



## May 6, 2026 Council Meeting

May 6, 2026

### **Addition to the Agenda Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the May 6, 2026 Council agenda items.**

---

The auditor highlighted the following in the December report. Can they provide a short comment of these areas of emphasis (or alternately highlight where this is summarized in the report)

The identified areas of emphasis reflect key audit risk areas that guide the auditor's testing procedures. Based on the work completed, no issues were identified in any of these areas. A summary from the auditor is provided below:

#### **Areas of Emphasis**

- Taxation revenue and receivables – collectability Audit testing included recalculating tax revenues, reviewing receivable aging, and verifying payments received after year-end.
- Grant revenue and receivables - completeness and existence - The majority of grant revenues were verified against funding agreements. For conditional grants, related expenditures were confirmed.
- Operating expenses - completeness and existence - A sample of expenses were tested against invoices and payments, and internal controls (approvals, dual authorization) were reviewed. Post year-end payments were reviewed to confirm all required accruals were recorded. Payroll processes and controls were tested by verifying timesheet approvals and confirming pay amounts aligned with approved pay grids. The audit also confirmed proper approval of payroll registers, accurate expense coding, reasonable source deductions, and dual authorization for each pay run. Analytical review of payroll was performed considering cost-of-living adjustments, hires, and resignations.
- Tangible capital assets - completeness, existence and valuation - Additions, disposals, and amortization were tested and verified against supporting documentation and Township policy. In addition, materials, repairs, and maintenance accounts were tested to ensure no capital items were incorrectly expensed.
- Reserve, reserve funds and amounts set aside by Council - completeness and existence - Transfers and balances were verified against budgets, Council resolutions, and funding sources.



Interest allocations were also analytically reviewed to ensure they were reasonable and appropriately applied.

### 9.3.2 Report CAO-2026-007 Overview of Minister's Zoning Orders (MZOs) and Implications for Municipal Decision-Making

-has the City of Guelph been made aware of this request? **The Township has not circulated this information to the City but can do so when staff submit comments to the Minister.**

### 9.4.2 Report COR-2026-017 Request for Council to deem Zoning By-law Amendment Application Complete - D14 (CUL) (2781-2809 Townline Rd) ≠

-I could not find a Valcoustics letter deeming the file complete. In the attachment folder the most recent Valcoustics letter is April 14, 2026

**Staff had a meeting with the consultant to confirm that the comments provided on April 14, 2026 were technical in nature and could be addressed through the technical review of the application and confirm that the documentation provided with the applicant was sufficient to deem the application complete.**

### 9.4.6 Report COR-2026-021 2025 Annual Aggregate Monitoring Reports 625710 – Cox Puslinch Pit Northeast Extension

-p.414 notes “Prior to below water extraction at the site finalized thresholds should be proposed and reviewed by MNR, MECP and the Township of Puslinch. At that time comment and/or acceptance of the thresholds should be sought from each agency.”; will ask that letter to Cox include confirmation that they will undertake the above.

**Staff have amended the proposed resolution to include the recommendation above accordingly.**

### 10:50 A.M. Report COR-2026-024 2025 Source Protection Annual Reports Pursuant to the Clean Water Act ≠

-p.447 re “Closure Attached for your reference is summary table of source protection implementation for all municipalities in Wellington County (the County and seven, local municipalities).”; can this be made available at least for the Puslinch content (I realize the information is available throughout the report but it is easier to read in table format).

**Source Water staff provided the Attached Annual Reporting Summary Table.**

## 9.6 Public Works Department



#### 9.6.1 Report PW-2026-001 Tender Results for 2026 Asphalt Program

-given that \$548K is returned to the gravel road budget is there funding available to consider moving paving of SR10S from 2028 to 2027 during the upcoming budget process?  
**Staff can investigate this option as part of the capital 2027 budget deliberations.**

#### 10.3 AMO Delegation

-would you please advise what delegations were not accepted at the ROMA conference?  
**Below are the delegations that the Township requested for ROMA that were not accepted.**

#### **Ministry of Transportation (MTO):**

- Status and timeline of the Morriston Bypass project.

#### **Ministry of the Environment, Conservation and Parks (MECP):**

- Clarification on available programs or mechanisms to address contaminated soil removal when the property owner is non-compliant or insolvent.
- Clarification on Permits to Take Water — specifically, whether MECP continues to approve water-taking permits when the associated site use has ceased.

#### **Ministry of Economic Development, Job Creation and Trade (MEDJCT):**

- Clarification regarding the Special Economic Zones framework, particularly in relation to Community Benefits Charges and planning implications.

