at the top of the tile should be at least 150mm greater than the tile diameter.

The bottom of the trench is to be cut accurately to grade and shaped so that the tile will be embedded in undisturbed soil or in a compacted bed at least for 10% of its overall height. Where hard shale, boulders or other unsuitable bedding material is encountered, the trench shall be excavated to 75mm below grade and backfilled with granular material compacted to a shaped, firm foundation. If the trench is overcut below the proposed grade, it is to be backfilled with granular material to the correct grade and compacted to a shaped, firm foundation.

Where the depth for the tile installation exceeds the depth capacity of the wheel trencher the Contractor shall excavate a trench of sufficient depth so that the wheel trencher can install the tile at the correct depth and grade. The tender price shall include the cost of the additional excavation and backfilling and stripping and replacing topsoil over the trench.

The inside of the tile is to be kept clean during installation. All soil and debris should be removed before the next tile is laid. Maximum spacing at joints between tiles should be about 3mm. Directional changes can be made without fittings or structures provided the centre-line radius of the bend is not less than 15m radius. The tiles are to be beveled, if necessary, to ensure close joints on all bends.

All tile joints and connections with other pipe materials are to be fully and tightly wrapped with a minimum 300mm width of geotextile drain wrap. A 150mm overlap on top is required. No additional payment will be made for joint wrapping.

420.3.5.2 *Installation of Corrugated Plastic Tubing*

Corrugated plastic tubing shall be installed by a drainage plow or wheel trencher unless an alternate method of construction is specified on the Drawings. For other installation methods, proper bedding and backfill is required to maintain the structural integrity of the plastic tubing so that surface and earth loads do not deflect the tubing by more than 20% of its nominal diameter.

For all installation methods:

- the plastic tubing should not be stretched by more than 7% of its normal length
- protect tubing from floating off grade when installing in saturated soil conditions
- directional changes can be made without fittings provided the centre-line radius of the bend is not less than five times the tubing diameter

Drainage plow equipment should construct a smooth bottomed opening in the soil and maintain the opening until the tubing is properly installed. The size of the opening in the soil should conform closely to the outside diameter of the tubing.

420.3.5.3 *Installation of Concrete Sewer Pipe or Plastic Pipe*

The Contractor may install pipe using a wheel trencher. For concrete sewer pipe, the bells must be recessed.

The Contractor may install pipe using an excavator by shaping the bottom of the trench to receive and support the pipe over 10% of its diameter if the trench is backfilled with native material. Shaping the trench bottom is not required where 150mm of granular bedding is placed to the satisfaction of the engineer.

420.3.6 **Backfilling**

All tile should be blinded by the end of the day's work to protect and hold them in place against disturbances. After tile is inspected, it shall initially be backfilled with a minimum cover of 300mm.

For blinding and initial backfilling use clean native soil with no organic matter. Initial backfill shall be tamped around the pipe by backhoe bucket or similar if directed by the Engineer.

The tile shall be backfilled with native material such that there is a minimum cover of 600mm. In addition, a sufficient mound must be placed over the trench to ensure that no depression occurs after settling along the trench.

420.3.7 **Tile Connections**

All lateral drains encountered along the route of the new tile drain are to be connected to the new drain if the intercepted tile are clean and do not contain polluted water. Lateral drains that are full of sediments or contain polluted waters will be addressed by the Engineer at the time of construction. All lateral drains are to be connected to the new tile using a pipe material and size that will provide the same flow capacity as the existing lateral drain unless a different connection is described in the Special Provisions. Corrugated plastic tubing can be used for all tile connections. Tubing can be solid or perforated, filter sock is not required. Contractor is responsible for installation and backfilling in a manner that maintains the structural integrity of the connection. Manufactured fittings should be used to ensure tight connections. Where an opening must

be made in the new tile drain for a connection, the opening shall be field cut or cored. After the opening is cut in the new tile any gaps or voids around the connection shall be sealed with mortar, low-expanding spray foam or geotextile. Lateral tubing shall not protrude more than 25mm beyond the inside wall of the new tile drain. The Contractor shall ensure that any material used to seal the connection does not protrude beyond the inside wall of the new tile drain.

All connections that are described in the Special Provisions are considered to be part of the original Contract price. For all other connections the Contractor will be paid in accordance with the price established in the Schedule of Tender Prices. The Contractor must list all connections on the Lateral Connection Summary sheet, if included in the Special Provisions, in order to qualify for payment. The Lateral Connection Summary sheet describes all tile encountered based on location (station), side of trench, size and type of tile and approximate length and type of material used for the connection.

420.3.8 Stones and Rock

The Contractor shall immediately contact the Engineer if bedrock or stones of sufficient size and number are encountered such that installation by wheel trencher cannot continue. The Engineer may direct the Contractor to use some other method of excavation to install the tile. The basis of payment for such extra work shall be determined by the Engineer. Stones greater than 300mm in diameter that are removed during excavation shall be disposed of by the Contractor at an offsite location. No additional payment for excavating or hauling these stones will be provided.

420.3.9 Brush, Trees and Debris

Unless stated otherwise in the Special Provisions, the following requirements shall apply for installation of a tile drain in a wooded area. The Contractor will clear and grub a minimum corridor width of 30m centered on the tile drain alignment. The resulting debris shall be placed in a windrow along the edge of the working area. No additional payment will be made for such work.

420.3.10 Subsoil Instability

If poor subsoil conditions are encountered during tile installation by wheel trencher an attempt shall be made to install the tile with a continuous geotextile underlay in the trench bottom. The cost of the underlay, if approved by the Engineer, will be paid as an extra. If the continuous geotextile underlay is not sufficient then the tile will be installed by backhoe or excavator on a bedding of 19mm clear crushed stone (300mm depth) to achieve trench bottom stability for the new tile. If approved, the above work will be paid based on the unit price provided on the Form of Tender. The unit price shall include the cost to supply and place the stone. If more than 300mm depth of stone is required for bottom stability, additional payment will be allowed for the additional depth of stone. The additional quantity of stone shall be supported by weigh tickets and the suppliers invoice.

If poor subsoil conditions are encountered during tile installation by backhoe or excavator, the tile shall be installed on stone bedding as noted above. For this installation only the material cost of the stone will be paid as an extra. Supply of stone and cost to be supported by weigh tickets and supplier's invoice.

If the subsoil is a fine grained soil it may necessary to place the stone on a geotextile with the geotextile wrapped over the stone before laying the tile. Additional payment will be allowed to supply and install the geotextile.

420.3.11 Broken or Damaged Tile

The Contractor shall dispose of all damaged or broken tile and broken tile pieces off-site.

420.3.12 Excess Tile

All excess tile shall be removed from the job site.

420.3.13 Catchbasins**420.3.13.1 General**

All catchbasins shall have minimum inside dimensions matching the dimensions shown on the Drawings. Contractor is responsible for ordering catchbasins to match the inlet and outlet connections and top elevations required by the Special Provisions and the Drawings.

420.3.13.2 Materials

Requirements in this section apply to catchbasins in non-travelled locations. Where catchbasins are proposed for travelled locations, refer to the Special Provisions and the Drawings for applicable OPSD information.

Precast concrete catchbasins shall be manufactured by Coldstream Concrete or approved equal. Minimum wall thickness for catchbasins without reinforcement is 150mm and with reinforcement 100mm. The joints between precast catchbasin sections shall be protected with geotextile to prevent soil material from entering into the catchbasin. Joint protection using mortar or water tight barrier is also acceptable. Grates are to be birdcage grates as manufactured by Coldstream Concrete or approved equal unless specified otherwise on the Drawings. All grates to be secured with corrosion resistant hardware.

HDPE catchbasins shall be as fabricated by ADS, Armtec, Hancor or approved equal. Steel catchbasins shall be the Heavy Duty Steel Catch Basin as manufactured by AgriDrain or approved equal. PVC catchbasins shall be Nyloplast as manufactured by ADS or approved equal. HDPE, steel and PVC catchbasins shall be supplied with integral stubouts fabricated by the manufacturer and sized according to the pipe connections shown on the Drawings. Grates for HDPE, steel or PVC catchbasins shall be in accordance with the Special Provisions and manufacturer recommendations.

Marker stakes as supplied by Coldstream Concrete or equal are to be placed beside each catchbasin unless specified otherwise on the Drawings.

420.3.13.3 Installation

All tile or pipe connected to concrete catchbasins shall be mortared or secured in place so that no gaps remain at the connection. Mortar is to be applied on both the inside and outside wall surfaces.

Backfill around all new catchbasins is recommended to be 19mm clear crushed stone to avoid future settlements. The Contractor shall be responsible for backfilling all settlement areas around catchbasins during the contract warranty period. No additional payment will be provided for adding backfill to settlement areas around catchbasins.

All catchbasin sumps to be fully cleaned by the Contractor after completion of drain installation and backfilling.

420.3.14 Junction Boxes

Junction boxes shall be precast concrete to the same specification as above for catchbasins except that the junction box shall have a solid lid. The lid shall be a minimum of 125mm thick with wire mesh reinforcement and 2 lifting handles. The top of the junction box should have a minimum ground cover of 450mm.

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BENCHMARKS

BM#1
SPIKE IN SOUTH FACE H.P. #CWGHYF
NORTH SIDE SIDEROAD 2 W APPROX.
35m WEST OF ENTRANCE TO FIRE #7040
ELEV. 419.993

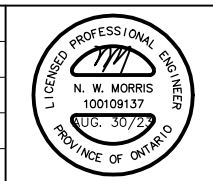
BM#2
SPIKE IN SOUTH FACE H.P. NORTH SIDE SIDEROAD 2 E
40m WEST OF ROAD CROSSING
ELEV. 421.011m

NOTES:
-ALL ROLL NUMBERS IN BEGIN WITH
23-49-000-
ie. 009-08700 IN FULL IS
23-49-000-009-08700

- PLAN LEGEND**
- WATERSHED
 - PROPOSED WORK OR INCORPORATION
 - PROPOSED TILE/DITCH
 - DITCH OR WATERCOURSE
 - PROPOSED OVERFLOW
 - EXISTING TILE (PRIVATE)
 - ACCESS
 - DENOTES PROPERTY OWNERSHIP ON BOTH SIDES OF LOT LINE
 - APPROXIMATE HECTARES IN WATERSHED
 - ASSESSMENT ROLL NUMBER
 - BUSH

NO.	DESCRIPTION	DATE
1	ISSUED MTO REVIEW	AUG. 11/23
2	ISSUED FOR REPORT	AUG. 30/23
3	COURT OF REVISION CHANGES	NOV. 06/23
4	ISSUED FOR TENDER	
5	ISSUED FOR CONSTRUCTION	
6	AS BUILT	

DESIGNED BY: N.W.M.
CHECKED BY: N.W.M.
DRAWN BY: N.M.B.
CHECKED BY: N.W.M.



0 100 200m
SCALE 1 : 10,000
(ON 11"x17")

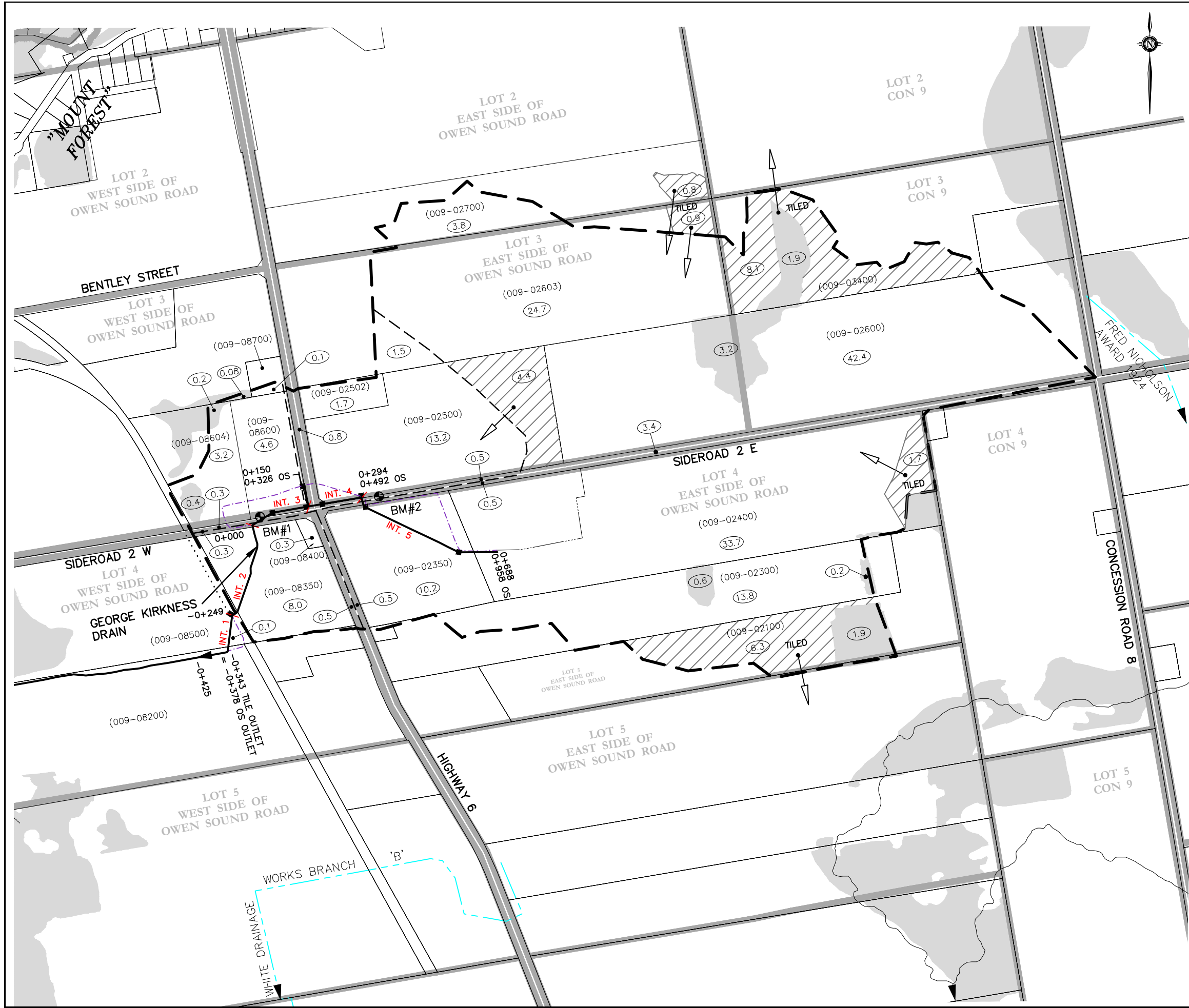
GEORGE KIRKNESS DRAIN (ASBRIDGE)

WELLINGTON COUNTY TOWNSHIP OF WELLINGTON NORTH

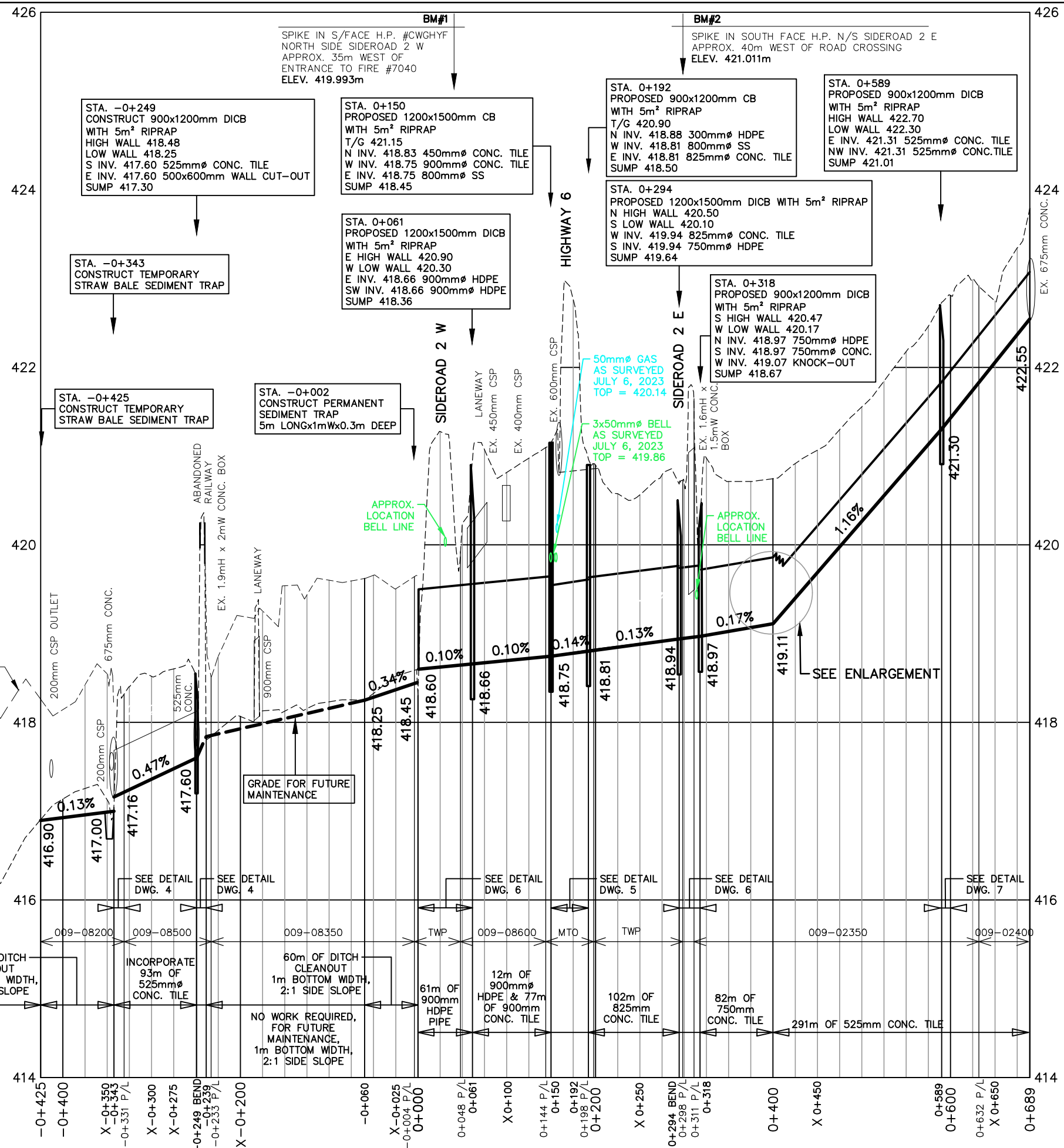
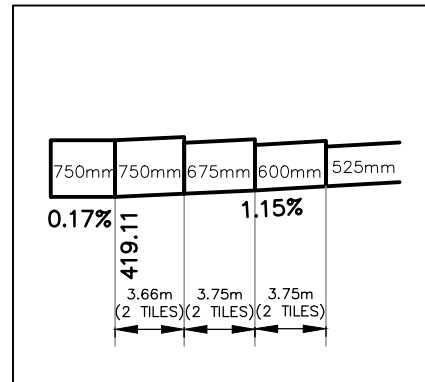
WATERSHED PLAN AUG. 30, 2023

K. SMART ASSOCIATES LIMITED
CONSULTING ENGINEERS AND PLANNERS
KITCHENER SUDBURY

REVISED:
JOB NUMBER: **22-198**
DRAWING
1 OF 12



THE POSITION OF POLE LINES, CONDUITS, WATERMANS, SEWERS AND OTHER UNDERGROUND AND OVERGROUND UTILITIES AND STRUCTURES IS NOT NECESSARILY SHOWN ON THE CONTRACT DRAWINGS, AND, WHERE SHOWN, THE ACCURACY IS NOT GUARANTEED. BEFORE STARTING WORK, THE CONTRACTOR SHALL BE INFORMED OF THE EXACT LOCATION OF ALL SUCH UTILITIES AND STRUCTURES, AND SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM.