#### 10.5 Proposed Site Plan Amendment for Licence #5514 (Guelph Pit/Quarry) under the Aggregate Resources Act

-presumably staff comments include any concerns that our technical staff and Source Water staff have

**Yes, staff have circulated this notice to Source Water, the Township's Hydrogeologist, Ecologist and Air Quality consultants for comment.**

#### 10.7 Wellington Road 46 (Broad Rd S) Road Study – Initial Notice ≠

-what was the extent of flyer distribution?

**The following response was received from County staff:**

**The notice circulation area was approximately 2km from the project area. The area being bordered by Maltby/Victoria/401/Concession 7. County social media,**



Wellington Advertiser ad, and geomarketing software are also being used for the project notice.

Further, staff shared the notice on the Township's website under Public Notices and has also been shared on the Township's social media.

Why are PT wages/OT PT wages way over budget across multiple departments IE fire/admin and ORC?

The variance is largely driven by timing, changes to the OMERS Administration Manual, staffing adjustments, temporary staffing arrangements, and operational pressures, with many of the increases offset elsewhere in the salary budget or addressed through 2026 budget adjustments:

- Administration
  - A contract employee was engaged to backfill a leave of absence beginning in 2024 and continuing into 2025. Contract staff are coded to PT wages, resulting in a variance in this category. This cost is offset by savings in the full-time (FT) wages budget.
- Fire
  - Higher PT wages and related remuneration in 2025 are primarily due to approximately \$50K associated with changes to the OMERS Administration Manual. In addition, part-time administrative restructuring occurred during the year but was not included in the 2025 budget. These impacts have been addressed in the 2026 budget, with a shift toward increased FT wages and reduction to PT allocations.
- Public Works, Parks and Facilities (including ORC)
  - Overall, combined FT and PT wages are within budget. A delay in filling a full-time vacancy in 2025 resulted in greater reliance on part-time resources, with corresponding savings in the FT wage budget offsetting the PT variance.
- Overtime (OT) – Public Works
  - Overtime is over budget by approximately \$63K, primarily due to increased winter maintenance demands resulting from a more severe winter season. This impact has been addressed through 2026 budget adjustments.

Water protection at the Library, what is this and why so far over budget ?



- In 2025, costs were higher than budgeted due to an unanticipated system repair that was required to maintain proper operation. These types of repairs are not always predictable and were not included in the original budget. Importantly, a portion of these costs, specifically those related to the broader Township lands adjacent to the Library, are recoverable from the County of Wellington under an existing cost-sharing agreement. The recoverable amount is reflected in the “Library – Costs Recovered from County” account, which offsets the net impact to the Township.

ORC ice rentals are down 5k on the year, this is the first full year of contracts on the new higher rate. How many rentals does 5k equate to that we are down?

Staff will prepare a report outlining the rental trends, as requested, for the upcoming user fees and charges review for 2027 rates.

Group benefits for parks is over drawn 33% is this a concern ? Other department are over drawn as well reasoning ?

Although some individual departments (like Parks) are over budget, these are largely due to normal staffing and allocation changes. Overall, group benefits are tracking favourably, with approximately \$18.6K remaining under budget Township-wide, indicating no overall financial concern.

Group benefits are closely tied to salary and staffing levels, which can fluctuate throughout the year due to factors such as merit increases, staffing adjustments, and how employees are allocated between departments. These changes are difficult to predict precisely at the budget stage, and benefit premiums are ultimately set by the provider as changes are communicated by the Township to the provider throughout the year. Group benefits have been adjusted as part of 2026 budget preparation and based on 2025 actuals.

In the case of Parks, the variance is primarily due to the allocation of full-time staff between Public Works and Parks depending on seasonal needs (e.g., weather-related operations). This results in benefits costs shifting between departments.

Across the organization, variances are both positive and negative:

- Under budget: Administration (\$9.1K), By-law (\$3.1K), Finance (\$1.9K), ORC (\$6.2K), Public Works (\$10.3K), Puslinch Community Centre (\$1.9K)



- Over budget: Building (\$1.8K), Council (\$1.4K), Fire (\$2.7K – related to administrative restructuring not budgeted in 2025), Parks (\$6.3K), Planning (\$1.7K)

9.4.10 Report COR-2026-025 Grand River Source Protection and Halton Hamilton Pre-Consultation Report **Source Water staff will be prepared to provide a response at the meeting.**

-p. 142 of agenda re Policy T-53-C (page 142) – amendments to the land use planning policy to add water quantity threats. ;does the amendment “an activity that reduces the recharge of an aquifer” includes new wells at a new subdivision? **Source Water staff will be prepared to provide a response at the meeting.**

-p.142 of agenda re • Policy T-69-S (Page 182) – Education and Outreach related to installing source; who is financially responsible for supply and installation signs? Who will recommend identifying sign location? **Source Water staff will be prepared to provide a response at the meeting.**

-p142 re Policies T-55.2-C, T-55.4-C; does it make sense that private wells also be included in these policies where appropriate? **Source Water staff will be prepared to provide a response at the meeting.**