SPECIAL PROVISIONS - CONSTRUCTION NOTES

- 0+425 - CONSTRUCT TEMPORARY STRAW BALE SEDIMENT TRAP
- 0+425 TO -0+343 - 82m OF DITCH BOTTOM CLEANOUT, 1m BOTTOM WIDTH, 2:1 SIDE SLOPES
- 0+249 - CONSTRUCT 900x1200mm CONC. DICB WITH BIRDCAGE GRATE & 5m² RIPRAP. INCLUDES CONNECTIONS
- 0+249 TO -0+060 - NO WORK REQUIRED, INCORPORATE EXISTING DITCH. FOR FUTURE MAINTENANCE, 1m BOTTOM & 2:1 SIDE SLOPES.
- 0+060 TO 0+000 - 60m OF DITCH BOTTOM CLEANOUT, 1m BOTTOM WIDTH, 2:1 SIDE SLOPES
- SEE DRAWING 2 FOR SIDEROAD 2W DETAIL
SEE DRAWING 5 FOR HIGHWAY 6 DETAIL
- 0+192 TO 0+294 - 102m OF 825mm ϕ CONC. TILE WITH JOINT WRAP
- SEE DRAWING 6 FOR SIDEROAD 2 E DETAIL
- 0+318 TO 0+400 - 82m OF 750mm ϕ CONC. TILE WITH JOINT WRAP
- 0+400 TO 0+689 - 289m OF 525mm ϕ CONC. TILE WITH JOINT WRAP
- 0+689 - CONNECT NEW 525mm ϕ TO EX. 675mm CONC. OUTLET PIPE
- 0+425 TO 0+689 - SEED ALL DISTURBED AREAS (3,600m²± TOTAL)

LEGEND

- PROPOSED DESIGN GRADE
- - - GRADE FOR FUTURE MAINTENANCE
- · · · · EXISTING TOP OF BANK
- - - - - DITCH BOTTOM

NO.	DESCRIPTION	DATE
1	ISSUED FOR MTO REVIEW	AUG. 11/23
2	ISSUED FOR REPORT	AUG. 30/23
3	ISSUED FOR TENDER	
4	ISSUED FOR CONSTRUCTION	
5	AS BUILT	

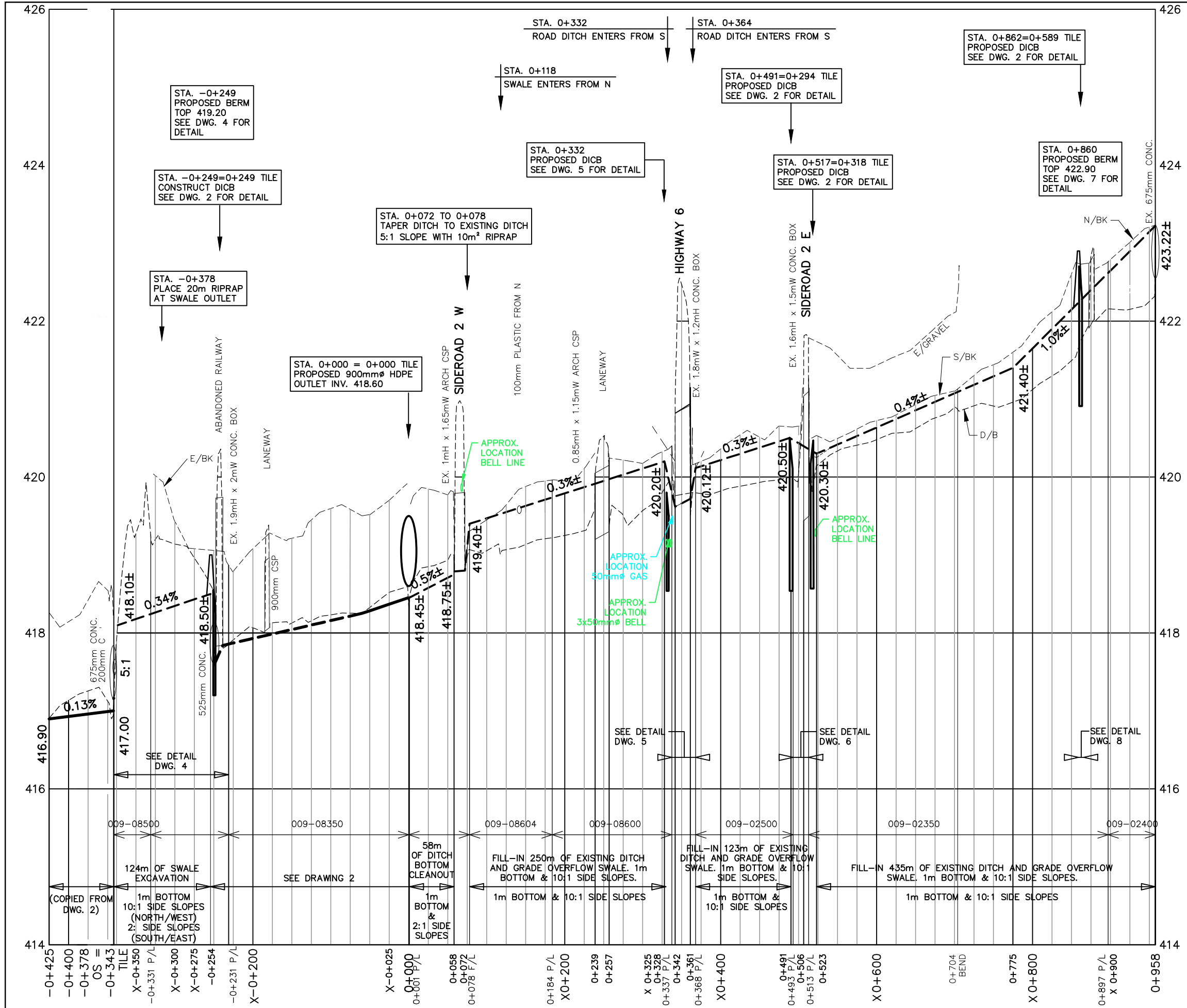
DESIGNED BY: N.W.M.		0 50 100m
CHECKED BY: N.W.M.		SCALE 1 : 5000
DRAWN BY: N.M.B.		0 0.5 1m
CHECKED BY: N.W.M.		SCALE 1 : 50
		(ON 11"x17")

GEORGE KIRKNESS DRAIN (ASBRIDGE)

WELLINGTON COUNTY TOWNSHIP OF WELLINGTON NORTH

PROPOSED TILE PROFILE AUG. 30, 2023

<p>K. SMART ASSOCIATES LIMITED CONSULTING ENGINEERS AND PLANNERS KITCHENER SUDBURY</p>	REVISED:
	JOB NUMBER: 22-198
	DRAWING: 2 OF 12



SPECIAL PROVISIONS – CONSTRUCTION NOTES

- 0+000 TO 0+058 – 58m OF DITCH BOTTOM CLEANOUT. 1m BOTTOM AND 2:1 SIDE SLOPE
- 0+072 TO 0+078 – TAPER OVERFLOW SWALE TO EXISTING DITCH AT 5:1 SLOPE. PLACE 10m² RIPRAP ON SLOPE.
- 0+078 TO 0+328 – FILL-IN 250m OF EXISTING DITCH AND GRADE OVERFLOW SWALE USING MATERIALS GENERATED ON SITE. 1m BOTTOM AND 10:1 SIDE SLOPE
- SEE DRAWING 5 FOR HIGHWAY 6 DETAIL
- 0+368 TO 0+491 – FILL-IN 123m OF EXISTING DITCH AND GRADE OVERFLOW SWALE USING MATERIALS GENERATED ON SITE. 1m BOTTOM AND 10:1 SIDE SLOPE
- SEE DRAWING 6 FOR SIDEROAD 2 EAST DETAIL
- 0+523 TO 0+958 – FILL-IN 435m OF EXISTING DITCH AND GRADE OVERFLOW SWALE USING MATERIALS GENERATED ON SITE. 1m BOTTOM AND 10:1 SIDE SLOPE
- 0+861 – CONSTRUCT BERM, SEE DRAWING 7 FOR DETAIL
- 0+378 TO 0+958 – SEED ALL DISTURBED AREAS (6,800m²± TOTAL)

NOTE:
ALL SURPLUS SPOIL FROM TILE INSTALLATION TO BE USE FOR REGRADING OVERFLOW SWALE.
NO IMPORTED FILL.

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LEGEND

- PROPOSED DESIGN GRADE
- - - GRADE FOR FUTURE MAINTENANCE
- - - - PROPOSED OVERFLOW SWALE BOTTOM
- - - - DITCH BOTTOM

NO.	DESCRIPTION	DATE
1	ISSUED FOR MTO REVIEW	AUG. 11/23
2	ISSUED FOR REPORT	AUG. 30/23
3	ISSUED FOR TENDER	
4	ISSUED FOR CONSTRUCTION	
5	AS BUILT	

DESIGNED BY: N.W.M.
CHECKED BY: N.W.M.
DRAWN BY: N.M.B.
CHECKED BY: N.W.M.

0 50 100m
SCALE 1 : 5000
HORZ.
0 0.5 1m
SCALE 1 : 50
VERT.
(ON 11"x17")

GEORGE KIRKNESS DRAIN (ASBRIDGE)

WELLINGTON COUNTY TOWNSHIP OF WELLINGTON NORTH

PROPOSED OVERFLOW SWALE PROFILE AUG. 30, 2023

K. SMART ASSOCIATES LIMITED
CONSULTING ENGINEERS AND PLANNERS
SUDBURY ONTARIO



REVISED:
JOB NUMBER: **22-198**
DRAWING
3 OF 12

SPECIAL PROVISIONS - CONSTRUCTION NOTES

- TILE**
 -0+343 - CONSTRUCT TEMPORARY STRAW BALE SEDIMENT TRAP
 -0+343 TO -0+249 - NO WORK REQUIRED, INCORPORATE 93m OF EXISTING 525mmØ CONC. TILE
 - LEVEL CLEAN SPOIL ALONG EXISTING TILE LOW RUN
- 0+249 - CONSTRUCT 900x1200mm CONC. DICB WITH BIRD CAGE GRATE & 5m² RIPRAP. INCLUDES CONNECTIONS.
- OVERFLOW SWALE**
 OVERFLOW SWALE TO PROPOSED DITCH AT 5:1 SLOPE. PLACE 20m² RIPRAP ON SLOPE/PROPOSED TILE OUTLET.
 - REMOVE AND DISPOSE OF TREE
- 0+378 TO -0+254 - EXCAVATE 124m OF OVERFLOW SWALE WITH 1m BOTTOM & 10:1 SIDE SLOPE ON NORTH-WEST SIDE AND 2:1 SIDE SLOPE ON SOUTH/EAST SIDE
- 0+249 - CONSTRUCT 25m LONG BERM. 6m TOP WIDTH AND 4:1 SIDE SLOPE. SEED BERM.
- 0+249 TO 0+000 - NO WORK REQUIRED. FOR FUTURE MAINTENANCE 1m BOTTOM & 2:1 SIDE SLOPE.


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LEGEND

-  PROPOSED BANK
-  PROPOSED DITCH BOTTOM

NO.	DESCRIPTION	DATE
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2	ISSUED FOR REPORT	AUG. 30/23
3	ISSUED FOR TENDER	
4	ISSUED FOR CONSTRUCTION	
5	AS BUILT	

DESIGNED BY: N.W.M.
 CHECKED BY: N.W.M.
 DRAWN BY: N.M.B.
 CHECKED BY: N.W.M.



SCALE AS SHOWN

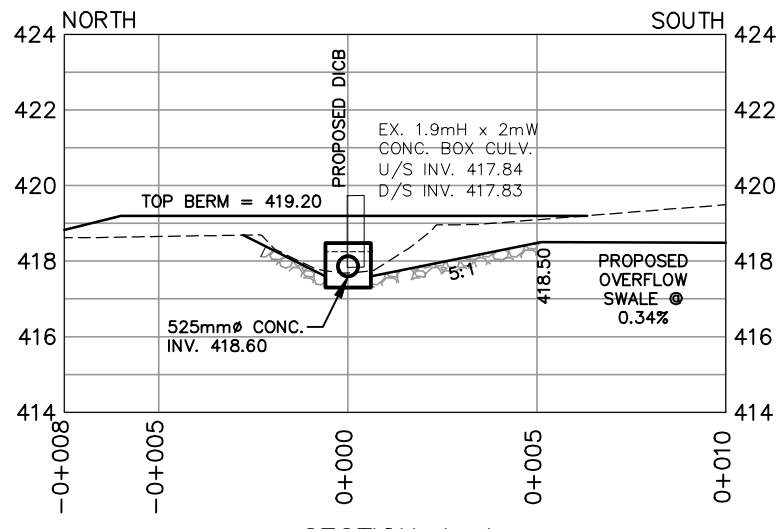
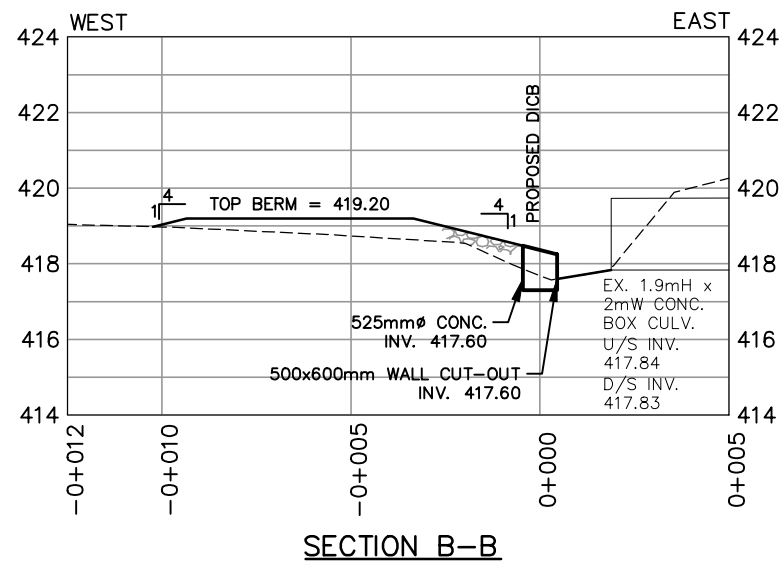
GEORGE KIRKNESS DRAIN (ASBRIDGE)
 WELLINGTON COUNTY TOWNSHIP OF WELLINGTON NORTH

DETAIL AND CROSS SECTIONS AUG. 30, 2023

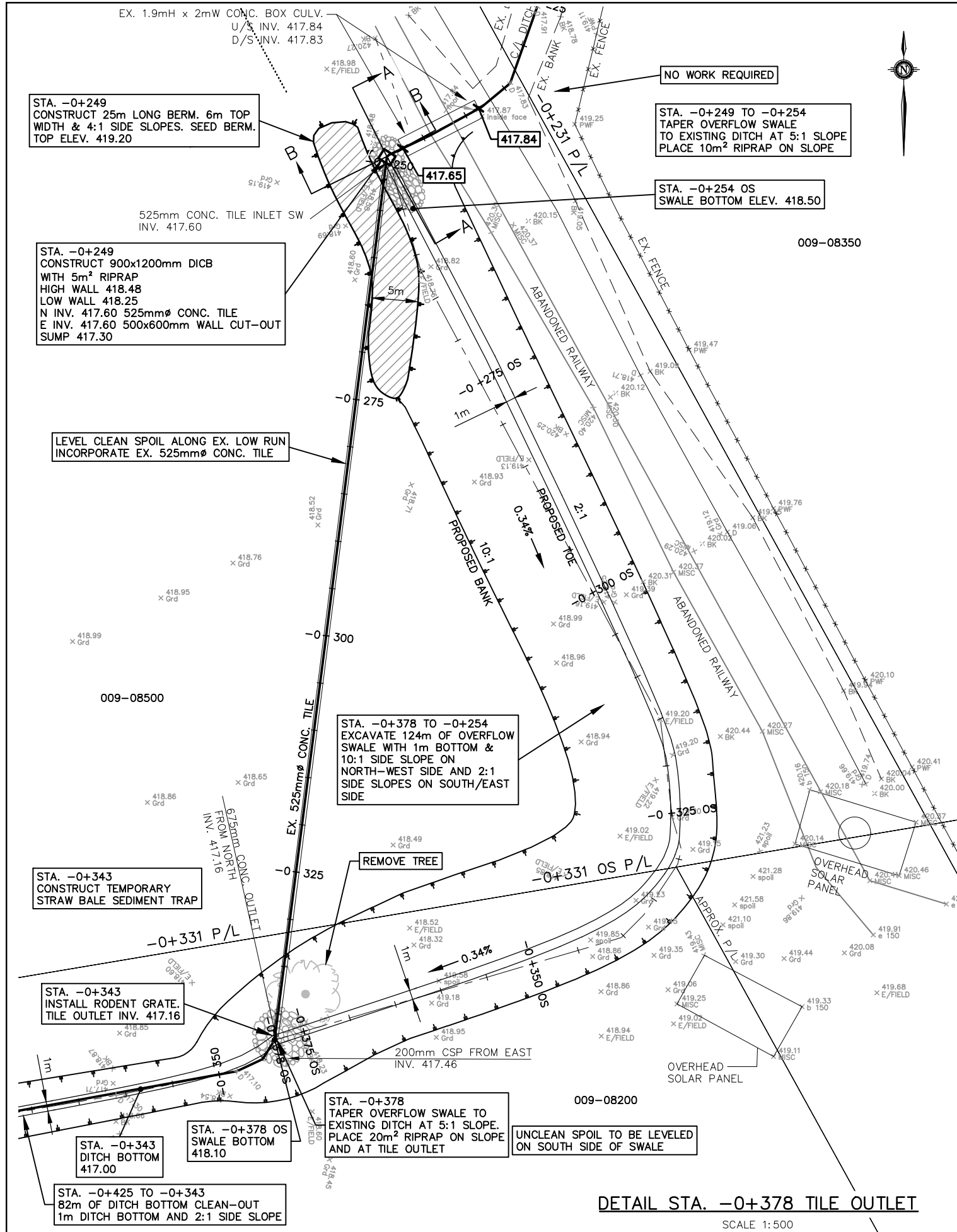


K. SMART ASSOCIATES LIMITED
 CONSULTING ENGINEERS AND PLANNERS
 KITCHENERS SUDBURY

REVISED:
 JOB NUMBER: **22-198**
 DRAWING
4 OF 12



SCALE 1 : 200
 HORZ.
 SCALE 1 : 200
 VERT.
 (ON 11"x17")




SPECIAL PROVISIONS - CONSTRUCTION NOTES

- TILE**
 0+150 - CONSTRUCT 1200x1500mm CONC. CB WITH BIRDCAGE GRATE AND 5m² RIPRAP. INCLUDES CONNECTIONS
- 0+150 TO 0+192 - 42m OF 800mm ϕ STEEL CASING PIPE ACROSS HIGHWAY 6 BY JACKING AND BORING
- 0+192 - CONSTRUCT 900x1200mm CONC. CB WITH BIRDCAGE GRATE AND 5m² RIPRAP. INCLUDES CONNECTIONS
- OVERFLOW SWALE**
 0+328 TO 0+332 - TAPER OVERFLOW SWALE TO EXISTING DITCH AT 5:1 SLOPE. PLACE 10m² RIPRAP ON SLOPE.
- HIGHWAY 6 WEST ROAD DITCH**
 0+000 TO 0+054 - 54m OF 450mm ϕ CONC. TILE WITH JOINT WRAP
- 0+054 - CONSTRUCT 600x600mm CONC. DICB WITH BIRDCAGE GRATE AND 5m² RIPRAP. INCLUDES CONNECTIONS

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LEGEND

-  PROPOSED GRADE
-  ENBRIDGE GAS LINE
-  BELL LINE

NO.	DESCRIPTION	DATE
1	ISSUED FOR MTO REVIEW	AUG. 11/23
2	ISSUED FOR REPORT	AUG. 30/23
3	ISSUED FOR TENDER	
4	ISSUED FOR CONSTRUCTION	
5	AS BUILT	

DESIGNED BY: N.W.M.
 CHECKED BY: N.W.M.
 DRAWN BY: N.M.B.
 CHECKED BY: N.W.M.



0 2.5 5m
 SCALE 1 : 250
 HORZ.

0 1 2m
 SCALE 1 : 100
 VERT.
 (ON 11"x17")

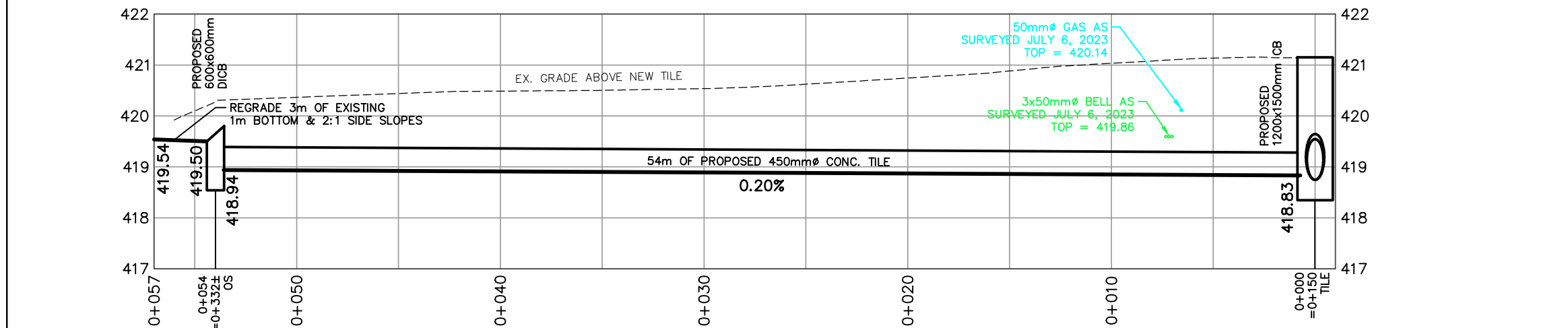
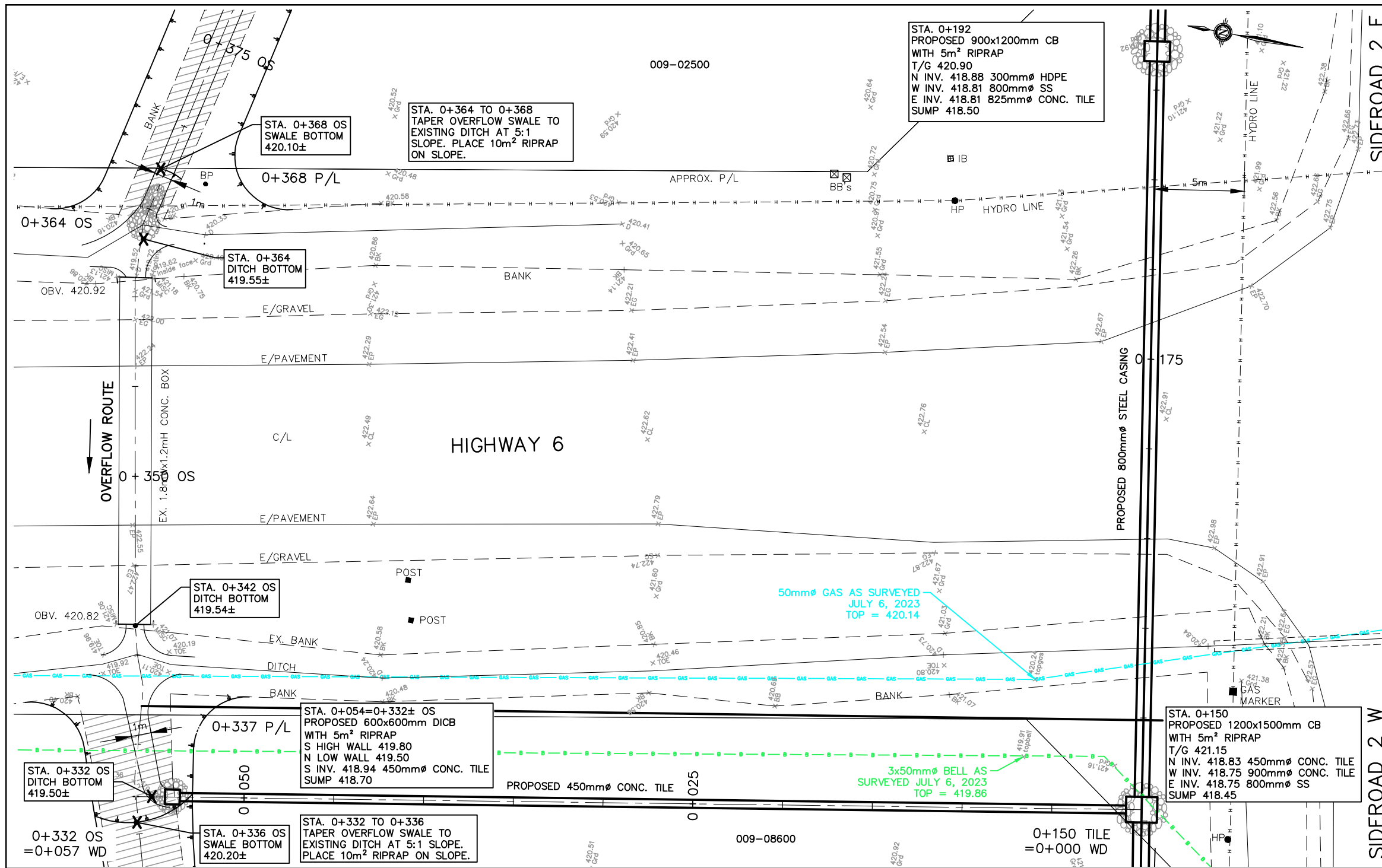
GEORGE KIRKNESS DRAIN (ASBRIDGE)

WELLINGTON COUNTY TOWNSHIP OF WELLINGTON NORTH

P&P HIGHWAY 6 ROAD DITCH AUG. 30, 2023

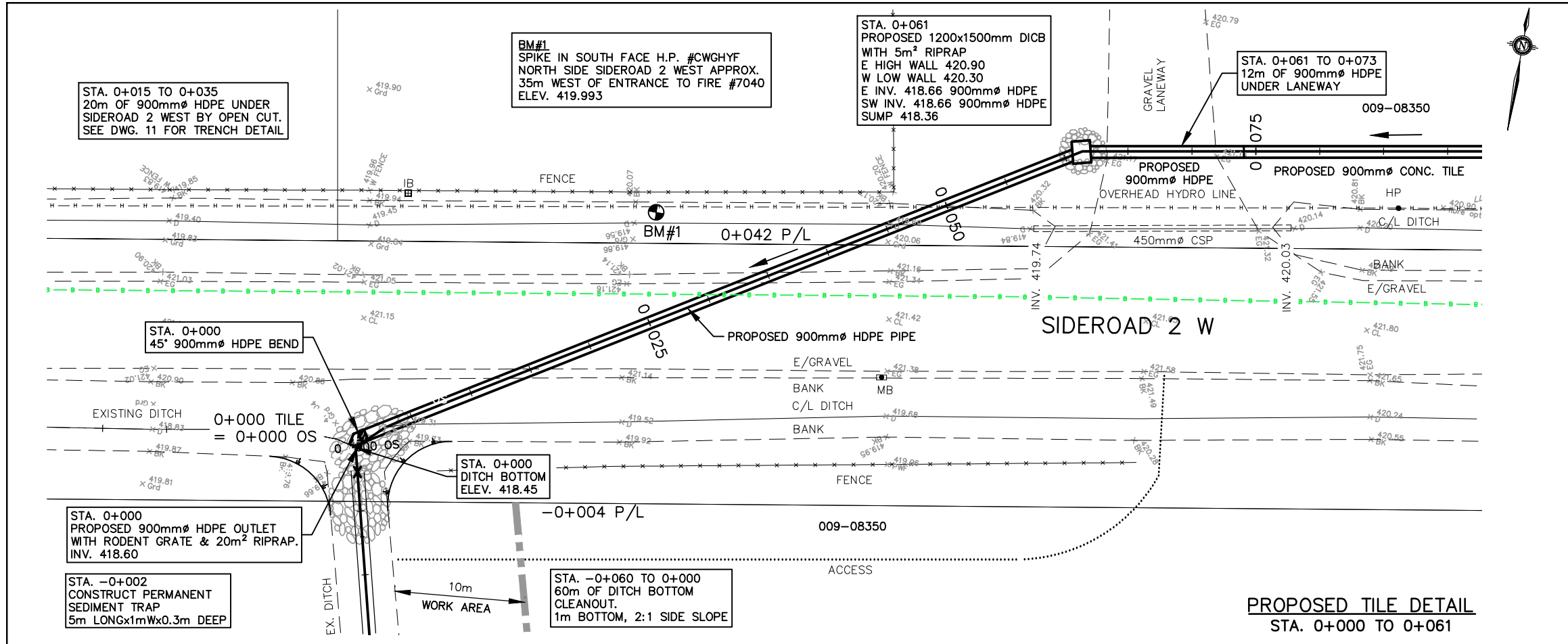
K. SMART ASSOCIATES LIMITED
 CONSULTING ENGINEERS AND PLANNERS
 KITCHENER SUDBURY

REVISED:
 JOB NUMBER: 22-198
 DRAWING
5 OF 12

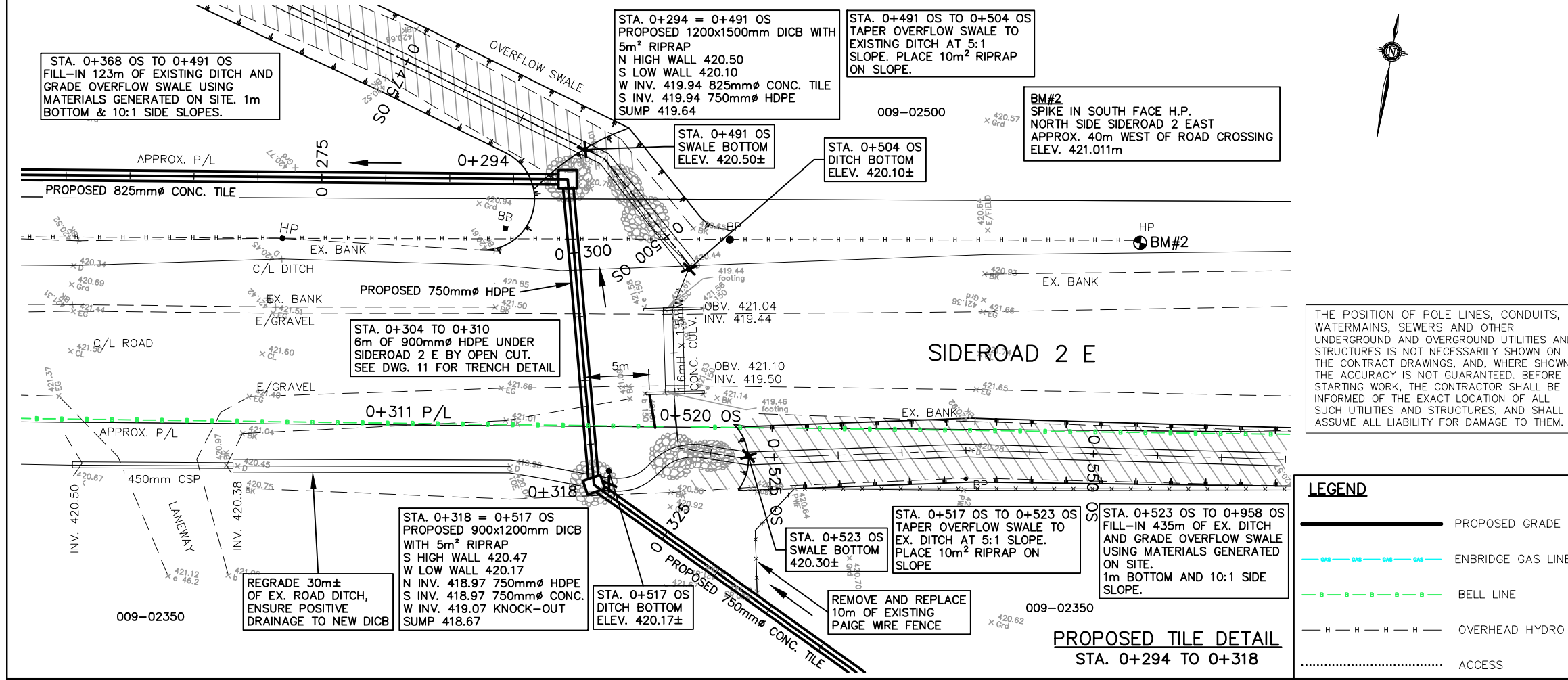


SPECIAL PROVISIONS – CONSTRUCTION NOTES

- TILE**
- 0+002 – CONSTRUCT PERMANENT SEDIMENT TRAP (5m LONG x 1m WIDE x 0.3m DEEP)
 - 0+000 – INSTALL RODENT GRATE ON PROPOSED 900mmØ HDPE
 - PLACE 20m² RIPRAP AT OUTLET
 - INSTALL 45' 900mmØ HDPE BEND
 - 0+000 TO 0+061 – 61m OF 900mmØ HDPE PIPE
 - PORTION OF PIPE UNDER SIDEROAD 2 WEST TO BE INSTALLED BY OPEN CUT, INCLUDING GRANULAR BACKFILL AND ROAD RESTORATION (SEE DRAWING 11 FOR TRENCH DETAIL)
 - 0+061 – CONSTRUCT 1200x1500mm CONC. DICB WITH BIRDCAGE GRATE AND 5m² RIPRAP. INCLUDES CONNECTIONS
 - 0+061 TO 0+150 – 12m OF 900mmØ HDPE PLACE GRANULAR H FROM BOTTOM PIPE TO _____ LINE AND 500mm GRANULAR FOR LANEWAY RESTORATION
 - 77m OF 900mmØ CONC. TILE WITH JOINT WRAP
 - 0+294 – CONSTRUCT 1200x1500mm CONC. DICB WITH BIRDCAGE GRATE AND 5m² RIPRAP. INCLUDES CONNECTIONS
 - 0+294 TO 0+318 – 24m OF 900mmØ HDPE PIPE
 - PORTION OF PIPE UNDER SIDEROAD 2 WEST TO BE INSTALLED BY OPEN CUT, INCLUDING GRANULAR BACKFILL AND ROAD RESTORATION (SEE DRAWING 11 FOR TRENCH DETAIL)
 - 0+318 – CONSTRUCT 900x1200mm CONC. DICB WITH BIRDCAGE GRATE & 5m² RIPRAP. INCLUDES CONNECTIONS
 - REGRADE 30m± OF EXISTING ROAD DITCH, ENSURE POSITIVE DRAINAGE TO NEW DICB
 - 0+334 – REMOVE AND REPLACE 10m OF EXISTING PAIGE WIRE FENCE
- OVERFLOW SWALE**
- 0+491 TO 0+504 – TAPER OVERFLOW SWALE TO EXISTING DITCH AT 5:1 SLOPE. PLACE 10m² RIPRAP ON SLOPE.
 - 0+517 TO 0+523 – TAPER OVERFLOW SWALE TO EXISTING DITCH AT 5:1 SLOPE. PLACE 10m² RIPRAP ON SLOPE



**PROPOSED TILE DETAIL
STA. 0+000 TO 0+061**



**PROPOSED TILE DETAIL
STA. 0+294 TO 0+318**

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LEGEND

- PROPOSED GRADE
- ENBRIDGE GAS LINE
- BELL LINE
- OVERHEAD HYDRO
- ACCESS

NO.	DESCRIPTION	DATE
1	ISSUED FOR MTO REVIEW	AUG. 11/23
2	ISSUED FOR REPORT	AUG. 30/23
3	ISSUED FOR TENDER	
4	ISSUED FOR CONSTRUCTION	
5	AS BUILT	

DESIGNED BY: N.W.M.
 CHECKED BY: N.W.M.
 DRAWN BY: N.M.B.
 CHECKED BY: N.W.M.