Source Protection Annual Reporting Summary 2025 - Wellington County municipalities

Reporting Criteria	Centre Wellington	Guelph/Eramosa	Mapleton	Puslinch	Wellington North	Erin	Minto	County of Wellington	Total	
S59 2 a) Notices Issued for Reporting Year	27	9	2	9	1	6	0	N/A	54	
S59 2 b) Notices Issued for Reporting Year	11	3	0	1	0	1	0	N/A	16	
Total S59 Notices Issued for Reporting Year	38	12	2	10	1	7	0	N/A	70	
Comments on Development reviews (in addition to notices) for Reporting Year	90	69	47	129	38	75	15	N/A	463	
Total Development Reviews and S59 Notices for the Reporting Year	128	81	49	139	39	82	15	N/A	533	
Five Year Average - Total Development Reviews and S59 Notices	118	57	39	103	38	53	28	N/A	436	
Threats Disclosure Report and Management Plan (Official Plan Section 4.9.5)	Cumulative Required	69	39	1	36	15	19	6	N/A	185
	Received in Reporting Year	10	6	0	13	4	2	0	N/A	35
	Required in Reporting Year	17	17	0	14	8	11	0	N/A	67
Comments on Prescribed Instruments	0	1	1	8	1	1	0	0	12	
Transport Pathway Notices	1	0	0	1	0	0	0	N/A	2	
Total Inspections for the Reporting Year (Section 62)	53	53	10	6	50	20	16	N/A	208	
Five Year Average - Total Inspections	66	39	18	60	20	33	10	N/A	247	
Inspections for Section 57 Prohibition for Reporting Year	7	50	10	0	33	19	6	N/A	125	
Inspections for Section 58 Risk Management Plans for Reporting Year	46	3	0	6	17	1	10	N/A	83	
Contraventions during Inspections for Reporting Year	16	0	0	0	2	0	0	N/A	18	
% Threat Activities Removed or Managed since Source Protection Plan effective date	66%	62%	99%	80%	81%	96%	53%	N/A	77%	
Risk Management Plans	Cumulative Completed since SPP Effective Date	67	10	0	2	19	20	N/A	127	
	Cumulative In Force RMPs since SPP Effective Date	51	8	0	2	17	17	N/A	103	
	Cumulative Revoked RMPs since SPP Effective Date	16	2	0	0	2	1	3	N/A	24
	Revoked RMPs in Reporting Year*	5	1	0	0	2	0	0	N/A	8
	Cumulative Amended RMPs since SPP Effective Date	10	1	0	0	1	1	1	N/A	14
	Amended RMPs in Reporting Year*	4	1	0	0	1	0	0	N/A	6
	Agreed to RMPs in Reporting Year	7	3	0	0	0	2	0	N/A	12
	Ordered RMPs in Reporting Year	0	0	0	0	1	0	0	N/A	1
	Total RMPs in Reporting Year	11	4	0	0	2	2	0	N/A	19

Source Protection Annual Reporting Summary 2025 - Wellington County municipalities

Reporting Criteria	Centre Wellington	Guelph/Eramosa	Mapleton	Puslinch	Wellington North	Erin	Minto	County of Wellington	Total	
Five Year Average RMPS	12	1	0	0	3	2	2	0	21	
Educational and Training Events	9	2	2	2	2	3	6	19	45	
Three Year Average E and O Events	12	3	2	4	2	4	5	16	47	
Road Signs (not including provincially installed signs)	0	0	0	0	11	0	15	N/A	26	
Municipal Drinking Water Licence Liquid Fuel Assessments	0	0	0	0	0	0	0	0	0	
Consolidated Linear Infrastructure Environmental Compliance Approval and Safe Drinking Water Act Reports / Assessments	2	NA	2	NA	2	1	2	1	10	
Number of SDWT Wastewater or Stormwater Projects Identified	2	NA	0	NA	0	0	0	0	2	
Provincial Reporting (Annual Reports)	3	3	3	6	6	6	6	10	43	
Septic Inspection Program	Completed	0	0	N/A	0	0	0	N/A	0	
	Exempt (this year)	163	413	N/A	58	9	127	4	N/A	774
	Outstanding	0	0	N/A	0	0	0	0	N/A	0
	Total	163	413	N/A	58	9	127	4	N/A	774
	Major Remedial Action	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
	Minor Remedial Action	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
	% Complete	100	100	N/A	100	100	100	100	N/A	100
% Remedial Action	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

Notes:

\*Amended RMPs are RMPs that were previously issued but needed updates in the reporting year. These are subtracted from the cumulative total.  
Prescribed Instruments are Provincial Approval such as Permits to Take Water or Provincial Projects such as Environmental Assessments