SCALE
 0 4 8m
 1:400
 (ON 11"x17")

GEORGE KIRKNESS DRAIN (ASBRIDGE)

WELLINGTON COUNTY TOWNSHIP OF WELLINGTON NORTH

SIDEROAD 2 CROSSING DETAILS
STA. 0+000 TO 0+061
STA. 0+294 TO 0+318

AUG. 30, 2023

K. SMART ASSOCIATES LIMITED
 CONSULTING ENGINEERS AND PLANNERS
 KITCHENER SUDBURY

REVISED:
 JOB NUMBER: 22-198
 DRAWING
6 OF 12

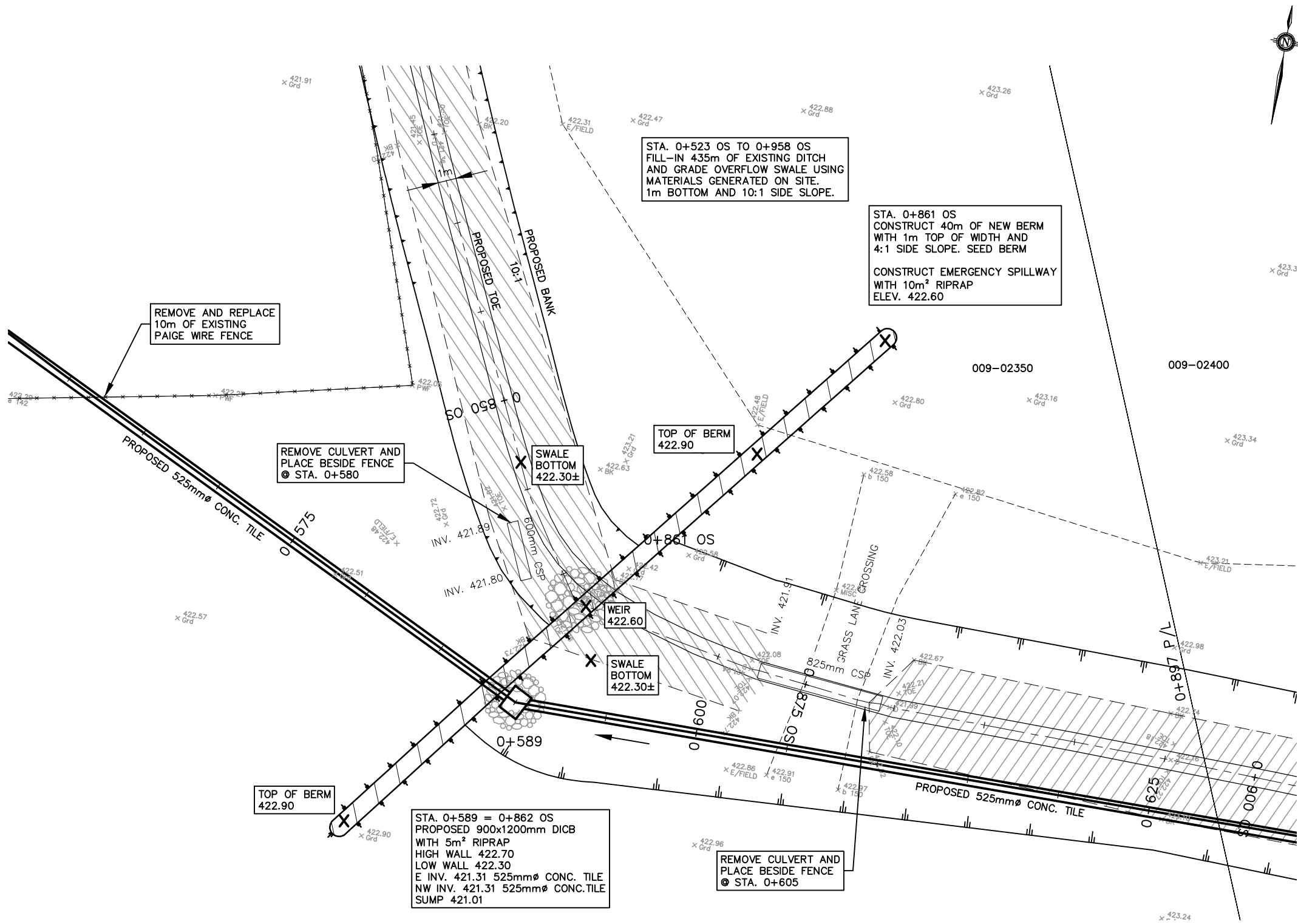
SPECIAL PROVISIONS – CONSTRUCTION NOTES

TILE

- 0+563 – REMOVE & REPLACE 10m OF EXISTING PAIGE WIRE FENCE
- 0+589 – CONSTRUCT 900x1200mm CONC. DICB WITH BIRDCAGE GRATE AND 5m² RIPRAP. INCLUDES CONNECTIONS

OVERFLOW SWALE

- 0+858 – REMOVE EXISTING 600mm ϕ CSP CULVERT AND PLACE ALONG EXISTING FENCELINE
- 0+861 – CONSTRUCT 40m OF NEW BERM AND EMERGENCY SPILLWAY WITH 10m² RIPRAP. 1m TOP AND 4:1 SIDE SLOPE. SEED BERM
- 0+875 – REMOVE EXISTING 825mm ϕ CSP CULVERT AND PLACE ALONG EXISTING FENCELINE



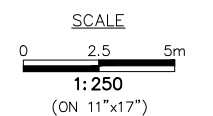
CATCHBASIN DETAIL PROPOSED TILE STA. 0+593

STA. 1:250

THE POSITION OF POLE LINES, CONDUITS, WATERMAINS, SEWERS AND OTHER UNDERGROUND AND OVERGROUND UTILITIES AND STRUCTURES IS NOT NECESSARILY SHOWN ON THE CONTRACT DRAWINGS, AND, WHERE SHOWN, THE ACCURACY IS NOT GUARANTEED. BEFORE STARTING WORK, THE CONTRACTOR SHALL BE INFORMED OF THE EXACT LOCATION OF ALL SUCH UTILITIES AND STRUCTURES, AND SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM.

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5	AS BUILT	

DESIGNED BY: N.W.M.
 CHECKED BY: N.W.M.
 DRAWN BY: N.M.B.
 CHECKED BY: N.W.M.



GEORGE KIRKNESS DRAIN (ASBRIDGE)

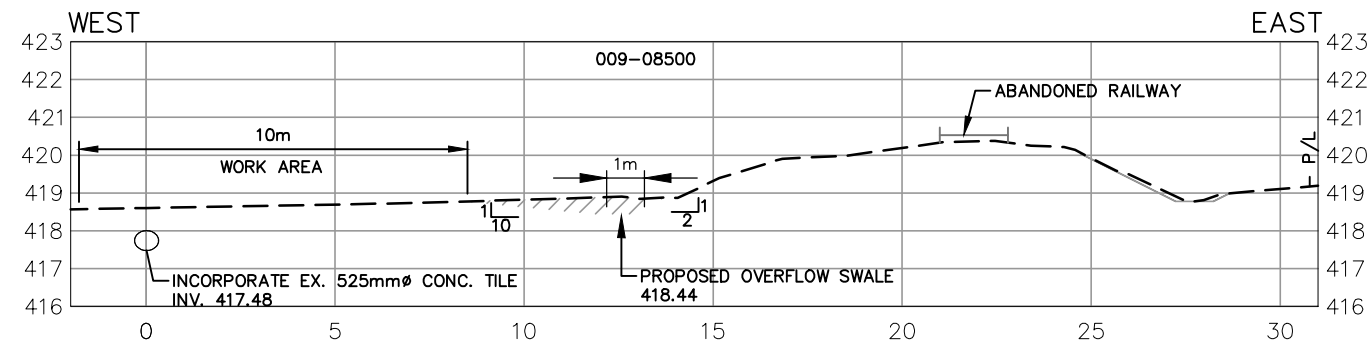
WELLINGTON COUNTY TOWNSHIP OF WELLINGTON NORTH

PROPOSED CATCHBASIN DETAIL AT TILE STA. 0+593 AUG. 30, 2023

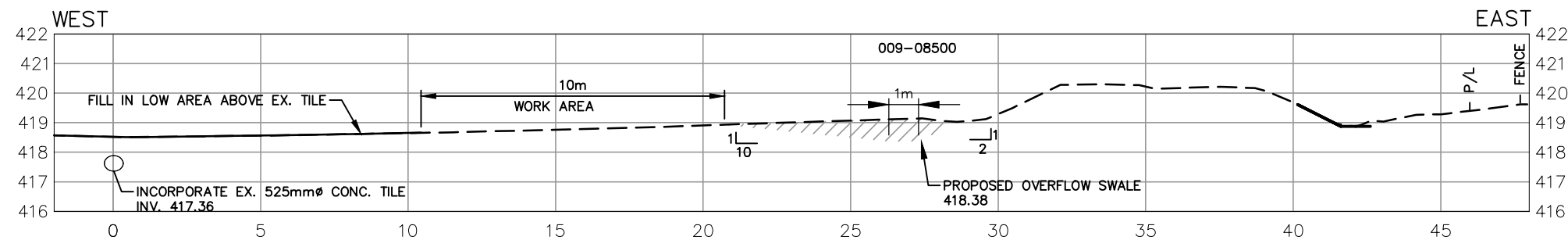
K. SMART ASSOCIATES LIMITED
 CONSULTING ENGINEERS AND PLANNERS
 KITCHENER SUDBURY

REVISED:
 JOB NUMBER: **22-198**
 DRAWING
7 OF 12

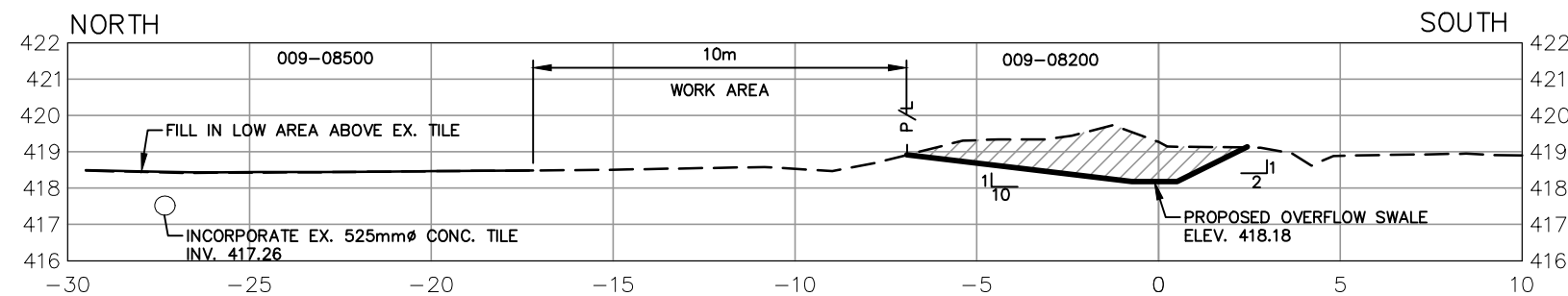
1. STRIP TOPSOIL OVER THE TRENCH AND WITHIN SWALE GRADING LIMITS AND STOCKPILE SEPARATELY. SPREAD TOPSOIL ACROSS TRENCH AND SWALE AFTER BACKFILLING.
2. SEED ALL DISTURBED AREAS
3. RE-GRADE EXISTING DITCH AS SWALE USING ADJACENT SUBSOIL. VARY SWALE SIDE SLOPES AS NEEDED TO PROVIDE POSITIVE DRAINAGE WITHOUT IMPORTING OFFSITE MATERIAL.



STA. -0+275



STA. -0+300

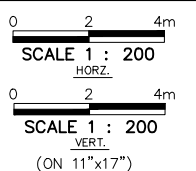


STA. -0+350 OS

THE POSITION OF POLE LINES, CONDUITS, WATERMAINS, SEWERS AND OTHER UNDERGROUND AND OVERGROUND UTILITIES AND STRUCTURES IS NOT NECESSARILY SHOWN ON THE CONTRACT DRAWINGS, AND, WHERE SHOWN, THE ACCURACY IS NOT GUARANTEED. BEFORE STARTING WORK, THE CONTRACTOR SHALL BE INFORMED OF THE EXACT LOCATION OF ALL SUCH UTILITIES AND STRUCTURES, AND SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM.

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2	ISSUED FOR REPORT	AUG. 30/23
3	ISSUED FOR TENDER	
4	ISSUED FOR CONSTRUCTION	
5	AS BUILT	

DESIGNED BY: N.W.M.
 CHECKED BY: N.W.M.
 DRAWN BY: N.M.B.
 CHECKED BY: N.W.M.



GEORGE KIRKNESS DRAIN (ASBRIDGE)

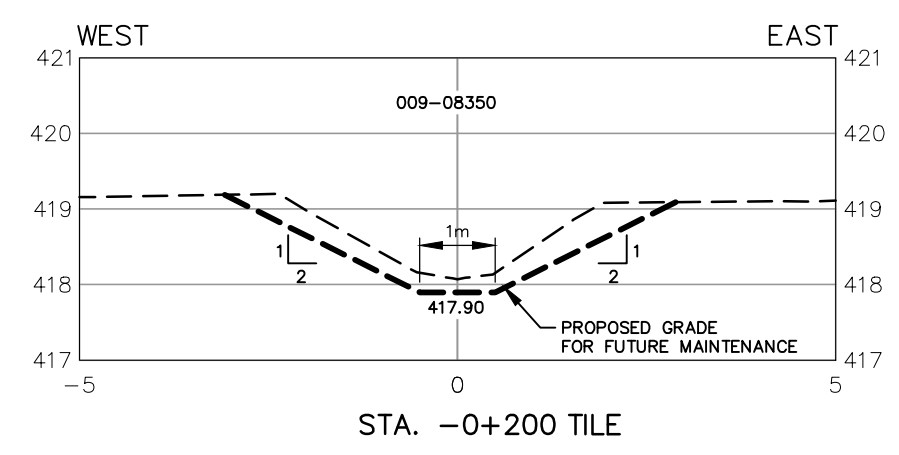
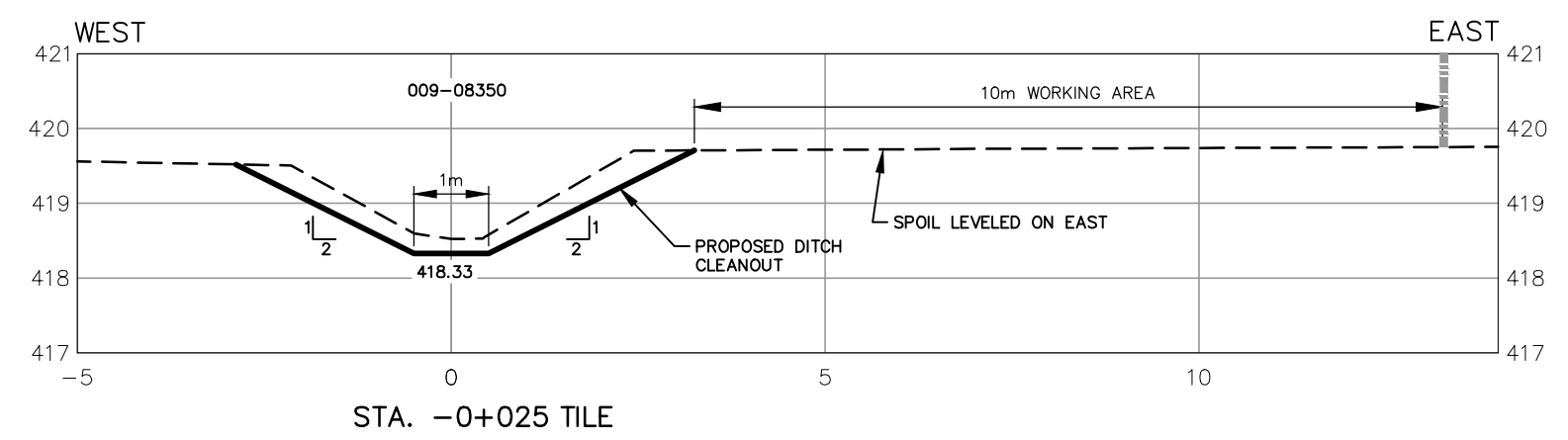
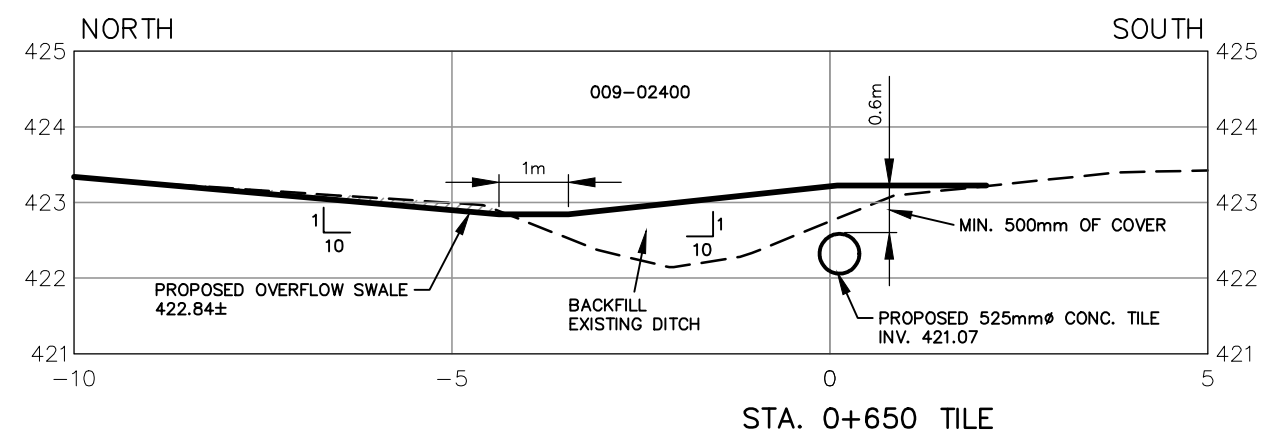
WELLINGTON COUNTY TOWNSHIP OF WELLINGTON NORTH

PROPOSED TILE AND OVERFLOW SWALE CROSS SECTIONS AUG. 30, 2023

K. SMART ASSOCIATES LIMITED
 CONSULTING ENGINEERS AND PLANNERS
 KITCHENER SUDBURY

REVISED:
 JOB NUMBER: **22-198**
 DRAWING
8 OF 12

1. STRIP TOPSOIL OVER THE TRENCH AND WITHIN SWALE GRADING LIMITS AND STOCKPILE SEPARATELY. SPREAD TOPSOIL ACROSS TRENCH AND SWALE AFTER BACKFILLING.
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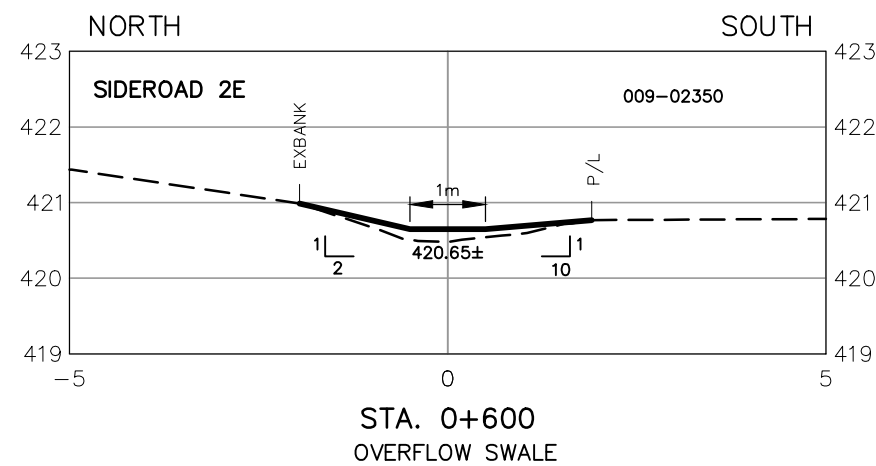
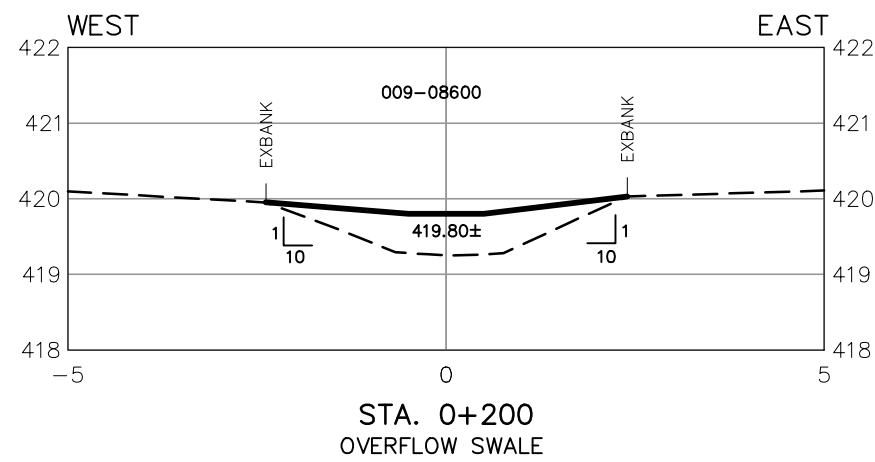
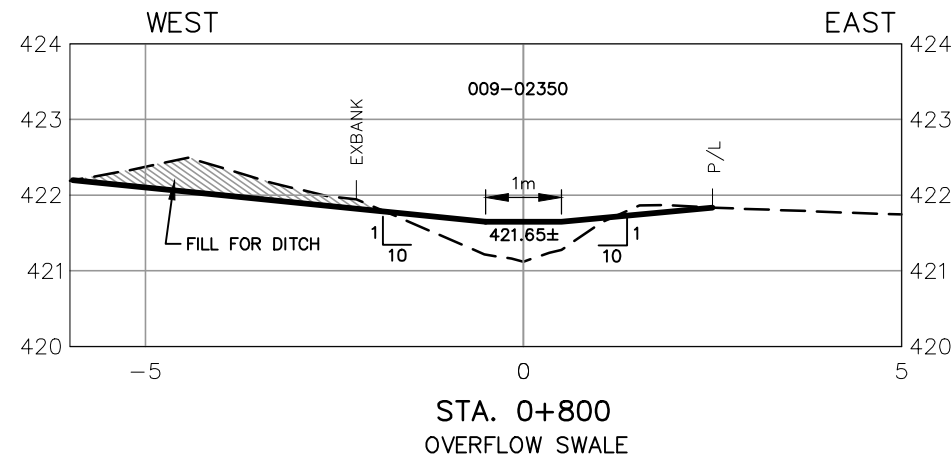
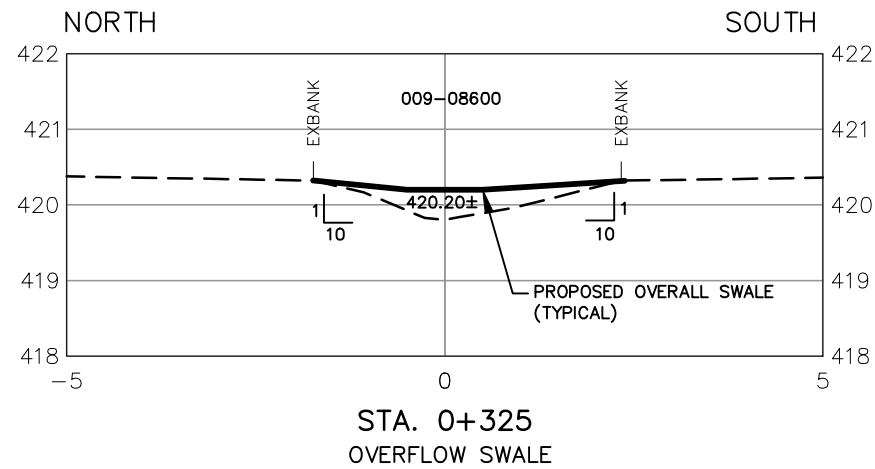
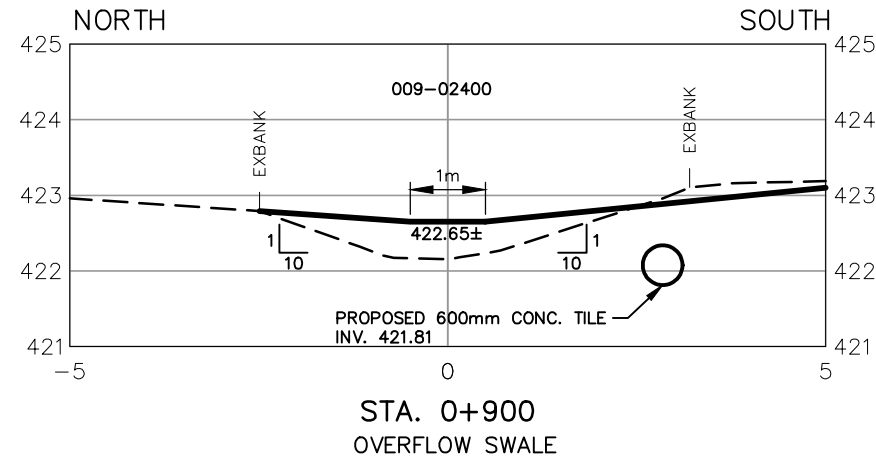
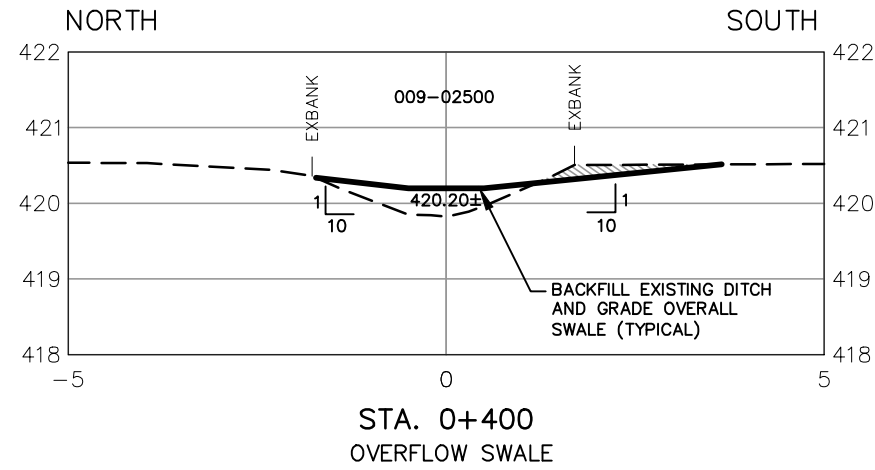
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CHECKED BY: N.W.M.		

GEORGE KIRKNESS DRAIN (ASBRIDGE)

WELLINGTON COUNTY TOWNSHIP OF WELLINGTON NORTH

PROPOSED TILE CROSS SECTIONS AUG. 30, 2023

	K. SMART ASSOCIATES LIMITED CONSULTING ENGINEERS AND PLANNERS KITCHENER SUDBURY	REVISED: JOB NUMBER: 22-198 DRAWING 9 OF 12
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THE POSITION OF POLE LINES, CONDUITS, WATERMANS, SEWERS AND OTHER UNDERGROUND AND OVERGROUND UTILITIES AND STRUCTURES IS NOT NECESSARILY SHOWN ON THE CONTRACT DRAWINGS, AND, WHERE SHOWN, THE ACCURACY IS NOT GUARANTEED. BEFORE STARTING WORK, THE CONTRACTOR SHALL BE INFORMED OF THE EXACT LOCATION OF ALL SUCH UTILITIES AND STRUCTURES, AND SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM.

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 (ON 11"x17")

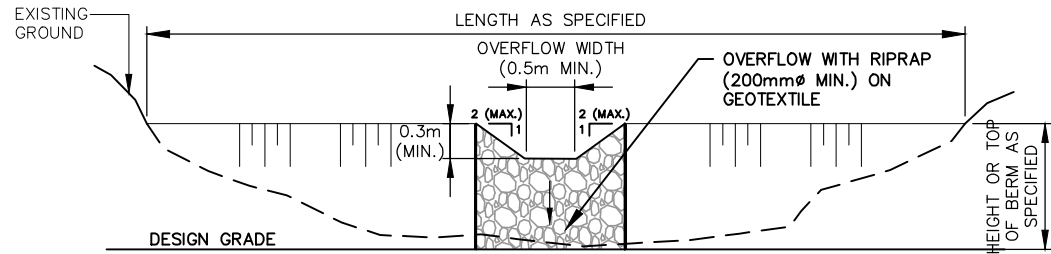
GEORGE KIRKNESS DRAIN (ASBRIDGE)

WELLINGTON COUNTY TOWNSHIP OF WELLINGTON NORTH

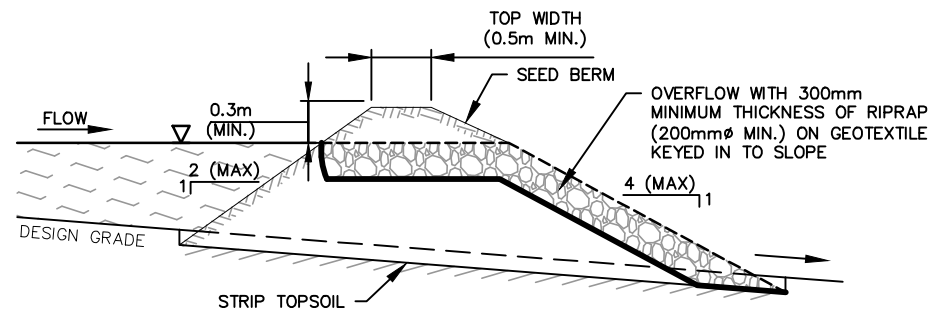
PROPOSED OVERFLOW SWALE CROSS SECTIONS **AUG. 30, 2023**

K. SMART ASSOCIATES LIMITED
 CONSULTING ENGINEERS AND PLANNERS
 KITCHENER SUDBURY

REVISED:
 JOB NUMBER: **22-198**
 DRAWING
10 OF 12



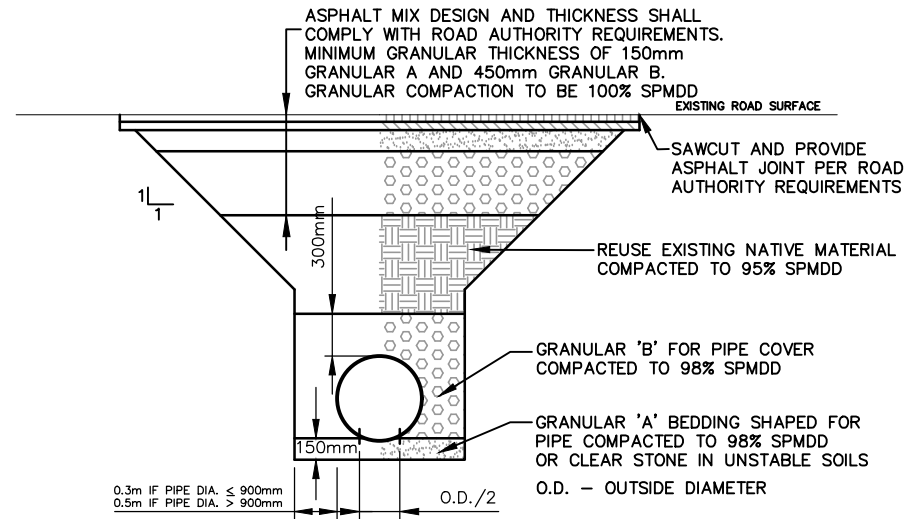
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NOT TO SCALE



BERM - SIDE DETAIL
NOT TO SCALE

NOTES:

1. EARTHEN BERM TO BE CLEAN MATERIAL, MINIMUM 10% CLAY CONTENT, COMPACTED TO 98% S.P.M.D.D.
2. PROVIDE MINIMUM 100mm THICKNESS OF TOPSOIL PRIOR TO SEEDING



OPEN CUT ROAD CROSSING
(PAVED OR GRAVEL SURFACE)
NOT TO SCALE

NOTES:

1. BACKFILL AND COMPACTION REQUIREMENTS ALSO APPLY BEYOND THE SHOULDER AT A 1:1 SLOPE DOWN TO THE BOTTOM OF TRENCH EXCAVATION
2. NEW FROST TAPER NOT REQUIRED UNLESS REQUESTED AT TIME OF CONSTRUCTION. BLEND INTO EXISTING TAPERS. IF REQUIRED, TAPERS TO BE IN ACCORDANCE WITH OPSD 803.03 AND ADDITIONAL PAYMENT WILL BE ALLOWED.
3. ALL SURPLUS EXCAVATED MATERIAL TO BE HAULED AWAY
4. ASPHALT SHALL COMPLY WITH APPLICABLE OPSS MATERIAL SPECIFICATIONS.
5. IN INITIAL CONSTRUCTION SEASON ALL LIFTS OF ASPHALT SHALL BE PLACED IF CONDITIONS ARE SUITABLE. IF CONDITIONS ARE POOR, TEMPORARY ASPHALT MAY BE REQUIRED UNTIL FOLLOWING CONSTRUCTION YEAR.

DESIGNED BY: N.W.M.
CHECKED BY: N.W.M.
DRAWN BY: N.M.B.
CHECKED BY: N.W.M.



N.T.S.

GEORGE KIRKNESS DRAIN (ASBRIDGE)

WELLINGTON COUNTY TOWNSHIP OF WELLINGTON NORTH

STANDARD DETAILS

AUG. 30, 2023

K. SMART ASSOCIATES LIMITED
CONSULTING ENGINEERS AND PLANNERS
KITCHENER SUDBURY

REVISED:
JOB NUMBER: **22-198**
DRAWING
11 OF 12

300) CONSTRUCTION NOTES (SPECIAL PROVISIONS)

300.1) SPECIFIC NOTES

Refer to Special Provisions Specific Notes on Drawings 2 to 9.

300.2) PROJECT NOTES

300.2.1) Working Area

For a closed drain up to 2m deep, the working area shall be 10m width on either side of the trench or any combination not exceeding 20m in width. For closed drains deeper than 2m, the working area shall be increased to 30m. if any part of the drain is close to a property line, then the property line shall be one of the limits of the work area. Any part of the drain is in the road allowance; the road allowance shall be the working area. Restricted or increased working areas would be described in detail in the specific construction notes. Refer to Section 400.4 of Standard Specifications for Construction of Drains for exceptions.

300.2.2) Access

The contractor shall have access to the drain along the routes, if any, shown in Drawing 1. The access routes shall be along existing laneways or paths or where none exist, along a 6m wide (maximum) path. No other access routes shall be used unless first approved by the Engineer and affected landowners. The contractor shall also contact each owner before using designated accesses. Refer to Section 400.5 of the Standard Specifications for the Construction of Drains. Telephone numbers for contact are:

Roll No.	Owner(s)	Phone Numbers for landowners To be Provided at the Time of Construction
009-082-00	Cleon & Verna Weber	
009-085-00	Robert & Deborah Harper	
009-083-50	Peter & Betty Anne DeLange	
009-086-04	1879659 Ont. Ltd.	
009-086-00	1879659 Ont. Ltd.	
009-025-00	Tammy & Leroy Asbridge	
009-023-50	Hellen Scott	
009-024-00	Phares & Mary Martin	
Drainage Superintendent	Thomas Jackson	(519) 748-1199 x 225
Engineer	Neal Morris, P. Eng.	(519) 748-1199 x 240
MTO	Steven Hood	(519) 373-6918
Enbridge	Kevin Schimus	(519) 635-9488
SVCA	Darren Kenny	(519) 364-1255 ext 224
Township Road Superintendent	Dale Clark	(519) 848-3620 ext 4521

300.2.3) Soils Considerations

The Wellington County soils mapping for this area indicates that the soils adjacent to this Drain are Teeswater Silt Loam, Listowel Silt Loam, Parkhill Loam and Harriston Silt Loam. The Teeswater Silt Loam soil is along the outlet of the drain. This soil is a silt loam, with cobbles and gravel and drains well. Conservational equipment is anticipated in this area, the stoney subsoil should be placed below the topsoil and large cobbles removed to rip-rap areas or the edge of the fields.

Listowel Silt Loam soil is located between Sideroad 2 E and Hwy 6. This soil is a clayey silt and slightly stoney. Thicker wet topsoil should be anticipated in this area. Conservational equipment is anticipated in this area, the stoney subsoil should be placed below the topsoil and large cobbles removed to rip-rap areas or the edge of the fields.

Parkhill Loam is located between Hwy 6 and Sta 0+450. This is a low lying area and composts most of the Area Requiring Drainage. This soil is a clayey silt, slightly stoney with a thick organic topsoil layer. Conservational equipment is anticipated in this area, and the stoney subsoil should be placed below the topsoil and large cobbles removed to rip-rap areas or the edge of the fields. A wet pocket should be anticipated work in the summer is recommended.

Harriston Silt Loam is located upstream of Sta 0+450. This soil is a glacial silt till, slightly stoney. Conservational equipment is anticipated in this area, and the stoney subsoil should be placed below the topsoil and large cobbles removed to rip-rap areas or the edge of the fields.

300.2.4) Environmental

The following agencies have been notified of the project:

Saugeen Valley Conservation Authority

The Saugeen Valley Conservation Authority (SVCA) did not request an environmental appraisal under Section 6 of the Act. The Conservation Authority was sent notices to the public meetings. A project description and drawing package was provided to the Conservation Authority for review. SVCA attended the April 26, 2023, site meeting. A response from the Conservation Authority was received by e-mail on April 28, 2023, with comments and recommendations that have been addressed in this report.

MECP

As there are no species at risk in the area, no screening request for species at risk was submitted to MECP.

DFO

The George Kirkness Award Drain is not rated under DFO's drain classification system. The George Kirkness Drain (Asbridge) is dry during the summer. A Request for Review was submitted to DFO along with a project description, drawing package and photo log dated May 9, 2023. The response from DFO, dated June 8, 2023, indicated that;

- No in-water work to occur between March 15 – July 15.
- Limit access to banks or areas adjacent to water bodies.
- Construct access points and approaches perpendicular to the watercourse or waterbody.

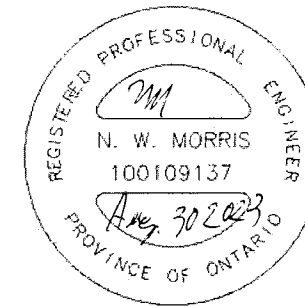
- Vegetate the disturbed area with native species suitable for open ditch.
- Conduct all in-water works, undertakings or activities in isolation of open or flowing water to reduce the introduction of sediment into the watercourse.
- The DFO code of practice for temporary cofferdams and diversion channels should be used.
- Work in open ditch is not to occur in rainy, spring melt, stormy and windy weather.
- Monitor the watercourse to observe signs of sedimentation during all phases of the work, undertaking or activity and take corrective action.
- Place existing stream bed and bank material in bank in ditch after work is completed.
- Contractor is to clean equipment and have a spill kit on-site before working in open ditch.

300.2.4) Pre-construction Approvals and Utilities

Before starting work, the Contractor shall ensure all public utilities are located and contact all landowners along the proposed drain route to determine any private utilities' location. MTO permits have been obtained. No other permits are required. On the east side of Highway 6 there is an existing gas line and underground Bell line.

There is an underground Bell line on the north side of Sideroad 2W and on the south side of Sideroad 2E.

There is an overhead hydro line to the north side of Sideroad 2W, north side of Sideroad 2E and east side of Highway 6.



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

BY-LAW NUMBER 105-2023

**BEING A BY-LAW TO ESTABLISH THE FEES AND CHARGES FOR
WATER AND SEWER SERVICES PROVIDED BY THE
MUNICIPALITY AND TO REPEAL BY-LAW 138-2022**

WHEREAS Section 391. (1) of *the Municipal Act*, 2001 S.O. Chapter 25 as amended (hereinafter called “the Act”) permits a municipality and a local board to pass by-laws imposing fees or charges on any class of persons

**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” - Water & Sewer
Schedule “B” - Water & Sewer Rates
2. **THAT** the effective date of the fees and charges is January 1, 2023
3. **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.).
4. 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.
5. **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.

6. **THAT** this by-law shall be known as the “Water and Sewer Fees and Charges By-law”.
7. **THAT** By-law 138-2022 is hereby repealed

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 20th day of NOVEMBER, 2023.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

SCHEDULE "A"
WATER AND SEWER
Effective January 1, 2024

Water/Sewer Servicing Charges	2024
Paved Road with curb and/or sidewalk up to 1" service	\$3,247.78
Paved Road with curb and/or sidewalk 1 ½" to 4" service	\$4,546.88
Paved Road with curb and/or sidewalk 6" service	\$5,088.17
Paved Road up to 1" service	\$2,706.48
Paved Road 1 ½" to 4" service	\$4,005.59
Paved Road 6" service	\$4,546.88
Gravel Road up to 1" service	\$2,381.70
Gravel Road Services 1 ½" to 4" service	\$3,680.81
Gravel Road 6" service	\$4,222.11
Sanitary Sewer	
Paved road with curb and/or sidewalk up to 6" service	\$3,897.33
Paved road with curb and/or sidewalk over 6" service	\$4,757.00
Paved road up to 6" service	\$3,356.03
Paved road over 6" service	\$4,222.11
Gravel road up to 6" service	\$2,923.00
Gravel road over 6" service	\$3,789.07
Exceptions and Special Circumstances	
The following rates apply when the service connection exists at property line or if the connection is made in the boulevard and does not involve disturbing asphalt/sidewalk or curb. Extra charges for large services apply	
Water	\$2,273.44
Sanitary Sewer	\$2,814.74
Connection Fees	
Must be paid to the Township prior to connection to the distribution system. The installation must be inspected by the Township's Building Department and/or Public Works Department. It is illegal to connect to the Township's Water and Sewage Systems without proper approval.	
At the discretion of the Director of Operations, any connection costs in excess of the above described fees will be invoiced to the proponent	

SCHEDULE "A"
Water and Sewer (continued)
Effective January 1, 2024

DESCRIPTION	2024
<p>Swimming Pool Rate:</p> <p>In addition to the charges for water, being the Residential Rate or the General Service Rate in Arthur and Mount Forest hereinbefore set out, there shall be a separate water rate of \$78.43 payable annually to the Township by the landowner for each swimming pool located on a parcel of land during each year or part thereof. For the purposes of this paragraph a swimming pool shall be an inground or aboveground swimming pool containing 8,000 gallons of water or more.</p>	\$78.43
<p>Bulk Water Pick-Up or Supply:</p> <p>Persons wanting bulk water pick-up or supply must contact the Water and Sewer Department Office Monday to Friday between the hours of 7:30 A.M. and 4:00 P.M. to schedule the pick-up or supply. A member of the Township's Water Department must be present when any water is loaded. Unauthorized opening of any Township hydrant is an offence that will have legal implications.</p>	\$156.85
<p>Disconnection/Reconnection of Water Services:</p> <p>(a) At the request of owner to facilitate private water system maintenance; or</p> <p>(b) Will only be allowed if the electrical service is also disconnected or reconnected for the same period of time.</p> <p>A service fee will be charged per disconnect/connect (1 water turn off, 1 water turn on).</p>	<p>\$78.43 (During Business Hours)</p> <p>\$104.57 (After-Hours)</p>
<p>Service Call:</p> <p>Any property owner requesting a service call will be charged a minimum \$78.43 fee if the problem is found to be on the landowner's property. Any involvement by the Township in the repair of services on private property shall be billed to the property owner on a time and material basis.</p>	<p>\$78.43 (During Business Hours)</p> <p>\$104.57 (After-Hours)</p>
Water-Sewer Operator Fee (Per hour) – During Business or After Hours	\$62.74

SCHEDULE "B"
WATER & SEWER RATES
Effective January 1, 2024

DESCRIPTION	2024
Water	
Residential (flat rate)	
Residential - monthly	\$48.04
Residential - annually	\$584.49
Non-residential Customers – Annual Flat Rate	\$700.75
Non-residential	
Rate per cubic metre	\$2.14
Meter Maintenance Fee (Commercial / Industrial) - monthly	\$18.13
Wastewater (Sewer)	
Residential (flat rate)	
Residential - monthly	\$59.08
Residential - annually	\$718.88
Non-residential Customers – Annual Flat Rate	\$861.81
Non-residential	
Rate per cubic metre	\$2.64
Special Rate (Non-residential) – 460 Durham St E (Green House)	\$80.00
Water Account Set up	\$26.15
Sewer Account Set up	\$26.15

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

BY-LAW NUMBER 106-2023

**BEING A PROCEDURE BY-LAW FOR GOVERNING THE CALLING,
PLACE AND PROCEEDINGS OF MEETINGS OF COUNCIL,
COMMITTEES AND LOCAL BOARDS AND TO REPEAL BY-LAW
NO. 111-2021.**

WHEREAS the Council of the Township of Wellington North wishes to enact a by-law for governing the calling, place and proceedings of meetings; and that the procedure by-law shall provide for public notice of meetings,

NOW THEREFORE the Council of the Township of Wellington North hereby enacts following:

1. THAT the Mayor and Clerk are authorized to execute the Procedure By-law.
2. THAT this By-law shall come into effect upon the final passing thereof
3. THAT By-law No. 111-2021 is hereby repealed.

**READ A FIRST, SECOND, THIRD TIME AND FINALLY PASSED THIS
xxTH DAY OF xxxx, 2023**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

BEING A BY-LAW FOR GOVERNING THE CALLING, PLACE AND PROCEEDINGS OF MEETINGS OF COUNCIL, COMMITTEES AND LOCAL BOARDS

PRINCIPLES

- (1) The rules set out in this Procedural By-law are to be interpreted in accordance with these principles and all applicable law.
- (2) Council is the decision making body and the decisions of Council are paramount in all matters within its authority. It is the role of Council's Committees to make recommendations to Council, but not to decide any matter unless specifically delegated to that Committee, so that the primacy of Council is preserved.
- (3) These principles and rules facilitate the decision making of Council and are to be liberally interpreted so as to administer meetings in a manner which,
 - a. Is respectful of all participants.
 - b. Balances debate with the need to make recommendations and decisions in a timely manner.
 - c. Establishes clear outcomes.
 - d. Provides for the hearing/consideration of input from interested parties in a pragmatic way.
 - e. Respects the statutory regime in which the Township of Wellington North operates.
- (4) The business of Council is to be conducted by all parties with respect and courtesy, even where there is vigorous debate or disagreement.

1. GENERAL PROVISIONS

Application and Interpretation

- 1.1 This By-law (referred to as the "Procedure By-law") establishes the rules of order for Council, Committee and Local Board Meetings.
- 1.2 In an event of conflict between the Procedure By-law and legislation, the provisions of the legislation prevail.
- 1.3 A specific statement or rule in this Procedure By-law has greater authority than a general one.
- 1.4 If there is a conflict between two or more rules in the Procedure By-law, or if there is no specific rule on a matter, the Chair will rule. In making a ruling, the Chair may rely on the Clerk's interpretation of previous rulings and practices, and on the principles established by this By-law.
- 1.5 Rulings of the Chair may be overturned by a successful challenge determined by a majority vote of those present and voting. Challenges to the Chair are to be put in this manner: "Shall the ruling of the Chair be overturned?"

Contents

1. GENERAL PROVISIONS	2
2. DEFINITIONS	4
3. PROCEDURES AND ORDER OF BUSINESS	6
4. INDIGENOUS LAND ACKNOWLEDGEMENT	7
5. MANNER OF VOTING AND RULES OF DEBATE	7
6. ELECTRONIC MEETING PARTICIPATION	7
7. MOTIONS	8
8. NOTICE OF MOTION	9
9. RECONSIDERATION	9
10. DUTIES OF THE CHAIR	10
11. EX OFFICIO	10
12. ACTING HEAD OF COUNCIL	10
13. DUTIES OF THE MEMBERS	11
14. PRESENTATIONS	11
15. DEPUTATIONS	11
16. DECORUM	13
17. QUORUM	13
18. CURFEW	14
19. NOTICE OF MEETINGS	14
20. MEETING LOCATION DATES AND TIMES	14
21. REGULAR MEETING OF COUNCIL	15
22. CANCELLATION OR POSTPONEMENT OF MEETINGS	16
23. SPECIAL MEETING OF COUNCIL	16
24. EMERGENCY MEETING OF COUNCIL	16
25. OPEN AND CLOSED MEETINGS OF COUNCIL	16
26. INAUGURAL MEETING OF COUNCIL	17
27. PROCEDURE BY-LAW FOR BOARDS, COMMITTEES, AD-HOC and ADVISORY COMMITTEES	18
28. SUSPENSION OF RULES IN THE PROCEDURE BY-LAW	18
29. AMENDMENT OR REPEAL OF PROCEDURE BY-LAW	18
30. MINUTES	18
31. BY-LAWS	19
32. VIDEO AND AUDIO RECORDING	19

33. REVIEW OF BY-LAW	19
34. REPEAL OF PREVIOUS PROCEDURE BY-LAW.....	19
35. EFFECTIVE DATE	19

2. DEFINITIONS

In this By-law, the following terms shall have the following meanings:

- 2.1 “Acting Mayor” means a Member of Council appointed to fulfill the duties of the Mayor in their absence.
- 2.2 “Awards/Recognition/Declaration” means a formal recognition by Council of an individual, group or organization for a significant event or achievement.
- 2.3 “Committee” means any standing, advisory, ad hoc, or other committee, subcommittee or similar entity of which at least 50 per cent of the Members are also Members of one or more Councils or local boards.
- 2.4 “Declared Emergency” means the Mayor or Acting Mayor has declared a situation or an impending situation caused by the forces of nature, an accident, an intentional act, or otherwise, that constitutes a danger of major proportions to life or property. These situations could threaten public safety, public health, the environment, property, critical infrastructure and/or economic stability.
- 2.5 “Deputation” means a person or group permitted to address Council or committee.
- 2.6 “Electronic Device” means a computer, cellphone, smartphone, personal digital assistant, smartwatch, tablet, voice recorder, camera, or any other similar device.
- 2.7 “Electronic Participation” means participating remotely in any open or closed meeting via an electronic device and has the same rights and responsibilities as if they were in physical attendance, including the right to vote.
- 2.8 “Friendly Amendment” means the motion under debate is amended with the consent of the mover and seconder, in keeping with the general intent and without the requirement for an amending motion to be made.
- 2.9 “Hybrid meeting” means a meeting where Members use a combination of electronic participation outside the regular meeting place while other Members participate in person at the regular meeting place.

- 2.10 “Local Board” means a local board as defined in the Municipal Act, 2001, and generally means a body established by Council, whose Membership is approved by Council, and which carries out a municipal purpose, but is not otherwise excluded from the definition by a provision of that Act
- 2.11 “Meeting” means any regular, special, remote or other meeting of a Council, of a local board or of a committee of either of them, where a quorum of Members is present, AND Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.
- 2.12 “Motion” means a proposal, moved and seconded by Members to adopt, amend or otherwise deal with a matter.
- 2.13 “Notice of Motion” means a written notice submitted to the Clerk respecting a substantive matter not on the agenda for discussion at a Meeting of Council, seeking inclusion of the substantive matter on a future agenda.
- 2.14 “Presentation to Council” means an individual, group or organization invited by Council or staff to present material or information.
- 2.15 “Point of Order” means an issue to which a Member calls attention to:
- 2.15.1 A breach of the rules of order pursuant to this by-law.
 - 2.15.2 A defect in the constitution of any meeting.
 - 2.15.3 The use of improper, offensive or abusive language.
 - 2.15.4 Notice of the fact that the matter under discussion is not within the scope of the proposed motion.
 - 2.15.5 Any other informality or irregularity in the proceeding of the meeting.
- 2.16 “Point of Privilege” means a request to the Chair to immediately consider and take action to remedy a situation negatively affecting the rights or privileges of Council Members or of Council as a whole, despite other pending business currently before Council.
- 2.17 “Recorded Vote” means, on the request of a Member, the noting in the minutes of the name and vote of every Member on any motion, unless a Member is disqualified from voting.
- 2.18 “Special Meeting” means a meeting not scheduled in accordance with the approved schedule of meetings, and duly called within the authority of the Act, or other legislation.

3. PROCEDURES AND ORDER OF BUSINESS

- 3.1 The Clerk shall prepare an agenda for each meeting and the order of business will be as shown in this by-law. Minor modifications to the matters included or the order of business may be made during the preparation of the agenda.
- a) Call to order
 - b) Adoption of the agenda
 - c) Disclosure of pecuniary interest(s)
 - d) Closed session
 - e) Rise and report from closed session
 - f) O Canada
 - g) County Council Member update (monthly excluding July/August)
 - h) Awards/Recognition/Declarations
 - i) Presentations
 - j) Public meeting under the Planning Act
 - k) Resume Regular meeting of Council
 - l) Passage of by-laws arising from a Public Meeting
 - m) Adoption of minutes of Council/Public Meeting(s)/Closed session
 - n) Business arising from previous meeting of Council
 - o) Deputations
 - p) Identification of agenda items requiring separate discussion
 - q) Adoption of agenda items not requiring separate discussion
 - r) Consideration of agenda items identified for separate discussion
 - s) Notice of Motion
 - t) Community Group Meeting Program report by Councillors
 - u) By-laws
 - v) Cultural Moment
 - w) Confirmatory by-law
 - x) Closed session (if necessary)
 - y) Adjournment
- 3.2 Any Member or staff who wish to have separate discussion on any item on the agenda shall notify the Clerk by noon on the day of the meeting.
- 3.3 The Clerk shall ensure that the minutes of the last Council meeting, and all special, committee, ad hoc minutes held more than seven business days prior to a regular meeting are included in the agenda package.
- 3.4 The order of business of the Council shall be in the order in which it stands on the agenda unless the Chair with the consent of Council amends the order.

- 3.5 A majority vote of Council shall be passed prior to any consideration or discussion of an item of business or matter not listed on the agenda.

4. INDIGENOUS LAND ACKNOWLEDGEMENT

- 4.1 The Indigenous Land Acknowledgement shall be recited at the Inaugural meeting of a new term of Council.
- 4.2 The Indigenous Land Acknowledgement may be recited at the call of the Chair.

5. MANNER OF VOTING AND RULES OF DEBATE

- 5.1 On an unrecorded vote, a show of hands shall determine the decision of Council.
- 5.2 Every Member present at a meeting when the vote is called shall vote unless prohibited by interest or otherwise.
- 5.3 If Member refuses to vote, where not prohibited by interest or otherwise, that Member shall be considered to have voted in the negative.
- 5.4 Any question in which there is a tie vote shall be deemed to be defeated.
- 5.5 Every Member shall request acknowledgment from the Chair, prior to speaking to any question or motion. When two or more Members wish to speak, the Chair will determine which Member requested to speak first and they shall have the floor.
- 5.6 When a Member is speaking, no other Member shall interrupt him or her except to raise a Point of Order or Point of Privilege.
- 5.7 A Member shall not speak more than once to the same question without the consent of the Chair. A Member, in speaking to a question shall be limited to ten minutes, unless an extension of a further five minutes is approved by motion of Council.
- 5.8 When the Chair calls for the vote on a question, every Member shall remain in his or her seat and not speak to any other Member or make any noise or disturbance until the result of the vote has been declared.

6. ELECTRONIC MEETING PARTICIPATION

- 6.1 Electronic or hybrid participation shall be permitted in open meetings by Members, deputations, presenters, consultants and staff.

- 6.2 When participating electronically, Council, the Chief Administrative Officer and the Clerk webcams shall be turned on.
- 6.3 When participating electronically, all microphones should be muted unless the participant is speaking.
- 6.4 Any Member of Council participating electronically should indicate they wish to speak by physically raising their hand and keeping it raised until the Chair acknowledges their request.
- 6.5 Any Member of staff wishing to speak, shall turn their webcam and microphone on and wait until the Chair addresses them and when finished to turn their webcam and microphone off.
- 6.6 Participants shall ensure the background display is neutral and does not show any:
 - 6.6.1 Political messages.
 - 6.6.2 Support for a particular cause.
 - 6.6.3 Profane graphics or words.
 - 6.6.4 Offensive logos or messaging that could be construed to violate any legislation or laws.
- 6.7 Any Member, staff, participant, deputation, presenter, consultant who wishes to attend the meeting electronically shall ensure they have the proper technology to facilitate their taking part in the meeting.
- 6.8 Should a Member lose connectivity during the meeting, provided there is quorum, the meeting will proceed in their absence.
- 6.9 Should a presenter, deputation, consultant lose connectivity during their presentation, the Chair will move to the next item on the agenda and return to the presenter, deputation, consultant if they establish a connection.
- 6.10 Anyone participating electronically in a closed meeting shall ensure there are no other individuals who can hear or observe the closed meeting discussion.
- 6.11 Councillors may attend no more than 3 consecutive meetings of Council remotely, unless approved by a majority vote of Council.

7. **MOTIONS**

- 7.1 All motions shall be moved and seconded before being debated and called for the vote by the Chair.
- 7.2 Only one motion may be on the floor at any given time.
- 7.3 A friendly amendment motion is an amendment to a motion under debate that is perceived by all parties as an enhancement to the original motion and often only as clarification of intent and without the requirement for an amending motion to be made.
- 7.4 Substantial amendments to a motion that has been moved and seconded, shall be brought forward by an amending motion. The amending motion shall be in writing, moved and seconded and voted on prior to the original motion being voted on.
- 7.5 Once a motion is on the floor, it shall not be withdrawn prior to voting without the consent of the majority of the Members.
- 7.6 After the Chair calls for a vote on a motion or a motion as amended, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result declared.
- 7.7 A Member may, immediately before or after a vote, request the count be recorded. All Members present, who are not prohibited from voting by interest of otherwise, will orally announce his or her vote to be recorded in the minutes.

8. NOTICE OF MOTION

- 8.1 A Member may introduce a notice of motion at a meeting and the motion shall form part of the next agenda at which the Member introducing the motion is in attendance for discussion. There shall be no debate or discussion on the motion until it appears on a future agenda.
- 8.2 At the subsequent meeting, the motion shall be treated as any other motion, requiring it to be moved and seconded before being debated or adopted.

9. RECONSIDERATION

- 9.1 A resolution may be reconsidered at the same meeting at which it is passed, provided there is a majority vote of the Members to reconsider.
- 9.2 No resolution shall be reconsidered outside of the meeting at which it is passed, within a 12 month timeframe during a term of Council without a vote of Council.

10. DUTIES OF THE CHAIR

- 10.1 The Chair may or shall, as may be appropriate in the circumstances:
- 10.1.1 Open the meeting by calling all Members to order;
 - 10.1.2 Announce the business of Council in the order in which it appears on the agenda;
 - 10.1.3 Receive all motions presented by Members of Council;
 - 10.1.4 call for debate and call the vote on all motions which are moved and seconded, and to announce the result of the vote;
 - 10.1.5 Vote on all matters unless there is specific legislation that prohibits it;
 - 10.1.6 Decline to put to vote motions which violate the rules of procedure in this by-law;
 - 10.1.7 Ensure the Members are acting within the provisions of this by-law and the Act, when engaged in debate and voting;
 - 10.1.8 Sign all by-laws, resolutions and minutes of Council as required;
 - 10.1.9 Inform Members and the public, when necessary of a point of order or procedure;
 - 10.1.10 Provide a ruling on a point of order, privilege, or procedure;
 - 10.1.11 Expel any person for improper conduct at a meeting;
 - 10.1.12 Recess a meeting at any time for not more than 10 minutes;
 - 10.1.13 Adjourn the meeting when business is concluded;
 - 10.1.14 Adjourn the meeting, without question, in the case of grave disorder arising during the meeting.
 - 10.1.15 Preserve the order and decorum and decide points of order and (personal) privilege, however a Member may verbally appeal the Mayor's decision to Council for a final decision.

11. EX OFFICIO

- 11.1 The Mayor shall be an ex-officio Member of all committees and shall have full voting rights. The Mayor shall be included in the calculation of quorum for a Meeting only when present.

12. ACTING HEAD OF COUNCIL

- 12.1 In the absence of the Mayor, Councillors are appointed as Acting Head of Council as follows:
- | | |
|---|--------------------------|
| 1st quarter of year (January to March) | - Councillor, Ward One |
| 2nd quarter of year (April to June) | - Councillor, Ward Two |
| 3rd quarter of year (July to September) | - Councillor, Ward Three |
| 4th quarter of year (October to December) | - Councillor, Ward Four |
- 12.2 The alternate Acting Head of Council has all the rights, powers, and authority of the Mayor as Head of Council.

12.3 In the absence of both the Mayor and Acting Mayor, a Chair shall be chosen from the Members present to Chair the meeting.

12.4 On the arrival of the Mayor or Acting Mayor, the Chair shall relinquish the role.

13. DUTIES OF THE MEMBERS

13.1 Attend scheduled meetings.

13.2 Vote on all matters unless there is specific legislation that prohibits it.

13.3 Vote on all motions put to a vote unless to do so would result in a conflict of interest.

13.4 Respect the Rules of Order as set out in this Procedure By-law.

13.5 Remain silent in their seats while voting until the Chair or Clerk announces the result.

13.6 Refrain from using any offensive, disrespectful or unparliamentarily language.

13.7 Respect and follow the decisions of Council or Committee;

13.8 Respect the confidentiality of matters discussed in Closed Meetings and not disclose the subject or substance of these discussions unless authorized to do so.

13.9 Comply with the ruling of the Chair and Council's decisions.

13.10 Comply with all policies, not limited to, the Councillor Code of Conduct Policy and the Council / Staff Relations Policy.

14. PRESENTATIONS

14.1 Any individual or group invited to make a presentation to Council is limited to a maximum of ten (10) minutes for its address, unless an extension of no more than a further ten (10) minutes is approved by Council with a show of hands.

14.2 The number of presentations will be limited to two (2) at any meeting.

15. DEPUTATIONS

- 15.1 Any individual or group making a deputation to Council shall submit a deputation request form to the Clerk's office by 12 noon on the Tuesday preceding the Council meetings scheduled for 2:00 p.m. and 12 noon on the Wednesday preceding the Council meetings scheduled for 7:00 p.m., unless extenuating circumstances arise.
- 15.2 For the purpose of published agendas, delegations have until 11:00 a.m. on the day of the meeting to notify the Clerk they wish to register as a delegation or to submit written comments.
 - 15.2.1 For the purpose of 14.2 late deputations may only address items that are listed on the Council agenda.
- 15.3 Deputations shall only be on matters that are under the jurisdiction of the municipality.
- 15.4 All deputations shall be limited to a maximum of five (5) minutes for its address, unless an extension of no more than a further five (5) minutes is approved by resolution of Council.
- 15.5 The number of deputations shall be limited to two (2) at any meeting.
- 15.6 An individual or group who has already made a deputation on a subject shall not make another deputation within a 12 month period on the same subject unless there is new information to be provided or a new Council is in place as a result of a municipal election unless Council passes a motion in favour of having the individual or group make another deputation.
- 15.7 An individual or group may make a deputation on a particular subject to either Council or committee but shall not be permitted to make a deputation to both Council and committee on the same subject.
- 15.8 No person shall make detrimental comments, or speak ill of, or malign the integrity of staff, the public or Council and committee.
- 15.9 Members and staff shall only ask questions seeking information or clarification from the delegation with all questions addressed through the Chair.
- 15.10 When the subject matter of a deputation is such that a decision of Council is requested, appropriate resolutions or direction to staff may be considered. When a deputation's request has a financial implication, Council shall direct that a staff report be brought to a meeting prior to any decision of Council being made.

15.11 Where Council is of the opinion that a report from staff is not necessary and there are no financial implications involved with the deputation's request, Council may move a motion to support the deputation's request.

16. DECORUM

16.1 Unless otherwise authorized by the Chair, all Members, staff and persons appearing as delegations and presenters shall address Council through the Chair and only when recognized to do so.

16.2 All persons attending a Meeting shall exercise proper decorum, and shall adhere to the instructions of the Chair in that regard.

16.3 Members attending a meeting shall not:

16.3.1 Use offensive words against Members, officer, staff or guest.

16.3.2 Speak on any subject other than the subject in debate.

16.3.3 Create a disturbance in the meeting.

16.3.4 Interrupt the Member who has the floor except to raise a Point of Order or Privilege.

16.3.5 Disobey the rules of Council or a decision of the Chair or Council on questions of order or practice or upon the interpretation of the rules of the Council.

16.3.6 Speak on any issue that is before the Courts or Administrative Tribunals, unless the issue is on the agenda for discussion.

16.4 On a majority vote of Council the Chair may request that a Member apologize to Council for disruptive behaviour;

17. QUORUM

17.1 If quorum has not been met within fifteen (15) minutes after the time appointed for a meeting, the Council or committee shall adjourn until the next meeting date.

17.2 The Clerk shall record the names of the Members present at the time of adjournment.

17.3 All Members participating in an electronic open or closed meeting shall be counted as quorum.

17.4 If connectivity is lost during a meeting that results in a lack of quorum, the Chair shall wait 15 minutes to enable the Member to restore connectivity. If quorum is not met after 15 minutes the Chair shall adjourn the closed meeting.

18. CURFEW

18.1 Meetings shall be adjourned four (4) hours after commencement.

18.2 A resolution may be passed before the expiration of four (4) hours to permit the meeting to continue past curfew.

19. NOTICE OF MEETINGS

19.1 The Clerk shall provide notice of a meeting by:

19.1.1 Providing Council with a regular agenda by each Thursday preceding a meeting day; and

19.1.2 Posting the agenda to the Township Website.

19.2 Where a matter may be considered for discussion in closed session, whenever possible, written notice on the agenda will include:

19.2.1 The fact the meeting will be closed to the public as provided by the appropriate legislation.

19.2.2 The general nature of the matter to be considered at the Closed meeting.

19.3 The agenda, and supporting documentation for all Council meetings will be posted on the municipal website no later than 12 noon on the Thursday prior to a 2:00 p.m. meeting date, and no later than 12 noon on the Friday prior to a 7:00 p.m. meeting date unless extenuating circumstances arise.

19.4 If a special meeting of Council is called, notice shall be provided by posting on the Township's website a minimum 24 hours prior to the date of the meeting.

19.5 If a meeting is held as a result of a Declared Emergency, the notice provisions may be suspended.

19.6 The failure of any person receiving the notice of a meeting shall not affect the validity of the meeting, nor any decisions, recommendations or actions from that meeting.

19.7 If Notice is substantially given, but varies from the form and manner provided in this Procedure By-law, the ability to hold the meeting and the actions taken at the meeting are not invalidated.

20. MEETING LOCATION DATES AND TIMES

20.1 Council or committee may, by resolution, alter the date, location and/or time of a meeting provided that notice of the change is posted at the municipal office, and on the municipal website.

- 20.2 In the event of extenuating circumstances or inclement weather, the date, place and time of any meeting may be postponed or changed by the Clerk, in consultation with the Mayor and/or CAO, by advising as many Members as they are able to reach. Postponement shall not be for any longer than the next regularly scheduled Meeting of Council or Committee. Notice shall be provided to the public by placing information on the Township website and through established social media streams.
- 20.3 In-person meetings of Council will be held in the Council Chambers at the Township Municipal Office, located at 7490 Sideroad 7 West, Kenilworth.
- 20.4 Meetings may be held at other locations within the Township from time to time with notice provided in accordance with the notice provisions in this by-law.
- 20.5 In the case of a Declared Emergency, a meeting of Council may be held at another location within or outside of the boundaries of the municipality, if notice is provided in accordance with the notice provisions in this by-law.
- 20.6 A meeting of Council together with a Council of one or more other municipalities for the consideration of matters of common interest, may be held within a municipality outside of Wellington North and notice shall be provided in accordance with notice provisions in this by-law.
- 20.7 Council meetings shall be held twice monthly on Mondays in accordance with the posted and approved meeting schedule.
- 20.8 The schedule of regular Council meetings shall be approved annually by Council on or before November and shall be posted on the municipal website.
- 20.9 If a public or statutory holiday falls on the Monday designated for holding a Council meeting, Council will meet on the day set out in the posted meeting schedule as approved by Council.

21. REGULAR MEETING OF COUNCIL

- 21.1 Regular Meetings of Council or Committee shall be held in accordance with the schedule adopted by Council, except when otherwise directed by a resolution of Council or Committee.

22. CANCELLATION OR POSTPONEMENT OF MEETINGS

- 22.1 Any meeting may be cancelled or postponed if:
 - 22.1.1 Quorum cannot be achieved.
 - 22.1.2 By Council resolution.
 - 22.1.3 In the event of an emergency.
 - 22.1.4 Where in the event of a remote meeting, connectivity is lost by all Members and staff.
 - 22.1.5 Where the Meeting is deemed no longer required by the Mayor and/or Clerk.

- 22.2 The Clerk shall provide Notice of the cancellation or postponement of a Meeting on the Township website and social media.

23. SPECIAL MEETING OF COUNCIL

- 23.1 The Mayor may, at any time, call a special meeting of Council with twenty-four (24) hours notice to the Clerk and Members of Council.

- 23.2 A special meeting of Council may be called upon the petition of a majority of the Members of Council and the petition shall state the business to be considered at the special meeting.

- 23.3 The petition shall state the time and date of the special meeting, not less than twenty-four (24) hours from the date of the submission of the petition.

- 23.4 The Clerk shall provide notice of a special meeting of Council or a re-scheduled meeting not less than twenty-four (24) hours before the appointed time of the meeting on the municipal website.

- 23.5 No business other than that stated in the notice shall be considered at a special meeting of Council.

24. EMERGENCY MEETING OF COUNCIL

- 24.1 Notwithstanding any other provision in this Procedure By-law, the Mayor, at any time, may call an Emergency Meeting of Council when the matter to be considered is of such an urgent nature that the timelines set out in this By-law must be abridged. An Emergency Meeting of Council is limited to business matters included in the Notice of the Meeting.

25. OPEN AND CLOSED MEETINGS OF COUNCIL

- 25.1 All meetings or part of a meeting shall be open to the public unless otherwise authorized by the Municipal Act
- 25.2 Voting is not permitted in a closed meeting, unless the vote is for a procedural matter or for giving directions or instructions to officers, employees or persons retained by or under contract with the municipality.
- 25.3 A resolution shall be passed in open session stating the general nature of the matter to be considered at the closed session.
- 25.4 A resolution shall be passed to adjourn the closed session. The resolution shall set out:
- 25.4.1 The fact the meeting will be closed to the public in accordance with a specified provision of the Municipal Act.
- 25.4.2 The general nature of the matter to be considered, to the extent disclosure does not undermine the purpose of the closed session.
- 25.5 If closed session items are not completed before the scheduled time for the open meeting, Council may:
- 25.5.1 Consider a motion to defer the closed session items not addressed to a future scheduled closed session meeting.
- 25.5.2 Consider a motion to recess and reconvene at the end of the regularly scheduled open Council meeting to conclude discussion.
- 25.5.3 Proceed in closed session until all the agenda items have been considered.

26. INAUGURAL MEETING OF COUNCIL

- 26.1 The Inaugural meeting of Council shall be held on the first Monday that falls after November 15, in the Council Chambers of the Township of Wellington North office building, Kenilworth, Ontario.
- 26.2 The inaugural agenda shall include:
- 26.2.1 Indigenous Land Acknowledgement.
- 26.2.2 Declaration of Office in accordance with the provisions of the Act.
- 26.2.3 Address by the Mayor.
- 26.2.4 Confirmatory By-law.
- 26.3 The inaugural agenda may include any other item that the Clerk deems necessary.
- 26.4 The Clerk will preside at the Inaugural Meeting until the Declarations of Office for all Members are made.

27. PROCEDURE BY-LAW FOR BOARDS, COMMITTEES, AD-HOC and ADVISORY COMMITTEES

27.1 The rules and regulations contained in this by-law shall be observed in all proceedings of Council, committees, ad-hoc and advisory committees and local boards, with such necessary changes being made to reflect the context;.

27.2 Notwithstanding section 26.1 should a committee, ad-hoc, advisory committee or local board establish their own procedure by-law with the consent of Council, the procedure by-law so adopted shall apply.

28. SUSPENSION OF RULES IN THE PROCEDURE BY-LAW

28.1 Rules of order provided for in this Procedure By-law may be suspended by a two-thirds (2/3) vote of Council or Committee, with the exception of the following circumstances:

28.1.1 Where required by law.

28.1.2 Contractual agreement binding the Township.

28.1.3 Amending this procedure by-law.

28.1.4 Quorum requirements.

29. AMENDMENT OR REPEAL OF PROCEDURE BY-LAW

29.1 No amendment or repeal of this Procedure by-law, or any part of it, shall be considered at any meeting of Council unless notice of the proposed amendment or repeal has been given at a previous meeting. Waiving of the notice provisions in this section shall not be permitted.

30. MINUTES

30.1 The Clerk may make minor deletions, additions or other changes to minutes before they are signed.

30.2 All minutes and by-laws shall be signed by electronic methods if the Clerk deems it necessary.

30.3 Minutes of meetings shall be taken without note or comment and shall contain the following information:

a) The place, date and time of the meeting.

b) The name of the Chair and record of the attendance of the Members.

c) Adoption of the minutes of previous meeting(s).

d) All other proceedings of the meeting.

31. BY-LAWS

31.1 Every by-law when introduced shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act, and shall be complete with the exception of the number and date thereof.

31.2 The only by-laws that shall have three readings are by-laws under the Drainage Act to adopt the final engineers report.

31.3 All by-laws with the exception of the confirmation by-law shall be approved by one resolution, unless the by-law has been identified to be approved by resolution separately.

31.4 The Clerk may make minor deletions, additions or other changes to any by-law before it is signed and sealed.

31.5 A by-law shall be passed to confirm all actions taken by Council at a meeting.

32. VIDEO AND AUDIO RECORDING

32.1 The use of video or audio recording equipment or devices by Members of the public or media during an open meeting is permitted within the areas designated for that purpose by the Clerk.

33. REVIEW OF BY-LAW

33.1 The Procedure By-law shall be reviewed once in each term of Council.

34. REPEAL OF PREVIOUS PROCEDURE BY-LAW

34.1 By-law Number 111-2021 is hereby repealed on January 1, 2024.

35. EFFECTIVE DATE

35.1 This By-law shall be effective January 1, 2024.

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

BY-LAW NUMBER 107-2023

**BEING A BY-LAW TO ESTABLISH 2025 FEES AND CHARGES FOR
RECREATION SERVICES PROVIDED BY THE MUNICIPALITY AND
TO REPEAL BY-LAW 129-2022 EFFECTIVE JANUARY 1, 2025**

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH ENACTS AS FOLLOWS:**

THAT the fees and charges for recreation services are established as shown in Appendix A attached hereto and forming part of this By-law.

1. **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.).
2. 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.
3. **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.
4. **THAT** this by-law shall be known as the "Recreation Fees and Charges By-law".
5. **THAT** this By-law 129-2022 be repealed effective January 1, 2025
6. **THAT** this by-law shall come into force on January 1, 2025.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 20TH DAY OF NOVEMBER, 2023**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

	2025	Effective
Large Hall & Auditorium		
Stag & Doe	\$900.00	1-Jan-25
Prime Rental (Friday to Sunday)	\$698.00	1-Jan-25
Wedding Set-up (Friday 8:30am - 4:30pm)	\$168.00	1-Jan-25
Non-Prime (Monday to Thursday)	\$393.00	1-Jan-25
Tournament Rates (Minor Sports)	\$291.00	1-Jan-25
Hourly Rate	\$65.00	1-Jan-25
Set-up on all rentals under 2 hours (per event)	\$25.00	1-Jan-25
Extra Clean-up if required (per hour)	\$51.00	1-Jan-25
Holiday Premium (per hour)	\$25.00	1-Jan-25
Music Tarriffs (based on capacity)		1-Jan-25
Small Halls & Meeting Rooms		
Conn Community Pavilion (daily)	\$125.00	1-Jan-25
Damascus Community Hall (daily)	\$125.00	1-Jan-25
Arthur Upper Leisure Hall (daily)	\$250.00	1-Jan-25
Mount Forest Plume Room (daily)	\$250.00	1-Jan-25
Mount Forest Lower Leisure Hall (daily)	\$250.00	1-Jan-25
Mount Forest Meeting Room (daily)	\$250.00	1-Jan-25
Hourly Rate	\$38.00	1-Jan-25
Set-up on all rentals under 2 hours (per event)	\$25.00	1-Jan-25
Extra Clean-up if required (per hour)	\$50.00	1-Jan-25
Holiday Premium (per hour)	\$25.00	1-Jan-25
Music Tarriffs (based on capacity)		1-Jan-25
Special Rates		
Mount Forest South Greenspace (daily)	\$250.00	1-Jan-25
Lions Club Bingo (per event)	\$200.00	1-Jan-25
Blood Donor Clinic (per event)	\$200.00	1-Jan-25
Seniors Programming (per hour)	\$21.00	1-Jan-25
Mount Forest Family Health Team (per hour)	\$25.00	1-Jan-25
Local User Group Meetings (one per month)	\$0.00	1-Jan-25
Arena Floor (Summer)		
Minor Sports (per hour)	\$60.00	1-Jan-25
Local Sports Adult (per hour)	\$70.00	1-Jan-25
Non-Resident Sports Adult (per hour)	\$80.00	1-Jan-25
Non-Prime Sports (per hour): Monday to Thursday 8:00am - 3:00pm	\$46.00	1-Jan-25
Prime Event Rental (daily): Friday to Sunday	\$700.00	1-Jan-25
Non Prime Event Rental (daily): Monday to Thursday	\$400.00	1-Jan-25
Open/Available: Same Day Booking (per hour)	\$41.00	1-Jan-25
Arena Floor Ice (Winter)		
Minor Sports (per hour)	\$127.00	30-Jun-25
Local Adults (per hour)	\$148.00	30-Jun-25
Non Prime (per hour): Monday to Thursday 7:00am - 3:00pm	\$127.00	30-Jun-25
Open/Available: Same Day Booking (per hour)	\$65.00	30-Jun-25
School Skating Rate (per hour)	\$65.00	30-Jun-25
Non Resident (per hour)	\$170.00	30-Jun-25
Mount Forest Summer Ice: Prior to Labour Day (per hour)	\$200.00	30-Jun-25

	2025	Effective
Ball Diamond		
Local Minor Ball: Practice (per session)	\$33.00	1-Jan-25
Local Minor Ball Game: no lights (per game)	\$44.00	1-Jan-25
Local Minor Ball Tournament: Not Serviced (daily, per diamond)	\$200.00	1-Jan-25
Adult Ball Game: no lights (per game)	\$55.00	1-Jan-25
Adult Ball Tournament: Not Serviced (daily, per diamond)	\$215.00	1-Jan-25
Lights (per game)	\$17.00	1-Jan-25
Soccer Fields		
Per Game: no lights	\$33.00	1-Jan-25
Seasonal Rate for Minor Soccer	\$7,250.00	1-Jan-25
Local Minor Soccer Tournament - not serviced (daily)	\$181.00	1-Jan-25
Lights (per game)	\$17.00	1-Jan-25
Pavilions		
Mount Forest Cork Street Pavilion (daily)	\$250.00	1-Jan-25
Arthur Optimist Pavilion (daily)	\$250.00	1-Jan-25
Hourly	\$38.00	1-Jan-25
Picnic Shelters (Murphy Park, Lion Bill Moody, Arthur OptiMrs)	\$0.00	1-Jan-25
Camping: Special Events Only (per site/per day)	\$40.00	1-Jan-25
Storage		
Outdoor	\$283.00	1-Jan-25
Interior storage	\$357.00	1-Jan-25
Jr. C Club Room	\$702.00	1-Jan-25
Sponsorship and Advertising		
Public Skating (per event)	\$160.00	1-Jun-25
Public Swimming (per event)	\$160.00	1-Jan-25
Baseball diamond (3.5' x 6')	\$403.00	1-Jan-25
Mount Forest Walking Track (3.5' x 6)	\$403.00	1-Jan-25
Arthur Wall Advertisement (3.5' x 6)	\$403.00	1-Jan-25
Single Board Advertisement (4' x 8')	\$403.00	1-Jan-25
One time lexan Fee	\$350.00	1-Jan-25
Wellington North Walking Track Sponsorship (multiple sponsorships permitted to equal \$5000+)	\$5000.00+	1-Jan-25
Wellington North Advertising & Sponsorship- Various Opportunities		
Skating General Admission (no tax)		
1 Visit Admission		
Individual Skating	\$4.00	30-Jun-25
Family Skate: members from same house	\$12.00	30-Jun-25
Stick & Puck	\$5.00	30-Jun-25
10 Visit Passes		
Individual Skating	\$30.00	30-Jun-25
Family Skate: members from same house	\$110.00	30-Jun-25
Stick & Puck	\$45.00	30-Jun-25
Season Passes		
Individual Skating	\$100.00	30-Jun-25
Family Skating: members from same house	\$225.00	30-Jun-25
Stick & Puck	\$75.00	30-Jun-25
Walking Track General Admission (no tax)		
Walking Track (per session)	\$3.00	30-Jun-25
Monthly Pass Walking Track	\$20.00	30-Jun-25

	2025	Effective
Pool General Admissions (no tax)		
Infants and toddlers (under 2)	\$0.00	1-Jan-25
1 visit - Individual (2-17 yrs)	\$4.00	1-Jan-25
1 visit - Individual (18+)	\$5.00	1-Jan-25
1 visit - Family: members from same house	\$15.00	1-Jan-25
1 visit - Aquafit	\$8.00	1-Jan-25
10 visit - Aquafit	\$60.00	1-Jan-25
Season Pass - Individual	\$115.00	1-Jan-25
Season Pass - Family: members from same house	\$260.00	1-Jan-25
Season Pass - Aquafit	\$100.00	1-Jan-25

Swimming lessons (no tax)

Parent & Tot 1,2,3	\$75.00	1-Jan-25
Preschool A, B, C	\$85.00	1-Jan-25
Beginner	\$85.00	1-Jan-25
Swimmer 1 - 4	\$85.00	1-Jan-25
Swimmer 5 - 10	\$90.00	1-Jan-25
Bronze Medallion	\$120.00	1-Jan-25
Bronze Cross	\$120.00	1-Jan-25
Bronze Book Fees	\$60.00	1-Jan-25
1/2 hour Private (5 lessons)	\$150.00	1-Jan-25
1/2 hour Semi-Private (5 lessons)	\$125.00	1-Jan-25

Pool Rentals

Pool Rental (1 hour, 0-25 people, 2 Guards)	\$130.00	1-Jan-25
Pool Rental (1 hour, 26+ people, 3 Guards)	\$165.00	1-Jan-25
Pool rental School rate (1 hour, 3 guards)	\$90.00	1-Jan-25

Day Camp (no tax)

Weekly Rate (5 days)	\$185.00	1-Jan-25
Weekly Rate (4 days)	\$150.00	1-Jan-25

Pickleball (no tax)

Participant Fee (per session)	\$5.00	1-Jan-25
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**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH**

BY-LAW NUMBER 108-2023

**BEING A BY-LAW TO EXEMPT LANDS FROM PART LOT
CONTROL MARLANA HOMES INC.**

WHEREAS:

- A. Subsection 50(7) of the Planning Act, R.S.O. 1990, c.P.13 (the Act) provides that council may by by-law provide that Subsection (5) does not apply to such land within a Reference plan of subdivision as designated by the by-law.
- B. Subsection (7.1) provides that a by-law passed under Subsection (7) does not take effect until it has been approved by the approval authority for purposes of Sections 51 and 51.1 of the Act.
- C. The County of Wellington is the approval authority for the purposes of such sections.
- D. A by-law passed under Subsection (7) may provide that the by-law expires at the expiration of the time period specified in the by-law.

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

- 1. Subsection 50(5) of the Planning Act shall not apply to the following lands during the time that this by-law is in effect:

Property:
Parts 1-10 Reference Plan 61R-22616, Parts of Lot 2-6 Registered Plan 61M-256, Township of Wellington North
- 2. This by-law shall become effective upon the endorsement by The Corporation of the County of Wellington of its said approval of the by-law.

3. This by-law shall expire upon the expiration of three years following the date of its passage by council.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 20TH DAY OF NOVEMBER, 2023**

ANDREW LENNOX MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 109-2023

**BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01
BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF
WELLINGTON NORTH (2574574 Ontario Inc. Brad Wilson)**

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-2' of By-law 66-01 is amended by changing the zoning on a portion of the lands described as PARKLOT 52, PARKLOT 54 AND PARKLOT 56, JUDGE MACDONALD'S SURVEY; VILLAGE OF ARTHUR; TOWNSHIP OF WELLINGTON NORTH and municipally known as 204 Gordon St, Arthur, as shown on Schedule "A" attached to and forming part of this By-law from Holding Residential ((H)R3) to Residential (R3).
2. **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.
3. **THAT** this By-law shall take force and effect on the date of passing and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 20TH DAY OF NOVEMBER, 2023.**

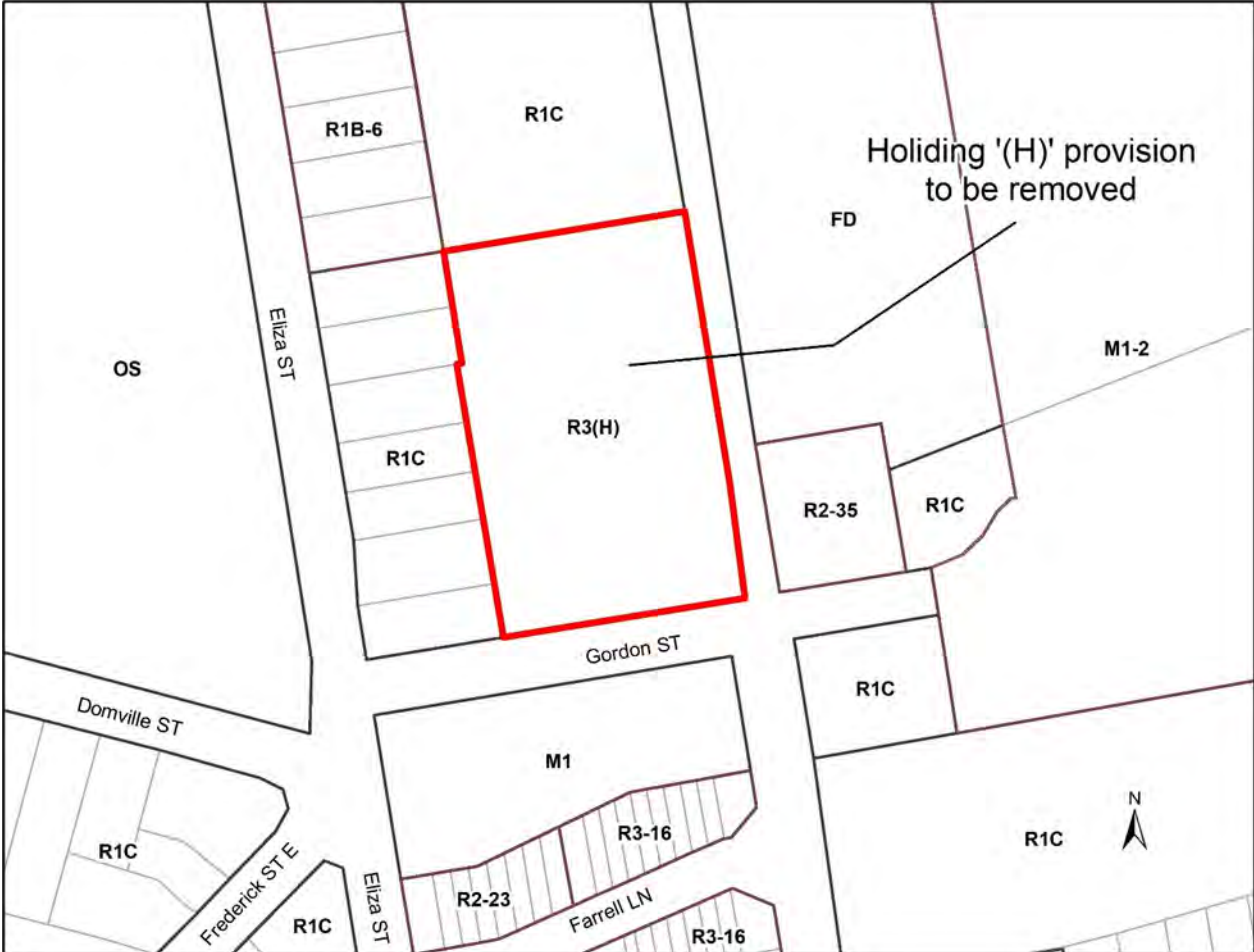
ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 109-2023

Schedule "A"



By-law No. 109-2023

Passed this 20th day of November, 2023

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

EXPLANATORY NOTE

BY-LAW NUMBER 109-2023

THE LOCATION OF THE SUBJECT LANDS

The property subject to the proposed amendment is described as PARKLOT 52, PARKLOT 54 AND PARKLOT 56, JUDGE MACDONALD'S SURVEY; VILLAGE OF ARTHUR; TOWNSHIP OF WELLINGTON NORTH and municipally known as 204 Gordon St, Arthur. The subject lands are vacant, approximately 1.24 ha (3.04 ac) in size and the lands subject of the amendment are currently zoned Holding Residential ((H)R3).

THE PURPOSE AND EFFECT of the proposed amendment is to rezone a portion of the subject lands from Holding Residential ((H)R3) to Residential (R3) to permit the construction of 9 street townhouses and 28 cluster townhouse development.



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

CULTURAL MOMENT FOR NOVEMBER 20TH CELEBRATES CURLING

Curling is a sport which may date back to the 1500's. Two curling stones with the dates 1511 and 1551 were located in Dunblane, Scotland when an old pond was drained. The first written reference to a contest using stones on ice is from Paisley Abbey, Renfrewshire in Feb 1541. The name curling comes from the Scots verb curl, describing the motion of the stone.



"Winter Landscape with a Bird Trap". Flemish peasants but not using brooms. By Pieter Bruegel the Elder 1565.

The Kilsyth Curling Club in Scotland claims to be the first formally constituted club in 1716. Still in existence today, it also claims the oldest purpose-built curling pond in the world at Colzium. The International Olympic Committee recognizes the Royal Caledonian Curling Club (1838) as developing the first official rules for the sport and Curling became an official Olympic Sport at the 1998 Nagano Olympics.

In the early years, the curling stones or rocks were simply flat-bottomed stones from rivers or fields. There were no handles, and brushes weren't used. Some had holes for a finger and thumb, much like 10-pin bowling and winning depended more on luck than skill to maneuver the rocks. Frozen rivers were used prior to groomed ice.

Curling has been in **Mount Forest** since 1880. The first curling club was the Ellis Rink on Elgin St., and it had natural ice. Over the years there have been several other venues however the current one is located at 144 Egremont St. and has been there since 1965. Constructed by H. Bye Construction for a cost of \$60,000, it has an innovative suspended ice surface. Mount Forest tombstone maker John Nicol created the plaque from Barre Vermont granite for the entranceway. This past year the club was successful in obtaining a \$146,000 trillium grant and have installed a new ice making system.



Curling in Arthur first began about 1910 on a private rink on Frederick Street near the present site of the home of Maurice Douglass. Curlers used wooden rocks as opposed to present-day granite rocks. In about 1937 curling was done on ice made beside the hockey surface on natural ice. Each player owned his own stones which were all the same weight although the styles and shapes differed. Construction of the new building began in October 1976. Since 1978, the Arthur Curling Club has been located on the corner of Domville Street and Tucker Street and like Mount Forest, the club is operated by a group of volunteers.

Submitted by Councillor Penny Renken, Wellington North Cultural Roundtable

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

BY-LAW NUMBER 110-2023

**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 20, 2023**

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 November 20, 2023 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 20TH DAY OF NOVEMBER, 2023.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK