



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
2016 COUNCIL MEETING

**A G E N D A**

**DATE:** Wednesday, July 20, 2016

**CLOSED MEETING:** 6:00 P.M.

**REGULAR MEETING:** 7:00 P.M.

**# Denotes resolution prepared**

1. Call the Meeting to Order
2. Disclosure of Pecuniary Interest & the General Nature Thereof.
3. Adoption and Receipt of Minutes of the Previous Meeting.**#**
  - (a) Council Meeting – June 15, 2016
  - (b) Special Council Meeting – June 15, 2016
  - (c) Public Meeting Minutes – Zoning – J2K Capital Inc. - June 23, 2016
  - (d) Public Meeting Minutes – Zoning – 2435953 Ontario Inc. – June 23, 2016
  - (e) Public Meeting Minutes – Zoning – Krayishnik – May 19, 2016
4. Business Arising Out of the Minutes.
5. **PUBLIC MEETINGS**
6. **COMMUNICATIONS**
  1. **Environmental Registry Alerts**
    - (a) Permit to Take Water Decision Notice – DeCorso Enterprises Limited (Victoria Park East Golf Club) – 1096 Victoria Road South
    - (b) Permit to Take Water Decision Notice – Ducks Unlimited Canada – Walnut Ridge Wetland – Lot 19, Concession 3
    - (c) Issuance of Class A Licence – Cox Construction Limited – Part Lot 13, Concession 9 also **see Item 6 (7) (a)**
  2. **Black Bridge Road Environmental Assessment Study**
    - (a) City of Cambridge – Notice of Study Completion **#**



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**3. City of Guelph and Guelph/Eramosa Township Water Systems (Tier 3)**

- (a) Ministry of Environment and Climate Change correspondence dated June 13, 2016 – Wellington County Municipal Peer Review Response regarding Water Quantity Risk Assessment Report ≠

**4. Mini Lakes – Wellington Common Elements Condominium Corporation 214 – 7541 Wellington Road 34**

- (a) Ministry of Environment – Issue Date: June 1, 2016 – Amended Environmental Compliance Approval – Number 2391-9KCJUS
- (b) R. J. Burnside – 2015 Operation & Maintenance Report – Mini Lakes – Communal Well Supply Drinking Water System ≠

**Stan Denhoed, Harden Environmental has reviewed the Report and does not have any comments.**

**5. Royal Canin Canada Company – 100 Beiber Road**

- (a) Harden Environmental correspondence dated June 20, 2016 regarding PTTW – 2016 Renewal – Royal Canin and attached Environmental Registry Alert ≠

**Harden Environmental's correspondence has been submitted to the Ministry.**

**6. Mill Creek Pit Licence No. 5738 – Dufferin Aggregates - 7115 Concession 2**

- (a) Monthly Monitoring Report – May 2016

**Stan Denhoed, Harden Environmental has reviewed the Report and notes there are not exceedences in the threshold limits.**

**7. Cox Construction Ltd. – Part Lot 13, Concession 4 – Licence No. 625710**

- (a) Ministry of Natural Resources and Forestry dated June 10, 2016 regarding Issuance of Aggregate Licence – **Note: Site Plan is available for viewing in the Clerk's Office**



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8. **4 Telfer Glen – Consent to Sever Application – Request for Release from Council Resolution – Block 54, Plan 802 (Buffer Block) and lifting of 30cm reserve (Block 50)**

- (a) WSP – MMM Group – Arthur Grabowski, Planner correspondence dated July 12, 2016 requesting release of requirement outlined in April 5, 1989 Council Resolution for Block 54 and lifting of 30 cm reserve (Block 50) located along Telfer Glen.

9. **Intergovernmental Affairs#**

- (a) Various correspondence for review.

7. **DELEGATIONS / PRESENTATIONS ≠**

**7:05 p.m.** - Ms. Carla Nell, Vice-President, Municipal and Stakeholder Relations, Municipal Property Assessment Corporation, presentation regarding 2016 Municipal Property Assessments .#

**7:25 p.m.** - Barclay Nap, Wellington Federation of Agriculture Director (Puslinch) and Marc Reid, Wellington Federation of Agriculture Director presentation regarding reference book for Councillors ≠

**7:40 p.m.** - Arthur Grabowski, Planner, WSP MMM Group regarding request to release Block 54, Plan 802 from 1989 Council resolution and to lift 30 cm reserve – Block 50 – **See Item 6(8)(a)**

8. **REPORTS**

1. **Puslinch Fire and Rescue Services**

- (a) Monthly Report – June 2016 ≠

2. **Finance Department**

- (a) Applications for Cancellation, Reduction or Refund of Taxes re: Chapter 25, Section 357, 358 – Municipal Act ≠



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**3. Administration Department**

- (a) Report ADM-2016-013 – Municipal Property Assessment Corporation – Request for Permission to Enter Lands Agreement – 7404 Wellington Road 34 ≠
- (b) Report ADM-2016-014 – Ministry of Transportation – Authorized Requester Agreement ≠
- (c) Report ADM-2016-012 – Service Recognition Policy ≠
- (d) Report ADM-2016-011 – Disposition of Unopened Road Allowance – Plan 386≠

**4. Planning and Building**

- (a) Chief Building Official Report – June 2016 ≠
- (b) Planning Report – Tsounis Capital Investments Ltd. – 40 Brock Road South – Zoning By-law Amendment ≠
- (c) Planning Report – J2K Capital Inc. – East of 227 Brock Road (Wellington Road 46) – Zoning By-law Amendment ≠
- (d) Planning Report – Krayishnik and Tschanz – 6643 and 6637 Concession Road 2 – Zoning By-law Amendment ≠
- (e) Planning Report – Noor Associates Ltd. – 7456 McLean Road West – Zoning By-law Amendment ≠
- (f) Report PD-2016-018 – Vacant Land Condominium Development Agreement – Sloat Construction Limited – Fox Run Phase 2, Part Lot 19, Concession 8 and Part of Block 60, Plan 795 being Pars 1, 2 & 3, Reference Plan 61R-20083 ≠

**5. Roads & Parks Department**

None.



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**6. Recreation Department**

- (a) Report REC-2016-07 – Agreement with Whistle Stop Co-operative Pre-School Inc. – Preschool Program – Puslinch Community Centre – 23 Brock Road South ≠
- (b) Report REC-2016-08 – Agreement with Guelph Community Health Centre – Drop in Play Group Program – Puslinch Community Centre – 23 Brock Road South ≠

**7. Mayor's Updates**

None.

**9. NOTICES OF MOTION**

None.

**10. COMMITTEE MINUTES**

- (a) Planning and Development Advisory (Committee of Adjustment) Minutes – June 14, 2016
- (b) Planning and Development Advisory Committee Minutes – June 14, 2016

**11. MUNICIPAL ANNOUNCEMENTS**

**12. UNFINISHED BUSINESS**

**13. CLOSED ITEMS ≠**

- (a) Confidential Verbal Report from Karen Landry, CAO/Clerk regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advise that is subject to solicitor client privilege, including communications necessary for that purpose – 599 Arkell Road – OMB – Minor Variance Appeal



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- (b) Confidential Verbal Report from Karen Landry, CAO/Clerk regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advise that is subject to solicitor client privilege, including communications necessary for that purpose – 6 Eagle Lane – OMB – Minor Variance Appeal
  
- (c) Confidential Verbal Report from Karen Landry, CAO/Clerk regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advise that is subject to solicitor client privilege, including communications necessary for that purpose – Reid – 7827 Wellington Road 36 - Normal Farm Practices Board Hearing

14. **BY-LAWS ≠**

- (a) A by-law to authorize the entering into an Agreement with Whistle Stop Co-Operative Preschool Inc. – Puslinch Community Centre – 23 Brock Road South
- (b) A by-law to authorize the entering into an Agreement with Guelph Community Health Centre for drop in playgroup program – Puslinch Community Centre – 23 Brock Road South
- (c) A by-law to amend By-Law Number 19/85, as amended – 2016 Housekeeping Amendment to Zoning By-Law 19/85
- (d) A by-law to authorize the entering into an Agreement with Municipal Property Assessment Corporation – 7404 Wellington Road 34
- (e) A by-law to authorize the entering into an Agreement with the Ministry of Transportation – Authorized Requester Agreement
- (f) A by-law to authorize the entering into of a Vacant Land Condominium Agreement with Sloom Construction Ltd.

15. **CONFIRMING BY-LAW ≠**

- (a) By-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch.

16. **ADJOURNMENT ≠**



## **MINUTES**

**DATE:** Wednesday, June 15, 2016

**TIME:** 7:00 p.m.

The June 15, 2016 Regular Council Meeting was held on the above date and called to order at 7:00 p.m. in the Council Chambers, Aberfoyle.

### 1. **ATTENDANCE:**

Mayor Dennis Lever  
Councillor Matthew Bulmer  
Councillor Susan Fielding  
Councillor Ken Roth

### **STAFF IN ATTENDANCE:**

1. Karen Landry, CAO/Clerk
2. Donna Tremblay, Deputy Clerk
3. Paul Creamer, Director of Finance/Treasurer
4. Don Creed, Director of Public Works and Parks
5. Steve Goode, Fire Chief

### **OTHERS IN ATTENDANCE**

1. Dino and Dianne Paron
2. Bev Wozniak
3. Jean & Fred Stahlbaum
4. Tom and Tamara Hetherington
5. Karen Lever
6. Rory McAlpine
7. Kevin Johnson
8. Doug Smith

### 2. **DISCLOSURE OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF:**

None.

### 3. **ADOPTION OF THE MINUTES:**

- (a) Council Meeting – June 1, 2016
- (b) Closed Council Meeting – June 1, 2016

**Resolution No. 2016-240:** Moved by Councillor Fielding and  
Seconded by Councillor Roth

That the minutes of the following meetings be adopted as written and distributed:

- (a) Council Meeting – June 1, 2016
- (b) Closed Council Meeting – June 1, 2016

**CARRIED**

### 4. **BUSINESS ARISING OUT OF THE MINUTES:**

#### **Item 6.1 – City of Guelph Tier 3 Water Quantity Risk Assessment Peer Review**

Councillor Bulmer requested that staff confirm with Mr. Denhoed as to whether he is in agreement with Mr. Davis' comments in the report that the diversion of water at the Eden Mills area is a "natural diversion" of water.



**5. PUBLIC MEETINGS:**

1. **Public Information Meeting – Rezoning Application D14/HAY – Gerry Hayden, Concession 3, Part Lots 24 & 25, municipally known as 7128 Smith Road.**

**\*note this Public Information Meeting will be held on Thursday, June 23, 2016 at 7:00 p.m. at the Municipal Complex – 7404 Wellington Rd. 34**

(a) Notice of Public Meeting

(b) Report PD-2016-019 Public Meeting - Rezoning Application, File D14/HAY  
Gerry Hayden, Concession 3, Part Lots 24 & 25, municipally known as 7128 Smith Road.

2. **Public Information Meeting - Rezoning Application File D14/ONT – 2435953 Ontario Inc (ASR Transportation), Concession 7, Rear Part Lot 25, municipally known as 7456 McLean Road W.**

**\*note this Public Information Meeting will be held on Thursday, June 23, 2016 at 7:00 p.m. at the Municipal Complex – 7404 Wellington Rd. 34**

(a) Notice of Complete Application & Public Meeting

(b) Report PD-2016-020 – Public Meeting - Rezoning Application File D14/ONT –  
2435953 Ontario Inc (ASR Transportation), Concession 7, Rear Part Lot 25,  
municipally known as 7456 McLean Road W.

3. **Public Information Meeting - Rezoning Application File D14/J2K – J2K Capital Inc., Concession 7, Rear Part Lot 26, RP 61R863, Brock Road S.**

**\*note this Public Information Meeting will be held on Thursday, June 23, 2016 at 7:00 p.m. at the Municipal Complex – 7404 Wellington Rd. 34**

(a) Notice of Revised Application & Public Meeting

(b) Report PD-2016-021 – Public Meeting- Rezoning Application File D14/J2K – J2K  
Capital Inc., Concession 7, Rear Part Lot 26, RP 61R863, Brock Road S.

**6. COMMUNICATIONS:**

1. **University of Guelph /Dufferin Aggregates  
Mill Creek Pit, Licence 5738  
7115 Concession 2**

(a) LRG Environmental Mill Creek Coordinated Monitoring Report – January 1 to  
December 31, 2015.≠

(b) Correspondence from Dufferin Aggregates regarding Mill Creek Property Annual  
Monitoring Reports dated March 29, 2016.≠

(c) Correspondence from Harden Environmental Services Ltd. regarding Mill Creek Pit –  
Review of 2015 Monitoring data dated May 26, 2016.≠

Councillor Bulmer raised concerns with respect to rising chloride levels indicated in the LRG Report and inquired as to whether Nestle's monitoring indicated this as well and that this information be provided to Mr. Denhoed.

Staff advised that requests for Nestle's monitoring have been made.





**Resolution No. 2016-241:**

Moved by Councillor Bulmer and  
Seconded by Councillor Roth

That Council receive the following:

- (a) LRG Environmental Mill Creek Coordinated Monitoring Report – January 1 to December 31, 2015.≠
- (b) Correspondence from Dufferin Aggregates regarding Mill Creek Property Annual Monitoring Reports dated March 29, 2016.≠
- (c) Correspondence from Harden Environmental Services Ltd. regarding Mill Creek Pit – Review of 2015 Monitoring data dated May 26, 2016.≠  
LRG Environmental Mill Creek Coordinated Monitoring Report – January 1 to December 31, 2015.≠

**CARRIED**

2. **CBM/St. Mary's Cement  
Roszell Pit - Licence No. 625189  
6618 and 6524 Roszell Rd.**

- (a) Correspondence from Harden Environmental regarding temperature changes in groundwater and surface water, CBM, Roszell Road Pit with attachments dated June 7, 2016. ≠

Councillor Bulmer requested that as part of follow up with the Ministry of Natural Resources that inquiries be made as to whether the MNRF believes that the licence holder has been in compliance with the site plan agreement and whether the Township is considered an “agency” for notification purposes.

**Resolution No. 2016-242:**

Moved by Councillor Roth and  
Seconded by Councillor Fielding

That Council receive the correspondence from Harden Environmental regarding temperature changes in groundwater and surface water, CBM, Roszell Road Pit with attachments dated June 7, 2016; and

That Council forward the correspondence from Harden Environmental to the Ministry of Natural Resources and Forestry, CBM and Groundwater Science Corp with a request for a meeting.

**CARRIED**

3. **Intergovernmental Affairs**

**Resolution No. 2016-243:**

Moved by Councillor Fielding and  
Seconded by Councillor Roth

That the correspondence items listed on the Council Agenda for June 15, 2016 Council meeting be received; including the Environmental Registry Decision Notice EBR Registry Number 012-0560 for Cox Construction Limited.

**CARRIED**

7. **DELEGATIONS/PRESENTATIONS**

1. Mr. Rory McAlpine, Morriston by-Pass Coalition, presentation to Mr. Ted Arnott, MPP Wellington Halton-Hills.



Mr. McAlpine made presentation to Mr. Ted Arnott, MPP Wellington Halton-Hills and Mayor Dennis Lever in thanks of their efforts on the Highway 6 by-pass project.

2. Mr. Robert McFarlane, presentation of 2016 Ontario Senior of the Year Award.

Mayor and Members of Council presented Mr. Robert McFarlane with the 2016 Senior of the Year Award.

**\*Council recessed at 7:25 p.m. and resumed at 7:40 p.m.**

3. Ms. Tamara Hetherington regarding Black Bridge Cultural Heritage Landscape Official Plan Amendment.

**Resolution No. 2016-244:** Moved by Councillor Roth and  
Seconded by Councillor Fielding

That Council receive the presentation by Tamara Hetherington and Tom Hetherington regarding Black Bridge Cultural Heritage Landscape Official Plan Amendment.

**CARRIED**

## 8. **REPORTS:**

### 1. **Puslinch Fire and Rescue Services**

(a) Puslinch Fire and Rescue Services – April/May, 2016 Report ≠

**Resolution No. 2016-245** Moved by Councillor Fielding and  
Seconded by Councillor Roth

That Council receive the Puslinch Fire and Rescue Services Response Report for April/May, 2016.

**CARRIED**

(a) 2016 Municipal/NFPP Fire Protection Profile – Township of Puslinch ≠

**Resolution No. 2016-246:** Moved by Councillor Roth and  
Seconded by Councillor Fielding

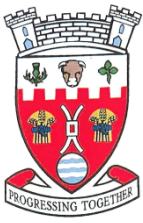
That Council receive the 2016 Municipal/NFPP Fire Protection Profile – Township of Puslinch.

**CARRIED**

### 2. **Finance Department**

(a) Report FIN-2016-016 – 2015 Commodity Price Hedging Agreements.≠

Councillor Bulmer requested that future reports include scale of risk to the Township, information from LAS with respect to risk and whether this risk is insured.



**Resolution No. 2016-247**

Moved by Councillor Fielding and  
Seconded by Councillor Roth

That Report FIN-2016-016 regarding 2015 Commodity Price Hedging Agreements Report be received.

**CARRIED**

**3. Administration Department**

(a) Report ADM-2016-010 – Vacancy on Council~~≠~~

**Resolution No. 2016-248:**

Moved by Councillor Roth and  
Seconded by Councillor Fielding

That Report ADM-2016-010 regarding Declaration of Vacancy - Councillor be received; and

That the office of Township Councillor formerly held by Wayne Stokley be declared vacant in accordance with Section 262 (1) of the *Municipal Act, 2001.*; and

That Council direct staff to proceed with filling the vacancy by appointment; and

That Council adopt the Council Vacancy Policy attached as Schedule B to Report ADM-2016-010; and

That Staff report back to Council with a proposed Council Vacancy Policy for the position of Mayor.

**CARRIED**

**4. Planning and Building Department**

(a) Chief Building Official Report – May 2016 ~~≠~~

**Resolution No. 2016-249:**

Moved by Councillor Roth and  
Seconded by Councillor Bulmer

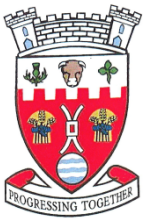
That Council receive the Chief Building Official Report for May, 2016.

**CARRIED**

(b) Report – County of Wellington Planning and Development Department – 2016 Housekeeping Amendment to Zoning By-Law 19/85 Township-wide Zoning By-Law Amendment.~~≠~~

Council reviewed the comments submitted by John Sepulis, Chair of the Township's Planning and Development Advisory Committee with respect to defining screening requirements and outdoor storage for contractor yards.

Sarah Wilhelm, Senior Planner for the County of Wellington advised Council that there is currently wording in the Zoning By-law with respect to open storage and screening from the street view, however a further review could be conducted when the Township proceeds with their comprehensive zoning by-law review.



**Resolution No. 2016-250**

Moved by Councillor Bulmer and  
Seconded by Councillor Roth

That Council receive the Report – County of Wellington Planning and Development Department – 2016 Housekeeping Amendment to Zoning By-Law 19/85 Township-wide Zoning By-Law Amendment; and

That Council enact a by-law to amend By-Law Number 19/85, as amended, in accordance with the draft By-law attached to the County of Wellington Planning and Development Department – 2016 Housekeeping Amendment to Zoning By-Law 19/85 Report dated June 3, 2016.

**CARRIED**

**5. Roads & Parks Department**

None.

**6. Recreation Department**

None.

**7. Mayor's Updates**

- (a) Report – County of Wellington Planning Committee – Comments on Proposed Changes to Provincial Plans dated June 9, 2016.≠

**Resolution No. 2016-251:**

Moved by Councillor Roth and  
Seconded by Councillor Bulmer

That Council receive and support the Report – County of Wellington Planning Committee – Comments on Proposed Changes to Provincial Plans dated June 9, 2016.

**CARRIED**

- (b) Wellington Dufferin Guelph Public Health Board of Health Report – 2015 Tick and Lyme Disease Program Report dated June 1, 2016.

**9. NOTICE OF MOTION:**

None.

**10. COMMITTEE MINUTES**

None.

**11. MUNICIPAL ANNOUNCEMENTS**

**12. UNFINISHED BUSINESS**

None.

**13. CLOSED MEETING**

None.



14. **BY-LAWS:**

- (a) A By-law to authorize the Mayor and Clerk to execute a Licence Agreement with John Hamilton for use of Township Storm Water Management Lands – Block 6, Plan 847 - **Resolution No. 2016-230**
- (b) A by-law to repeal By-law No. 37/13 – Deputy Clerk for the Township of Puslinch.

**Resolution 2016-252** Moved by Councillor Bulmer and  
Seconded by Councillor Roth

That the following By-laws be taken as read three times and finally passed in open Council:

- (a) By-law **037/16** being a by-law to authorize the Mayor and Clerk to execute a Licence Agreement with John Hamilton for use of Township Storm Water Management Lands – Block 6, Plan 847.
- (b) By-Law **038/16** being a by-law to repeal By-Law No. 37/13 – Deputy Clerk for the Township of Puslinch.

**CARRIED**

15. **CONFIRMING BY-LAW**

- (a) By-Law to confirm the proceedings of Council for the Corporation of the Township of Puslinch

**Resolution 2016-253:** Moved by Councillor Roth and  
Seconded by Councillor Bulmer

That the following By-law be taken as read three times and finally passed in open Council:

- (a) By-Law **039/16** being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 15th day of June, 2016.

**CARRIED**

16. **ADJOURNMENT:**

**Resolution No. 2016-254:** Moved by Councillor Roth and  
Seconded by Councillor Bulmer

That Council hereby adjourns at 8:46 p.m.

**CARRIED**

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Dennis Lever, Mayor

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Karen Landry, CAO/Clerk



## **MINUTES**

**DATE:** Wednesday, June 15, 2016

**TIME:** 9:00 a.m.

The June 15, 2016 Special Council Meeting was held on the above date and called to order at 9:00 a.m. in the Council Chambers, Aberfoyle.

### 1. **ATTENDANCE:**

Mayor Dennis Lever  
Councillor Matthew Bulmer  
Councillor Susan Fielding  
Councillor Ken Roth

### **STAFF IN ATTENDANCE:**

1. Karen Landry, CAO/Clerk
2. Donna Tremblay, Deputy Clerk
3. Paul Creamer, Director of Finance/Treasurer
4. Don Creed, Director of Public Works and Parks
5. Steve Goode, Fire Chief

### **OTHERS IN ATTENDANCE**

None.

### 2. **DISCLOSURE OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF:**

None.

### 3. **COMMUNICATIONS:**

- (a) Making Choices Building Strong Communities – A Guide to Service Delivery Review for Municipal Councillors and Senior Staff.

### 4. **REPORTS:**

#### 1. **Recreation Department**

- (a) Report REC-2016-006 – Service Levels and Recreation and Parks Master Plan Recommendations.≠

#### **Current Service Levels for Parks**

Council directed staff to maintain the current service levels for park lands.

#### **Baseball Diamond Maintenance**

Council directed staff to advise the user groups that lining and base placement would be the responsibility of the user group commencing in 2017.

#### **Subdivision maintenance – Aberfoyle Creek Estates**

Council directed staff to maintain the current maintenance levels at Aberfoyle Creek Estates.



### **Badenoch Community Centre**

Council directed staff to work with the Badenoch Committee with respect to Incorporation and that staff follow up with the County of Wellington Accessibility Clerk with respect to accessibility requirements regarding the facility.

### **Fox Run Park**

Council directed staff to contact the residents who back onto the Fox Run Park and inquire as to their interests in divesting the property to the landowners.

### **Telfer Glen Park/Trail**

Council directed staff to maintain the trail as a wilderness trail and continue to inspect the trail for safety.

### **Puslinch Community Centre Trail**

Council directed staff to maintain the trail design in keeping with a wilderness design. Council requested staff to consult with the Guelph Hiking Club for design concepts and to review the language in the Accessibility legislation regarding trails and walkways.

### **Fee Waiver**

Council directed staff to revise the Fee Waiver policy and provide a further Report to Council including:

- no fee waivers during prime time rentals
- a 75% reduction during non-prime time rentals for community groups
- information on opportunity revenue, savings and costs
- a definition of Community Groups with their head office in the Township and provide services primarily in Puslinch and to include non-incorporated groups, churches and the Aberfoyle Agricultural Society
- no fee waivers for church services
- one complimentary room rental for one Annual General meeting

### **Grant Program**

Council directed staff to revise the Grant policy and provide a further Report to Council including:

- the total amount of grants available be set at 0.5% of the budget
- exempting the following events from facility rental fees – the Fall Fair, Santa Clause Parade, Canada Day and Family Day
- the levels of grant amounts be set at \$500 to \$2999, \$3000 to \$5000, and any requests over \$5000 come forward directly to Council for consideration
- County wide organizations to be excluded from the grant program

**Council recessed from 12:15 p.m. to 12:45 p.m.**

### **Branding and Signage**

Council directed staff to proceed with the branding and signage project once grant funding has been obtained.

### **Resolution No. 2016-237:**

Moved by Councillor Fielding and  
Seconded by Councillor Roth



That Report REC-2016-006 – Service Levels and Recreation and Parks Master Plan Recommendations be received.

**CARRIED**

**2. Finance Department**

(a) Report FIN-2016-017 – Updated 10 Year Capital Plan~~≠~~

Mr. Paul Creamer provided an overview of the contents of the Report.

Staff advised that the Report will be included in the July 21, 2016 Special Meeting of Council.

(b) Canada 150 Community Infrastructure Program Intake Two – Grant Funding Information

Council directed staff to put forward an application for one-third (1/3) of Canada 150 Community Infrastructure funding for replacement of lights at the Aberfoyle Ball Diamond.

**5. CONFIRMING BY-LAW**

(a) By-Law to confirm the proceedings of Council for the Corporation of the Township of Puslinch

**Resolution 2016-238**

Moved by Councillor Roth and  
Seconded by Councillor Fielding

That the following By-law be taken as read three times and finally passed in open Council:

(a) By-Law **036/16** being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 15th day of June, 2016.

**CARRIED**

**6. ADJOURNMENT:**

**Resolution No. 2016-239:**

Moved by Councillor Fielding and  
Seconded by Councillor Roth

That Council hereby adjourns at 1:33 p.m.

**CARRIED**

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Dennis Lever, Mayor

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Karen Landry, CAO/Clerk





THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
PUBLIC MEETING MINUTES

**DATE:** Thursday June 23, 2016

**TIME:** 7:00 p.m.

**PLACE:** Puslinch Municipal Complex

**FILE NUMBER:** Zoning Amendment File D14/J2K  
J2K Capital Inc.

**MEMBERS:** Mayor Dennis Lever - Chair  
Councillor Ken Roth

The Chair welcomed those attending the Public Meeting.

No pecuniary interest was declared by any member of Council.

The Chair advised the purpose of the Public Meeting is to inform and provide the public with the opportunity to ask questions, or to express views with respect to the proposed Zoning By-law Amendment commenced by the applicant J2K Capital Inc. located at Part Lot 26, Concession 7, on the west side of Brock Road S.

The Chair advised that the members of Council are here to observe and listen to public comments; however, they will not provide a position on the matter.

The Chair informed attendees when Council makes a decision, should you disagree with that decision, the Planning Act provides you with an opportunity to appeal this application to the Ontario Municipal Board for a hearing. Please note that if a person or public body does not make oral submissions at a public meeting or written submissions to the Township of Puslinch before the decision is made, the person or public body is not entitled to appeal the decision of the Township of Puslinch to the Ontario Municipal Board. In addition, if a person or public body does not make an oral submission at a public meeting, or make written comments to the Township of Puslinch before the decision is made, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

The Chair noted that the Planning Act requires that at least one Public Meeting be held for each development proposal and requested the public to sign in if they wish to be notified of future meetings and decisions for the application.

The Chair instructed the format of the Public Meeting is as follows:

- The applicant will present the purpose and details of the application and any further relevant information.
- Following this the public can obtain clarification, ask questions and express their views on the proposal.
- Following this members of Council have the opportunity to obtain clarification and ask questions of the proposal.
- The applicant and staff will attempt to answer questions or respond to concerns this evening. If this is not possible, the applicant and/or staff will follow up and obtain this information. Responses will be provided when this matter is brought forward and evaluated by Council at a later date.

### **Presentations**

Nancy Shoemaker of Black, Shoemaker, Robinson & Donaldson, agent, presented the application and remarked that the vacant property is located immediately south of the Esso on Brock Road. The proposal is to rezone the land to Highway Commercial (C2) Zone to permit future development.

Nancy Shoemaker indicated the original application proposed a car wash and strip mall but the specific development proposal is no longer part of the zoning amendment as issues were identified with a car wash development on a small site. There is not a specific development proposal with this rezoning.



## THE CORPORATION OF THE TOWNSHIP OF PUSLINCH PUBLIC MEETING MINUTES

### **Question/Comments**

Bev Wozniak of 7088 Wellington Road 34 asked if the owner will be contributing to Carroll Pond and will the property be assessed for use of the stormwater management pond.

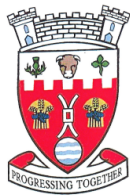
Nancy Shoemaker responded that engineers will provide comments relating to stormwater management at Site Plan.

Dave Jassal, owner of the property, further commented the property was created with a pipe to Carroll Pond and a contribution had been made.

There were no further questions and the Chair called an end to the public meeting and advised that Council would not be taking action on this proposal tonight.

### **Adjournment**

The meeting adjourned at 7:06 p.m.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
PUBLIC MEETING MINUTES

**DATE:** Thursday June 23, 2016

**TIME:** 7:00 p.m.

**PLACE:** Puslinch Municipal Complex

**FILE NUMBER:** Zoning Amendment File D14/ONT (ASR Transportation)  
2435953 Ontario Inc

**MEMBERS:** Mayor Dennis Lever - Chair  
Councillor Ken Roth

The Chair welcomed those attending the Public Meeting.

No pecuniary interest was declared by any member of Council.

The Chair advised the purpose of the Public Meeting is to inform and provide the public with the opportunity to ask questions, or to express views with respect to the proposed Zoning By-law Amendment commenced by the applicant 2435953 Ontario Inc. (ASR Transportation) located at 7456 McLean Road W.

The Chair advised that the members of Council are here to observe and listen to public comments; however, they will not provide a position on the matter this evening.

The Chair informed attendees when Council makes a decision, should you disagree with that decision, the Planning Act provides you with an opportunity to appeal this application to the Ontario Municipal Board for a hearing. Please note that if a person or public body does not make oral submissions at a public meeting or written submissions to the Township of Puslinch before the decision is made, the person or public body is not entitled to appeal the decision of the Township of Puslinch to the Ontario Municipal Board. In addition, if a person or public body does not make an oral submission at a public meeting, or make written comments to the Township of Puslinch before the decision is made, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

The Chair noted that the Planning Act requires that at least one Public Meeting be held for each development proposal and requested the public to sign in if they wish to be notified of future meetings and decisions for the application.

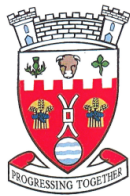
The Chair instructed the format of the Public Meeting is as follows:

- The applicant will present the purpose and details of the application and any further relevant information.
- Following this the public can obtain clarification, ask questions and express their views on the proposal.
- Following this members of Council have the opportunity to obtain clarification and ask questions of the proposal.
- The applicant and staff will attempt to answer questions or respond to concerns this evening. If this is not possible, the applicant and/or staff will follow up and obtain this information. Responses will be provided when this matter is brought forward and evaluated by Council at a later date.

### **Presentations**

Astrid Clos of Astrid J. Clos Planning Consultants, representing the owner, presented the application and outlined the location of the property that has frontage onto McLean Road with surrounding transportation companies such as TransX to the South and Schneider's Trucking and Maple Leaf Foods to the east.

Astrid Clos indicated that the Official Plan designates the property as Rural Industrial and the Township Zoning designates the west portion of the property as Industrial Zone and the east side as Agricultural Zone. The zone change will apply to the entire property to permit industrial uses including truck repair and a site specific parking ratio.



## THE CORPORATION OF THE TOWNSHIP OF PUSLINCH PUBLIC MEETING MINUTES

Astrid Clos remarked that the owner ASR Transportation has transport parking for its fleet at a different location and this property would be utilized for truck repair and 2 offices, with 4 remaining office spaces available for lease. A blended parking ratio is proposed so the parking would not have to be calculated every time a new owner/use leases the office space. 34 car parking spaces are proposed in the front and 19 truck spaces in the back of the property. The truck repair and truck parking spaces are not available to the general public and are only for the owner's business.

### **Question/Comments**

Bev Wozniak of 7088 Wellington Road 34 asked if a contribution to the Carroll Pond stormwater management facility has been evaluated with the application.

Astrid Clos noted she is not familiar with the Carroll Pond contributions and staff would need to confirm any requirements.

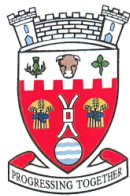
John Markovinovic of 244 Brock Road S questioned if the truck repair is solely for the owners' fleet of trucks and if the 4 units of industrial office space would be for lease.

Astrid Clos confirmed the truck repair was for the owners' fleet of trucks and there would be 4 office units for lease.

There were no further questions and the Chair called an end to the public meeting and advised that Council would not be taking action on this proposal tonight.

### **Adjournment**

The meeting adjourned at 7:17 p.m.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
PUBLIC MEETING MINUTES

**DATE:** Thursday May 19, 2016

**TIME:** 7:00 p.m.

**PLACE:** Puslinch Municipal Complex

**FILE NUMBER:** Zoning Amendment File D14/KRA  
Ned & Lily Krayishnik

**MEMBERS:** Mayor Dennis Lever - Chair  
Councillor Ken Roth  
Councillor Susan Fielding  
Councillor Wayne Stokley  
Councillor Matthew Bulmer

The Chair welcomed those attending the Public Meeting.

No pecuniary interest was declared by any member of Council.

The Chair advised that the purpose of the Public Meeting is to inform and provide the public with the opportunity to ask questions, or to express views with respect to the proposed Zoning By-law Amendment commenced by the applicants Ned & Lily Krayishnik & Doreen Tschanz, located on 6637 Concession 2 and 6643 Concession 2.

The Chair advised that the members of Council are here to observe and listen to public comments; however, they will not provide a position on the matter this evening.

The Chair requested that the attendees please sign in if they wish to be on record and would like to be notified of future meetings and decisions regarding this application.

The Chair informed attendees when Council makes a decision, should you disagree with that decision, the Planning Act provides you with an opportunity to appeal this application to the Ontario Municipal Board for a hearing. Please note that if a person or public body does not make oral submissions at a public meeting or written submissions to the Township of Puslinch before the decision is made, the person or public body is not entitled to appeal the decision of the Township of Puslinch to the Ontario Municipal Board. In addition, if a person or public body does not make an oral submission at a public meeting, or make written comments to the Township of Puslinch before the decision is made, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

The Chair noted that the Planning Act requires that at least one Public Meeting be held for each development proposal.

The Chair instructed the format of the Public Meeting is as follows:

- The applicant will present the purpose and details of the application and any further relevant information.
- Following this the public can obtain clarification, ask questions and express their views on the proposal.
- Following this members of Council have the opportunity to obtain clarification and ask questions of the proposal.
- The applicant and staff will attempt to answer questions or respond to concerns this evening. If this is not possible, the applicant and/or staff will follow up and obtain this information. Responses will be provided when this matter is brought forward and evaluated by Council at a later date.

### **Presentations**

Glenn Wellings of Wellings Planning Consultants, representing Ned & Lily Krayishnik and Doreen Tschanz, presented the application stating the application is to permit a second dwelling to be utilized as a farm help residence that would otherwise be demolished.



## THE CORPORATION OF THE TOWNSHIP OF PUSLINCH PUBLIC MEETING MINUTES

Glenn Wellings indicated that Doreen Tschanz farms 4 separate properties for hay and operates a horse boarding farm.

Glenn Wellings explained that a lot line adjustment application was made to the County of Wellington in 2015 that would then add lands that contain the existing second dwelling and barn. The second dwelling would be used for accommodation for farm help and Doreen Tschanz already utilizes the barn.

Glenn Wellings indicated that Doreen Tschanz's agricultural business is growing and she is in need of 24 hour farm help assistance and assures it will be not used as a duplex.

Glenn Wellings stated the application is consistent with the Provincial Policy Statement and conforms to the Official Plan.

### **Question/Comments**

Randé Hilliard of 125 Rife Avenue, Cambridge, stated that she boards at Doreen's and attests to Doreen's growing business because she is always busy, always there in times of crisis, comes out in emergencies and is an amazing caregiver to the animals.

Lorne Wallace of 6 Eagle Lane noted that Doreen works too hard and should get help and supports the proposal.

Paul O'Krafka of 4 Eagle Lane says he lives near and drives past the farm and that he and his family like to see the farm and horse operation. The horse farm is a legacy of the Norman Doud Estate that Doreen and Al Tschanz are continuing with and the growing operation is a benefit to the rural community.

Brian Crawley of 6890 Concession 4 remarked that Doreen has been taking hay off his property for her horse farm for years and endorses the rezoning.

Hazen Gilks of 6641 Concession 2 notes that he lives across from the Tschanz property and notes they are great neighbours who are doing a great job with their farm and he supports the proposal.

There were no further questions or comments from the gallery and the Chair asked if any member of Council had any questions or comments.

Councillor Stokley stated he has no major concerns but questioned what assurances could be put in place to ensure the dwelling is converted to a single residence.

Glenn Wellings indicated that a building and occupancy permit are to be obtained as a condition of severance to convert the dwelling. The owner does not want to convert the dwelling yet because if the zoning is not approved the dwelling could be demolished.

Councillor Stokley remarked that he understands not wanting to convert the dwelling prior to a rezoning decision.

Glenn Wellings further explained that the dwelling is required to be converted to a single residence and the driveway is to be removed between the Krayishnik residence and the second dwelling for the consent to be finalized.

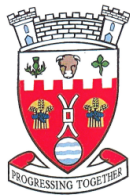
Al Tschanz of 6637 Concession 2 noted that the basement is already gutted as there was flood damage and it will be built back to the single dwelling with the interior staircase.

Councillor Roth stated he sits on Planning & Development Advisory Committee where it was presented that the horse farm boards only nine horses and questioned if a precedent is being set for minimum requirements of farm help dwellings.

Glenn Wellings responded that a precedent would not be set as every application is individual and has to assess the needs of the farmer.

Councillor Roth remarked that in the interest of good planning he wants to ensure a precedent is not set as there are larger operations that have farm help and do not have a second dwelling.

Glenn Wellings expressed that he truly believes that full-time farm help is needed and is justified due to the nature of the operation being that horses require constant 24 hour care and that is proving too much for Doreen to do on her own.



## THE CORPORATION OF THE TOWNSHIP OF PUSLINCH PUBLIC MEETING MINUTES

Doreen Tschanz of 6637 Concession 2 advised she is the main caregiver on the horse farm and works around the clock to care for them. She remarked that she is not as young as she used to be and with the amount of care that horses need she greatly needs someone close by to assist her, especially if she continues to grow her farm business.

Councillor Bulmer remarked that he believes that staff is working to ensure everything is covered.

Councillor Fielding stated that she supports the rural lifestyle but wants assurances that the Township is protected.

Randé Hilliard indicated that she has been to a half dozen small horse farms in the area and they all need constant help and added that Doreen is an excellent caregiver who does need assistance.

Aldo Salis of the County of Wellington indicated that a precedent would not be set as every application is assessed on its own merits. The Official Plan does permit second dwellings by way of garden suites or residences for farm help. Other municipalities in the County permit second dwellings for farm help as a right.

There were no further questions and the Chair called an end to the public meeting and advised that Council would not be taking action on this proposal tonight.

### **Adjournment**

The meeting adjourned at 7:24 p.m.

6(1)(a)

**Karen Landry**

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**From:** Environmental Registry Alerts <registryalerts@eco.on.ca>  
**Sent:** Wednesday, July 13, 2016 12:40 AM  
**To:** Karen Landry  
**Subject:** "guelph" in New Instrument Decision Notice: Proponent: DeCorso Enterprises Limited( Victoria Park East Golf Club )

"guelph" in New Instrument Decision Notice: Proponent: DeCorso Enterprises Limited( Victoria Park East Golf Club )

**Proponent:** DeCorso Enterprises Limited( Victoria Park East Golf Club )  
**Instrument:** Permit to Take Water - OWRA s. 34  
**Ministry:** Ministry of the Environment and Climate Change  
**Date Decided:** 2016-07-12  
**URL:** <http://www.ebr.gov.on.ca/ERS-WEB-External/...>  
**Registry #:** 012-3450

**2 Excerpts Mention "guelph":**

"...ite 605  
Toronto Ontario  
M5S 2B1  
Phone: (416) 325-3377  
Toll Free Phone: (800) 701-6454  
Issuing Authority

Belinda Koblik, P.Eng.  
Supervisor Water Resources Unit  
West Central Regional Office  
119 King Street West  
Floor 12  
Hamilton Ontario  
L8P 4Y7  
Phone: (905) 521-7615  
Toll Free Phone: (800) 668-4557

Proponent

DeCorso Enterprises Limited( Victoria Park East Golf Club )  
1096 Victoria Road South  
Rural Route Delivery 2



**Guelph** Ontario  
Canada N1H 6H8

The Notice must be signed and dated and include all of the following information:

1. The EBR Registry Number, the Ministry Reference Number, the Proponent's name and address to whom the instrument was issued and the location of Activity. (All available from this Registry posting)
2. A copy of any comments that were submitted on the original proposal, if comments were not submitted, an explanation of your interest in seeking leave to appeal..."

"...ke Water Evaluator  
Ministry of the Environment and Climate Change  
Operations Division  
West Central Regional Office  
119 King Street West  
Floor 12  
Hamilton Ontario  
L8P 4Y7  
Phone: (905) 521-7833  
Fax: (905) 521-7820  
Toll Free Phone: (800) 668-4557  
Location(s) Related to this Instrument:

Victoria Park Valley Golf Course  
Address: Lot: 15, Concession: 9, Geographic Township: PUSLINCH, Puslinch, Township,  
County of Wellington  
District Office: **Guelph**  
GeoReference: Zone: 17, UTM Easting: 568312, UTM Northing: 4816988, UTM Location  
Description: Well TW1-05,  
LIO GeoReference: Zone: , UTM Easting: , UTM Northing: , Latitude: 43.5084, Longitude: -  
80.1465  
Site #: 5331-62EFNU  
+ + + +  
7660 Maltby Road  
Address: 7660 Maltby Rd E, Puslinch, Township, County of Wellington  
District Office: **Guelph**  
GeoReference: Zone: 17, UTM Easting: 568312, UTM Northing: 4816988, ,  
Site #: 0796-9T7LHY

PUSLINCH

Additional Information:

The following government offices have additional information regarding this Decision. To arrange a viewing of these documents please call the Ministry Contact or the Office listed below.

West Central Regional Office  
119 King Street West  
Floor 12  
Hamilton Ontario

L8P 4Y7  
Phone: (905) 521-7640  
Toll Free Ph..."

**Ministry #:** 3488-9T7KPE

The *Environmental Commissioner of Ontario* is not responsible for any consequences arising from missed Registry notices. Under the Environmental Bill of Rights, the Environmental Registry site at <http://www.ebr.gov.on.ca/> is the authoritative source for public notices about environmental matters being proposed by Ontario government ministries.

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### Instrument Decision Notice:

**Proponent:** DeCorso Enterprises Limited( Victoria Park East Golf Club )  
1096 Victoria Road South  
Rural Route Delivery 2  
Guelph Ontario  
Canada N1H 6H8

**Instrument Type:** Permit to Take Water - OWRA s. 34

**EBR Registry Number:**

012-3450

**Ministry Reference Number:**

3488-9T7KPE

**Ministry:**

Ministry of the Environment  
and Climate Change

**Date Proposal loaded to the  
Registry:**

January 30, 2015

**Date Decision loaded to the  
Registry:**

July 12, 2016

During a file review, staff at the Ministry of the Environment and Climate Change discovered that it had a large number of proposal notices on the Environmental Registry without decision notices. This decision notice has been posted to advise the public of the decision that was made.

**Keyword(s):** Ground Water | Land | Water | Wells

### Decision on Instrument:

Permit to Take Water #5743-9UQQXX was issued on March 31, 2015 to DeCorso Enterprises Limited o/a Victoria Park Valley Golf Club, for the purpose of golf course irrigation.

Source Name: Well TW1-05

Maximum rate per minute (Litres): 456;

Maximum number of hours of taking a day: 24;

Maximum volume per day (Litres): 657000;

Maximum number of days of taking in a year: 214;

Length of taking for 10 years.

Source Name: Pond 1

Maximum rate per minute (Litres): 2271;

Maximum number of hours of taking a day: 24;

Maximum volume per day (Litres): 1635120;

Maximum number of days of taking in a year: 214;

Length of taking: for 10 years.

Source Name: Pond 2

Maximum rate per minute (Litres): 1136;

Maximum number of hours of taking a day: 24;

Maximum volume per day (Litres): 1635120;

Maximum number of days of taking in a year: 214;

Length of taking for 10 years.

Source Name: Pond 3

Maximum rate per minute (Litres): 1136;

Maximum number of hours of taking a day: 24;

### Contact:

West Central Region  
Permit To Take Water  
Evaluator

Ministry of the Environment  
and Climate Change

Operations Division

West Central Regional Office

119 King Street West

Floor 12

Hamilton Ontario

L8P 4Y7

Phone: (905) 521-7833

Fax: (905) 521-7820

Toll Free Phone: (800) 668-  
4557

### Location(s) Related to this Instrument:

Victoria Park Valley Golf  
Course

Address: Lot: 15, Concession:

9, Geographic Township:

PUSLINCH, Puslinch,

Township, County of

Wellington

District Office: Guelph

GeoReference: Zone: 17,

UTM Easting: 568312, UTM

Maximum volume per day (Litres): 1635120;  
 Maximum number of days of taking in a year: 214;  
 Length of taking for 10 years.

**Comment(s) Received on the Proposal: 0**

Public Consultation on the proposal for this decision was provided for 30 Days, from January 30, 2015 to March 01, 2015.

As a result of public consultation on the proposal, the Ministry received a total of 0 comments.

**Leave to Appeal Provisions:**

Any resident of Ontario may seek leave to appeal this decision, by serving written Notice, within 15 days of July 12, 2016 upon all of the following:

**Appellate Body:**

Secretary  
 Environmental Review Tribunal  
 655 Bay Street  
 Floor 15  
 Toronto  
 M5G 1E5  
 Phone: (416) 212-6349  
 Fax: (416) 326-5370  
 Toll Free Phone: (866) 448-2248

**Environmental Commissioner of Ontario:**

Environmental Commissioner of Ontario  
 1075 Bay Street  
 Suite 605  
 Toronto Ontario  
 M5S 2B1  
 Phone: (416) 325-3377  
 Toll Free Phone: (800) 701-6454

**Issuing Authority:**

Belinda Koblik, P.Eng.  
 Supervisor Water Resources Unit  
 West Central Regional Office  
 119 King Street West  
 Floor 12  
 Hamilton Ontario  
 L8P 4Y7  
 Phone: (905) 521-7615  
 Toll Free Phone: (800) 668-4557

**Proponent:**

DeCorso Enterprises Limited( Victoria Park East Golf Club )  
 1096 Victoria Road South  
 Rural Route Delivery 2  
 Guelph Ontario  
 Canada N1H 6H8

The Notice must be signed and dated and include all of the following information:

1. The EBR Registry Number, the Ministry Reference Number, the Proponent's name and address to whom the instrument was issued and the location of

Northing: 4816988, UTM  
 Location Description: Well  
 TW1-05,  
 LIO GeoReference: Zone: ,  
 UTM Easting: , UTM Northing:  
 , Latitude: 43.5084, Longitude:  
 -80.1465  
 Site #: 5331-62EFNU  
 + + + +  
 7660 Maltby Road  
 Address: 7660 Maltby Rd E,  
 Puslinch, Township, County of  
 Wellington  
 District Office: Guelph  
 GeoReference: Zone: 17,  
 UTM Easting: 568312, UTM  
 Northing: 4816988, ,  
 Site #: 0796-9T7LHY

PUSLINCH

**Additional Information:**

**The following government offices have additional information regarding this Decision. To arrange a viewing of these documents please call the Ministry Contact or the Office listed below.**

West Central Regional Office  
 119 King Street West  
 Floor 12  
 Hamilton Ontario  
 L8P 4Y7  
 Phone: (905) 521-7640  
 Toll Free Phone: (800) 668-4557

Activity. (All available from this Registry posting)

2. A copy of any comments that were submitted on the original proposal, if comments were not submitted, an explanation of your interest in seeking leave to appeal the decision is required.

3. A description of the grounds for the application for leave to appeal including information that demonstrates that:

(a) there is a good reason to believe that no reasonable person, having regard to the relevant law and any government policies developed to guide decisions of that kind, could have made the decision; and

(b) the decision in respect of which an appeal is sought could result in significant harm to the environment.

4. The portion of the instrument or each term or condition in the instrument in respect of which the leave to appeal is applied for.

5. The grounds on which you intend to reply at the hearing, in the event that the leave to appeal is granted, in relation to each portion that you are seeking leave to appeal.

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**Karen Landry**

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**From:** Environmental Registry Alerts <registryalerts@eco.on.ca>  
**Sent:** Thursday, July 07, 2016 8:20 PM  
**To:** Karen Landry  
**Subject:** "puslinch" in New Instrument Decision Notice:  
Proponent: Ducks Unlimited Canada  
Kingsto...

"puslinch" in New Instrument Decision Notice: Proponent: Ducks Unlimited Canada Kingston614 Norris CourtUnit

**Proponent:** Ducks Unlimited Canada  
**Instrument:** Permit to Take Water - OWRA s. 34  
**Ministry:** Ministry of the Environment and Climate Change  
**Date Decided:** 2016-07-07  
**URL:** <http://www.ebr.gov.on.ca/ERS-WEB-External/...>  
**Registry #:** 012-2901

**2 Excerpts Mention "puslinch":**

"...Decision on Instrument

A Permit to Take Water was issued on January 12, 2015 to Ducks Unlimited Canada for the purpose of wildlife conservation and habitat enhancement in the Township of Puslinch, Ontario.

Source Name: Wetland  
Purpose: Wildlife Conservation  
Maximum rate per minute (Litres): 462  
Maximum number of hours of taking per day: 24  
Maximum volume per day (Litres): 666,000  
Maximum number of days of taking per year: 365

Comment(s) Received on the Proposal: 0

Public Consultation on the proposal for this decision was provided for 30 Days, from October 27, 2014 to November 26, 2014.

As a result of public cons..."

"...to each portion that you are seeking leave to appeal.

Contact:

West Central Region  
Permit To Take Water Evaluator  
Ministry of the Environment and Climate Change  
Operations Division  
West Central Regional Office  
119 King Street West  
Floor 12  
Hamilton Ontario  
L8P 4Y7  
Phone: (905) 521-7833  
Fax: (905) 521-7820  
Toll Free Phone: (800) 668-4557

Location(s) Related to this Instrument:

Walnut Ridge Wetland  
Lot 19, Concession 3, Township of Puslinch, County of Wellington

TOWNSHIP OF PUSLINCH

Additional Information:

The following government offices have additional information regarding this Decision. To arrange a viewing of these documents please call the Ministry Contact or the Office listed below.

West Central Regional Office  
119 King Street West  
Floor 12  
Hamilton Ontario  
L8P 4Y7  
Phone: (905) 521-7640  
Toll Free Phone: (800) 668-4557

...”

**Ministry #:** 8422-9Q5NAT

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**Instrument Decision Notice:**

**Proponent:** Ducks Unlimited Canada

Kingston

614 Norris Court

Unit 1

Kingston Ontario

Canada K7P 2R9

**Instrument Type:** Permit to Take Water - OWRA s. 34

**EBR Registry Number:**

012-2901

**Ministry Reference Number:**

8422-9Q5NAT

**Ministry:**

Ministry of the Environment  
and Climate Change

**Date Proposal loaded to the  
Registry:**

October 27, 2014

**Date Decision loaded to the  
Registry:**

July 07, 2016

During a file review, staff at the Ministry of the Environment and Climate Change discovered that it had a large number of proposal notices on the Environmental Registry without decision notices. This decision notice has been posted to advise the public of the decision that was made.

**Keyword(s):** Water

**Decision on Instrument:**

A Permit to Take Water was issued on January 12, 2015 to Ducks Unlimited Canada for the purpose of wildlife conservation and habitat enhancement in the Township of Puslinch, Ontario.

Source Name: Wetland

Purpose: Wildlife Conservation

Maximum rate per minute (Litres): 462

Maximum number of hours of taking per day: 24

Maximum volume per day (Litres): 666,000

Maximum number of days of taking per year: 365

**Comment(s) Received on the Proposal: 0**

Public Consultation on the proposal for this decision was provided for 30 Days, from October 27, 2014 to November 26, 2014.

As a result of public consultation on the proposal, the Ministry received a total of 0 comments.

**Leave to Appeal Provisions:**

Any resident of Ontario may seek leave to appeal this decision, by serving written Notice, within 15 days of July 07, 2016 upon all of the following:

**Appellate Body:**

Secretary

Environmental Review Tribunal

655 Bay Street

**Contact:**

West Central Region  
Permit To Take Water  
Evaluator

Ministry of the Environment  
and Climate Change  
Operations Division

West Central Regional Office  
119 King Street West

Floor 12

Hamilton Ontario

L8P 4Y7

Phone: (905) 521-7833

Fax: (905) 521-7820

Toll Free Phone: (800) 668-4557

**Location(s) Related to this  
Instrument:**

Walnut Ridge Wetland

Lot 19, Concession 3,  
Township of Puslinch, County  
of Wellington

TOWNSHIP OF PUSLINCH

**Additional Information:**



Floor 15  
Toronto  
M5G 1E5  
Phone: (416) 212-6349  
Fax: (416) 326-5370  
Toll Free Phone: (866) 448-2248

**Environmental Commissioner of Ontario:**

Environmental Commissioner of Ontario  
1075 Bay Street  
Suite 605  
Toronto Ontario  
M5S 2B1  
Phone: (416) 325-3377  
Toll Free Phone: (800) 701-6454

**Issuing Authority:**

Belinda Koblik, P.Eng.  
Supervisor Water Resources Unit  
West Central Regional Office  
119 King Street West  
Floor 12  
Hamilton Ontario  
L8P 4Y7  
Phone: (905) 521-7615  
Toll Free Phone: (800) 668-4557

**Proponent:**

Ducks Unlimited Canada  
Kingston  
614 Norris Court  
Unit 1  
Kingston Ontario  
Canada K7P 2R9

The Notice must be signed and dated and include all of the following information:

1. The EBR Registry Number, the Ministry Reference Number, the Proponent's name and address to whom the instrument was issued and the location of Activity. (All available from this Registry posting)
2. A copy of any comments that were submitted on the original proposal, if comments were not submitted, an explanation of your interest in seeking leave to appeal the decision is required.
3. A description of the grounds for the application for leave to appeal including information that demonstrates that:
  - (a) there is a good reason to believe that no reasonable person, having regard to the relevant law and any government policies developed to guide decisions of that kind, could have made the decision; and
  - (b) the decision in respect of which an appeal is sought could result in significant harm to the environment.
4. The portion of the instrument or each term or condition in the instrument in respect of which the leave to appeal is applied for.
5. The grounds on which you intend to reply at the hearing, in the event that the leave to appeal is granted, in relation to each portion that you are seeking leave to appeal.

**The following government offices have additional information regarding this Decision. To arrange a viewing of these documents please call the Ministry Contact or the Office listed below.**

West Central Regional Office  
119 King Street West  
Floor 12  
Hamilton Ontario  
L8P 4Y7  
Phone: (905) 521-7640  
Toll Free Phone: (800) 668-4557

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**Instrument Decision Notice:**

**Proponent:** Cox Construction Limited  
 687 Eramosa Road  
 Post Office Box Delivery 427  
 Guelph Ontario  
 Canada N1H 6K5

**Instrument Type:** Issuance of a Class A licence to remove more than 20,000 tonnes of aggregate annually from a pit or a quarry - ARA s. 7 (2) (a)

**EBR Registry Number:** 012-0560

**Ministry Reference Number:** MNR INST 66/13

**Ministry:** Ministry of Natural Resources and Forestry

**Date Proposal loaded to the Registry:** November 27, 2013

**Date Decision loaded to the Registry:** June 01, 2016

**Keyword(s):** Aggregates

**Decision on Instrument:**

The licence was issued on May 31, 2016.

Note, regarding the process for seeking leave to appeal this decision, as described below at the end of this decision notice: In addition to the parties noted below, persons seeking leave to appeal must also provide notice to:

Regional Director - Southern Region  
 Ministry of Natural Resources  
 300 Water St., Box 9000,  
 Peterborough ON K9J 8M5

The following additional material will be required by the Ontario Municipal Board to be filed with the Ontario Municipal Board, the MNR, and ECO with the application for leave to appeal or within 5 days of the date of the application for leave to appeal:

- a copy of the application for the licence
- a copy of the licence
- site plans
- technical reports, and,
- information described in 4.3.4 under the heading "4.3 Resolution of Objections" in the document entitled "Aggregate Resources of Ontario, provincial Standards, Version 1.0".

Persons seeking leave to appeal are also required to submit to the Ontario Municipal Board the Ontario Municipal Board's filing fee of \$125.00 payable to the Minister of Finance.

**Comment(s) Received on the Proposal: 5**

Public Consultation on the proposal for this decision was provided for 47 Days, from November 27, 2013 to January 13, 2014.

As a result of public consultation on the proposal, the Ministry received a total of 5 comments: 3 comments were received in writing and 2 were received online.

Additionally, a copy of all comments are available for public viewing by contacting the Contact person listed in this notice.

**Contact:**

Seana Richardson  
 AGGREGATE TECHNICAL  
 SPECIALIST  
 Ministry of Natural Resources  
 and Forestry  
 Regional Operations Division  
 Southern Region  
 Guelph District  
 1 Stone Road West  
 Guelph Ontario  
 N1G 4Y2  
 Phone: (519) 826-4927  
 Fax: (519) 826-4929

**Location(s) Related to this Instrument:**

Part of Lot 13, Concession 4  
 COUNTY OF WELLINGTON  
 TOWNSHIP OF PUSLINCH

CLERK'S DEPARTMENT	
TO	Council
Copy	
Please Handle	
For Your Information	
Council Agenda	July 2016
File	

A selection of these comments are available:

[View All Comments](#)

**Effect(s) of Consultation on this Decision:**

Three (3) letters of objection (2 agency and 1 public) were received in response to the Aggregate Resources Act (ARA) consultation and two (2) comments were received from the public in response to the Environmental Registry notice. The comments identified concerns regarding the potential for impacts to water quality, ground water, air quality, noise and truck traffic. More general concerns were also expressed related to the ARA requirements for new applications and the need for studies which assess geology, the sub-watershed area, loss of farmland, social and cumulative impacts. Concern was also expressed regarding extending the life of the proposed extractive operation for an indefinite period of time.

In response to above concerns, the applicant enhanced the proposed ground water monitoring plan which resulted in the withdrawal of the two agency objections. Documentation was also prepared by the applicant to address concerns related to potential off-site impacts. The applicant has fulfilled the regulatory requirements for this new application in accordance with the Aggregate Resources of Ontario Provincial Standards. All objections received in response to the ARA consultation have been either been withdrawn or deemed to have been withdrawn.

**Leave to Appeal Provisions:**

Any resident of Ontario may seek leave to appeal this decision, by serving written Notice, within 15 days of June 01, 2016 upon all of the following:

**Appellate Body:**

Secretary  
Ontario Municipal Board  
655 Bay Street  
Toronto Ontario  
M5G 1E5  
Phone: (416) 326-6800  
Fax: (416) 326-5370

**Environmental Commissioner of Ontario:**

Environmental Commissioner of Ontario  
1075 Bay Street  
Suite 605  
Toronto Ontario  
M5S 2B1  
Phone: (416) 325-3377  
Toll Free Phone: (800) 701-6454

**Issuing Authority:**

Ian Hagman  
District Manager  
Guelph District  
1 Stone Road West  
Guelph Ontario  
N1G 4Y2  
Phone: (519) 826-4931

**Proponent:**

Cox Construction Limited  
687 Eramosa Road  
Post Office Box Delivery 427

Guelph Ontario  
Canada N1H 6K5

The Notice must be signed and dated and include all of the following information:

1. The EBR Registry Number, the Ministry Reference Number, the Proponent's name and address to whom the instrument was issued and the location of Activity. (All available from this Registry posting)
2. A copy of any comments that were submitted on the original proposal, if comments were not submitted, an explanation of your interest in seeking leave to appeal the decision is required.
3. A description of the grounds for the application for leave to appeal including information that demonstrates that:
  - (a) there is a good reason to believe that no reasonable person, having regard to the relevant law and any government policies developed to guide decisions of that kind, could have made the decision; and
  - (b) the decision in respect of which an appeal is sought could result in significant harm to the environment.
4. The portion of the instrument or each term or condition in the instrument in respect of which the leave to appeal is applied for.
5. The grounds on which you intend to reply at the hearing, in the event that the leave to appeal is granted, in relation to each portion that you are seeking leave to appeal.

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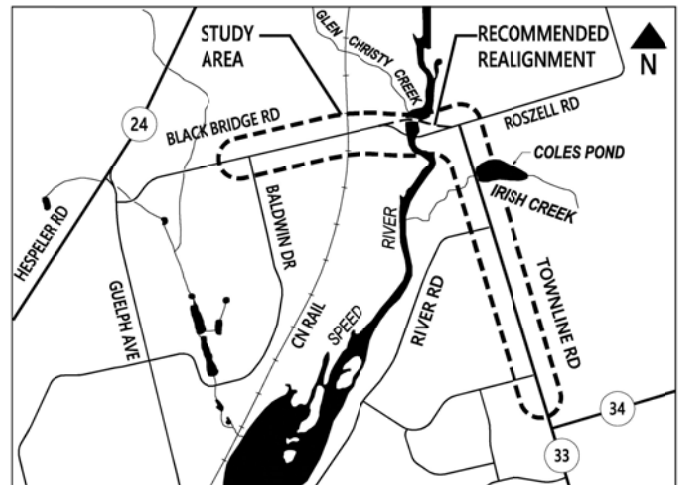
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## Notice of Study Completion Black Bridge Road Environmental Assessment Study

The City of Cambridge has completed a Municipal Class Environmental Assessment (EA) to examine roadway improvements on Black Bridge Road and Townline Road, and define a bridge management plan for the Black Bridge Road bridge crossing over the Speed River. The Study recommendations were endorsed on June 14, 2016 by City Council. The study assessed improvement alternatives within the Study Area. An Environmental Study Report (ESR) has been prepared documenting the study process and preferred solution for the roadway and bridge improvements. The Recommended Plan will maintain the existing heritage truss bridge as part of a Multi-use Trail (MUT) and construct a new vehicular bridge to the north, and include a lookout area viewing the heritage bridge. Townline Road will be reconstructed as a 2-lane roadway with active transportation elements (MUT, sidewalk and bike lane). The ESR is available for public review for a 30-day period from June 27, 2016 to July 27, 2016 during normal business hours at:



**Cambridge City Hall**  
50 Dickson Street  
Cambridge, Ontario

**Hespeler Library**  
5 Tannery Street  
Cambridge, Ontario

In addition, the ESR and previously presented study information is available on the City's website at: [www.cambridge.ca/BlackBridgeClassEA](http://www.cambridge.ca/BlackBridgeClassEA)

If there are any concerns regarding the project that cannot be resolved in discussion with the City, a person or party may request that the Minister of the Environment and Climate Change make an order for the project to comply with Part II of the Environmental Assessment Act (referred to as a Part II Order), which addresses Individual Environmental Assessments. Requests must be received by the Minister by July 27, 2016, with a copy sent to the City Clerk or Project Engineer (contact information below). If there are no requests by this date, the City of Cambridge may proceed with detailed design of the project.

**Minister of the Environment and Climate Change**  
77 Wellesley Street West, 11th floor  
Toronto, Ontario M7A 2T5  
Fax 416-314-8452

For further information about the study or the Municipal Class Environmental Assessment process, please contact:

Scott MacDonald, P. Eng.  
Project Engineer, City of Cambridge  
50 Dickson Street  
Cambridge, ON N1R 5W8  
Tel: (519) 621-0740 Ext. 4679  
Fax No: (519) 740-7729  
[macdonaldscott@cambridge.ca](mailto:macdonaldscott@cambridge.ca)

Steve Taylor, P. Eng.  
Project Manager, Bytown Engineering Inc.  
41 Adelaide Street, Unit 71  
London, ON N6B 3P4  
Tel: (519) 672-2222  
Toll Free: 1-855-228-4813  
[stevenj.taylor@bteng.ca](mailto:stevenj.taylor@bteng.ca)

6(3)c

Ministry of the Environment  
and Climate Change

Source Protection Programs  
Branch

14<sup>th</sup> Floor  
40 St. Clair Ave. West  
Toronto ON M4V 1M2

Ministère de l'Environnement et de  
l'Action en matière de changement  
climatique

Direction des programmes de protection  
des sources

14<sup>e</sup> étage  
40, avenue St. Clair Ouest  
Toronto (Ontario) M4V 1M2



June 13, 2016

Kyle Davis  
Risk Management Official  
Wellington Source Water Protection  
7444 Wellington Rd 21  
Elora, ON N0B 1S0

**RE: Wellington County Municipal Peer Review Response Regarding Water  
Quantity Risk Assessment Report (Tier 3) – City of Guelph and  
Guelph/Eramosa Township Water Systems**

Dear Mr. Davis:

Thank you for your letter of May 17, 2016 on behalf of Guelph/Eramosa Township, the Township of Puslinch, the Town of Erin and the County of Wellington (Wellington SWP) outlining your continued concerns related to the Guelph/Guelph-Eramosa Tier 3 Local Area Risk Assessment (Tier 3) and the municipal review process. The letter identified a number of technical and process related concerns:

**Technical Concerns**

1. How the Tier 3 captures the groundwater – surface water interactions around Arkell Spring Grounds.
2. The need to collect stream flow rate data in 2016 in the Eramosa River around the Arkell Spring Grounds to better inform the Tier 3 model.
3. How the Tier 3 captures the bedrock valley on the east side of Guelph; geological interpretation outside the City limits; verification of drawdown by the City's wells near Aberfoyle; and, the effects of reduced municipal pumping during drought scenarios.

**Process Concerns**

4. Wellington SWP would like an opportunity to present concerns directly to the Tier 3 Peer Review committee.
5. The timeline for Wellington's municipal review and consideration of the concerns raised through that process does not seem sufficient given the Province's deadline of December 31, 2017 for the submission of the Lake Erie Source Protection Region's (LESPR) updated source protection plan for the Grand River Source Protection Area.

6. Future access for Wellington SWP to Tier 3 model and ownership arrangements for the Tier 3 model.

I have discussed these concerns with James Etienne and Martin Keller at the LESPR and my staff, and I am responding on behalf of the LESPR and the ministry.

There is a peer review process in place to address technical concerns and I understand the Peer Review committee will be meeting June 15, 2016 to consider any outstanding comments, including those presented by Wellington SWP, and to make recommendations on next steps. I am happy to see one of your concerns has already been addressed in that you are being provided an opportunity to present your outstanding concerns to the peer review team. I understand that LESPR submitted a package on May 26, 2016 to the Peer Review committee for their review and comment. The package includes a brief summary along with a full chronology of the municipal peer review process of the Tier 3, including the letters provided by Wellington SWP.

When the Peer Review committee considers Wellington SWP's outstanding comments, they will need to weigh the comments against the program purpose. The Peer Review Water Budget Interim Direction, Version 2.0 (DRAFT) (dated August 9, 2005) outlines the objectives of the peer review as follows:

- To ensure that water budgets are scientifically defensible;
- To ensure consistency with the expectation of the water budget guidance; and,
- To validate the water budget deliverables.

The Ministries of Environment and Climate Change and Natural Resources and Forestry (Province) look to the Peer Reviewers for each Tier 3 for concurrence that Tier 3 is "fit for purpose" as a regional scale water budget model. In our experience, the peer review process is most insightful and informative when the Peer Reviewers engage in discussion about the results and outstanding concerns with the Tier 3 team and municipal reviewers.

Once the Peer Review committee has met, the Peer Reviewers will provide written comments to LESPR either providing their acceptance of the Tier 3 or directing the Tier 3 team to undertake further work to address outstanding concerns. As we have with other water budgets, I will rely on the peer review team to determine if your technical concerns need to be addressed before we move forward. If acceptance is provided, the Tier 3 team will move on to undertake the Risk Management Measures Evaluation Process (RMMEP) this summer. If additional technical work is required before acceptance, the Tier 3 team will take appropriate action based on the Peer Reviewer's recommendations. I hope that Wellington SWP will continue to provide supporting input to that process no matter the outcome of the peer review meeting.

As you know, continuous improvement is fundamental to the source protection program, and as the Tier 3 models are updated, new information will be integrated. For the Grand River source protection area, the conservation authority is required to submit a work plan to the Minister in November 2019, outlining where their assessment report and



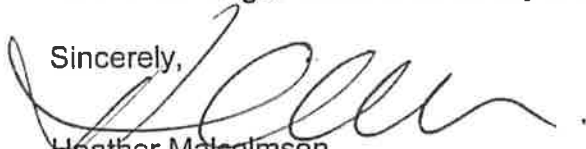
source protection plan need to be updated. Any work not required before acceptance by the Peer Reviewers can be re-evaluated through the program processes, and integrated into future updates as needed.

The ministry recognizes Wellington SWP's continued concerns around the timeline for municipal review of the Tier 3 and the RMMEP. A significant amount of time has been spent developing the water budgets, and if the Peer Reviewers are satisfied with the technical aspects, the process needs to move forward and identify how risks to the Guelph system should be managed. LESPR has proposed a schedule to meet the Minister's deadline. I would ask that Wellington SWP use the schedule to plan their consultation and internal discussions to ensure their feedback is provided to LESPR in a timely manner.

The ministry shares Wellington SWP's concerns about future access to the Tier 3 model. The Province is currently funding the Toronto and Region Conservation Authority and LESPR to develop recommendations for model management, which includes consultation with municipalities and the Province. The ministry has an interest in the models being accessible as we will face challenges requiring the regulated community to consider Tier 3 results if the models are not widely accessible through a transparent process.

In summary, the Province will look to the Peer Reviewers to determine if the model is "fit for purpose", based on their direction the Tier 3 team will move on to the RMMEP or complete additional technical work required for acceptance. If the peer reviewers indicate the additional technical work is not required at this time, and they recommend it be considered in future updates, we will look to the LESPR to include this in their November 2019 work plan outlining the future plan updates. It is important that we not delay the December 2017 timelines and work towards ensuring actions are taken to ensure the longer term sustainability of the Guelph system.

Sincerely,



Heather Malcolmson  
Director

Copy: Martin Keller, Project Manager, Grand SPA  
Ian Roger, CAO, Guelph/Eramosa Township  
Karen Landry, CAO/Clerk, Township of Puslinch  
Kathryn Ironmonger, Town Manager/CAO, Town of Erin  
Gary Cousins, Director of Planning, County of Wellington  
Dave Belanger, Water, City of Guelph  
Peter Rider, RMO, City of Guelph  
Dale Murray, Lake Erie Source Protection Committee  
Wendy Lavender, SPP Manager, MOECC  
Elizabeth Forrest, Liaison Officer, MOECC  
Kathryn Baker, Hydrogeologist, MOECC  
Scott Bates, Water Budget Analyst, MNRF

6(4)a



Ministry of the Environment  
Ministère de l'Environnement

**AMENDED ENVIRONMENTAL COMPLIANCE APPROVAL**

NUMBER 2391-9KCJUS  
Issue Date: June 1, 2016

Wellington Common Elements Condominium Corporation No.214  
c/o MF Property Management Limited  
28 Bett Court  
Guelph, Ontario  
N1C 0A5

Site Location: 7541 Wellington County Road 34  
Puslinch Township, County of Wellington  
N1H 6H9

*You have applied under section 20.2 of Part II.1 of the Environmental Protection Act, R.S.O. 1990, c. E. 19 (Environmental Protection Act) for approval of:*

Upgrades to the existing sewage works comprising of a sanitary collection system, pumping stations and forcemains, a sewage treatment and subsurface disposal system re-rated at approx. 158 m<sup>3</sup>/d average daily flow serving the Mini Lakes Subdivision and Common Elements Condominium comprising of a maximum of 292 units (from the original 400 units) for year round use in the Township of Puslinch as follows:

**Proposed Works**

Modifications to the existing wastewater treatment plant as follows:

- upgrades to primary clarifier as follows:
  - installation of a partition wall separating the chamber in two compartments; an inlet and sludge storage compartment having a working volume of 73m<sup>3</sup> and a primary effluent compartment having a working volume of 23m<sup>3</sup>.
  - an influent baffle plate at the tank inlet
  - an outlet weir box and baffle plate at the tank outlet
  - sludge recirculation piping to the inlet chamber and sludge removal piping.
- modifications to the inlet of the denitrification tank to allow for crossover between trains for redundancy and option to operate on one (1) RBC train and two (2) tertiary treatment trains.

- one (1) new effluent pump and discharge piping to be located in the effluent pump chamber to recirculate treated effluent back to the inlet of the primary clarifier.
- a 3.5m x 4.12m chemical storage building housing the following:
  - a 600L capacity chemical storage tank to provide a carbon source and three (3) chemical metering pumps (one (1) spare), all located within secondary containment facilities.
  - a 2,300 L capacity bulk chemical storage tank for phosphorus removal and three (3) chemical metering pumps (one (1) spare), all located within secondary containment facilities.
  - an eyewash/shower system

all other controls, electrical equipment, instrumentation, pumps, piping, valves and appurtenances essential for the proper operation of the aforementioned sewage works;

all in accordance with the documents listed in Schedule 'B.

## **Existing Works**

### **Sanitary Collection System**

All existing and proposed sewage collection system gravity mains, forcemains, and services as generally indicated on Drawing 1 - Site Servicing Plan dated February 25, 2008 as submitted by Stantec Consulting Ltd.

### **Pumping Stations and Forcemain**

#### 1. Sewage Pumping Station PS-1 (UTM NAD83: Zone 17, 569553 mE, 4814393 mN)

One (1) 1,200 mm diameter fibreglass package duplex sewage pumping station (located at the intersection of Ash Avenue, Cross Street and Pine Street servicing approximately 77 units), equipped with two (2) submersible pumps, each pump rated at 1.8 L/s at 28.98 m TDH and having a working volume of 0.405 m<sup>3</sup>, and a forcemain, approx. 29 m long, extending from the pump station before discharging into the common 75 mm forcemain from PS-2 and PS-3, where the common forcemain continues approximately 621 m to discharge directly to the Wastewater Treatment Plant (WWTP) described below.

#### 2. Sewage Pumping Station PS-2 (UTM NAD83: Zone 17, 569203 mE, 4814540 mN)

One (1) 1,200 mm diameter fibreglass package duplex sewage pumping station (located on Jasper Heights Drive approximately 110 m northeast of Garden Parkway servicing approximately 132 units), equipped with two (2) submersible pumps, each pump rated at 2.225 L/s at 33.82 m TDH and having a working volume of 0.501 m<sup>3</sup>, and a forcemain, approx. 224 m long, extending from the pump station before discharging into the common 75 mm forcemain from PS-3, where the common forcemain continues approximately 215 m to the junction with PS-1 and a further 621 m to discharge directly to the Wastewater Treatment Plant (WWTP) described below.

#### 3. Sewage Pumping Station PS-3 (UTM NAD83: Zone 17, 569349 mE, 4814559 mN)

One (1) 1,200 mm diameter fibreglass package duplex sewage pumping station (located on Lot 62 Hemlock, servicing approximately 42 units), equipped with two (2) submersible pumps, each pump rated at 1.075 L/s at 32.2 m TDH and having a working volume of 0.242 m<sup>3</sup>, and a forcemain, approx. 229 m long, extending from the pump station before discharging into the common 75 mm forcemain from PS-3, where the common forcemain continues approximately 215 m to the junction with PS-1 and a further 621 m to discharge directly to the Wastewater Treatment Plant (WWTP) described below.

4. Sewage Pumping Station PS-4 (UTM NAD83: Zone 17, 569491 mE, 4814533 mN)

One (1) 1,200 mm diameter fibreglass package duplex sewage pumping station (located adjacent and on the north corner of Lot 227 on Cedarbush Crescent, servicing approximately 53 units and a community centre), equipped with two (2) submersible pumps, each pump rated at 1.35 L/s at 7.27 m TDH and having a working volume of 0.304 m<sup>3</sup>, and a forcemain, approx. 358 m long, extending from the pump station before discharging directly to the Wastewater Treatment Plant (WWTP) described below.

5. Sewage Pumping Station PS-5 (UTM NAD83: Zone 17, 569720 mE, 4814755 mN)

One (1) 1,200 mm diameter precast concrete duplex sewage pumping station (located at the intersection of Water Street and Basswood to service Phase 2 and 3 development, and will ultimately service approximately 79 units), equipped with two (2) submersible pumps, each pump rated at 2.55 L/s at 14.75 m TDH and having a working volume of 0.469 m<sup>3</sup>, and a forcemain, approx. 207 m long, discharging into the 75 mm diameter forcemain from PS-4, where the common forcemain continues for approx 29 m before discharging directly to the Wastewater Treatment Plant (WWTP) described below.

### Wastewater Treatment Plant

A sewage treatment plant (with dual trains operating in parallel) to be located within a building housing a primary settlement tank, rotating biological contactors, intermediate clarifier, a denitrification tank and final clarifiers and effluent pump chamber as follows:

- a concrete common primary settlement tank with cover, approx. 8.1m wide x 8.5m long x 1.73m liquid depth discharging (via an outlet pipe to each treatment train) to the rotating biological contactors, complete with gear motor and drive mechanism;
- two (2) rotating biological contactors (RBCs) with 2.35m diameter rotor, each equipped with low profile fixed baffles and establish four (4) zones per rotor, and providing approx. 4,179 m<sup>2</sup> of bio-support media area;
- two (2) hopper bottom 3m x 3.6m intermediate clarifiers per treatment train, complete with inlet and outlet weir, sludge and scum transfer equipment and pumping systems;
- two (2) denitrification tanks, approx. 5.06m x 3.6m, each consisting with 4,704m<sup>2</sup> of submerged rigid media, complete with an adjustable flow distribution box;
- one (1) 900 L capacity chemical tank and chemical metering pump capable of feeding a carbon source to

the denitrification tanks, complete with spill containment facilities;

- chemical feed system comprising of one (1) 2,300 L capacity polyethylene chemical storage tank and metering pump (with standby pump) capable of feeding approx. 1.5 L/hr of alum into the last stage of the rotating biological contactor rotor, complete with spill containment facilities;
- two (2) hopper bottom 3m x 3.6m final clarifiers per treatment train, complete with inlet and outlet weirs and sludge transfer equipment and pumping systems;
- a 50,000 L capacity effluent pump chamber equipped with five (5) submersible pumps (with one additional standby pump), each rated at 2.7 L/s at 11m TDH (max.), to discharge treated effluent via a splitter valve and five (5) 75mm diameter forcemains, one forcemain to each absorption cell of the subsurface disposal system.

#### Subsurface Disposal System

A subsurface disposal system comprising of five (5) shallow buried trench absorption cells, each cell comprising of six (6) zones with eight (8) laterals (each lateral located within a trench 18m long and 0.6m wide, with a hollow inverted semi-circular chamber housing a 25mm PVC pressurized pipe with 3.2mm holes spaced at 1m c/c) per zone, for a total of approx. 864m of piping per cell (total of approx. 4,320m of piping), and distribution valve assembly and manifold together with a relocation area (alternate subsurface disposal area) and the use of the existing leaching bed areas as contingencies for a period of three (3) years of operation of the sewage works,

all in accordance with the final plans and specifications prepared by P. J. Hannah Equipment Sales Corp. and Stantec Consulting Ltd., Consulting Engineers.

*For the purpose of this environmental compliance approval, the following definitions apply:*

"Annual Average Concentration" means the arithmetic mean of the Monthly Average Concentrations of a contaminant in the effluent calculated for any particular calendar year;

"Approval" means this entire document and any Schedules attached to it, and the application;

"Average Daily Flow" means the cumulative total sewage flow to the sewage works during a calendar year divided by the number of days during which sewage was flowing to the sewage works that year;

"BOD<sub>5</sub>" (also known as TBOD<sub>5</sub>) means five day biochemical oxygen demand measured in an unfiltered sample and includes carbonaceous and nitrogenous oxygen demand;

"CBOD<sub>5</sub>" means five day carbonaceous (nitrification inhibited) biochemical oxygen demand measured in an unfiltered sample;

"Daily Concentration" means the concentration of a contaminant in the effluent discharged over any single day, as measured by a composite or grab sample, whichever is required;

"Director" means a person appointed by the Minister pursuant to section 5 of the EPA for the purposes of Part II.1 of the EPA;

"District Manager" means the District Manager of the Guelph District Office:

"EPA" means the Environmental Protection Act, R.S.O. 1990, c.E.19, as amended;

"Equivalent Equipment" means a substituted equipment or like-for-like equipment that meets the required quality and performance standards of a named equipment;

"Limited Operational Flexibility" (LOF) means any modifications that the Owner is permitted to make to the Works under this Approval;

"Ministry" means the ministry of the government of Ontario responsible for the EPA and OWRA and includes all officials, employees or other persons acting on its behalf;

"Notice of Modifications" means the form entitled "Notice of Modifications to Sewage Works";

"Monthly Average Concentration" means the arithmetic mean of all Daily Concentrations of a contaminant in the effluent sampled or measured, or both, during a calendar month;

"Owner" means Wellington Common Elements Condominium Corporation No.214 and its successors and assignees;

"OWRA" means the Ontario Water Resources Act, R.S.O. 1990, c. O.40, as amended;

"Rated Capacity" means the Average Daily Flow for which the Works are approved to handle;

"Regional Director" means the Regional Director of the West Central Region of the Ministry;

"Substantial Completion" has the same meaning as "substantial performance" in the Construction Lien Act; and

"Works" means the sewage works described in the Owner's application, and this Approval, and includes Proposed Works, Previous Works, and modifications made under Limited Operational Flexibility.

*You are hereby notified that this environmental compliance approval is issued to you subject to the terms and conditions outlined below:*

## **TERMS AND CONDITIONS**

### **1. GENERAL PROVISIONS**

(1) The Owner shall ensure that any person authorized to carry out work on or operate any aspect of the Works is notified of this Approval and the conditions herein and shall take all reasonable measures to ensure any such person complies with the same.

(2) Except as otherwise provided by these conditions, the Owner shall design, build, install, operate and maintain the Works in accordance with the description given in this Approval, and the application for approval of the Works.

(3) Where there is a conflict between a provision of any document in the schedule referred to in this Approval and the conditions of this Approval, the Conditions in this Approval shall take precedence, and where there is a conflict between the documents in the schedule, the document bearing the most recent date shall prevail.

(4) Where there is a conflict between the documents listed in the Schedule B submitted documents, and the application, the application shall take precedence unless it is clear that the purpose of the document was to amend the application.

(5) The Conditions of this Approval are severable. If any Condition of this Approval, or the application of any requirement of this Approval to any circumstance, is held invalid or unenforceable, the application of such condition to other circumstances and the remainder of this Approval shall not be affected thereby.

2. EXPIRY OF APPROVAL

This Approval will cease to apply to those parts of the Proposed Works which have not been constructed within five (5) years of the date of this Approval.

3. CHANGE OF OWNER

(1) The Owner shall notify the District Manager and the Director, in writing, of any of the following changes within thirty (30) days of the change occurring:

(a) change of Owner;

(b) change of address of the Owner;

(c) change of partners where the Owner is or at any time becomes a partnership, and a copy of the most recent declaration filed under the Business Names Act, R.S.O. 1990, c.B17 shall be included in the notification to the District Manager;

(d) change of name of the corporation where the Owner is or at any time becomes a corporation, and a copy of the most current information filed under the Corporations Information Act, R.S.O. 1990, c. C39 shall be included in the notification to the District Manager;

(2) In the event of any change in ownership of the Works, other than a change to a successor municipality, the Owner shall notify in writing the succeeding owner of the existence of this Approval, and a copy of such notice shall be forwarded to the District Manager and the Director.

4. CONSTRUCTION

(1) The Owner shall ensure that the construction of the works is supervised by a licensed installer or a Professional Engineer, as defined in the Professional Engineers Act.

(2) Upon construction of the works, the Owner shall prepare a statement, certified by a licensed installer or a Professional Engineer, that the Works are constructed in accordance with this Approval, and upon request, shall make the written statement available for inspection by Ministry staff and staff of the local municipality.

5. MONITORING AND RECORDING

The Owner shall, upon commencement of operation of the Works, carry out the following monitoring program:

(1) All samples and measurements taken for the purposes of this Approval are to be taken at a time and in a location characteristic of the quality and quantity of the effluent stream over the time period being monitored.

(2) Samples of **treated effluent** (ahead of subsurface disposal system) shall be collected at the effluent



pump chamber and analyzed for at least the following parameters at the indicated **minimum** frequencies:

<b>Table 1 - Treated Effluent Sampling</b>		
Parameter	Type of Sample	Minimum Frequency
CBOD5	grab	monthly
Total Suspended Solids	grab	monthly
Total Phosphorus	grab	monthly
Total Ammonia Nitrogen	grab	monthly
Nitrate Nitrogen	grab	monthly
Nitrite Nitrogen	grab	monthly
Total Kjeldahl Nitrogen	grab	monthly
E. coli	grab	monthly
Dissolved Oxygen	grab	monthly
pH	grab	monthly

(3) Samples of **groundwater** shall be collected from the nine (9) monitoring wells MW-1, MW-2, MW-4 to MW-10 inclusive, located upgradient of the subsurface disposal beds, immediately downgradient of the subsurface disposal beds and at the property boundary in the downgradient flow path from the subsurface disposal beds, and two (2) additional monitoring wells to intercept the plume close to the water's edge, and analyzed for at least the following parameters at the indicated **minimum** frequencies:

<b>Table 2 - Groundwater Sampling</b>		
Parameter	Type of Sample	Minimum Frequency
CBOD5	grab	quarterly
Total Suspended Solids	grab	quarterly
Total Phosphorus	grab	quarterly
Total Ammonia Nitrogen	grab	quarterly
Nitrate Nitrogen	grab	quarterly
Nitrite Nitrogen	grab	quarterly
Total Kjeldahl Nitrogen	grab	quarterly
E. coli	grab	quarterly
Dissolved Organic Carbon	grab	quarterly

In addition, groundwater depths for each of the monitoring wells shall also be recorded to assess groundwater elevation and flow paths through the site.

(4) Samples of **surface water** shall be collected at the following five (5) locations and analyzed for at least the following parameters at the indicated **minimum** frequencies:

Surface water monitoring locations

- upgradient background (SW1)
- one location within the main pond (SW3)

- outlet from the main pond (SW4)
- outlet from the property (SW6)
- upgradient tributaries (SW5, located at County Road No. 34, approximately 50m upstream of the confluence of Mill Creek with the downstream location of the Mini Lakes outlet).

Parameter	Type of Sample	Minimum Frequency
Total Phosphorus	grab	quarterly
Total Ammonia Nitrogen	grab	quarterly
Nitrate Nitrogen	grab	quarterly
Nitrite Nitrogen	grab	quarterly
Total Kjeldahl Nitrogen	grab	quarterly
E. coli	grab	quarterly

(5) The monitoring outlined pursuant to subsections (3) and (4) shall be undertaken for a period of at least three (3) years following the start up of the Proposed Works.

(6) Prior to the startup of the Works, background groundwater quality must be established by collecting groundwater samples and having them analyzed for the parameters outlined in Table 2.

(7) The Owner shall measure and record the daily volume of effluent being discharged to subsurface disposal system.

(8) The methods and protocols for sampling, analysis and recording shall conform, in order of precedence, to the methods and protocols specified in the following:

(a) the Ministry's Procedure F-10-1, "Procedures for Sampling and Analysis Requirements for Municipal and Private Sewage Treatment Works (Liquid Waste Streams Only), as amended from time to time by more recently published editions;

(b) the Ministry's publication "Protocol for the Sampling and Analysis of Industrial/Municipal Wastewater" (January 1999), ISBN 0-7778-1880-9, as amended from time to time by more recently published editions; and

(c) the publication "Standard Methods for the Examination of Water and Wastewater" (21st edition), as amended from time to time by more recently published editions.

(9) The Owner shall retain for a minimum of five (5) years from the date of their creation, all records and information related to or resulting from the monitoring activities required by this Approval.

(10) Following completion of two (2) full years of operation of the sewage system, if the quality of effluent discharged to the subsurface disposal system satisfies the objectives stipulated in Condition 6 as evidenced by the results of the monitoring program required by this condition, the monitoring requirements may be revised by the District Manager if he/she is of the opinion that such a reduction is appropriate in the circumstances.

6. EFFLUENT LIMITS

(1) The Owner shall operate and maintain the Works such that the concentrations of the materials named below as effluent parameters are not exceeded in the effluent from the Works.

<b>Table 4 - Effluent Limits</b>	
<b>Effluent Parameters</b>	<b>Annual Average Concentration</b>
CBOD5	20 mg/L
Total Suspended Solids	20 mg/L
Nitrate Nitrogen	8 mg/L
Total Phosphorus	1 mg/L

(2) For the purposes of determining compliance with and enforcing subsection (1):

(a) Non-compliance with respect to the effluent parameters is deemed to have occurred when the annual average concentration of any of the effluent parameters (treated effluent discharge to the subsurface disposal system) named in subsection (1) above, based on all grab samples taken in accordance with Condition 5(2) above, supplemented by spot sampling by Ministry staff as necessary, during any calendar year, exceeds its corresponding stipulated effluent concentration indicated above.

(3) Paragraph (a) of subsection (2) shall apply upon the issuance of this Approval.

(4) The effluent limit set out in subsection (1) shall apply upon the issuance of this Approval.

(5) Only those monitoring results collected during the corresponding time period shall be used in calculating the Annual Average Concentration.

7. OPERATIONS AND MAINTENANCE

(1) The Owner shall prepare an operations manual within six (6) months of the introduction of sewage to the Works, that includes, but not necessarily limited to, the following information:

(a) operating procedures for routine operation of the Works;and

(b) inspection programs, including frequency of inspection, for the Works and the methods or tests employed to detect when maintenance is necessary.

(2) The Owner shall maintain the operations manual current and retain a copy at the location of the Works for the operational life of the Works. Upon request, the Owner shall make the manual available to Ministry staff.

(3) The Owner shall prepare and make available for inspection by Ministry staff, a maintenance agreement with the manufacturer for the treatment process/technology and a complete set of "as constructed" drawings within one (1) year of Substantial Completion of the Works. The maintenance agreement and drawings must be retained at the site and kept current.

(4) The Owner shall employ for the overall operation of the Works a person who possesses the level of training and experience sufficient to allow safe and environmentally sound operation of the Works.

8. REPORTING

(1) One week prior to the start up of the operation of the Works, the Owner shall notify the District Manager (in writing) of the pending start up date of the Proposed Works.

(2) The Owner shall prepare, and submit upon request, a performance report, on an annual basis, within ninety (90) days following the end of the period being reported upon. The first such report shall cover the first annual period following the commencement of operation of the Works and subsequent reports shall be submitted to cover successive annual periods following thereafter. The reports shall contain, but shall not be limited to, the following information:

(a) a summary and interpretation of all monitoring data and a comparison to the effluent limits outlined in Condition 6, including an overview of the success and adequacy of the Works;

(b) a tabulation of the daily volumes of effluent disposed through the subsurface disposal system during the reporting period;

(c) a summary of all maintenance carried out on any major structure, equipment, apparatus, mechanism or thing forming part of the Works;

(d) a description of any operating problems encountered and corrective actions taken.

(f) a copy of all Notice of Modifications submitted to the District Manager as a result of Schedule A, Section 1, with a status report on the implementation of each modification;

(g) a report summarizing all modifications completed as a result of Schedule A, Section 3;

(h) any other information the District Manager requires from time to time.

9. LIMITED OPERATIONAL FLEXIBILITY

(1) The Owner may make modifications to the Works in accordance with the Terms and Conditions of this Approval and subject to the Ministry's "Limited Operational Flexibility Criteria for Modifications to Sewage Works", included under Schedule A of this Approval, as amended.

(2) Sewage works under Limited Operational Flexibility shall adhere to the design guidelines contained within the Ministry's publication "Design Guidelines for Sewage Works 2008", as amended.

(3) The Owner shall ensure at all times, that the Works, related equipment and appurtenances which are installed or used to achieve compliance are operated in accordance with all Terms and Conditions of this Approval.

(4) For greater certainty, the following are not permitted as part of Limited Operational Flexibility:

- (a) Modifications to the Works that result in an increase of the approved Rated Capacity of the Works;
- (b) Modifications to the Works that may adversely affect the approved effluent quality criteria or the location of the discharge/outfall;
- (c) Modifications to the treatment process technology of the Works, or modifications that involve construction of new reactors (tanks) or alter the treatment train process design;
- (d) Modifications to the Works approved under s.9 of the EPA, and
- (e) Modifications to the Works pursuant to an order issued by the Ministry.

(5) Implementation of Limited Operational Flexibility is not intended to be used for piecemeal measures that result in major alterations or expansions.

(6) If the implementation of Limited Operational Flexibility requires changes to be made to the Emergency Response, Spill Reporting and Contingency Plan, the Owner shall, provide a revised copy of this plan to the local fire services authority prior to implementing Limited Operational Flexibility.

(7) For greater certainty, any modification made under the Limited Operational Flexibility may only be carried out after other legal obligations have been complied with, including those arising from the *Environmental Protection Act*, *Niagara Escarpment Planning and Development Act*, *Oak Ridges Moraine Conservation Act*, *Lake Simcoe Protection Act* and *Greenbelt Act*.

(8) At least thirty (30) days prior to implementing Limited Operational Flexibility, the Owner shall complete a Notice of Modifications describing any proposed modifications to the Works and submit it to the District Manager.

(9) The Owner shall not proceed with implementation of Limited Operational Flexibility until the District Manager has provided written acceptance of the Notice of Modifications or a minimum of thirty (30) days have passed since the day the District Manager acknowledged the receipt of the Notice of Modifications.

## SCHEDULE 'A'

### **Limited Operational Flexibility Criteria for Modifications to Industrial Sewage Works**

1. The modifications to sewage works approved under an Environmental Compliance Approval (Approval) that are permitted under the Limited Operational Flexibility (LOF), are outlined below and are subject to the LOF conditions in the Approval, and require the submission of the Notice of Modifications. If there is a conflict between the sewage works listed below and the Terms and Conditions in the Approval, the Terms and Conditions in the Approval shall take precedence.

#### 1.1 Sewage Pumping Stations

- a. Alter pumping capacity by adding or replacing equipment where new equipment is located within an existing sewage treatment plant site or an existing sewage pumping station site, provided that the modifications do not result in an increase of the sewage treatment plant Rated Capacity and the existing flow process and/or treatment train are maintained, as applicable.
- b. Forcemain relining and replacement with similar pipe size where the nominal diameter is not greater than 1,200mm.

#### 1.2 Sewage Treatment Process

- a. Installing additional chemical dosage equipment including replacing with alternative chemicals for pH adjustment or coagulants (non-toxic polymers) provided that there are no modifications of treatment processes or other modifications that may alter the intent of operations and may have negative impacts on the effluent quantity and quality.
- b. Expanding the buffer zone between a sanitary sewage lagoon facility or land treatment area and adjacent uses provided that the buffer zone is entirely on the proponent's land.
- c. Optimizing existing sanitary sewage lagoons with the purpose to increase efficiency of treatment operations provided that existing sewage treatment plant rated capacity is not exceeded and where no land acquisition is required.
- d. Optimizing existing sewage treatment plant equipment with the purpose to increase the efficiency of the existing treatment operations, provided that there are no modifications to the works that result in an increase of the approved Rated Capacity, and may have adverse effects to the effluent quality or location of the discharge.
- e. Replacement, refurbishment of previously approved equipment in whole or in part with Equivalent Equipment, like-for-like of different make and model, provided that the firm capacity, reliability, performance standard, level of quality and redundancy of the group of equipment is kept the same. For clarity purposes, the following equipment can be considered under this provision: pumps, screens, grit separators, blowers, aeration equipment, sludge thickeners, dewatering equipment, UV systems, chlorine contact equipment, bio-disks, and sludge digester systems.

### 1.3 Sanitary Sewers

- a. Pipe relining and replacement with similar pipe size within the Sewage Treatment Plant site, where the nominal diameter is not greater than 1,200mm.

### 1.4 Pilot Systems

- a. Installation of pilot systems for new or existing technologies provided that:
  - i. any effluent from the pilot system is discharged to the inlet of the sewage treatment plant or hauled off-site for proper disposal,
  - ii. any effluent from the pilot system discharged to the inlet of the sewage treatment plant or sewage conveyance system does not significantly alter the composition/concentration of the influent sewage to be treated in the downstream process; and that it does not add any inhibiting substances to the downstream process, and
  - iii. the pilot system's duration does not exceed a maximum of two years; and a report with results is submitted to the Director and District Manager three months after completion of the pilot project.
2. Sewage works that are exempt from section 53 of the OWRA by O. Reg. 525/98 continue to be exempt and are not required to follow the notification process under this Limited Operational Flexibility.
3. Normal or emergency operational modifications, such as repairs, reconstructions, or other improvements that are part of maintenance activities, including cleaning, renovations to existing approved sewage works equipment, provided that the modification is made with Equivalent Equipment, are considered pre-approved.
4. The modifications noted in section (3) above are not required to follow the notification protocols under Limited Operational Flexibility, provided that the number of pieces and description of the equipment as described in the Approval does not change.

**SCHEDULE 'B'**

Environmental Compliance Approval (ECA) supporting documents:

1. Application for Environmental Compliance Approval (ECA) dated June 7, 2012 signed by Tom Boyd, President, Mini Lakes Residents Association, and supporting documents prepared by Stantec Consulting Ltd., Consulting Engineers.





## Notice of Modification to Sewage Works

RETAIN COPY OF COMPLETED FORM AS PART OF THE ECA AND SEND A COPY TO THE WATER SUPERVISOR (FOR MUNICIPAL) OR DISTRICT MANAGER (FOR NON-MUNICIPAL SYSTEMS)

Part 1 – Environmental Compliance Approval (ECA) with Limited Operational Flexibility <i>(Insert the ECA's owner, number and issuance date and notice number, which should start with "01" and consecutive numbers thereafter)</i>		
ECA Number	Issuance Date (mm/dd/yy)	Notice number (if applicable)
ECA Owner		Municipality

Part 2: Description of the modifications as part of the Limited Operational Flexibility <i>(Attach a detailed description of the sewage works)</i>
<p>Description shall include:</p> <ol style="list-style-type: none"> <li>1. A detail description of the modifications and/or operations to the sewage works (e.g. sewage work component, location, size, equipment type/model, material, process name, etc.)</li> <li>2. Confirmation that the anticipated environmental effects are negligible.</li> <li>3. List of updated versions of, or amendments to, all relevant technical documents that are affected by the modifications as applicable, i.e. submission of documentation is not required, but the listing of updated documents is (design brief, drawings, emergency plan, etc.)</li> </ol>

Part 3 – Declaration by Professional Engineer	
<p>I hereby declare that I have verified the scope and technical aspects of this modification and confirm that the design:</p> <ol style="list-style-type: none"> <li>1. Has been prepared or reviewed by a Professional Engineer who is licensed to practice in the Province of Ontario;</li> <li>2. Has been designed in accordance with the Limited Operational Flexibility as described in the ECA;</li> <li>3. Has been designed consistent with Ministry's Design Guidelines, adhering to engineering standards, industry's best management practices, and demonstrating ongoing compliance with s.53 of the Ontario Water Resources Act; and other appropriate regulations.</li> </ol> <p>I hereby declare that to the best of my knowledge, information and belief the information contained in this form is complete and accurate</p>	
Name (Print)	PEO License Number
Signature	Date (mm/dd/yy)
Name of Employer	

Part 4 – Declaration by Owner	
<p>I hereby declare that:</p> <ol style="list-style-type: none"> <li>1. I am authorized by the Owner to complete this Declaration;</li> <li>2. The Owner consents to the modification; and</li> <li>3. This modifications to the sewage works are proposed in accordance with the Limited Operational Flexibility as described in the ECA.</li> <li>4. The Owner has fulfilled all applicable requirements of the <i>Environmental Assessment Act</i>.</li> </ol> <p>I hereby declare that to the best of my knowledge, information and belief the information contained in this form is complete and accurate</p>	
Name of Owner Representative (Print)	Owner representative's title (Print)
Owner Representative's Signature	Date (mm/dd/yy)

*The reasons for the imposition of these terms and conditions are as follows:*

1. Condition 1 is imposed to ensure that the Works are built and operated in the manner in which they were described for review and upon which approval was granted. This condition is also included to emphasize the precedence of Conditions in the Approval and the practice that the Approval is based on the most current document, if several conflicting documents are submitted for review. The condition also advises the Owners their responsibility to notify any person they authorized to carry out work pursuant to this Approval the existence of this Approval.
2. Condition 2 is included to ensure that, when the Works are constructed, the Works will meet the standards that apply at the time of construction to ensure the ongoing protection of the environment.
3. Condition 3 is included to ensure that the Ministry records are kept accurate and current with respect to the approved works and to ensure that subsequent owners of the Works are made aware of the Approval and continue to operate the Works in compliance with it.
4. Condition 4 is included to ensure that the works are constructed, and may be operated and maintained such that the environment is protected and deterioration, loss, injury or damage to any person or property is prevented.
5. Condition 5 is included to enable the Owner to evaluate and demonstrate the performance of the Works, on a continual basis, so that the Works are properly operated and maintained at a level which is consistent with the design objectives specified in the Approval.
6. Condition 6 is imposed to ensure that the effluent discharged from the Works to the subsurface disposal system meets the Ministry's effluent quality requirements thus minimizing environmental impact.
7. Condition 7 is included to require that the Works be properly operated, maintained, and equipped such that the environment is protected. As well, the inclusion of an operations manual, maintenance agreement with the manufacturer for the treatment process/technology and a complete set of "as constructed" drawings governing all significant areas of operation, maintenance and repair is prepared, implemented and kept up-to-date by the owner and made available to the Ministry. Such a information is an integral part of the operation of the Works. Its compilation and use should assist the Owner in staff training, in proper plant operation and in identifying and planning for contingencies during possible abnormal conditions. The manual will also act as a benchmark for Ministry staff when reviewing the Owner's operation of the work.
8. Condition 8 is included to provide a performance record for future references, to ensure that the Ministry is made aware of problems as they arise, and to provide a compliance record for all the terms and conditions outlined in this Approval, so that the Ministry can work with the Owner in resolving any problems in a timely manner.

9. Condition 9 is included to ensure that the Works are operated in accordance with the application and supporting documentation submitted by the Owner, and not in a manner which the Director has not been asked to consider. These Conditions are also included to ensure that a Professional Engineer has reviewed the proposed modifications and attests that the modifications are in line with that of Limited Operational Flexibility, and provide assurance that the proposed modifications comply with the Ministry's requirements stipulated in the Terms and Conditions of this Approval, MOE policies, guidelines, and industry engineering standards and best management practices.

**Upon issuance of the environmental compliance approval, I hereby revoke Approval No(s). 2113-7M8RBP issued on February 18, 2009.**

*In accordance with Section 139 of the Environmental Protection Act, you may by written Notice served upon me and the Environmental Review Tribunal within 15 days after receipt of this Notice, require a hearing by the Tribunal. Section 142 of the Environmental Protection Act provides that the Notice requiring the hearing shall state:*

1. The portions of the environmental compliance approval or each term or condition in the environmental compliance approval in respect of which the hearing is required, and;
2. The grounds on which you intend to rely at the hearing in relation to each portion appealed.

*Pursuant to subsection 139(3) of the Environmental Protection Act, a hearing may not be required with respect to any terms and conditions in this environmental compliance approval, if the terms and conditions are substantially the same as those contained in an approval that is amended or revoked by this environmental compliance approval.*

*The Notice should also include:*

3. The name of the appellant;
4. The address of the appellant;
5. The environmental compliance approval number;
6. The date of the environmental compliance approval;
7. The name of the Director, and;
8. The municipality or municipalities within which the project is to be engaged in.

*And the Notice should be signed and dated by the appellant.*

*This Notice must be served upon:*

The Secretary\*  
Environmental Review Tribunal  
655 Bay Street, Suite 1500  
Toronto, Ontario  
M5G 1E5

AND

The Director appointed for the purposes of  
Part II.1 of the Environmental Protection Act  
Ministry of the Environment  
2 St. Clair Avenue West, Floor 12A  
Toronto, Ontario  
M4V 1L5

\* Further information on the Environmental Review Tribunal's requirements for an appeal can be obtained directly from the Tribunal at: Tel: (416) 212-6349, Fax: (416) 314-4506 or [www.ert.gov.on.ca](http://www.ert.gov.on.ca)

*The above noted activity is approved under s.20.3 of Part II.1 of the Environmental Protection Act.*

DATED AT TORONTO this 1st day of June, 2016

A handwritten signature in black ink that reads "Fariha Pannu." The signature is written in a cursive style with a large, sweeping initial "F".

---

Fariha Pannu, P.Eng.  
Director  
appointed for the purposes of Part II.1 of the  
*Environmental Protection Act*

HV/

c: District Manager, MOE Guelph  
Anne Egan, P. Eng., R.J. Burnside & Associates Ltd.



May 31, 2016

**Via: Mail and Email**

Ms. Karen Landry  
CAO/Clerk  
Township of Puslinch  
7404 Wellington Road 34  
Guelph ON N1H 6H9

RECEIVED

JUN 03 2016

Township of Puslinch

Dear Ms. Landry:

**Re: 2015 Operation & Maintenance Report  
Mini Lakes – Communal Well Supply Drinking Water System  
Project No.: 300038558.3000**

R.J. Burnside & Associates Limited was retained by Wellington Common Elements Condominium Corporation #214 to complete the 2015 Annual Operation & Maintenance Report for the communal drinking water system in Mini Lakes. The report is required for the Condo Corp to meet requirements in the Operation and Maintenance Agreement signed with the Township in August 2014.

Enclosed is a copy of the report. Should you have any questions, please do not hesitate to contact me.

Yours truly,

**R.J. Burnside & Associates Limited**

Carley Dixon, P.Eng.  
CD:mp

Enclosure(s) 2015 Operations & Maintenance Report

cc: Ms. Dianne Paron, MF Property Management Ltd (enc.) (Via: Email and Mail)  
Mr. Greg Prangley, AWC (enc.) (Via: Email)

Other than by the addressee, copying or distribution of this document, in whole or in part, is not permitted without the express written consent of R.J. Burnside & Associates Limited.

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31/05/2016 2:18 PM



**BURNSIDE**

**2015 Operation & Maintenance Report  
Mini Lakes – Communal Well Supply  
Drinking Water System**

**Wellington Common Elements  
Condominium Corporation #214  
7541 Wellington County Road 34  
Puslinch ON N1H 6H9**

**RECEIVED**

**JUN 03 2016**

**Township of Puslinch**

**R.J. Burnside & Associates Limited  
292 Speedvale Avenue West Unit 20  
Guelph ON N1H 1C4 CANADA**

**May 31, 2016  
300038558.3000**

2015 Operation & Maintenance Report  
May 31, 2016

### Distribution List

No. of Hard Copies	PDF	Email	Organization Name
1	Yes	Yes	Township of Puslinch
1	Yes	Yes	Wellington Common Elements Condominium Corporation #214 c/o M.F. Property Management Ltd.
0	Yes	Yes	American Water Canada Corporation

### Record of Revisions

Revision	Date	Description
0	May 31, 2016	Initial Submission to Township of Puslinch

### R.J. Burnside & Associates Limited

Report Prepared By:

*Carley Dixon*

Carley Dixon, P.Eng.  
CD:mp

Report Reviewed By:

*JP*

Jeff Paznar, P.Eng., EP  
JP:mp

2015 Operation & Maintenance Report  
May 31, 2016

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2015 Operation & Maintenance Report  
May 31, 2016

### **Disclaimer**

Other than by the addressee, copying or distribution of this document, in whole or in part, is not permitted without the express written consent of R.J. Burnside & Associates Limited.

In the preparation of the various instruments of service contained herein, R.J. Burnside & Associates Limited was required to use and rely upon various sources of information (including but not limited to: reports, data, drawings, observations) produced by parties other than R.J. Burnside & Associates Limited. For its part R.J. Burnside & Associates Limited has proceeded based on the belief that the third party/parties in question produced this documentation using accepted industry standards and best practices and that all information was therefore accurate, correct and free of errors at the time of consultation. As such, the comments, recommendations and materials presented in this instrument of service reflect our best judgment in light of the information available at the time of preparation. R.J. Burnside & Associates Limited, its employees, affiliates and subcontractors accept no liability for inaccuracies or errors in the instruments of service provided to the client, arising from deficiencies in the aforementioned third party materials and documents.

R.J. Burnside & Associates Limited makes no warranties, either express or implied, of merchantability and fitness of the documents and other instruments of service for any purpose other than that specified by the contract.

2015 Operation & Maintenance Report  
May 31, 2016

## 1.0 Introduction

The Mini Lakes Mobile Home Community is a private community located just outside of Aberfoyle off of Wellington County Road 34 in the Township of Puslinch as shown on Figure 1.

In August 2014, the Mini Lakes Residents Association entered into an Operation and Maintenance (O&M) Agreement with the Township of Puslinch for the Communal Water System. As part of this agreement, Mini Lakes Residents Association (now operating under Wellington Common Elements Condominium Corporation #214) is to provide the Township with an annual O&M report which is to include the information listed below:

- A summary of the daily water volumes pumped from each well;
- A summary of the sampling and analysis test results from the water monitoring program;
- A summary of any deficiencies in the Communal Water System;
- A description of any outstanding maintenance and repair items;
- An estimate of the remaining life of the Communal Water System;
- Recommendations for capital and operating improvements;
- A list of equipment or components scheduled for replacement; and
- A copy of the O&M Contract for the following year.

## 2.0 Drinking Water System

The drinking water system is classified as a Non Municipal Year Round Residential System under O.Reg. 170/03 and is currently operated and maintained by American Water Canada Corporation (AWC). AWC completes the monitoring, testing and reporting requirements per O.Reg. 170/03.

The drinking water system consists of three production wells (PW1, PW2, PW3) and three corresponding pump houses (PS1, PS2, and PS3), all connected to the distribution system that consists of 50 mm to 75 mm diameter polyethylene piping. The water distribution system, although fully connected, is isolated by valves into three separate zones. The valves are only opened during emergency situations and would supply water at a reduced pressured. Each distribution zone is depicted on Figure 2 where zone 1 is green, zone 2 is red, and zone 3 is blue. There are approximately 260 service connections to the drinking water system servicing approximately 450 people. An additional 31 services are in place for the remaining development lots, however building permits have only been issued for model homes. There are also six sampling stations within the distribution system with a future installation planned at the end of Basswood Road.

The water is pumped from each well where primary disinfection is provided by contact piping with automated sodium hypochlorite, followed by multi-media filtration. The drinking water system is not operational during a power outage.

2015 Operation & Maintenance Report  
May 31, 2016

There is a fourth well PW4 not part of the communal water system that is for non-potable usage and was used to supply the park office only which was demolished in 2015 and therefore has not been in regular use after January 31, 2015. Since PW4 is not part of the communal drinking water system, it is not discussed further in this report.

### 3.0 Daily water volumes

The water taking from the drinking water wells must comply with the site's Permit To Take Water (PTTW) No. 3331-73RKYV which expires October 31, 2016. A copy of the PTTW is included in Appendix A. The maximum water takings are summarized in Table 1.

**Table 1: Summary of PTTW Maximum Water Takings**

Source Name	Peak Flow Limit	Daily Volume Limit
PW1	136 L/min	132 m <sup>3</sup> /day
PW2	182 L/min	185 m <sup>3</sup> /day
PW3	222 L/min	323 m <sup>3</sup> /day

The peak flow limit is not exceeded as each well pump is rated equal to or less than the peak flow permitted in the PTTW. Each well pump is rated as follows:

- PW1 – 1.51 L/s (90.6 L/min);
- PW2 – 2.27 L/s (136.2 L/min); and
- PW3 – 3.7 L/s (222 L/min).

A summary of the takings from PW1, PW2, and PW3 are noted below. There are no exceedances based on PTTW requirements.

**Table 2: Summary of Flows**

	PW1		PW2		PW3	
	Average m <sup>3</sup> /day	Maximum m <sup>3</sup> /day	Average m <sup>3</sup> /day	Maximum m <sup>3</sup> /day	Average m <sup>3</sup> /day	Maximum m <sup>3</sup> /day
January	18.2	34.3	26.8	34.4	61.0	81.2
February	13.7	17.0	28.6	36.9	63.8	83.1
March	15.1	19.2	28.7	49.9	77.8	97.6
April	16.6	20.7	29.7	48.6	85.2	98.7
May	29.8	57.1	47.9	82.1	92.9	125.8
June	20.3	31.7	31.6	47.2	83.1	109.8
July	36.5	66.8	38.3	54.4	75.9	103.3
August	29.4	40.4	35.8	52.2	64.0	80.9
September	34.0	47.5	37.8	58.9	65.7	93.1
October	24.8	50.2	31.6	37.5	57.1	69.8
November	18.9	22.3	25.4	53.9	58.8	74.7
December	19.1	22.9	29.2	52.4	60.0	71.4

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## 4.0 Water Quality

The drinking water system consists of three production wells (PW1, PW2, and PW3) and three corresponding pump houses (PS1, PS2, and PS3). Under O.Reg. 170/03, water quality sampling is required. Below summarizes the requirements for a Non Municipal Year Round Residential System.

### 4.1 Analytical Sampling

The drinking water system must have its water tested by a licensed laboratory on a routine basis, meeting minimum O.Reg. 170/03 requirements. Summarized below is the frequency of sampling required for this drinking water system.

**Table 3: Routine Analytical Sampling**

Source	Parameter	Frequency	# of Samples	
<b>Raw Water</b> • PW1 • PW2 • PW3	E.Coli	Once a month	3 (1 from each well)	
	Total Coliform	Once a month	3 (1 from each well)	
<b>Distribution System</b>	E.Coli	Every two weeks	3 (1 from each zone)	
	Total Coliform	Every two weeks	3 (1 from each zone)	
	HPC	Every two weeks	3 (1 from each zone)	
	Trihalomethanes	Quarterly	3 (1 from each zone)	
	<b>Reduced Lead Sampling</b>			
	Lead, pH, alkalinity	Every three years: • Winter (Dec 15 – April 15) • Summer (June 15 – Oct 15)	3 (1 from each zone) 3 (1 from each zone)	
pH, alkalinity	Other two years in the three year cycle: • Winter (Dec 15 – April 15) • Summer (June 15 – Oct 15)	3 (1 from each zone) 3 (1 from each zone)		
<b>Treated Water Point of Entry (POE)</b> • PS1 • PS2 • PS3	Nitrate	Quarterly	3 (1 from each PS)	
	Nitrite	Quarterly	3 (1 from each PS)	
	Sodium	Every 5 years	3 (1 from each PS)	
	Fluoride	Every 5 years	3 (1 from each PS)	
	Schedule 23	Every 5 years	3 (1 from each PS)	
	Schedule 24	Every 5 years	3 (1 from each PS)	

Water quality results are summarized in the 2015 Annual Report included in Appendix B. There were no exceedances in the drinking water system. Raw water samples taken from the wells did not contain E.Coli or Total Coliform during this sampling year.

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## 4.2 Operational Testing

Per Schedule 8 requirements of O.Reg. 170/03, the operating authority checks the following parameters:

- Turbidity once a month from every well (raw water);
- Chlorine residual:
  - at least once every day in the treatment process at or near a location where the intended contact time has been completed; and
  - at least two distribution samples are taken each week with at least one taken at least 48 hours and during the same week as one of the other distribution samples.

Each pumphouse also has a chlorine analyzer for continuous readings.

As noted in the Annual Report in Appendix B, Turbidity from all three wells ranged from 0.17 to 0.69 NTU. The aesthetic objective for Turbidity is 5 NTU and all raw water sampled were well below this objective.

On July 8/9, the chlorine pump at PS1 became faulty and chlorine levels dropped to zero. Back-up pump was placed into service and the distribution system was flushed. The adverse event was reported to the Spills Action Centre and the Health Unit.

## 5.0 Deficiencies in the Communal Water System

Summarized below were issues faced in the water system in 2015. The information is based on AWC's monthly operation reports and through correspondence with M.F. Property Management.

**Table 4: Summary of issues in 2015**

	<b>Issue</b>	<b>Resolution</b>
<b>January</b>	Main water line at PS3 broke on January 1st.	Zone #1 supplied to Zone #3 while repair took place. System back on line January 1st.
<b>February</b>	Extreme cold causing periodic freezing of sample stations and were unable to thaw stations to get samples on Feb. 15. Approximately 6 homes and 1 common elements building had services that froze.	Should issue arise again, an alternative sampling location will be used such as an indoor location (WWTP and library).  Homes impacted by frozen water services were delivered water. One of the homes impacted had a new owner who had not flipped the breaker for the heat tracer cable. The others are expected to be shallower buried services. The services were frozen for approximately 6 weeks.

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	<b>Issue</b>	<b>Resolution</b>
<b>March</b>	Two hour power outage during the afternoon of March 11. No adverse affects as no water was flowing in the system. Residential services appeared to be thawed by the end of the month. Flows from PW3 appeared to be 10 to 20 m <sup>3</sup> /d higher than usual.	Increase in water demand was not determined. It is speculated that some increase may be due to residents running water to prevent lines from freezing.
<b>April</b>	No significant issues.	
<b>May</b>	No significant issues.	
<b>June</b>	No significant issues.	
<b>July</b>	July 8/9: Faulty chlorine pump in well #1 caused chlorine levels to drop to zero.  July 13: Issues with data collection, specifically from PW2.	Back-up pump placed into service, residual restored, and distribution system flushed. Reported incident to Spills Action Centre and Health Unit. Issues with data collection were resolved with Eramosa's assistance.
<b>August</b>	A distribution valve in the new construction was partially left open by a contractor causing pressure and disinfection issues in zone #3. Chlorine levels dropped low enough to cause an alarm but not low enough to result in an adverse condition.	Valve left partially open was closed.
<b>September</b>	PW3 tripped out on Sept. 10 causing a loss of flow to zone 3.	
<b>October</b>	No significant issues.	
<b>November</b>	No significant issues.	
<b>December</b>	There was some instability in the chlorine readings leaving PS3 from about Dec. 18 to 24. Chlorine levels were recorded higher than usual.	It is suspected the chlorine may have been stronger than usual. Staff ordered new chlorine and replaced the "old" chlorine. This seems to have resolved the issue.

## 6.0 Maintenance & Repair Items

AWC operates and maintains the drinking water system. They provide WCECC#214 with a monthly operation report that provides a summary of maintenance activities completed, summary of flows, any operating issues, sampling results, and whether they have any proposed alterations or replacements.

Regular O&M through the year included:

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- Monthly health and safety inspections which identified no major issues;
- Weekly flushing of eye stations;
- Verification of chlorine analyzer readings;
- Chlorine pumps inspected and cleaned (injector replaced when required);
- Sample stations flushed as needed;
- Day tanks filled as required;
- Pressure gauges inspected;
- Cursory inspection of turbidity filters;
- Annual chlorine analyzer maintenance completed (in house);
- Calibration of flowmeters and analyzers by ICS;
- Battery replacement for Sensaphone units;
- Visual inspection of pressure tanks;
- Outlet valves cycled at each wellhouse;
- Filters cycled; and
- Verification of all phone connections.

There are no outstanding maintenance and repair items to be completed.

## 7.0 Remaining life of the Communal Water System

To determine the remaining life of the system, information was taken from the well records included in Appendix C, capital expenditures records, the Mini Lakes Mobile Home Community Servicing Engineering Report completed by Stantec in May 2014, and the draft condition assessment report. The estimated remaining life of the communal drinking water system is summarized in Table 5 below.

**Table 5: Remaining Life of Communal System**

Asset	Estimated Installation Date	Estimated Expected Life (Yrs.)	Estimated Remaining Life (Yrs.)
<b>Supply Wells</b>			
PW1 (structure)	1998	75	58
PW2 (structure)	1979	75	39
PW3 (structure)	1982	75	42
PW1 (well pump)	2011	15	11
PW2 (well pump)	2009	15	9
PW3 (well pump)	2008	15	8
<b>Pumphouses (PS1, PS2, PS3)</b>			
Building	2005	40	30
Treatment System	2005	15	5
Piping and Appurtenances	2005	25	15
Instrumentation and Controls	2006	15	6
Yard Piping	2005	50	40
Distribution System	2000	50	35

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## **8.0 Capital and Operating Improvements**

The communal water system has no backup power and therefore does not operate during power outages. A back-up power supply is recommended which the Condo Corp investigated in 2015. The water system also is not connected to SCADA which will improve the monitoring of the system.

It is anticipated that the above upgrades will be considered as part of the sewage system upgrades that are planned to occur in 2016/2017.

## **9.0 Equipment or components scheduled for replacement**

There are no upcoming scheduled replacements in the system.

## **10.0 O&M Contract for the year 2016**

WCECC#214 and the operating authority, American Water Canada Corp, are working cooperatively under the terms of a draft agreement that was negotiated but not finalized due to the ongoing application for the new Environmental Compliance Approval (ECA) associated with the site's sewage works and conversion of the ownership of the services to the new Condo Corp, WCECC#214. Once the new ECA is finalized, the Condo Corp will be able to complete a scope of services for a Request for Proposal for a long-term contract for an operating authority.



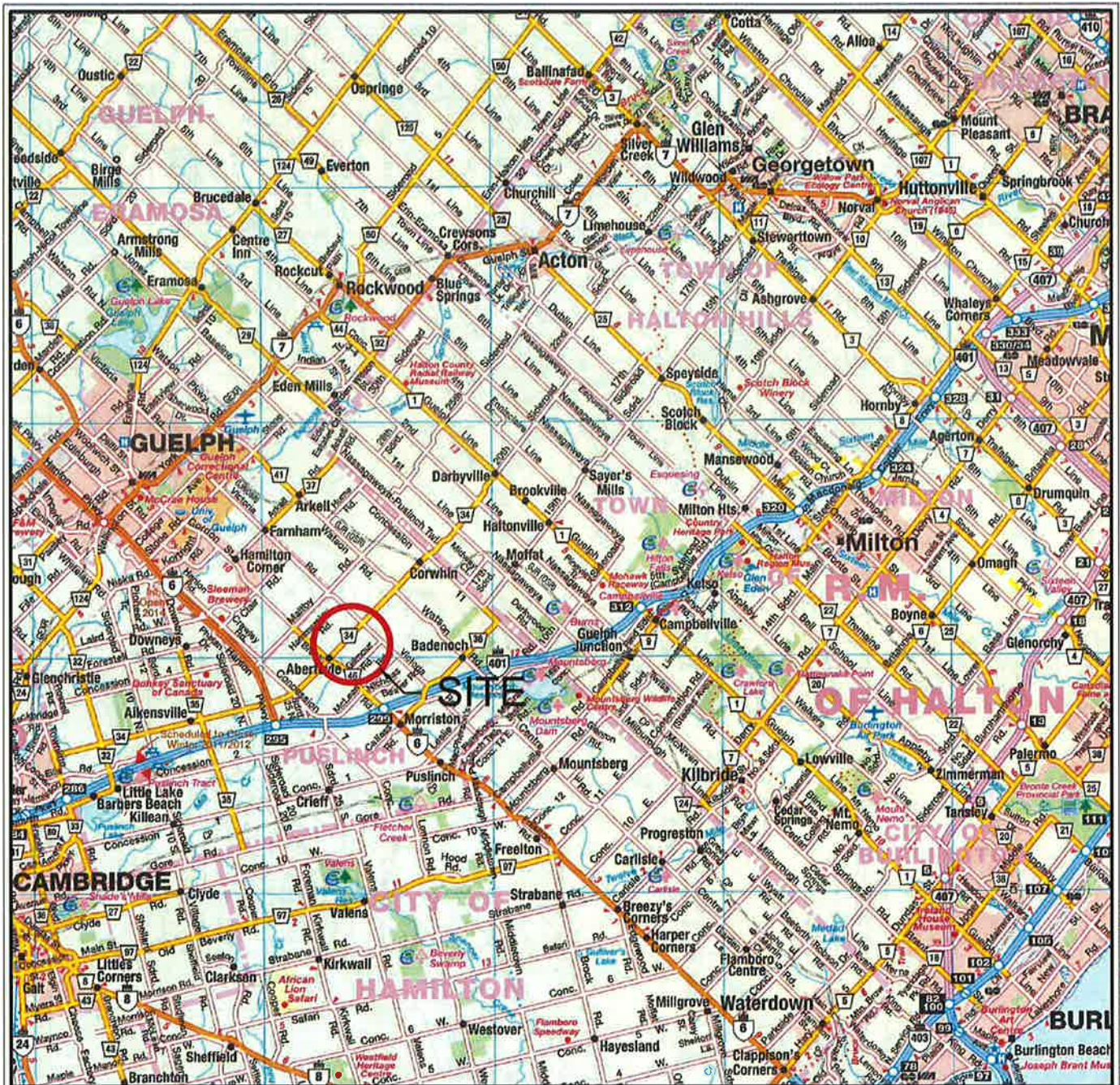


# BURNSIDE


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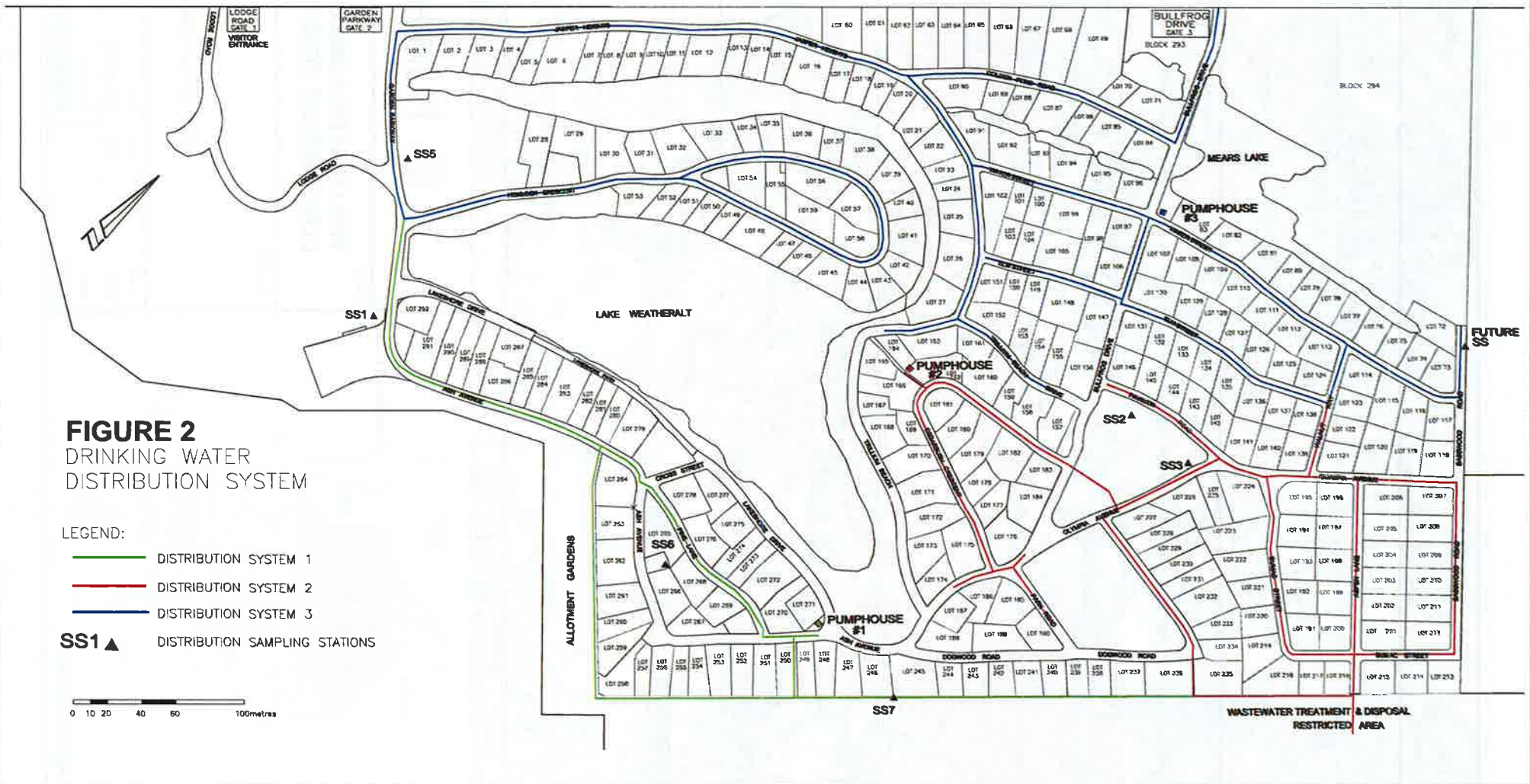
## Figures



KEY MAP OF ONTARIO

 <b>BURNSIDE</b>			
Client			
<b>WELLINGTON COMMON ELEMENTS CONDOMINIUM CORPORATION #214</b>			
Figure Title			
<b>SITE LOCATION PLAN</b>			
Drawn	Checked	Date	Figure No.
CD	CD	May 2016	<b>1</b>
Scale	Project No.		
N.T.S.	300038558.3000		

WELLINGTON COUNTY ROAD No. 34



**FIGURE 2**  
DRINKING WATER  
DISTRIBUTION SYSTEM

- LEGEND:
- DISTRIBUTION SYSTEM 1
  - DISTRIBUTION SYSTEM 2
  - DISTRIBUTION SYSTEM 3
  - SS1 ▲** DISTRIBUTION SAMPLING STATIONS

0 10 20 40 60 100metres



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## Appendix A

### Permit to Take Water

Appendix A

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Ministry of the Environment  
West-Central Region  
Technical Support Section  
Water Resources  
12th Floor  
119 King St W  
Hamilton ON L8P 4Y7  
Fax: (905)521-7820  
Telephone: (905) 521-7640

Ministère de l'Environnement  
Direction régionale du Centre-Ouest  
Secteur du Soutien Technique  
Ressource en eau  
12e étage  
119 rue King W  
Hamilton ON L8P 4Y7  
Télécopieur: (905)521-7820  
Téléphone : (905) 521-7640



June 29, 2007

Mini Lakes Residents Association  
7541 Wellington County Road 34  
Puslinch, Ontario  
N1H 6H9

RE: Lot 21 Concession 8  
Puslinch, County of Wellington  
Permit Number 3331-73RKYV

Dear Sir/Madam:

Please find attached a Permit to Take Water which authorizes the withdrawal of water in accordance with the application for this Permit to Take Water dated March 16, 2007 and signed by Dianne Paron.

This Permit expires on October 31, 2016.

Please reference Table A for the permitted rates and amounts. **Monitoring is now a requirement under Ontario Regulation 387/04, please reference that Regulation and Section 4 of this Permit for monitoring requirements.**

Take notice that in issuing this Permit to Take Water, terms and conditions pertaining to the taking of water and to the results of the taking have been imposed. The terms and conditions have been designed to allow for the development of water resources, while providing reasonable protection to existing water uses and users.

Yours truly,

A handwritten signature in black ink that reads "P. Odom". The signature is written in a cursive style with a horizontal line underneath it.

Paul Odom  
Supervisor, Water Resources  
West Central Region

File Storage Number: AP28 PUMI



Ministry of the  
Environment  
Ministère de  
l'Environnement

AMENDED PERMIT TO TAKE WATER  
Ground Water  
NUMBER 3331-73RKYV

*Pursuant to Section 34 of the Ontario Water Resources Act, R.S.O. 1990 this Permit To Take Water is hereby issued to:*

Mini Lakes Residents Association  
7541 Wellington County Road 34  
Puslinch, Ontario, N1H 6H9

*For the water taking from:* four drilled wells (PW1, PW2, PW3 and PW4)

*Located at:* Lot 21, Concession 8  
Puslinch, County of Wellington

*For the purposes of this Permit, and the terms and conditions specified below, the following definitions apply:*

#### **DEFINITIONS**

- (a) "Director" means any person appointed in writing as a Director pursuant to section 5 of the OWRA for the purposes of section 34, OWRA.
- (b) "Provincial Officer" means any person designated in writing by the Minister as a Provincial Officer pursuant to section 5 of the OWRA.
- (c) "Ministry" means Ontario Ministry of the Environment.
- (d) "District Office" means the Guelph District Office.
- (e) "Permit" means this Permit to Take Water No. 3331-73RKYV including its Schedules, if any, issued in accordance with Section 34 of the OWRA.
- (f) "Permit Holder" means Mini Lakes Residents Association.
- (g) "OWRA " means the *Ontario Water Resources Act*, R.S.O. 1990, c. O. 40, as amended.

You are hereby notified that this Permit is issued subject to the terms and conditions outlined below:

## **TERMS AND CONDITIONS**

### **1. Compliance with Permit**

- 1.1 Except where modified by this Permit, the water taking shall be in accordance with the application for this Permit To Take Water, dated March 16, 2007 and signed by Dianne Paron, and all Schedules included in this Permit.
- 1.2 The Permit Holder shall ensure that any person authorized by the Permit Holder to take water under this Permit is provided with a copy of this Permit and shall take all reasonable measures to ensure that any such person complies with the conditions of this Permit.
- 1.3 Any person authorized by the Permit Holder to take water under this Permit shall comply with the conditions of this Permit.
- 1.4 This Permit is not transferable to another person.
- 1.5 This Permit provides the Permit Holder with permission to take water in accordance with the conditions of this Permit, up to the date of the expiry of this Permit. This Permit does not constitute a legal right, vested or otherwise, to a water allocation, and the issuance of this Permit does not guarantee that, upon its expiry, it will be renewed.
- 1.6 The Permit Holder shall keep this Permit available at all times at or near the site of the taking, and shall produce this Permit immediately for inspection by a Provincial Officer upon his or her request.
- 1.7 The Permit Holder shall report any changes of address to the Director within thirty days of any such change. The Permit Holder shall report any change of ownership of the property for which this Permit is issued within thirty days of any such change. A change in ownership in the property shall cause this Permit to be cancelled.

### **2. General Conditions and Interpretation**

#### **2.1 Inspections**

The Permit Holder must forthwith, upon presentation of credentials, permit a Provincial Officer to carry out any and all inspections authorized by the OWRA, the *Environmental Protection Act*, R.S.O. 1990, the *Pesticides Act*, R.S.O. 1990, or the *Safe Drinking Water Act*, S. O. 2002.

#### **2.2 Other Approvals**

The issuance of, and compliance with this Permit, does not:

- (a) relieve the Permit Holder or any other person from any obligation to comply with any other applicable legal requirements, including the provisions of the *Ontario Water Resources Act*, and the *Environmental Protection Act*, and any regulations made thereunder; or

(b) limit in any way any authority of the Ministry, a Director, or a Provincial Officer, including the authority to require certain steps be taken or to require the Permit Holder to furnish any further information related to this Permit.

2.3 **Information**

The receipt of any information by the Ministry, the failure of the Ministry to take any action or require any person to take any action in relation to the information, or the failure of a Provincial Officer to prosecute any person in relation to the information, shall not be construed as:

(a) an approval, waiver or justification by the Ministry of any act or omission of any person that contravenes this Permit or other legal requirement; or

(b) acceptance by the Ministry of the information's completeness or accuracy.

2.4 **Rights of Action**

The issuance of, and compliance with this Permit shall not be construed as precluding or limiting any legal claims or rights of action that any person, including the Crown in right of Ontario or any agency thereof, has or may have against the Permit Holder, its officers, employees, agents, and contractors.

2.5 **Severability**

The requirements of this Permit are severable. If any requirements of this Permit, or the application of any requirements of this Permit to any circumstance, is held invalid or unenforceable, the application of such requirements to other circumstances and the remainder of this Permit shall not be affected thereby.

2.6 **Conflicts**

Where there is a conflict between a provision of any submitted document referred to in this Permit, including its Schedules, and the conditions of this Permit, the conditions in this Permit shall take precedence.

3. **Water Takings Authorized by This Permit**

3.1 **Expiry**

This Permit expires on **October 31, 2016**. No water shall be taken under authority of this Permit after the expiry date.

3.2 **Amounts of Taking Permitted**

The Permit Holder shall only take water from the source, during the periods and at the rates and amounts of taking specified in Table A. Water takings are authorized only for the purposes specified in Table A.



**Table A**

	Source Name / Description:	Source: Type:	Taking Specific Purpose:	Taking Major Category:	Max. Taken per Minute (litres):	Max. Num. of Hrs Taken per Day:	Max. Taken per Day (litres):	Max. Num. of Days Taken per Year:	Zone/ Easting/ Northing:
1	Well PW1	Well Drilled	Communal	Water Supply	136	24	132,000	365	17 569534 4814390
2	Well PW2	Well Drilled	Communal	Water Supply	182	24	185,000	365	17 569537 4814528
3	Well PW3	Well Drilled	Communal	Water Supply	222	24	323,000	365	17 569499 4814701
4	Well PW4	Well Drilled	Communal	Water Supply	273	24	333,000	365	17 569080 4814310
							<b>Total Taking:</b>	973,000	

3.3 The Permit Holder shall ensure that the taking complies with the requirements of the Safe Drinking Water Act S.O. 2002 and all pertinent regulations thereunder.

**4. Monitoring**

4.1 In addition to the requirements imposed by section 9 of O. Reg. 387/04, and as authorized by subsection 34(6) of the *Ontario Water Resources Act*, the Permit Holder shall do the following: maintain a record of all water takings that includes the date, times, rates and total measured amounts of water pumped per day for each day that water is taken under the authorization of this Permit; keep all required records current and available at or near the site of the taking; and produce those records for the inspection of a Provincial Officer immediately upon his or her request.

**5. Impacts of the Water Taking**

**5.1 Notification**

The Permit Holder shall immediately notify the local District Office of any complaint arising from the taking of water authorized under this Permit and shall report any action which has been taken or is proposed with regard to such complaint. The Permit Holder shall immediately notify the local District Office if the taking of water is observed to have any significant impact on the surrounding waters. After hours, calls shall be directed to the Ministry's Spills Action Centre at 1-800-268-6060.

**5.2 For Groundwater Takings**

If the taking of water is observed to cause any negative impact to other water supplies obtained from any adequate sources that were in use prior to initial issuance of a Permit for this water taking, the Permit Holder shall take such action necessary to make available to those affected, a supply of water equivalent in quantity and quality to their normal takings, or shall compensate such persons for their reasonable costs of so doing, or shall reduce the rate and amount of taking

to prevent or alleviate the observed negative impact. Pending permanent restoration of the affected supplies, the Permit Holder shall provide, to those affected, temporary water supplies adequate to meet their normal requirements, or shall compensate such persons for their reasonable costs of doing so.

If permanent interference is caused by the water taking, the Permit Holder shall restore the water supplies of those permanently affected.

**6. Director May Amend Permit**

The Director may amend this Permit by letter requiring the Permit Holder to suspend or reduce the taking to an amount or threshold specified by the Director in the letter. The suspension or reduction in taking shall be effective immediately and may be revoked at any time upon notification by the Director. This condition does not affect your right to appeal the suspension or reduction in taking to the Environmental Review Tribunal under the *Ontario Water Resources Act*, Section 100 (4).

*The reasons for the imposition of these terms and conditions are as follows:*

1. Condition 1 is included to ensure that the conditions in this Permit are complied with and can be enforced.
2. Condition 2 is included to clarify the legal interpretation of aspects of this Permit.
3. Conditions 3 through 6 are included to protect the quality of the natural environment so as to safeguard the ecosystem and human health and foster efficient use and conservation of waters. These conditions allow for the beneficial use of waters while ensuring the fair sharing, conservation and sustainable use of the waters of Ontario. The conditions also specify the water takings that are authorized by this Permit and the scope of this Permit.

In accordance with Section 100 of the Ontario Water Resources Act, R.S.O. 1990, you may by written notice served upon me, the Environmental Review Tribunal and the Environmental Commissioner, **Environmental Bill of Rights**, R.S.O. 1993, Chapter 28, within 15 days after receipt of this Notice, require a hearing by the Tribunal. The Environmental Commissioner will place notice of your appeal on the Environmental Registry. Section 101 of the Ontario Water Resources Act, as amended provides that the Notice requiring a hearing shall state:

1. The portions of the Permit or each term or condition in the Permit in respect of which the hearing is required, and;
2. The grounds on which you intend to rely at the hearing in relation to each portion appealed.

In addition to these legal requirements, the Notice should also include:

3. The name of the appellant;
4. The address of the appellant;
5. The Permit to Take Water number;
6. The date of the Permit to Take Water;
7. The name of the Director;
8. The municipality within which the works are located;

*This notice must be served upon:*

The Secretary  
Environmental Review Tribunal  
2300 Yonge Street, Suite 1700  
Toronto, Ontario M4P 1E4

AND

The Environmental Commissioner  
1075 Bay Street  
6th Floor, Suite 605  
Toronto, Ontario M5S 2W5

AND

The Director, Section 34  
Ministry of the Environment  
12th Floor  
119 King St W  
Hamilton ON L8P 4Y7  
Fax: (905)521-7820

**Further information on the Environmental Review Tribunal's requirements for an appeal can be obtained directly from the Tribunal:**

by telephone at (416) 314-4600

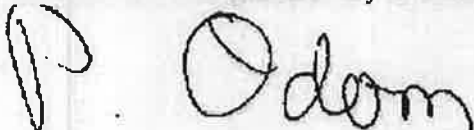
by fax at (416) 314-4506

by e-mail at [www.ert.gov.on.ca](http://www.ert.gov.on.ca)

*This instrument is subject to Section 38 of the **Environmental Bill of Rights** that allows residents of Ontario to seek leave to appeal the decision on this instrument. Residents of Ontario may seek to appeal for 15 days from the date this decision is placed on the Environmental Registry. By accessing the Environmental Registry, you can determine when the leave to appeal period ends.*

This Permit cancels and replaces Permit Number 87-P-2008, issued on 1997/11/03 12:00:00 AM.

Dated at Hamilton this 29th day of June, 2007.

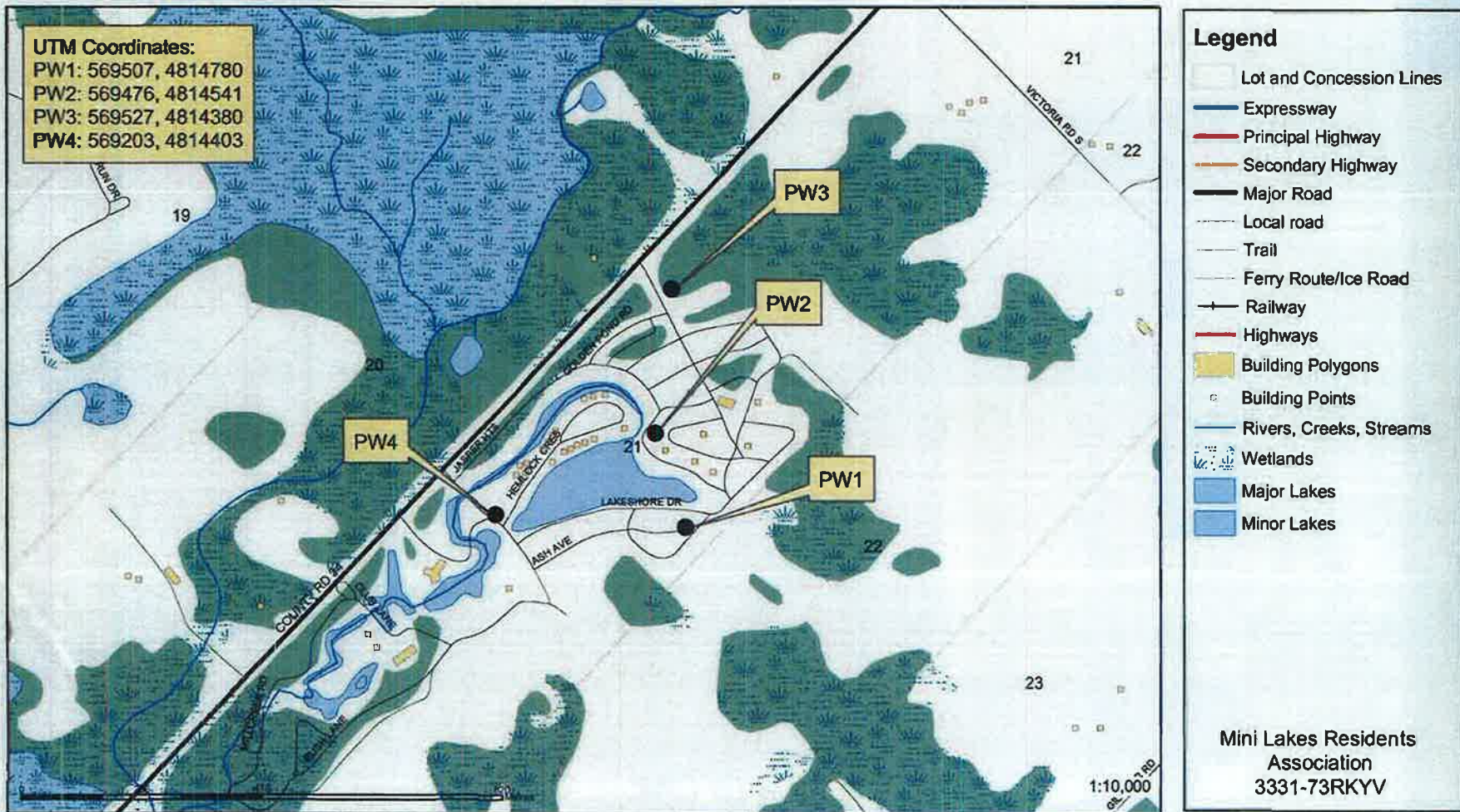


Paul Odom  
Director, Section 34  
*Ontario Water Resources Act*, R.S.O. 1990

**Schedule A**

This Schedule "A" forms part of Permit To Take Water 3331-73RKYV, dated June 29, 2007.

# Lot 21, Concession 8, Geographic Township of Puslinch, County of Wellington



PUBLICATION  
 Queen's Printer for Ontario  
 Printed in Ontario, Canada



Ministry of the Environment  
 Technical Support, West Central Region

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North American Datum 1983  
 Universal Transverse Mercator  
 (6 degree) projection, Zone 17  
 June 29, 2007





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## Appendix B

### 2015 Annual Report



American Water Canada Corp.  
200 Eastport Blvd  
Hamilton, ON L8H 7S4

P 905.521.1988  
F 905.544.0266

February 17, 2016

Wellington Common Elements Condominium Corporation No. 214  
c/o M. F. Property Management Ltd.  
28 Bett Court  
Guelph, ON  
N1C 0A5

**Attention: Ivan Horvat, President**

**RE: Mini Lakes Drinking Water System  
2015 Annual Report**

Dear Ivan,

Please find attached the 2015 Annual Operations Report for the Mini Lakes drinking water system, in accordance with Section 11(1) of O. Reg. 170/03. This report covers the period from January 1 to December 31 and meets the requirement of being prepared by February 28 of this year.

Please ensure that a copy of this report is given, without charge, to every person who requests a copy. In addition, please make certain that effective steps are taken to advise residents that copies of the report are available, and of how a copy can be obtained.

If you have any questions regarding the report, we would be pleased to address them and you should contact the undersigned accordingly.

Sincerely,

AMERICAN WATER CANADA CORP.

Greg Prangley  
Project Manager, Ontario Regional Projects

c. J. Wilson, AWC Mini Lakes  
D. Paron, M.F. Property Management Ltd

## 2015 ANNUAL REPORT FOR WATER SYSTEMS

### Part 1 – ANNUAL REPORT (as required by O.Reg. 170/03, Section 11)

<b>Drinking-Water System Number:</b>	260001354
<b>Drinking-Water System Name:</b>	Mini Lakes Communal Well Supply
<b>Drinking-Water System Owner:</b>	Mini Lakes (now Wellington Common Elements Condominium Corporation No. 214)
<b>Drinking-Water System Category:</b>	Non Municipal Year-Round Residential
<b>Period being reported:</b>	January 1 – December 31, 2015

Complete if your Category is Large Municipal Residential or Small Municipal Residential	Complete for all other Categories
Does your Drinking-Water System serve more than 10,000 people? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Designated Facilities served: <b>0</b>
Is your annual report available to the public at no charge on a web site on the Internet? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did you provide a copy of your annual report to all Designated Facilities you serve? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.	Number of Designated Facilities served: <b>0</b>
	Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

#### List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
None	

#### Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

--

#### Indicate how you notified system users that your annual report is available, and is free of charge.

<input type="checkbox"/> Public access/notice via the web	<input type="checkbox"/> Public access/notice via Government Office	<input type="checkbox"/> Public access/notice via a newspaper
<input checked="" type="checkbox"/> Public access/notice via Public Request	<input type="checkbox"/> Public access/notice via a Public Library	<input type="checkbox"/> Public access/notice via other method

#### Describe your Drinking Water System

Three wells are the raw water source (non-GUDI) for the residents of Mini Lakes. Well No. 1 consists of one pump rated at 1.51 L/s. Well No. 2 consists of one pump rated at 2.27 L/s. Well No. 3 consists of one pump rated at 3.7 L/s. A fourth GUDI well (non-potable), no longer in regular use after January 31, 2015, supplied the park office only (demolished in 2015). The first three wells each have a dedicated treatment system. The raw water receives primary disinfection prior to entering the distribution system. Water is filtered using a multi-media filtration system. The water then passes through a series of



pressure retention tanks prior to being discharged to the distribution system. The distribution system has three separate zones that are fully interconnected and include a number of dedicated sampling stations. There are approximately 260 service connections.

**List all water treatment chemicals used over this reporting period**

Sodium hypochlorite-6%

**Please provide a brief description and a breakdown of monetary expenses incurred**

No significant expenses in 2015

**Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre**

Incident Date	Parameter	Result	Units	Corrective Action	Corrective Action Date
July 9, 2015	Low chlorine (well #1)	0.0	mg/L	Put backup Cl pump in service, flushed distribution system	July 9, 2015

**Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period**

	Number of Samples	Range of E. Coli Results (min #) - (max #)	Range of Total Coliform Results (min #) - (max #)	Number of HPC Samples	Range of HPC Results (min #) - (max #)
Raw (3 wells)	36	0	0	n/a	n/a
Treated	n/a	n/a	n/a	n/a	n/a
Distribution	78	0	0	78	0-3

**Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report**

	Number of Grab Samples	Range of Results (min #) - (max #)	Units
Turbidity (well #1)	12	0.28-0.69	NTU
Turbidity (well #2)	12	0.18-0.34	NTU
Turbidity (well #3)	12	0.17-0.29	NTU
Chlorine (well #1)	8760	0.6-1.4	mg/l
Chlorine (well #2)	8760	0.3-1.5	
Chlorine (well #3)	8760	0.6-1.9	
Fluoride (If the DWS provides fluoridation)	n/a		

**Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument**

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
None				

**Summary of Inorganic parameters tested during this reporting period or the most recent sample results**

Parameter	Sample Date	Unit of Measure	PW1 POE Result Value	PW2 POE Result Value	PW3 POE Result Value	Distribution Result Value	Exceedance
Antimony	May 19/11	µg/L	ND	ND	ND	NA	NO
Arsenic	May 19/11	µg/L	ND	ND	1	NA	NO
Barium	May 19/11	µg/L	93	84	76	NA	NO
Boron	May 19/11	µg/L	19	ND	21	NA	NO
Cadmium	May 19/11	µg/L	ND	ND	ND	NA	NO
Chromium	May 19/11	µg/L	ND	ND	ND	NA	NO
<b>Lead-see results below</b>							
Mercury	May 19/11	mg/L	ND	ND	ND	NA	NO
Selenium	May 19/11	µg/L	ND	ND	ND	NA	NO
Sodium	May 19/11	mg/L	8.5	6.8	9.6	NA	NO
Uranium	May 19/11	µg/L	0.3	0.3	0.3	NA	NO
Fluoride	June 23/15	mg/L	0.35	0.31	0.65	NA	NO
Nitrite	Jan 6/15	mg/L	<0.02	<0.02	<0.02	NA	NO
Nitrate	Jan 6/15	mg/L	<0.2	<0.2	<0.2	NA	NO
Nitrite	Apr 13/15	mg/L	<0.01	<0.01	<0.01	NA	NO
Nitrate	Apr 13/15	mg/L	<0.1	<0.1	<0.1	NA	NO
Nitrite	July 7/15	mg/L	<0.01	<0.01	<0.01	NA	NO
Nitrate	July 7/15	mg/L	<0.1	<0.1	<0.1	NA	NO
Nitrite	Oct 6/15	mg/L	<0.01	<0.01	<0.01	NA	NO
Nitrate	Oct 6/15	mg/L	<0.1	<0.1	<0.1	NA	NO

Lab detection limit for Nitrate/Nitrate changed between Q1 and Q2

**Summary of Lead Results during this reporting period (Winter: Dec. 15/14-April 15/15; Summer: June 15-Oct. 15/15)**

Sampling Period	Range of Results (µg/L) from Residential Samples (# of Samples taken)	Non-residential locations	Distribution System	Any Adverse Water Quality Incidents?
Winter	No sampling for lead required	n/a	<0.5 (3)	NO
Summer	No sampling for lead required	n/a	0.65-0.94 (3)	NO

ND-Non Detect (below detectable limits)

No further residential plumbing samples are required

**Summary of Organic parameters sampled during this reporting period or the most recent sample results**

Parameter	Sample Date	Unit of Measure	PW1 POE Result Value	PW2 POE Result Value	PW3 POE Result Value	Distribution Result Value	Exceedance
Alachlor	May 19/11	µg/L	ND	ND	ND	ND	NO
Aldicarb	May 19/11	µg/L	ND	ND	ND	ND	NO
Aldrin + Dieldrin	May 19/11	µg/L	ND	ND	ND	ND	NO
Atrazine + N-dealkylated metabolites	May 19/11	µg/L	ND	ND	ND	ND	NO
Azinphos-methyl	May 19/11	µg/L	ND	ND	ND	ND	NO
Bendiocarb	May 19/11	µg/L	ND	ND	ND	ND	NO
Benzene	May 19/11	µg/L	ND	ND	ND	ND	NO
Benzo(a)pyrene	May 19/11	µg/L	ND	ND	ND	ND	NO
Bromoxynil	May 19/11	µg/L	ND	ND	ND	ND	NO
Carbaryl	May 19/11	µg/L	ND	ND	ND	ND	NO

Carbofuran	May 19/11	µg/L	ND	ND	ND	ND	NO
Carbon Tetrachloride	May 19/11	µg/L	ND	ND	ND	ND	NO
Chlordane (Total)	May 19/11	µg/L	ND	ND	ND	ND	NO
Chlorpyrifos	May 19/11	µg/L	ND	ND	ND	ND	NO
Cyanazine	May 19/11	µg/L	ND	ND	ND	ND	NO
Diazinon	May 19/11	µg/L	ND	ND	ND	ND	NO
Dicamba	May 19/11	µg/L	ND	ND	ND	ND	NO
1,2-Dichlorobenzene	May 19/11	µg/L	ND	ND	ND	ND	NO
1,4-Dichlorobenzene	May 19/11	µg/L	ND	ND	ND	ND	NO
Dichlorodiphenyltrichloroethane (DDT) + metabolites	May 19/11	µg/L	ND	ND	ND	ND	NO
1,2-Dichloroethane	May 19/11	µg/L	ND	ND	ND	ND	NO
1,1-Dichloroethylene (vinylidene chloride)	May 19/11	µg/L	ND	ND	ND	ND	NO
Dichloromethane	May 19/11	µg/L	ND	ND	ND	ND	NO
2-4 Dichlorophenol	May 19/11	µg/L	ND	ND	ND	ND	NO
2,4-Dichlorophenoxy acetic acid (2,4-D)	May 19/11	µg/L	ND	ND	ND	ND	NO
Diclofop-methyl	May 19/11	µg/L	ND	ND	ND	ND	NO
Dimethoate	May 19/11	µg/L	ND	ND	ND	ND	NO
Dinoseb	May 19/11	µg/L	ND	ND	ND	ND	NO
Diquat	May 19/11	µg/L	ND	ND	ND	ND	NO
Diuron	May 19/11	µg/L	ND	ND	ND	ND	NO
Glyphosate	May 19/11	µg/L	ND	ND	ND	ND	NO
Heptachlor + Heptachlor Epoxide	May 19/11	µg/L	ND	ND	ND	ND	NO
Lindane (Total)	May 19/11	µg/L	ND	ND	ND	ND	NO
Malathion	May 19/11	µg/L	ND	ND	ND	ND	NO
Methoxychlor	May 19/11	µg/L	ND	ND	ND	ND	NO
Metolachlor	May 19/11	µg/L	ND	ND	ND	ND	NO
Metribuzin	May 19/11	µg/L	ND	ND	ND	ND	NO
Monochlorobenzene	May 19/11	µg/L	ND	ND	ND	ND	NO
Paraquat	May 19/11	µg/L	ND	ND	ND	ND	NO
Parathion	May 19/11	µg/L	ND	ND	ND	ND	NO
Pentachlorophenol	May 19/11	µg/L	ND	ND	ND	ND	NO
Phorate	May 19/11	µg/L	ND	ND	ND	ND	NO
Picloram	May 19/11	µg/L	ND	ND	ND	ND	NO
Polychlorinated Biphenyls(PCB)	May 19/11	µg/L	ND	ND	ND	ND	NO
Prometryne	May 19/11	µg/L	ND	ND	ND	ND	NO
Simazine	May 19/11	µg/L	ND	ND	ND	ND	NO
THM (distribution) (NOTE: show latest annual average)	Q1-Q4 2015	µg/L	Zone #1 2.5	Zone #2 1.8	Zone #3 2.4	NA	NO
Temephos	May 19/11	µg/L	ND	ND	ND	ND	NO
Terbufos	May 19/11	µg/L	ND	ND	ND	ND	NO
Tetrachloroethylene	May 19/11	µg/L	ND	ND	ND	ND	NO
2,3,4,6-Tetrachlorophenol	May 19/11	µg/L	ND	ND	ND	ND	NO
Triallate	May 19/11	µg/L	ND	ND	ND	ND	NO
Trichloroethylene	May 19/11	µg/L	ND	ND	ND	ND	NO
2,4,6-Trichlorophenol	May 19/11	µg/L	ND	ND	ND	ND	NO
2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)	May 19/11	µg/L	ND	ND	ND	ND	NO
Trifluralin	May 19/11	µg/L	ND	ND	ND	ND	NO
Vinyl Chloride	May 19/11	µg/L	ND	ND	ND	ND	NO

ND = Non-detect (lower than lab's detectable limits)



## Part 2 – SUMMARY REPORT (as required by O.Reg. 170/03, Schedule 22)

### Non-Compliance with Legislations, Regulations, Approvals & Orders

During this period, the Facility was operated in full compliance with the Act, the regulations and the Facility's approval, save and except for the following:

Zero non-compliances in 2015

### System Capability Assessment

Comparison of Flow Rates (m<sup>3</sup>/d):

Month	Average flow Well #1	Maximum flow Well #1	Average flow Well #2	Maximum flow Well #2	Average flow Well #3	Maximum flow Well #3
January	18.2	34.3	26.8	34.4	61.0	81.2
February	13.7	17.0	28.6	36.9	63.8	83.1
March	15.1	19.2	28.6	49.9	77.8	97.6
April	16.6	20.7	29.7	48.6	85.2	98.7
May	29.8	57.1	47.9	82.1	92.9	125.8
June	20.3	31.7	31.6	47.2	83.1	109.8
July	36.5	66.8	38.3	54.4	75.9	103.3
August	29.4	40.4	35.8	52.2	64.0	80.9
September	34.0	47.5	37.8	58.9	65.7	93.1
October	24.8	50.2	31.6	37.5	57.1	69.8
November	18.9	22.3	25.4	53.9	58.8	74.7
December	19.1	22.9	29.2	52.4	60.0	71.4
<b>AVERAGE</b>	<b>23.1</b>	<b>n/a</b>	<b>32.7</b>	<b>n/a</b>	<b>70.5</b>	<b>n/a</b>
<b>MAXIMUM</b>	<b>N/A</b>	<b>66.8</b>	<b>N/A</b>	<b>82.1</b>	<b>N/A</b>	<b>125.8</b>
<b>SYSTEM CAPACITY</b>	<b>132</b>		<b>185</b>		<b>323</b>	
<b>% CAPACITY</b>	<b>17.5%</b>	<b>50.6%</b>	<b>17.7%</b>	<b>44.4%</b>	<b>21.8%</b>	<b>38.9%</b>



# BURNSIDE

[ THE DIFFERENCE IS OUR PEOPLE ]

## Appendix C

## Well Records

Print only in spaces provided. Mark correct box with a checkmark, where applicable.

11 6712590 Municipality 67012 Con CON 08

59-98

County or District: WELLINGTON Township/Borough/City/Town/Village: PUSLINCH TWP Con block fract survey, etc.: 8 Lot: 21

Address: [Redacted] Box 1, RR#3 Guelph, Ont. Date completed: 21 07 98

LOG OF OVERBURDEN AND BEDROCK MATERIALS (see instructions)

General colour	Most common material	Other materials	General description	Depth - feet	
				From	To
			PRE DRILLED	0	100'
GREY	ROCK			100	180
			TOTAL DEPTH		180'

#1 well

31 32

41 WATER RECORD		51 CASING & OPEN HOLE RECORD				61 PLUGGING & SEALING RECORD		
Water found at - feet	Kind of water	Inside diam inches	Material	Wall thickness inches	Depth - feet	Screen	Material and type	Depth at top of screen
160-180	Fresh	6"	Steel		100 180			

71 Pumping test method: Pump

Pumping rate: 18 GPM Duration of pumping: 30 mins

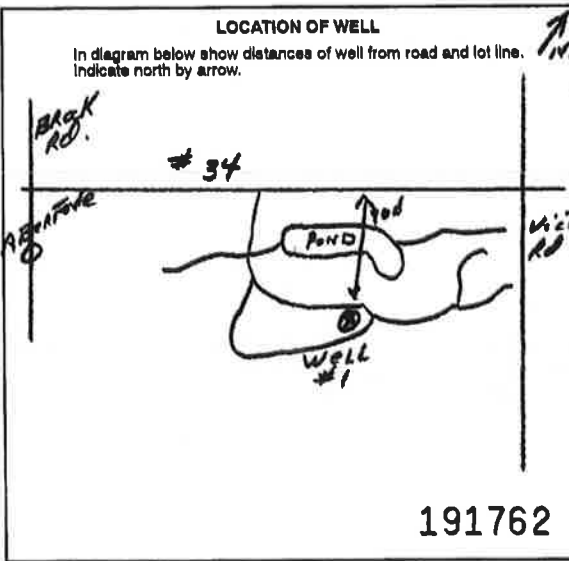
Static level: 16 feet Water level end of pumping: 65 feet

Water levels during pumping: 48 feet (15 min), 65 feet (30 min), 65 feet (45 min), 65 feet (60 min)

Final status of well: Water supply

Water use: Domestic

Method of construction: Rotary (conventional)



Name of Well Contractor: GRAHAM WELL DRILLING LTD 2336

Well Contractor's Licence No.: 2336

Address: RR#5 ROCKWOOD, ONT. N0B-2K0

Name of Well Technician: Jim Wilson

Well Technician's Licence No.: T-1924

Submission date: 21 07 98

Inspector: [Signature]

Remarks: CSS. S9



Ministry  
of the  
Environment  
Ontario

The Ontario Water Resources Act

# WATER WELL RECORD

Well PW2

3/7/79

1. PRINT ONLY IN SPACES PROVIDED  
2. CHECK  CORRECT BOX WHERE APPLICABLE

11

6707042

MUNICIP 67012

CON COW

98

COUNTY OR DISTRICT <b>Wellington</b>	TOWNSHIP, BOROUGH, CITY, TOWN, VILLAGE <b>Fuslinch</b>	CON. BLOCK, TRACT, SURVEY ETC <b>Con. 8</b>	LOT NO. <b>021</b>
ADDRESS <b>Aberfoyle, Ontario</b>		DATE COMPLETED DAY <b>3</b> MO <b>Aug.</b> YR <b>79</b>	

21	17	5.69400	48.14200	4	1.050	4	23
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### LOG OF OVERBURDEN AND BEDROCK MATERIALS (SEE INSTRUCTIONS)

GENERAL COLOUR	MOST COMMON MATERIAL	OTHER MATERIALS	GENERAL DESCRIPTION	DEPTH - FEET	
				FROM	TO
drill	well			0	117
gray	rock			117	158
<b>Total Depth</b>					<b>158</b>

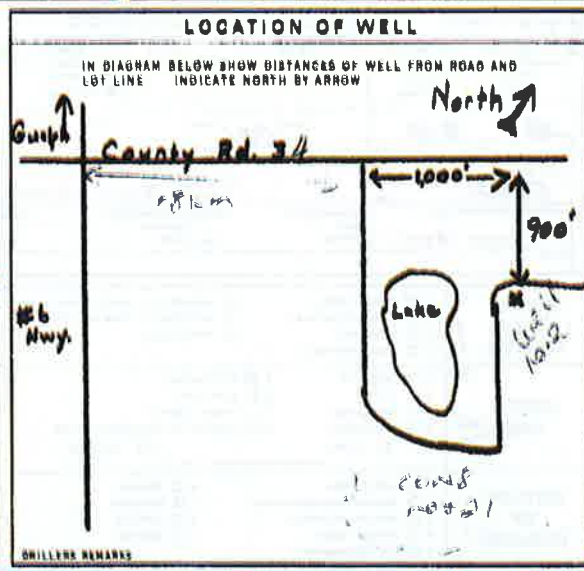
31	32
----	----

41	<b>WATER RECORD</b>
WATER FOUND AT - FEET	KIND OF WATER
1550-158	<input checked="" type="checkbox"/> FRESH <input type="checkbox"/> SULPHUR <input type="checkbox"/> SALTY <input type="checkbox"/> MINERAL

51	<b>CASING &amp; OPEN HOLE RECORD</b>		
INSIDE DIAM. INCHES	MATERIAL	WALL THICKNESS INCHES	DEPTH - FEET
061	<input type="checkbox"/> STEEL <input type="checkbox"/> GALVANIZED <input type="checkbox"/> CONCRETE <input checked="" type="checkbox"/> OPEN HOLE		117 - 158

61	<b>PLUGGING &amp; SEALING RECORD</b>	
DEPTH SET AT - FEET	MATERIAL AND TYPE	CEMENT GROUT LEAD PACKER ETC.
10-10	12-17	
18-21	22-23	
28-29	30-33	

71	<b>PUMPING TEST</b>	
PUMPING TEST METHOD	PUMPING RATE	DURATION OF PUMPING
<input checked="" type="checkbox"/> PUMP <input type="checkbox"/> BAILER	30 GPM	1 HOUR
STATIC WATER LEVEL	WATER LEVELS DURING	RECOVERY
0 FEET	15 MINUTES: 0 FEET	30 MINUTES: 0 FEET
RECOMMENDED PUMP TYPE	RECOMMENDED PUMP SETTING	RECOMMENDED PUMPING RATE
<input type="checkbox"/> SHALLOW <input checked="" type="checkbox"/> DEEP	25 FEET	110 GPM



81	<b>FINAL STATUS OF WELL</b>
<input checked="" type="checkbox"/> WATER SUPPLY <input type="checkbox"/> OBSERVATION WELL <input type="checkbox"/> TEST HOLE <input type="checkbox"/> RECHARGE WELL	<input type="checkbox"/> ABANDONED, INSUFFICIENT SUPPLY <input type="checkbox"/> ABANDONED POOR QUALITY <input type="checkbox"/> UNFINISHED
91	<b>WATER USE</b>
<input type="checkbox"/> DOMESTIC <input type="checkbox"/> STOCK <input type="checkbox"/> IRRIGATION <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> OTHER	<input type="checkbox"/> COMMERCIAL <input type="checkbox"/> MUNICIPAL <input type="checkbox"/> PUBLIC SUPPLY <input type="checkbox"/> COOLING OR AIR CONDITIONING <input type="checkbox"/> NOT USED
101	<b>METHOD OF DRILLING</b>
<input type="checkbox"/> CABLE TOOL <input type="checkbox"/> ROTARY (CONVENTIONAL) <input type="checkbox"/> ROTARY (REVERSE) <input type="checkbox"/> ROTARY (AIR) <input type="checkbox"/> AIR PERCUSSION	<input type="checkbox"/> BORING <input type="checkbox"/> DIAMOND <input type="checkbox"/> JETTING <input type="checkbox"/> DRIVING

CONTRACTOR	NAME OF WELL CONTRACTOR <b>Graham Well Drilling Ltd.</b>	LICENSE NUMBER <b>2336</b>
	ADDRESS <b>Queph, Ontario.</b>	
	NAME OF DRILLER OR BORER <b>Jim Wilson 10R</b>	LICENSE NUMBER
	SIGNATURE OF CONTRACTOR	SUBMISSION DATE DAY <b>30</b> MO <b>Aug.</b> YR <b>79</b>

OFFICE USE ONLY	DATA SOURCE	CONTRACTOR	DATE OF INSPECTION
			<b>060979</b>
	DATE OF INSPECTION <b>July 29, 1978</b>	INSPECTOR	
	REMARKS		





Ministry of the Environment  
Ontario

The Ontario Water Resources Act

# WATER WELL RECORD

40P89

Well PW3

6707693

MUNICIPALITY: 67012 CAN

LOT: 08

1. PRINT ONLY IN SPACES PROVIDED  
2. CHECK  CORRECT BOX WHERE APPLICABLE

COUNTY OR DISTRICT: WELLINGTON  
TOWNSHIP, BOROUGH, CITY, TOWN, VILLAGE: Puslinch  
CON. BLOCK TRACT SURVEY ETC: 8  
LOT: 08  
DATE COMPLETED: DAY 27 MO 07 YR 82

ZONE: 17  
EASTING: 569080  
NORTHING: 4814140  
ELEVATION: 1050  
BASIN CODE: 4 23

LOG OF OVERBURDEN AND BEDROCK MATERIALS (SEE INSTRUCTIONS)					
GENERAL COLOUR	MOST COMMON MATERIAL	OTHER MATERIALS	GENERAL DESCRIPTION	DEPTH - FEET	
				FROM	TO
BROWN	Clay	STONES, GRAVEL		0	15
"	Clay	SAND GRAVEL		15	66
D. BROWN	Rock			66	85
D. GREY	Rock			85	105
GREY-BROWN	"			105	120
GREY	"			120	130
TOTAL Depth				130	ft.

31: 00156051211 00666051211 00856026 010501261 0120612 0130212

41 WATER RECORD

WATER FOUND AT - FEET	KIND OF WATER
0085	<input checked="" type="checkbox"/> FRESH <input type="checkbox"/> SALTY <input type="checkbox"/> SULPHUR <input type="checkbox"/> MINERAL
0125	<input checked="" type="checkbox"/> FRESH <input type="checkbox"/> SALTY <input type="checkbox"/> SULPHUR <input type="checkbox"/> MINERAL
20-23	<input type="checkbox"/> FRESH <input type="checkbox"/> SALTY <input type="checkbox"/> SULPHUR <input type="checkbox"/> MINERAL
25-26	<input type="checkbox"/> FRESH <input type="checkbox"/> SALTY <input type="checkbox"/> SULPHUR <input type="checkbox"/> MINERAL
30-33	<input type="checkbox"/> FRESH <input type="checkbox"/> SALTY <input type="checkbox"/> SULPHUR <input type="checkbox"/> MINERAL

51 CASING & OPEN HOLE RECORD

DEPTH - FEET	MATERIAL	WALL THICKNESS INCHES
0-198	STEEL	198
198-67	CONCRETE	67
67-130	OPEN HOLE	130

SCREEN

SIZE(S) OF OPENING (SLOT NO.)	DIAMETER	LENGTH

61 PLUGGING & SEALING RECORD

DEPTH SET AT - FEET	MATERIAL AND TYPE	ACCENT GROUT LEAD PACKER ETC.

71 PUMPING TEST

PUMPING TEST METHOD:  PUMP  BAILEY

PUMPING RATE: 0040 GPM

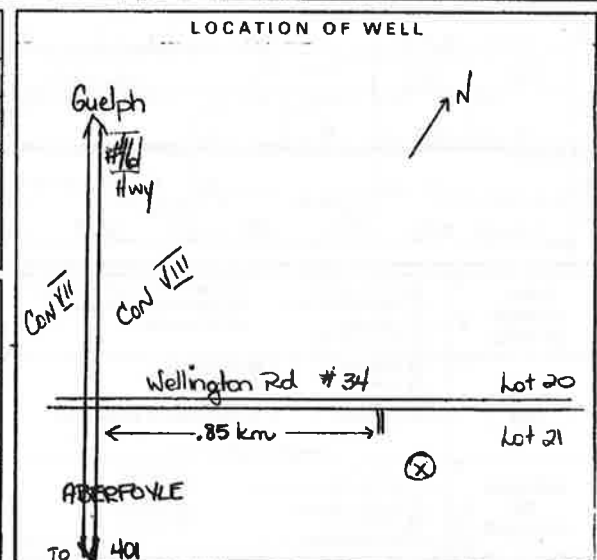
DURATION OF PUMPING: 01 19-16 17-18 HOURS

STATIC LEVEL: 010 FEET

WATER LEVELS DURING PUMPING: 001 FEET

RECOVERY:  RECOVERY

RECOMMENDED PUMP TYPE:  SHALLOW  DEEP



84 FINAL STATUS OF WELL:  WATER SUPPLY

85 WATER USE: 05 (DOMESTIC)

86 METHOD OF DRILLING: 1 (CABLE TOOL)

CONTRACTOR: GRHAM WELL DRILLING, 2336, Guelph ONT., Jim HAWKINS

SIGNATURE OF CONTRACTOR: [Signature]

SUBMISSION DATE: DAY 31 MO 07 YR 82

OFFICE USE ONLY

DATA SOURCE: 1

CONTRACTOR: 2936

DATE OF INSPECTION: June 25/84

INSPECTOR: KM

REGISTRATION NO.: 0209 82



4622 Nassagaweya Puslinch Townline  
Moffat, Ontario, L0P 1J0  
Phone: (519) 826-0099 Fax: (519) 826-9099

Groundwater Studies  
Geochemistry  
Phase I / II  
Regional Flow Studies  
Contaminant Investigations  
OMB Hearings  
Water Quality Sampling  
Monitoring  
Groundwater Protection  
Studies  
Groundwater Modelling  
Groundwater Mapping

Our File: 0427

June 20, 2016

Township of Puslinch  
7404 Wellington Road 34  
Guelph, ON  
N1H 6H9

Attention: Karen Landry  
CAO

Dear Mrs. Landry:

Re: PTTW – Royal Canin Canada Company Renewal 2016

We have received the draft March 2, 2016 letter prepared by Amec Foster Wheeler accompanying the request for PTTW renewal. We have also reviewed a 2011 Monitoring Report prepared by Amec Foster Wheeler.

A hydrograph of water levels obtained from pumping well (PW-1) is attached the March 2, 2016 letter. Visually, there is a downward trend in the plotted data, starting at an average of approximately 309 m AMSL in 2007/2008 to an average of 307 in 2015/2016. This trend is difficult to separate from the 'noise' of the daily pumping. Daily pumping water levels have fallen below 304 m AMSL on occasion.

Our files include a 2006 response to concerns about water levels from the owners of PentaLift, a nearby business. We have not received any complaints about water levels in private wells in the business park since water taking by Royal Canin Canada Company began. An increase in daily water taking was approved in 2013 increasing the allowable limit from 110,000 litres per day to 240,000 litres per day. The pumping volumes provided in the Amec Foster Wheeler letter show that the increase was necessary to allow for short term spikes in water taking whereas the majority of taking remains below 110,000 litres per day.

The permit renewal is for the 240,000 litres per day limit.

The water level in the Royal Canin Canada Company pumping well is representative of the potentiometric surface in the Gasport Aquifer. Our review of the Nestlé Waters Canada hydrographs for the Gasport Aquifer (including Goat Island Formation wells) also suggest an apparent decline in potentiometric surface elevations since 2011. We do concede that climate may be a factor, however, in the time period of the PW-1 hydrograph, we do not see a similar steady decline in nearby overburden wells (MW2, MW6) that are part of the Puslinch Groundwater Monitoring Network ([www.hardenv.com](http://www.hardenv.com)). Thus the shallow groundwater regime is not exhibiting a similar downward trend and definitely not similar in magnitude in the same time period suggesting that climate is not a significant factor.

We note that deep monitoring wells on the Royal Canin Canada Company property have been decommissioned. We encourage Royal Canin Canada Company to re-install an on-site monitoring well completed in the same aquifer as the pumping well or discuss with the Township of Puslinch options for other off-site monitoring locations, possibly in collaboration with Nestlé Waters Canada. A monitoring well will provide improved groundwater levels without the ‘noise’ of the pumping well. Any future drilling into the Gasport Aquifer should isolate the Gasport Aquifer from the Guelph Formation.

We also request that Royal Canin Canada Company provide an annual update to the hydrograph

We suggest that this letter be forwarded to the PTTW Coordinator at the Hamilton Office of the Ministry of the Environment and Climate Change.

If you have any questions or comments regarding this submission please do not hesitate to contact Stan Denhoed at 519-826-0099.

Respectfully submitted,



Stan Denhoed, M.Sc., P.Eng  
Harden Environmental



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**Instrument Proposal Notice:**

**Proponent:** Royal Canin Canada Company  
 100 Beiber Road  
 Rural Route Delivery 3  
 Guelph Ontario  
 Canada N1H 6H9

**Instrument Type:** Permit to Take Water - OWRA s. 34

**EBR Registry Number:** 012-7700  
**Ministry Reference Number:** 5087-AA5J5G  
**Ministry:** Ministry of the Environment and Climate Change  
**Date Proposal loaded to the Registry:** May 24, 2016

**Keyword(s):** Water | Wells

Comment Period: 30 days: submissions may be made between May 24, 2016 and June 23, 2016.

**Description of Instrument:**

This proposal is a renewal of Permit to Take Water Number 8288-97HQQG. Water is being taken from one (1) well for a pet nutrition products processing plant in the Township of Puslinch, Ontario.

Details of the water taking are as follows:

Source of water: well  
 Purpose of taking: pet nutrition processing  
 Maximum rate per minute (Litres): 333  
 Maximum number of hours of taking per day: 24  
 Maximum volume per day (Litres): 240,000  
 Maximum number of days of taking per year: 365  
 Period of taking: 10 years

**Public Consultation:**

This proposal has been posted for a 30 day public review and comment period starting May 24, 2016. If you have any questions, or would like to submit your comments, please do so by June 23, 2016 to the individual listed under "Contact". Additionally, you may submit your comments on-line.

All comments received prior to June 23, 2016 will be considered as part of the decision-making process by the Ministry if they are submitted in writing or electronically using the form provided in this notice and reference EBR Registry number 012-7700.

Please Note: All comments and submissions received will become part of the public record. Comments received as part of the public participation process for this proposal will be considered by the decision maker for this proposal.

Your personal information may be used in the decision making process on this proposal and it may be used to contact you if clarification of your comment is required. It may be shared (along with your comment) with other Ontario Ministries for use in the decision making process. Questions about this collection should be directed to the contact mentioned on the Proposal Notice page.

**Contact:**

**All comments on this proposal must be directed to:**

West Central Region  
 Permit To Take Water Evaluator  
 Ministry of the Environment and Climate Change  
 Operations Division  
 West Central Regional Office  
 119 King Street West  
 Floor 12  
 Hamilton Ontario  
 L8P 4Y7  
 Phone: (905) 521-7833  
 Fax: (905) 521-7820  
 Toll Free Phone: (800) 668-4557

**To submit a comment online, click the submit button below:**

[Submit Comment](#)

**Location(s) Related to this Instrument:**

100 Beiber Road  
 Address: Lot: 28, Concession: 8,  
 Geographic Township:  
 PUSLINCH, Puslinch, Township,  
 County of Wellington

PUSLINCH

**Additional Information:**

**The following government offices have additional**

**information regarding this Proposal. To arrange a viewing of these documents please call the Ministry Contact or the Office listed below.**

West Central Regional Office  
119 King Street West  
Floor 12  
Hamilton Ontario  
L8P 4Y7  
Phone: (905) 521-7640  
Toll Free Phone: (800) 668-4557

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Dufferin Aggregates  
2300 Steeles Ave W, 4<sup>th</sup> Floor  
Concord, ON L4K 5X6  
Canada

June 13, 2016

Seana Richardson  
Aggregates Technical Specialist  
Ministry of Natural Resources  
Guelph District  
1 Stone Road West  
Guelph, Ontario  
N1G 4Y2

RECEIVED

JUN 14 2016

Township of Puslinch

Attention: Ms. Richardson

**Re: Monthly Monitoring Report  
Mill Creek Pit, License #5738  
Township of Puslinch, Wellington County**

Please find enclosed the required monitoring data for the month of May 2016. As indicated, there were no exceedances to report in this month.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Ron Van Ooteghem", written over a white background.

Ron Van Ooteghem  
Site Manager

C.c.

Karen Landry (Township of Puslinch)  
Sonja Strynatka (GRCA)  
Kevin Mitchell (Dufferin Aggregates)  
University of Guelph

Monthly Reporting  
Mill Creek Aggregates Pit  
May 2016

Date	DP21 (mASL)	Threshold Value (mASL)	Exceedance
6-May-16	306.23	305.60	NO
12-May-16	306.35	305.60	NO
19-May-16	306.33	305.60	NO
30-May-16	306.27	305.60	NO

Date	BH13 (mASL)	DP21 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-May-16	306.23	305.92	0.31	0.11	NO
12-May-16	306.35	305.91	0.44	0.11	NO
19-May-16	306.33	305.89	0.44	0.11	NO
30-May-16	306.27	305.87	0.40	0.11	NO

Date	DP17 (mASL)	Threshold Value (mASL)	Exceedance
6-May-16	305.31	305.17	NO
12-May-16	305.29	305.17	NO
19-May-16	305.30	305.17	NO
30-May-16	305.29	305.17	NO

Date	BH92-12 (mASL)	DP17 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-May-16	305.60	305.31	0.29	0.14	NO
12-May-16	305.48	305.29	0.19	0.14	NO
19-May-16	305.50	305.30	0.20	0.14	NO
30-May-16	305.50	305.29	0.21	0.14	NO

Date	DP3 (mASL)	Threshold Value (mASL)	Exceedance
6-May-16	304.83	304.54	NO
12-May-16	304.77	304.54	NO
19-May-16	304.79	304.54	NO
30-May-16	304.78	304.54	NO

Date	DP6 (mASL)	DP3 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-May-16	305.75	304.83	0.92	0.73	NO
12-May-16	305.70	304.77	0.93	0.73	NO
19-May-16	305.69	304.79	0.90	0.73	NO
30-May-16	305.66	304.78	0.88	0.73	NO

Date	DP2 (mASL)	Threshold Value (mASL)	Exceedance
6-May-16	304.31	303.69	NO
12-May-16	304.31	303.69	NO
19-May-16	304.29	303.69	NO
30-May-16	304.28	303.69	NO

Date	BH92-27 (mASL)	DP2 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-May-16	305.28	304.31	0.97	0.34	NO
12-May-16	305.14	304.31	0.83	0.34	NO
19-May-16	305.13	304.29	0.84	0.34	NO
30-May-16	305.10	304.28	0.82	0.34	NO

Date	DP1 (mASL)	Threshold Value (mASL)	Exceedance
6-May-16	304.41	303.97	NO
12-May-16	304.39	303.97	NO
19-May-16	304.40	303.97	NO
30-May-16	304.37	303.97	NO

Date	BH92-29 (mASL)	DP1 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-May-16	305.58	304.41	1.17	0.17	NO
12-May-16	305.56	304.39	1.17	0.17	NO
19-May-16	305.56	304.40	1.16	0.17	NO
30-May-16	305.54	304.37	1.17	0.17	NO

Date	DP5C (mASL)	Threshold Value (mASL)	Exceedance
6-May-16	303.05	302.86	NO
12-May-16	303.10	302.86	NO
19-May-16	303.07	302.86	NO
30-May-16	303.03	302.86	NO

Date	OW5-84 (mASL)	DP5C (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-May-16	303.72	303.05	0.67	0.30	NO
12-May-16	303.62	303.10	0.52	0.30	NO
19-May-16	303.63	303.07	0.56	0.30	NO
30-May-16	303.66	303.03	0.63	0.30	NO

Notes:  
No exceedances to report

Monthly Reporting  
 Mill Creek Aggregates Pit  
 May 2016

												Max. Allowable as per PTTW- Main Pond	
Total Monthly Precipitation (mm):		68	Waterloo-Wellington Airport (May Actual)				(Imperial Gallons)						(Litres)
Total Monthly Normal Precipitation (mm):		85	Waterloo-Wellington Airport (30-year Normal)				2,500					per minute	11,365
							1,800,000					per day	8,183,000
Date	Below Water Table Extraction (wet tonnes) Phase 2	Below Water Table Extraction (wet tonnes) Phase 4	Water Pumped from Main Pond (gals)	Water Pumped from Active Silt Pond (gals)	Main Pond Level (mASL)	Exceedance Y/N (BELOW 305.5 mASL)	Phase 2 Pond Level (mASL)	Exceedance Y/N (BELOW 305.0 mASL)	Phase 3 Pond Level (mASL)	Exceedance Y/N (BELOW 303.85 mASL)	Phase 4 Pond Level (mASL)	Exceedance Y/N (BELOW 304.5 mASL)	
1-May-16	0	0		0	--	--	--	--	--	--	--	--	
2-May-16	0	0	1,697,283	1,686,064	306.67	NO	306.30	NO	305.79	NO	305.82	NO	
3-May-16	0	0	1,698,163	1,759,754	306.67	NO	306.32	NO	305.80	NO	305.82	NO	
4-May-16	0	0	1,638,551	2,247,866	306.66	NO	306.32	NO	305.79	NO	305.82	NO	
5-May-16	0	0	1,700,582	2,715,960	306.67	NO	306.33	NO	305.79	NO	305.81	NO	
6-May-16	0	0	839,183	857,440	306.67	NO	306.33	NO	305.79	NO	305.80	NO	
7-May-16	0	0	0	0	--	--	--	--	--	--	--	--	
8-May-16	0	0	0	0	--	--	--	--	--	--	--	--	
9-May-16	0	0	1,701,902	2,466,075	306.67	NO	306.32	NO	305.79	NO	305.83	NO	
10-May-16	0	0	1,710,041	2,457,936	306.67	NO	306.32	NO	305.78	NO	305.81	NO	
11-May-16	0	0	1,713,780	2,385,127	306.69	NO	306.32	NO	305.77	NO	305.80	NO	
12-May-16	0	0	1,612,375	2,407,563	306.69	NO	306.32	NO	305.77	NO	305.80	NO	
13-May-16	0	0	1,696,843	1,656,588	306.71	NO	306.33	NO	305.79	NO	305.80	NO	
14-May-16	0	0	0	0	--	--	--	--	--	--	--	--	
15-May-16	0	0	0	0	--	--	--	--	--	--	--	--	
16-May-16	0	0	1,669,567	2,411,303	306.67	NO	306.33	NO	305.74	NO	305.82	NO	
17-May-16	0	0	1,609,735	2,534,486	306.68	NO	306.33	NO	305.74	NO	305.81	NO	
18-May-16	0	0	1,701,682	2,410,203	306.70	NO	306.33	NO	305.74	NO	305.80	NO	
19-May-16	0	0	1,694,423	2,433,740	306.69	NO	306.32	NO	305.73	NO	305.79	NO	
20-May-16	0	0	0	0	306.69	NO	306.32	NO	305.73	NO	305.79	NO	
21-May-16	0	0	0	0	--	--	--	--	--	--	--	--	
22-May-16	0	0	0	0	--	--	--	--	--	--	--	--	
23-May-16	0	0	0	0	--	--	--	--	--	--	--	--	
24-May-16	0	0	1,688,044	2,420,542	306.66	NO	306.33	NO	305.73	NO	305.83	NO	
25-May-16	0	0	1,699,482	2,515,568	306.66	NO	306.32	NO	305.73	NO	305.81	NO	
26-May-16	0	0	1,663,187	2,402,064	306.68	NO	306.32	NO	305.72	NO	305.81	NO	
27-May-16	0	0	1,701,242	2,081,349	306.69	NO	306.35	NO	305.74	NO	305.84	NO	
28-May-16	0	0	0	0	--	--	--	--	--	--	--	--	
29-May-16	0	0	0	0	--	--	--	--	--	--	--	--	
30-May-16	0	0	1,565,081	2,337,173	306.70	NO	306.34	NO	305.73	NO	305.82	NO	
31-May-16	0	0	1,682,105	2,453,977	306.71	NO	306.34	NO	305.73	NO	305.82	NO	
Total	0	0	32,683,251	44,640,779	306.724		306.33		305.733		305.81		
Avg./ day	0.0	0.00	1,089,441.69	1,440,025.13	306.68	NO	306.33	NO	305.76	NO	305.81	NO	

Note: No exceedances to report



6 (7) (a)

**Ministry of Natural  
Resources and Forestry**

**Ministère des Richesses  
naturelles et des Forêts**



Guelph District  
1 Stone Road West  
Guelph, Ontario  
N1G 4Y2

Telephone: (519) 826-4955  
Facsimile: (519) 826-4929

June 10, 2016

RECEIVED

JUN 14 2016

Township of Puslinch

Cox Construction Ltd.  
687 Eramosa Road  
PO Box 427  
Guelph, ON  
N1H 6K5

Attn: Licensee

**RE: Issuance of Aggregate Licence #625710  
Cox Construction Ltd.  
Part Lot 13, Concession 4  
Township of Puslinch (Geographic Township of Puslinch)  
County of Wellington**

Please be advised that your new aggregate licence for the Puslinch Pit Expansion has been approved by the Minister of Natural Resources and Forestry. A copy of the licence for the property described above is enclosed.

It is the responsibility of the licensee to abide by all the conditions and terms of the site plan, the licence, the Act and the regulations.

Also enclosed is a copy of the approved site plan. The operation and rehabilitation of the pit must be in compliance with the Provincial Standards, the site plan and all licence conditions.

All licensees are required to file a Compliance Assessment Report with this office by September 30<sup>th</sup> each year. Copies of the Report must also be filed with the Township of Puslinch and the County of Wellington offices.

An annual production report setting out the quantity of aggregate removed from the site in each month of the previous year must be submitted to The Ontario Aggregate Resources Corporation (TOARC) on or before January 31<sup>st</sup> of the following year for which the production relates. TOARC will provide you with a production report in January 2017. If no tonnage has been removed, a nil production report must be filed.

Additionally, an annual fee based on the number of tonnes of aggregate removed from the site during the previous year, or the minimum fee (whichever is greater) must be submitted to TOARC on or before March 15<sup>th</sup> of each year.

Should you require any further information concerning this matter please contact the undersigned at this office.

To meet with our staff please be sure to call ahead and make an appointment.  
For general information visit: [www.mnr.gov.on.ca](http://www.mnr.gov.on.ca) or [www.ontario.ca](http://www.ontario.ca)

Yours truly,



Seana Richardson  
Aggregate Technical Specialist  
Guelph District Office  
[seana.richardson@ontario.ca](mailto:seana.richardson@ontario.ca)  
519-826-4927

cc: Clerk, Township of Puslinch  
Clerk, County of Wellington  
Ministry of Environment and Climate Change, Guelph  
Ministry of Labour, London  
The Ontario Aggregate Resources Corporation (TOARC)



LICENCE  
Aggregate Resources Act  
PERMIS  
Loi sur les ressources en agrégats

Licence No. \_\_\_\_\_  
No du permis 625710  
New Licence

Pursuant to the Aggregate Resources Act and Regulations thereunder, and subject to the limitations thereof and to the conditions of the licence and the requirements of the site plan,

Conformément à la Loi de 1997 sur les ressources en agrégats et à ses règlements, et sujet aux restrictions qu'ils comportent, aux conditions d'octroi du permis et aux exigences du plan du site,

this Class licence is issued to:  
nous délivrons ce permis de classe: A à:

Cox Construction Limited  
687 Eramosa Road  
P.O. Box 427  
GUELPH, ON  
CANADA  
N1H 6K5

RECEIVED  
JUN 14 2016  
Township of Puslinch

to operate a Pit on a 19.5 hectare site located in:  
pour exploiter un/une Pit sur le terrain de 19.5 hectares situé à l'endroit suivant:

13	4		PUSLINCH	PUSLINCH TP	WELLINGTON CO
Lot	Concession	Section	Geographic Township	Local Municipality	County / Regional Municipality / District

The licence is subject to the following conditions: As shown on attached Schedule A and B  
Ce permis est assujéti aux conditions suivantes:

Effective the 1 day of JUNE 2016  
En vigueur le 1 jour de

Minister of Natural Resources and Forestry  
Ministre des Richesses Naturelles et des Forêts



**LICENCE**  
**Aggregate Resources Act**  
**PERMIS**  
**Loi sur les ressources en agrégats**

Licence No. \_\_\_\_\_  
No du permis 625710  
**New Licence**

**SCHEDULE A**

- 1) Dust will be mitigated on site.
- 2) Water or another provincially approved dust suppressant will be applied to internal haul roads and processing areas as often as required to mitigate dust.
- 3) Processing equipment will be equipped with dust suppressing or collection devices, where the equipment creates dust and is being operated within 300 metres of a sensitive receptor.
- 4) Any recommendations and / or recommended monitoring program identified in the technical reports will be described on the site plan and all records will be retained by the licensee and made available upon request by the Ministry of Natural Resources and Forestry for audit purposes.
- 5) A Spills Contingency Program will be developed prior to site preparation.
- 6) Fuel storage tanks will be installed and maintained in accordance with the Liquid Fuels Handling Code as adopted under the Technical Standards and Safety Act, 2000.
- 7) If required, a Certificate of Approval will be obtained for the discharge system should water be discharged off site.
- 8) If required, a Certificate of Approval will be obtained for processing equipment to be used on site.
- 9) If required, a Permit to Take Water will be obtained for utilizing ground and / or surface water.

**SCHEDULE B**

- 1) In the event that oil or gas works are found on the licenced site, the licensee must contact the Ministry of Natural Resources and Forestry immediately to discuss the appropriate setback that will be established around the oil or gas works.

MMM Group Limited  
100 Commerce Valley Drive West  
Thornhill, ON Canada L3T 0A1  
t: 905.882.1100 | f: 905.882.0055  
  
www.mmmgrouplimited.com

July 12, 2016

Karen Landry, MCIP, RPP  
CAO/ Clerk  
Township of Puslinch  
7404 Wellington Road 34  
M1H 6H9

Dear Ms. Landry,

**Subject: 4 Telfer Glen Street, Puslinch  
Request for Release from Council Resolution and 30 cm Reserve**

MMM Group Ltd, a WSP company are the planners retained by the owner of 4 Telfer Glen Street, Puslinch (herein referred to as the “subject property”) with respect to the submission of a Consent to Sever (severance) application.

This letter requests that the “Buffer Block”, shown as Block 54 on Registered Plan 802, be released from the requirement outlined in the April 5, 1989 Council Resolution., as well as the lifting of the 30 cm reserve (Block 50) located along Telfer Glen St.

### **Subject Property**

The subject property is 0.43 Ha (1.061 acres) in size with approximately 63 m (207 ft) of frontage on Highway 6 and 128 m (420 ft) on Telfer Glen St. At present, the subject property consists of a retail store known as Picard’s Peanuts with an accessory metal clad building in the rear yard, and a two storey dwelling located on the northeast corner of the subject property. A small stone wall divides the retail store and 2 storey dwelling. Access to the subject property is currently obtained from Highway 6.

The subject property contains an existing buffer block (Block 54), as well as a 30 cm reserve (Block 50) along Telfer Glen St as shown on Registered Plan 802. As part of a Council Resolution dated April 5, 1989, it was intended that the owner of Block 54 build a landscape buffer and a 1.5 m (5 foot) fence along Block 54. This resolution was at the request of the previous owners of the subject property, which has since been purchased by our client in 2005.

The buffer block (54) is currently under shared ownership by our client and 848837 Ontario Ltd; 848838 Ontario Ltd, and 848839 Ontario Ltd.

## **Proposal**

The proposed consent application contemplates the severance of the subject property into two parcels of land. Picard's Peanuts would be the retained parcel and the two storey dwelling would be the severed parcel as outlined in the enclosed preliminary severance sketch. The 2 storey dwelling and the Picard's Peanuts store are each serviced by individual septic systems, but contain shared water connections. Picard's Peanuts retail store would continue to operate with frontage and the existing access on Highway 6. The existing "shop" highlighted on the severance sketch would remain as an accessory building to Picard's Peanuts.

A Veterinarian's Clinic is currently proposed for the existing 2 storey dwelling adjacent to Picard's Peanuts. Access to the Veterinarian's Clinic is proposed through the existing access for Picard's Peanuts on Highway 6 through an easement. It is anticipated that in the future, access to the existing 2 storey dwelling may be obtained from Telfer Glen St.. A 9 metre (30 foot) building addition to the 2 storey dwelling is also being contemplated into the rear yard. Parking will also be located in the rear yard. It is our understanding that a Veterinary Clinic is not a permitted use in the C1 – Hamlet Commercial zone, and that a Minor Variance application would also be required to permit this use. Site Plan Approval may also be required under Site Plan By-law 2004-041

The severance application and minor variance application will be the subject of a separate application to the County/Township.

## **Council Resolution**

A Township Council Resolution dated April 10, 1989 required that the developer provide an exact alignment of Telfer Glen with Currie St. Additionally, the resolution required that a 1.5 m (5 foot fence) tall fence and 3.5 m (11 ft) landscape buffer be constructed along the north property line (buffer block adjacent to Telfer Glen St). Based on information from the County, release from this Council Resolution is required prior to a Pre-consultation meeting and the submission of an application to facilitate access to Telfer Glen Street. The following section explains the two resolutions of Council and how the resolutions have been addressed.

### **1. Provide an exact alignment of Telfer Glen with Currie Street**

This resolution has been fulfilled as MTO confirmed that Telfer Glen St has been aligned with Currie St. MTO has confirmed that the two roads have been aligned and constructed in accordance with their instructions and that no further road alignments or road widenings are required.

**2. Provide an additional buffer for the “Marks property” which has been requested by them.**

The landscape buffer block has been created as required by the Council Resolution. However, the fence was never constructed. Additionally, the securities for the subdivision were returned with no works outstanding.

It is our understanding that the buffer block requirement was at the request of the previous owner of the subject property. In light of the new ownership of the Block 54 and our client's development intentions to sever the existing 2 storey dwelling, it is our opinion that the landscaped buffer and fence are no longer required. Our client does not have concerns with the traffic along Telfer Glen St, that would warrant the construction of the buffer block, but rather the land may be better utilized for future commercial development.

We request release from the Council Resolution for the buffer block (Block 54) and requirement to construct a fence. Our client's intent is to purchase the Block 54 lands from the current owners upon release of the buffer block requirements. Once purchased, the buffer block lands adjacent to the severed parcel will be consolidated under a single ownership. It is intended that future access to the severed parcel may be obtained from Telfer Glen Street in the future, however, at this time the existing access to Hwy 6 is intended to be shared, providing a consolidated access to Hwy 6 and eliminating the need for a new access to Hwy 6.

Additionally, the 30 cm reserve (Block 50) along Telfer Glen St was created because the residential neighbour to the subject lands did not want a commercial access beside the property. The property is under the ownership of our client and is no longer residential in use. The purpose of lifting the 30 cm reserve is to provide access for the 2 storey single detached dwelling, as the current access is the shared access with the Picard's Peanuts through Highway 6. We request that the 30 cm reserve be lifted concurrently with this request for release from the Council resolution.

Please find enclosed with this letter the following materials to support our request:

- One (1) copy of the Draft Severance Sketch prepared by MMM Group Ltd dated July 6, 2016.

Ms. Landry  
July 12, 2016  
Page 4



We would be happy to discuss this approach with you in greater detail. If you have any questions, please do not hesitate to contact me at 908-882-4211 x 6651, or Randall Roth at x 6328.

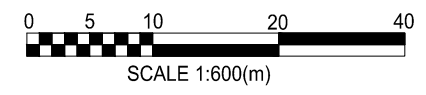
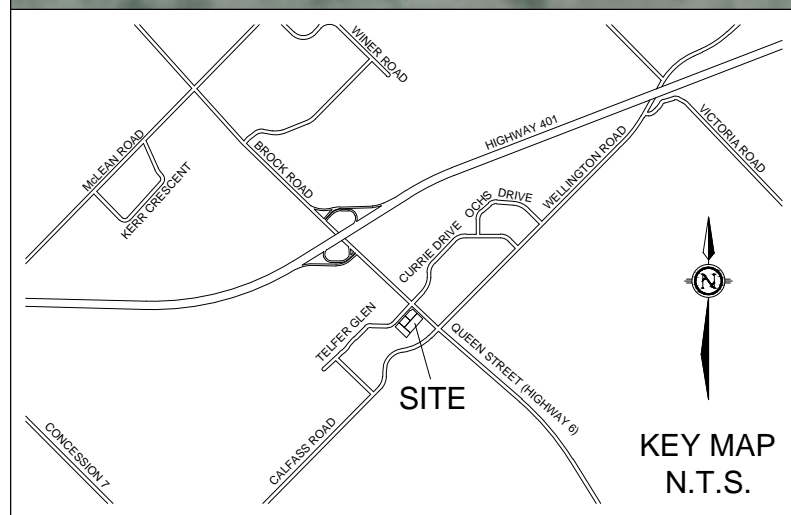
Yours very truly,


**MMM GROUP LIMITED**

A handwritten signature in black ink, appearing to read 'Arthur Grabowski', is written over a horizontal line.

Arthur Grabowski  
Planner  
Planning & Environmental Design





Client: <b>JAMES D. PICARD</b>		
Title: <b>SEVERANCE PLAN</b>		
Prepared by:  <b>MMM GROUP</b>		
14.16024.001.P01	Scale: 1:600	Review: RR
Date: July 6, 2016	<b>Figure: 1</b>	

10

**THE CORPORATION OF THE COUNTY OF WELLINGTON**

**File No:** OP-2015-02  
**Municipality:** County of Wellington

**Date of Decision:** May 26, 2016  
**Date of Notice:** June 8, 2016  
**Last Date of Appeal:** June 28, 2016

CLERK'S DEPARTMENT	
TO	Council
Copy	
Please Handle	
For Your Information	
Council Agenda	July 2016
File	

**NOTICE OF DECISION**  
**With Respect to an Official Plan Amendment**  
**to the County of Wellington Official Plan**  
**Section 22 (6.6) of the Planning Act**  
**(Re: OPA 99 - County of Wellington)**

**RECEIVED**  
JUN 10 2016  
Township of Puslinch

**Take Notice** that on **May 26, 2016** the Corporation of the County of Wellington passed **By-law No. 5478-16** to adopt **Official Plan Amendment No. 99** to the County of Wellington Official Plan.

**Purpose and Effect of the Official Plan Amendment**

The purpose of the proposed Official Plan Amendment is to:

- a) Amend the Wellington Growth Forecast by updating the population, household and employment forecasts to extend to 2036 and 2041, and revise related text;
- b) Update policies for second units, to comply with changes to the *Planning Act*.

**Public Input**

There were no written objections received at the time of the Public Meeting and one oral submission was made in support of the amendment at the Public Meeting. After the Public Meeting there was a written submission and delegation to County Council by a landowner in Erin opposed to the amendment and requesting that adoption be deferred until after the Town wastewater servicing environmental assessment is complete. County Council did not defer the amendment.

**Exempt from Provincial Approval**

The proposed Official Plan Amendment is exempt from approval by the Ministry of Municipal Affairs and Housing and the decision of County Council is final if a notice of appeal is not received before or on the last day for filing a notice of appeal as noted above.

**When and How to file An Appeal**

Any appeal to the Ontario Municipal Board must be filed with the Corporation of the County of Wellington no later than 20 days from the date of this notice, as shown above as the last date of appeal. The notice of appeal must be sent to the attention of the Clerk for the County of Wellington at the address shown below and it must:

- (1) set out the specific part of the proposed official plan amendment to which the appeal applies,
- (2) set out the reasons for the request for appeal, and
- (3) be accompanied by the fee prescribed under the Municipal Board Act in the amount of \$125.00 payable by certified cheque to the Minister of Finance, Province of Ontario.

**Who Can File An Appeal**

Only individuals, corporations or public bodies may appeal the decision of the Corporation of the County of Wellington to the Ontario Municipal Board. A notice of appeal may not be made by an unincorporated association or group. However, a notice of appeal may be made in the name of an individual who is a member of the association or the group on its behalf.

**Getting Additional Information:**

Additional information about the application is available for public inspection during regular office hours at the Corporation of the County of Wellington at the address noted below.

**Mailing Address for Filing a Notice of Appeal:**

Clerk, County of Wellington  
Administration Centre  
74 Woolwich Street, Guelph ON N1H 3T9  
tel: (519) 837-2600 fax: (519) 837-1901

**RECEIVED**  
I.G.# | Township of Puslinch

**AMENDMENT NUMBER 99  
TO THE OFFICIAL PLAN FOR THE  
COUNTY OF WELLINGTON**

**COUNTY OF WELLINGTON  
GENERAL AMENDMENT  
(Updated Growth Forecasts and Second Unit Policies)**



THE CORPORATION OF THE COUNTY OF WELLINGTON

BY-LAW NUMBER 5478-16

A by-law to adopt Official Plan Amendment No. 99  
(Growth Forecast and Second Unit Updates Policy)  
to the Wellington County Official Plan.


**WHEREAS** The Council of The Corporation of the County of Wellington, pursuant to the provisions of the Planning Act, R.S.O., 1990, as amended, does hereby enact as follows:

1. **THAT** Amendment Number 99 to the Official Plan for the County of Wellington, consisting of the attached text and schedules is hereby adopted.
2. **THAT** this by-law shall come into force and take effect on the day of the final passing thereof, subject to the provisions of the Planning Act, R.S.O., 1990, as amended.

**READ A FIRST, SECOND AND THIRD TIME AND PASSED MAY 26, 2016.**



  
\_\_\_\_\_  
GEORGE BRIDGE, WARDEN

  
\_\_\_\_\_  
DONNA BRYCE, COUNTY CLERK

**AMENDMENT NUMBER 99  
TO THE  
COUNTY OF WELLINGTON OFFICIAL PLAN**

**INDEX**

**PART A - THE PREAMBLE**

The Preamble provides an explanation of the proposed amendment including the purpose, location, and background information, but does not form part of this amendment.

**PART B - THE AMENDMENT**

The Amendment describes the changes and/or modifications to the Wellington County Official Plan, which constitute Official Plan Amendment Number 99.

**PART C - THE APPENDICES**

The Appendices, if included herein, provide information related to the Amendment, but do not constitute part of the Amendment.

# PART A – THE PREAMBLE

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## **PURPOSE**

The purpose of the proposed Official Plan Amendment is to:

- a) Amend the Wellington Growth Forecast by updating the population, household and employment forecasts to extend to 2036 and 2041, and revise related text;
- b) Update policies for second units, to comply with changes to the *Planning Act*.

## **LOCATION**

The proposed amendment applies to the entire County of Wellington.

## **BACKGROUND**

### **Growth Forecasts**

The current County Official Plan forecasts were adopted in 2008 to conform with and allocate the forecasts which extended to 2031 in the Growth Plan for the Greater Golden Horseshoe (the Growth Plan). Since that time, the province approved an amendment to Schedule 3 of the Growth Plan that shows population and employment forecasts at 2031, 2036 and 2041. Municipalities are required to conform to the updated Places to Grow forecast by June 17, 2018.

### **Second Units**

Bill 140 introduced changes to legislation, including the *Planning Act*. The changes to the *Planning Act* identified affordable housing as a matter of Provincial interest and require municipalities to amend their Official Plan documents to contain policies which authorize second units in single detached, semi-detached and rowhouse dwellings; as well as structures ancillary to these dwellings. Additional changes included extending the maximum time that a garden suite may be permitted from 10 years to 20 years. The intent of the *Planning Act* changes is to increase the affordability of housing and make more efficient use of land and infrastructure.

## **BASIS**

### **Growth Forecasts**

The province requires the Places to Grow population and employment forecasts for the County to be used for planning and managing growth. There is also a requirement that the County will, in consultation with the lower-tier municipalities, allocate the County growth forecasts to lower-tier municipalities.

The County retained Watson & Associates in 2014 to extend the County forecasts to 2036 and 2041, and allocate the updated forecast to local municipalities. The updated forecast was again further allocated to urban centres for residential. In May, 2015, County Council received the growth forecast update report from Watson & Associates, and directed staff to circulate the amendment to local municipalities for comment. A number of comments were received and accommodated in the draft that was formally circulated.

## **Second Units**

The policies proposed in this amendment are a result of research and review of applicable Bill 140 legislation and second unit policies in other jurisdictions. A staff report which outlined the overall proposed policy direction was received by the County Planning Committee on November 12<sup>th</sup>, 2015 and circulated to local municipalities for comment. A number of comments were received and accommodated in the draft that was formally circulated.

## **PUBLIC AND AGENCY INPUT**

A draft of OPA 99 was circulated for public and agency comments in March, 2016. In accordance with the Planning Act, a Public Meeting was held on April 21, 2016. No one spoke in opposition to the Amendment at the Public Meeting. Most of the written comments received in the circulation were supportive of the overall policy direction. Revisions to the Final Draft of the Amendment were made in response to comments from Conservation Authorities that second units should not be allowed in hazardous lands.

## PART B – THE AMENDMENT

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All of this part of the document entitled Part B – The Amendment, consisting of the following text and maps constitute Amendment No. 99 to the official Plan for the County of Wellington.

1. Tables 1 through 8 are deleted and replaced with the following:

**Table 1**  
**Wellington County**  
**Projected Growth in Wellington County to 2041**

	2016	2031	2036	2041
<i>Total Population<sup>1</sup></i>	95,805	122,000	132,000	140,000
<i>% of Population in Urban Centres</i>	51	59	61	62
<i>Households</i>	32,960	42,290	45,750	48,740
<i>Total Employment<sup>2</sup></i>	40,070	54,000	57,000	61,000



**Table 2**  
**Township of Wellington North**  
**Projected Growth in Wellington County to 2041**

	2016	2036	2041
<i>Total Population<sup>1</sup></i>	12,490	17,085	17,685
<i>Households</i>	4,635	6,330	6,590
<i>Total Employment<sup>2</sup></i>	7,070	9,320	9,440

	2016	2036	2041
<b>ARTHUR</b>			
<i>Total Population<sup>1</sup></i>	2,725	3,700	3,670
<i>Households</i>	1,005	1,370	1,370
<b>MOUNT FOREST</b>			
<i>Total Population<sup>1</sup></i>	5,190	8,550	9,230
<i>Households</i>	2,150	3,365	3,625
<b>OUTSIDE URBAN CENTRES</b>			
<i>Total Population<sup>1</sup></i>	4,575	4,835	4,785
<i>Households</i>	1,480	1,595	1,595

**Table 3  
Town of Minto  
Projected Growth in Wellington County to 2041**

	2016	2036	2041
<i>Total Population<sup>1</sup></i>	9,065	12,380	12,810
<i>Households</i>	3,280	4,435	4,610
<i>Total Employment<sup>2</sup></i>	3,830	4,900	5,130

	2016	2036	2041
<b>CLIFFORD</b>			
<i>Total Population<sup>1</sup></i>	875	1,270	1,350
<i>Households</i>	355	490	520
<b>HARRISTON</b>			
<i>Total Population<sup>1</sup></i>	2,095	3,260	3,240
<i>Households</i>	795	1,195	1,195
<b>PALMERSTON</b>			
<i>Total Population<sup>1</sup></i>	2,875	4,310	4,660
<i>Households</i>	1,080	1,590	1,715
<b>OUTSIDE URBAN CENTRES</b>			
<i>Total Population<sup>1</sup></i>	3,220	3,530	3,560
<i>Households</i>	1,050	1,160	1,180

**Table 4**  
**Township of Mapleton**  
**Projected Growth in Wellington County to 2041**

	2016	2036	2041
<i>Total Population<sup>1</sup></i>	10,785	13,575	14,060
<i>Households</i>	3,065	4,050	4,235
<i>Total Employment<sup>2</sup></i>	4,590	6,360	6,670

	2016	2036	2041
<b>DRAYTON</b>			
<i>Total Population<sup>1</sup></i>	2,285	3,650	3,990
<i>Households</i>	780	1,210	1,315
<b>MOOREFIELD</b>			
<i>Total Population<sup>1</sup></i>	440	1,730	1,970
<i>Households</i>	160	545	625
<b>OUTSIDE URBAN CENTRES</b>			
<i>Total Population<sup>1</sup></i>	8,060	8,195	8,100
<i>Households</i>	2,125	2,295	2,295

**Table 5  
Township of Centre Wellington  
Projected Growth in Wellington County to 2041**

	2016	2036	2041
<i>Total Population<sup>1</sup></i>	29,885	48,520	52,310
<i>Households</i>	10,785	17,245	18,690
<i>Total Employment<sup>2</sup></i>	11,970	20,130	22,780

**Urban Centres**

	2016	2036	2041
<b>ELORA-SALEM</b>			
<i>Total Population<sup>1</sup></i>	7,565	12,080	13,060
<i>Households</i>	2,750	4,300	4,675
<b>FERGUS</b>			
<i>Total Population<sup>1</sup></i>	14,975	28,780	31,630
<i>Households</i>	5,605	10,365	11,415
<b>OUTSIDE URBAN CENTRES</b>			
<i>Total Population<sup>1</sup></i>	7,345	7,660	7,625
<i>Households</i>	2,430	2,575	2,585

**Table 6**  
**Township of Guelph-Eramosa**  
**Projected Growth in Wellington County to 2041**

	2016	2036	2041
<i>Total Population</i> <sup>1</sup>	13,400	14,625	14,575
<i>Households</i>	4,395	4,915	4,940
<i>Total Employment</i> <sup>2</sup>	4,820	5,910	6,100

	2016	2036	2041
<b>ROCKWOOD</b>			
<i>Total Population</i> <sup>1</sup>	5,000	6,125	6,075
<i>Households</i>	1,745	2,155	2,155
<b>OUTSIDE URBAN CENTRES</b>			
<i>Total Population</i> <sup>1</sup>	8,400	8,500	8,500
<i>Households</i>	2,650	2,760	2,785

**Table 7**  
**Town of Erin**  
**Projected Growth in Wellington County to 2041**

	2016	2036	2041
<i>Total Population<sup>1</sup></i>	12,365	15,360	15,865
<i>Households</i>	4,115	5,185	5,385
<i>Total Employment<sup>2</sup></i>	3,770	5,220	5,240

	2016	2036	2041
<b>HILLSBURGH AND ERIN*</b>			
<i>Total Population<sup>1</sup></i>	4,415	6,500	7,000
<i>Households</i>	1,530	2,235	2,420

<b>OUTSIDE URBAN CENTRES</b>			
<i>Total Population<sup>1</sup></i>	7,950	8,860	8,865
<i>Households</i>	2,585	2,950	2,965

\* Erin Village and Hillsburgh are combined until the Town of Erin Council determines how much growth will go to each community and how much growth will be serviced by municipal water and wastewater and/or partial services.

**Table 8**  
**Township of Puslinch**  
**Projected Growth in Wellington County to 2041**

	2016	2036	2041
<i>Total Population</i> <sup>1</sup>	7,815	9,565	9,655
<i>Households</i>	2,685	3,295	3,335
<i>Total Employment</i> <sup>2</sup>	4,020	5,160	5,630

	2016	2036	2041
<b>ABERFOYLE</b>			
<i>Total Population</i> <sup>1</sup>	325	345	335
<i>Households</i>	120	130	130
<b>MORRISTON</b>			
<i>Total Population</i> <sup>1</sup>	480	590	620
<i>Households</i>	185	225	235
<b>OUTSIDE URBAN CENTRES</b>			
<i>Total Population</i> <sup>1</sup>	7,010	8,630	8,700
<i>Households</i>	2,380	2,940	2,970

<sup>1.</sup> includes the net undercount adjustment which is estimated at approximately 4.1%

<sup>2.</sup> includes 'no fixed place of work' employment.

2. Section **3.1 GENERAL STRATEGY** is amended by deleting the first paragraph and replacing it with the following:

“Wellington County will grow from approximately 96,000 people in 2016 to approximately 140,000 in 2041. Wellington will plan for new housing, commerce, employment and services for about 46,000 new residents.”

3. Section **3.5 ALLOCATING GROWTH** is amended by:

- a) deleting the highlighted text and replacing it with the following:

“By the year 2041, Wellington will be a community of 140,000 people.”

4. Section **4.4 HOUSING** is amended by:

- a) Deleting the phrase “accessory residences” from section **4.4.5 Affordable Housing** and replacing it with “second units” in the fourth and fifth paragraph.

- b) Re-numbering sub-section **4.4.6 Special Needs and Seniors Housing** to Section “**4.4.8 Special Needs and Seniors Housing**.”

- c) Adding the following new sub-sections after the last paragraph of Section **4.4.5 Affordable Housing**:

**“4.4.6 Second Units**

Second units, also known as accessory or basement apartments, secondary suites or in-law suites are self-contained residential units with separate kitchen, bathroom and sleeping facilities.

Second units increase the stock of affordable rental housing; provide home owners with additional incomes; and offer alternative housing options for elderly and young adult family members.

Second units are not the same as garden suites because garden suites are temporary residences. Garden suites are addressed in Section 4.4.7 of this Plan.

It is the policy of this Plan to authorize:

- a) The use of two residential units in a detached house, semi-detached house or rowhouse if no building or structure ancillary to a detached house, semi-detached house or rowhouse contains a residential unit; and

- b) The use of a residential unit in a building or structure ancillary to a detached house, if the detached house contains only one single residential unit,

subject to the provisions set out below.



#### **4.4.6.1 Second Units Within a Main Residence**

One second unit may be allowed in a single detached, semi-detached or rowhouse dwelling on a property, provided that a second unit does not already exist on the property.

Local Municipalities may enact zoning provisions to address the following matters:

- a) that safe road access can be provided;
- b) the establishment of a second unit does not require the creation of an additional driveway access;
- c) that adequate off-street parking can be provided on site for both the main residence and second unit without detracting from the visual character of the area;
- d) that any exterior alterations to the main residence, necessary to accommodate the second unit, are made in the side or rear yards;
- e) that adequate amenity areas are provided for the main residence and second unit;
- f) the second unit meets the applicable Building Code, Fire Code and local property regulations;
- g) that adequate water and sewage disposal services can be provided to the second unit; and,
- h) whether a garden suite and second unit will not be permitted on the same lot.

A second unit will not be allowed in a dwelling located in hazardous lands.

#### **4.4.6.2 Second Units Within an Ancillary Building or Structure**

One second unit may be allowed in a building or structure that is ancillary to a single detached dwelling, provided that a second unit does not already exist on the property. A second unit will be prohibited from being severed from the property.

In addition to those matters outlined in Section 4.4.6.1, Local Municipalities may enact zoning provisions to address the following:

- a) the second unit is located within the main building cluster on the property;
- b) the second unit will be clearly secondary to the primary dwelling unit on the property;
- c) Minimum Distance Separation formula is complied with, where applicable;
- d) that screening/buffering, where deemed necessary, is provided to minimize visual impacts to adjacent properties and frontages.

A second unit will not be allowed in an ancillary building or structure located in hazardous lands.

#### **4.4.7 Garden Suites**

Subject to Section 13.4 of this Plan a garden suite may be allowed provided it is established near the farm buildings and/or main residence on a property and adequate water supply and sewage disposal systems are available.

Local Municipalities may enact zoning provisions to address the following matters:

- a) the garden suite is located close to the existing residence on the property and is portable so that it can be easily removed when the need for the unit has discontinued;
- b) no additional access shall be provided to the lot from a public road;
- c) adequate screening/buffering, where deemed necessary, is provided to minimize the visual impact of the garden suite to adjacent properties;
- d) adequate amenity areas are provided for the existing dwelling and the second unit;
- e) the provision of a satisfactory site plan which illustrates how items a) to d) above, and any other matters deemed necessary by the municipality, have been addressed; and,
- f) the establishment of a development agreement between the owner and the municipality to address the installation and removal of the unit, site rehabilitation, listing the occupant(s) of the unit and the period of occupancy, and any other matter deemed necessary by the municipality.”

6. Section **6.4 PRIME AGRICULTURAL AREA** is amended by:

- a) by deleting bullet “f) accessory residences” under section **6.4.3 Permitted uses**, inserting the following bullets, and re-numbering subsequent bullets:

- “f) second units subject to Sections 4.4.6
- g) garden suites subject to Section 4.4.7
- h) accessory residence”

- b) deleting sub-section **6.4.6 Accessory Residences** and replacing it with the following:

#### **“6.4.6 Accessory Residence**

An accessory residence needed for farm help may be allowed provided that it is established within the main building cluster on the property and adequate water supply and sewage disposal systems are available.”

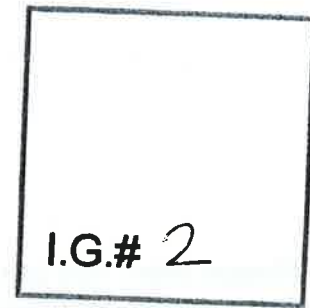
- c) adding the following new paragraph at the end of section **6.9.2 Permitted Uses**:

“A second unit may be allowed subject to the provisions of Section 4.4.6 of this Plan. A garden suite may also be permitted subject to the requirements of Section 4.4.7 of this Plan and in accordance with the temporary use provisions of the Planning Act, as amended.”

7. Section **7.4 HAMLETS** is amended by:
- a) deleting the last sentence of the first paragraph of sub-section **7.4.1 Permitted Uses** and replacing it with the following:  
  
"A second unit may be allowed subject to the provisions of Section 4.4.6 of this Plan. A garden suite may also be permitted subject to the requirements of Section 4.4.7 of this Plan and in accordance with the temporary use provisions of the Planning Act, as amended."
8. Section **7.5 URBAN CENTRES** is amended by:
- a) deleting the third paragraph of sub-section **7.5.5 Residential Uses** and replacing it with the following:  
  
"A second unit may be allowed subject to the provisions of Section 4.4.6 of this Plan."
9. Section **8.3 RESIDENTIAL** is amended by:
- a) inserting the following after the second paragraph of sub-section **8.3.3 Permitted Uses**:  
  
"A second unit may be allowed subject to the provisions of Section 4.4.6 of this Plan."
  - b) deleting the reference to Section 6.4.6 in the in the fourth paragraph of sub-section **8.3.3 Permitted Use** and replacing it with Section "4.4.7".
10. Section **8.5 RESIDENTIAL TRANSITION AREA** is amended by:
- a) deleting the phrase ". Accessory apartments may also be permitted in the RESIDENTIAL TRANSITION AREA" in the second paragraph of sub-section **8.5.3 Permitted Uses**.
11. Section **10.3 PRIME AGRICULTURAL LAND** is amended by:
- a) deleting the last sentence of section **10.3.5 Lot Line Adjustments** that reads:  
  
"The creation of new lots for residences surplus to farm operations is not permitted."
12. Section **13.4 TEMPORARY USE BY-LAWS** is amended by:
- a) deleting the number "10" in the first sentence and replacing it with the number "20".
13. Section **15 DEFINITIONS** is amended by inserting the following new definition:
- "Ancillary:**  
For the purposes of Section 4.4.6, ancillary means a shed, garage, carriage house or barn."



16



**MEDIA RELEASE**  
**For Immediate Release**  
**Monday, June 27, 2016**

## **Conservation Halton Appoints Hassaan Basit as CAO**

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**BURLINGTON –** The Conservation Halton Board of Directors are pleased to announce they have unanimously decided to offer Hassaan Basit the fulltime role of Chief Administrative Officer of Conservation Halton. Basit has served as General Manager since December 2015.

During the past six months, Basit has worked to develop a new strategic plan (Metamorphosis 2020), rebuild Conservation Halton's image and brand, realign budgets, refine communication with stakeholders, and contributed to the Provincial Government's Conservation Authority Act Review.

Conservation Halton Board Chair John Vice commented, "We are all delighted and impressed by Hassaan's accomplishments in his six months as General Manager. His commitment to staff and to the Board has been exemplary. His perseverance, optimism, integrity, compassion, discipline and executive leadership have been recognized by the CAO Review Committee and the Board of Directors."

"I would like to thank members of the Board of Directors for this opportunity, and for their support of my vision for the organization. I've been humbled by the encouragement I've received from so many people, not just from within the organization, but also from our partners and stakeholders" said Hassaan Basit, Chief Administrative Officer. "Above all, I would like to thank my staff for their support. They have shown a renewed drive to deliver exceptional services and embrace change."

### **About Hassaan Basit**

A biologist at the University of Toronto early in his career, Hassaan has been with Conservation Halton for 12 years, starting out as Communications Specialist, before moving to Community Engagement and then Director of Communications. His role as Director of Strategic Planning has demonstrated his commitment and skill in engaging staff, asking tough questions, building consensus and moving forward in a focused, strategic direction. He also served as acting Director of Lands, which has allowed him a thorough understanding of Conservation Halton from a conservation, regulation, and operations perspective. In addition to his experience at a senior leadership level, his academic qualifications include a B.Sc in Biology from the University of Toronto, and M.Sc from Queen's University of Belfast.

**Please note:** You can find an electronic version of this media release in the Conservation Halton Media Room: [www.conservationhalton.ca/media-room](http://www.conservationhalton.ca/media-room)

*Conservation Halton is the community based environmental agency that protects, restores and manages the natural resources in its watershed. The organization has staff that includes ecologists, land use planners, engineers, foresters and educators, along with a network of volunteers, who are guided by a Board of Directors comprised of municipally elected and appointed citizens. Conservation Halton is recognized for its stewardship of creeks, forests and Niagara Escarpment lands through science based programs and services.*

*The municipal funding received by Conservation Halton is used primarily to fund programs and operations for environmental planning, flood protection and conservation programs. Tax dollars (municipal or provincial) are not used to support recreation programs at CH's Conservation Areas, which includes Glen Eden. Revenue from annual pass sales and other park user fees fund the operations and capital infrastructure needs of all Conservation Areas.*

**Media Contacts:**

Hassaan Basit  
CAO, Conservation Halton  
Telephone: 905-336-1158, Ext. 2270  
E-mail: [hbasit@hrca.on.ca](mailto:hbasit@hrca.on.ca)

John Vice  
Chair, Conservation Halton  
Telephone: 416-315-4541  
E-mail: [jvice@bell.net](mailto:jvice@bell.net)

Grand River Conservation Authority  
 Members Attendance  
 January 1 - December 31, 2016

I.G.# 3

DATE	MEETING	Armstrong	Banbury	Bell	Clarke	Coleman	Corbett	Foxton	Gardhouse	Jowett	Linton	Lorentz	Lunsau	Mitchell	Morison	Neumann	Nowak	Prendergast	Roth	Salisbury	Salter	Shantz	Simons	Stojanovic	Stauch	White	Wicke
1	January 22	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1	February 26	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1	March 24	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1	April 22	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1	May 27	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1	June 24	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1	July 22																										
1	August 26																										
1	September 23																										
1	October 29																										
1	November 25																										
1	December 16																										
12		6	6	4	6		6	6				5	6	4	1	6	5	5	5	5	5	5	6	5	5	5	6

\*Note: Audit and Special Recognition Committees are additional committees for which members volunteer\*

DATE	MEETING	Clarke	Coleman	Jowett	Mitchell	Morison	Prendergast	White
February 17	Audit Committee	1	1		1		1	1
New Committees Appointed - Annual General Meeting - February 27, 2018								
	Special Recognition	Foxton	Jowett	Lunsau	Simons	Salter	Stauch	
May 27, 2016			1	1	1	1		
2016		Clarke	Gardhouse	Jowett	Neumann/Prendergast	Stojanovic	White	
November 27	Audit Committee							

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IG4

## CLERK'S DEPARTMENT

June 28, 2016

The Honourable Kathleen Wynne  
Premier of Ontario  
Legislative Bldg., Room 281  
Queen's Park  
Toronto, ON  
M7A 1A1



Dear Honourable Premier:

### Re: Mandatory Municipal Consent for Future Renewable Energy Projects

This is to confirm that on Monday, June 27, 2016 West Lincoln Township Council adopted the following resolution.

(a) ITEM P74-16

**WHEREAS**, the Independent Electrical System Operator has requested input on the RFP process used to award renewable energy contracts; and,

**WHEREAS**, the government indicated that new contracts would be directed to willing host communities, and

**WHEREAS**, three of the five contracts announced on March 10 did not have municipal support for the project; and,

**WHEREAS**, there is no differentiation in the Green Energy Act to allow for larger setbacks based on the size of the Turbines being allowed for each installation, and

**WHEREAS**, there has been great disregard for the Township of West Lincoln's Natural Heritage System and the Tree Inventory during the installation of the Transmission system of the current project

**NOW THEREFORE**, be it resolved that the Council of the Township of West Lincoln requests:

- That the Municipal Support Resolution become a mandatory requirement in the IESO process;
- That the rules be amended to require that the resolution related to this support must be considered in an open Council meeting held after the community meeting organized by the proponent;
- That full details of the project, including siting of project elements and site consideration reports, are required to be made available at the community meeting and to the Council before the resolution is considered; and,

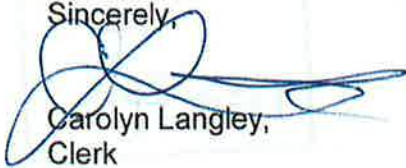
**THAT**, this resolution be forwarded to the Premier, Leaders of the Official Oppositions; Ministers of the Ministry of the Environment, Infrastructure and

Energy, Rural Affairs and Agriculture and Food, Municipal Affairs; Region of Niagara; Niagara Peninsula Energy Inc.; local MP and MPP; the Renewable Energy Approval applicants in West Lincoln and to all municipalities in the Province of Ontario requesting their support.

By copy of this letter, I am advising the appropriate parties of the action taken by Council regarding Mandatory Municipal Consent for Future Renewable Energy Projects.

If you have any questions regarding the above, please do not hesitate to contact the undersigned.

Sincerely,



Carolyn Langley,  
Clerk

cc: Patrick Brown, Leader of the Official Opposition, Progressive Conservative  
Andrea Horwath, Leader-New Democratic Party  
The Honourable Glen R. Murray, Minister of the Environment & Climate Change  
The Honourable Bob Chiarelli, Minister of Infrastructure  
The Honourable Jeff Leal, Minister of Agriculture, Food & Rural Affairs  
The Honourable Glenn Thibeault, Minister of Energy  
The Honourable Bill Mauro, Minister of Municipal Affairs  
Ralph Walton, Office of the Regional Clerk, Niagara Region  
Janie Palmer, Chair, Board of Directors, Niagara Peninsula Energy Inc.  
Michael Weidemann, President FWRN-LP (NRWC)  
Dean Allison, MP  
Tim Hudak, MPP  
IPC/HAF – Rankin Construction, John MacLellan, Operations Manager – Renewable Energy  
Chris Carter, CAO – Township of West Lincoln  
Brian Treble, Director of Planning and Building – Township of West Lincoln



IGS

June 15, 2016

Thomas Webster, Chief Administrative Officer  
Town of East Gwillimbury  
1900 Leslie Street  
Sharon, ON L0G 1V0

I.G.# 5

Dear Mr. Webster,

**Strategic Energy Initiatives: Hydro One**

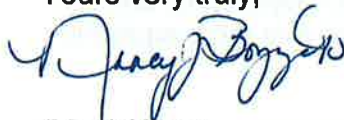
At their regular meeting of June 6<sup>th</sup>, 2016, Council of the Town of Pelham received your correspondence regarding the Town of East Gwillimbury Strategic Energy Initiatives: Hydro One and endorsed the following resolution:

**BE IT RESOLVED THAT Correspondence Item 4.3, being an item of correspondence from the Town of East Gwillimbury regarding Energy Initiatives, Hydro One be received, endorsed and supported;**

**AND THAT the Clerk be directed to forward this resolution to the Premier, the Minister of Finance, the Minister of Energy, the Chair and CEO of Hydro One, the Association of Municipalities of Ontario, and all municipalities served by Hydro One.**

A copy of the original resolution is enclosed for your information. On behalf of Council, thank you for this important correspondence.

Yours very truly,



(Mrs.) Nancy J. Bozzato, *Dipl.M.M., AMCT*  
Town Clerk

Encl  
c.c. Premier Kathleen Wynne  
Ontario Minister of Finance  
Ontario Minister of Energy  
Chair & CEO, Hydro One  
Association of Municipalities of Ontario  
All Municipalities served by Hydro One

/jm

From the Clerk's Department

 **Administrative  
Services**



## ADMINISTRATION REPORT ADMIN2016-02

To: Committee of the Whole Council  
Date: April 5, 2016  
Subject: Strategic Energy Initiatives: Hydro One  
Origin: Legal Services

---

### **RECOMMENDATIONS**

1. THAT Legal Services Report ADMIN2016-02 dated April 5, 2016 regarding Strategic Energy Initiatives be received; and
2. THAT Council adopt the Resolution in Attachment 1 regarding an Equitable and Consistent Approach to Utility Ownership
3. THAT the resolution and this report be sent to the Premier, with copies to the Minister of Finance, the Minister of Energy, the Chair and CEO of Hydro One, the Association of Municipalities of Ontario (AMO), and all municipalities served by Hydro One.

### **PURPOSE**

The report suggests that a resolution be sent to the Province, AMO, Hydro One and those municipalities served by Hydro One, asking that the province give more equitable financial treatment to municipalities served by Hydro One.

### **BACKGROUND**

#### **Funding inequalities between Hydro One and Municipal Electric Utilities**

***There is an apparent financial inequity between those municipalities (and ratepayers) that have, or once had, their own municipal electrical utilities and those municipalities (and ratepayers) that are served by Hydro One.***

The assets of a municipal electrical utility (MEU), the annual dividends sent by a MEU to its municipal owner(s), and the growth in the assets over time, are funded almost entirely by the utility's ratepayers. The dividends and asset growth accrue to the municipalities, but the municipalities put almost none of their own money into the utilities.

The dividends and asset growth paid for by ratepayers in municipalities served by Hydro One go to the province even though the province does not put funds directly into the distribution services of Hydro One.

This creates two classes of municipalities and ratepayers in Ontario – those that benefit directly from the wealth created by electrical utilities, and those that don't. The inequality is not created by geography, or location, or the market. It is a consequence of provincial *policy*.

***The inequity is a consequence of provincial policy***

Under provincial policy, in the early decades of the 20<sup>th</sup> century, Ontario municipalities could choose to set up their own MEU or rely on the province for local distribution of electricity. This approach to electricity distribution appears to be uncommon, and maybe unique, in North America. Much of rural Ontario decided to receive service from the province; though the fact that at one time there were over 300 municipal utilities in Ontario indicates that many smaller municipalities did have their own MEU.

When the province deregulated the electricity system during 1998-2002, it was deliberate in its decision to let those municipalities that had an MEU own the assets through a municipal corporation, even though the assets had been paid for by the ratepayers, not the municipality. As illustrated in Attachment 2, this was part of the quid pro quo for the who-does-what exercise, or provincial downloading/uploading, occurring at that time – if a municipality received electricity assets it could reap the rewards. The converse was that if a municipality did not receive electricity assets, the province reaped the rewards.

On the one hand then, provincial policy was clear that electrical distribution asset wealth could be applied to municipal services. On the other hand, if in times past a municipal council had declined the choice to set up a utility, for whatever reason, the electrical distribution wealth went to the province. In both cases the wealth has been created by the ratepayer, not by the respective government.

The consequence is particularly acute in those formerly rural municipalities that are now urbanizing, such as East Gwillimbury. Examples are included in the more complete analysis in Attachment 2. When Richmond Hill sold its electricity utility in 2004, it had a population of 140,000. It received \$132,000,000. These funds are being put to municipal purposes. When East Gwillimbury reaches a population of 140,000 it will receive \$0 from any utility, because it never had one.

A further consequence is the imbalance in ratepayer contribution toward paying down the stranded debt of the former Ontario Hydro. This is outlined in more detail in Attachment 2.

***It is suggested that the municipalities served by Hydro One should receive a portion of the proceeds from the sale of equity of Hydro One.***

The province has initiated a process to sell some of the equity in Hydro One. Since the value of this equity has been created by ratepayers in those municipalities served by Hydro One, and since as noted above the province has already indicated that electrical distribution asset wealth be applied to municipal services, it is suggested that a portion of the Hydro One sale revenue be returned to the municipalities in the service area that generated the wealth. To this end a resolution is attached for distribution to the provincial government, AMO, Hydro One, and municipalities served by Hydro One.

***It is suggested as well that Hydro One municipalities be permitted to invest in electrical distribution utilities***

If municipalities served by Hydro One are concerned with utility rates and levels of service, or desire the opportunity to benefit from an ownership interest in the electric distribution utility serving their municipality (similar to the manner in which other municipalities benefit from their MEU's), their options are constrained. Options to advocate for efficient and effective services should be explored with other municipalities served by Hydro One. Options could include an equity investment in Hydro One.

However, for equity investment to occur the province must amend its legislation to allow Hydro One municipalities to invest in electricity assets. Any municipality should be permitted to invest in the electric distribution utility which serves their community. The proposed resolution requests that the province enable this.

### **NEED FOR PUBLIC CONSULTATION**

There is no requirement for the Town to seek public consultation. However, any of the initiatives described in this report should be made available to the public for review and comment.

### **FINANCIAL IMPLICATIONS**

There are no financial implications to beginning the dialogue initiated by the resolution attached to this report. The financial implications of a positive response could be significant.

## **ALIGNMENT WITH STRATEGIC PLAN**

The recommendations of this report align with the following Strategic Pillar(s):

- #1 Providing quality, affordable programs and services for a safe, accessible and livable community**
- #2 Building a complete community that provides healthy places to live, work, play and learn**

## **CONCLUSION**

This report has reviewed some of the issues in respect of the inequities in Ontario's current electricity revenue system as it relates to municipalities in the province and suggests two ways to address this inequity:

- 1) through participation in Hydro One dividend revenue and the revenues generated by the sale by the province of equity in Hydro One, and;
- 2) by exploring options of working with other municipalities served by Hydro One to advocate for the efficient and effective delivery of electricity to its customers. Such options to include the investment (debt/equity) in Hydro One.

Each of the above actions will require provincial support and approval to fully implement, and it is recommended that a dialogue be commenced with the province to review and address these matters.

Prepared & Recommended by:

Approved for Submission by:

*Original Signed By*

*Original Signed By*

Don Sinclair  
Town Solicitor, Legal Services

Thomas R. Webster  
Chief Administrative Officer

**ATTACHMENT 1**

**EQUITABLE AND CONSISTENT APPROACH TO UTILITY OWNERSHIP**

**Whereas** electricity is generally available across the province; and

**Whereas** electricity is distributed by a municipal electric utility (MEU) or Hydro One; and

**Whereas** all electric distribution customers across the Province have funded the maintenance, growth and development of the electric distribution system serving them, through their utility rates; and

**Whereas** under deregulation the province determined that the local municipality owned the MEU serving their municipality; and

**Whereas** ownership of an MEU conveyed significant value to the respective municipality and therefore the ratepayers in that municipality; and

**Whereas** only those municipalities served by a MEU benefited financially as the owner; and

**Whereas** those municipalities/ratepayers served by Hydro One have not received the same benefits associated with ownership equivalent to the MEU municipalities; and

**Whereas** all Ontarians benefit from revenues generated from Hydro One, including those with a MEU; and

**Whereas** the approach taken by the province has created a significant financial inequity across municipalities;

**Now therefore be it resolved** that the Province be requested to consult with municipalities served by Hydro One and resolve the inequity; and

Further that provincial legislation be amended to permit municipalities to invest (debt/equity) in the Electric distribution utility serving their municipality; and,

That this Resolution be sent to the Premier, with copies to the Minister of Finance, the Minister of Energy, the Chair and CEO of Hydro One, the Association of Municipalities of Ontario (AMO), and all municipalities served by Hydro One.

## ATTACHMENT 2

### Inequities in the Distribution of Wealth Created by Electricity Distribution in Ontario

#### BACKGROUND

The province established a provincial Hydro electric system in 1906 that provided generally for generation and transmission of electricity by the province and distribution of that electricity to residents and businesses through hydro utilities in local municipalities.

In rural areas local distribution was largely provided by the province through Ontario Hydro (at that time named the Hydro Electric Power Commission) rather than the local municipality, though there were many small municipalities within the rural areas that did establish their own utilities.

Over 90 years later, through 1998 - 2002, the province introduced deregulation that required municipalities that had hydro utilities to convert the municipal utilities to corporations. The municipality was deemed to be the sole shareholder of that corporation and consequently the owner of the assets of the electrical utility.

When the province began to restructure the electricity system in 1998 there were over 300 municipal electrical utilities (MEU's) across Ontario.

***All electric distribution customers in Ontario funded the maintenance, growth and development of their respective electric distribution utility through their electricity rates.***

Notwithstanding MEU's were funded through their distribution rates, the province determined during the deregulation exercise that MEU's were owned by the local municipality. Consequently after deregulation, municipalities with an MEU were able to receive significant annual dividend revenue or sell their MEU and its assets. This decision conveyed a significant value and financial benefit to those municipalities with a MEU and the ratepayers within these municipalities.

***East Gwillimbury is the only municipality in York Region that has not had its own electricity utility***

When the Regional Municipality of York was created out of the former York County in 1971, eight of the nine constituent municipalities had their own electricity distribution utility. East Gwillimbury was the only municipality in York Region that did not have its own utility. East Gwillimbury, like a number of municipalities across Ontario, was served by Ontario Hydro (now Hydro One).

Since East Gwillimbury is served by Hydro One it has never received annual dividend revenue from the utility that provided its electricity, nor will East Gwillimbury benefit from the sale of the utility assets, even though those assets were funded by the electric distribution rates paid by customers in East Gwillimbury.

## **ISSUES**

***Hydro deregulation created two classes of citizens in Ontario when it comes to the sharing of net revenue from the distribution of electricity or the sale of equity or distribution assets.***

One class of Ontario residents and businesses benefitted financially when the province determined that MEU's would be owned by the local municipality which they serve. In turn revenue from electricity distribution assets could flow to the municipality to provide municipal services. This class of persons consists of those who reside or own property in municipalities that own, or did own and then sold, their own municipal electrical utility.

The other class of Ontario residents and businesses consists of those served by Hydro One. Although their electric distribution rates also funded the utility providing electricity - Hydro One - deregulation did not assign similar ownership or benefit to them or the municipality within which they resided. Consequently those residents do not receive revenue from electricity distribution assets to direct towards municipal services.

### **Issue 1: Inequitable and Inconsistent Approach to Electric Distribution Utility Ownership**

During the 1998-2002 restructuring of the electricity system the government of the day made a *policy* decision that those municipalities that had an MEU could actually own that MEU. Municipal electrical utilities certainly were operating and managing local distribution, but it is apparent that actual ownership hadn't been clear.

Hansard records the Minister saying in the legislature (the Hon Jim Wilson, Minister of Energy, Science and Technology):

"Our legislation gave municipalities the tools they requested. The act clarified that municipalities own their electricity utilities. Local councils are the shareholders."

And a commentator on energy policy in Ontario, lawyer Robert Warren, has noted:

"The reason municipalities own these corporations is that [former Ontario Premier Mike Harris] said we are going to download costs and in



compensation we will give you a cash cow, which will generate a return for you each year.”

This is absolutely not the case for those municipalities like East Gwillimbury served by Hydro One. East Gwillimbury and other municipalities served by Hydro One were left out of that equation and had no access to any such cash cow. There was no equity or offsetting compensation provided to municipalities served by Hydro One. As a result the process can be described as biased and unfair against municipalities served by Hydro One.

If the government of the day rationalized that the ratepayers in a municipality could own the electrical distribution assets in that municipality (in part presumably because their distribution rates over the years had paid for those assets), should not the same rationale be applied to the ratepayers in the municipalities served by Hydro One, whose rates have enabled Hydro One to construct and own the assets that have been built over the years? Similar to MEU's throughout the province, Hydro One's ratepayers should have access, through their municipalities, to the net revenue and the value of the assets of Hydro One.

## **Issue 2: Inequitable and Inconsistent Sharing of Revenue from Operations and or from the Sale of Equity and/or Assets**

Those municipalities that have retained their MEU's, or have sold their MEU's, have been able to direct annual dividends, or proceeds from sale of the utility, to municipal services for their residents and businesses and to off-set provincial downloading.

The annual dividends of Hydro One go the province. They are not returned to the municipalities/ratepayers being served by that utility.

Ironically under the current system those municipalities served by their own MEU benefit from the assets they funded and the revenue that is generated and they also indirectly benefit from the revenue generated by Hydro One through receipt of provincial services, yet they haven't contributed to the funding of the Hydro One assets that generated the revenue.

### ***The financial benefit to non-Hydro One municipalities can be significant***

The following are two examples of the financial benefit resulting from the province deciding that the local municipality owned the MEU serving their municipality;

1. When the Town of Aurora sold its electricity utility in 2006, it had a population of 38,000. It received \$32,000,000. Attachment 2A shows how Aurora directed these funds.

2. When the Town of Richmond Hill sold its electricity utility in 2004, it had a population of 140,000. It received \$132,000,000. Attachment 2B shows how Richmond Hill initially directed these funds.

When East Gwillimbury reaches the respective population levels noted above, it will have no such revenue or asset base whatsoever, and therefore no opportunity to direct such revenue to directly benefit its residents and taxpayers.

### **Issue 3: Unequal burden of paying down the stranded debt of Ontario Hydro**

The net income (minus interest) of Hydro One is directed to the Ontario Electricity Financial Corporation towards retiring the debt and other liabilities of the former Ontario Hydro. The net income from MEU's is retained within the respective municipal ownership.

The debt is largely a result of construction of nuclear generation facilities that serve **all** persons and businesses in Ontario, whether through Hydro One or a local MEU.

An MEU ratepayer receives his/her dividend in municipal services. A Hydro One ratepayer, though, does not receive such a dividend. That "dividend" goes toward paying down a debt that was created to serve all Ontarians. And to the extent that the Hydro One ratepayers have contributed towards paying down the Ontario Hydro debt, the burden is lessened on the MEU ratepayers.

### **Issue 4: Transfer of Wealth from the Hydro One Service Area to Areas Served by Other Municipal Electrical Utilities**

The wealth created through the service and growth of Hydro One is not generally urban (other than Brampton Hydro). It is substantially generated and created in rural Ontario.

The announced intention of the province is to use a portion of that wealth - \$9,000,000,000 - to pay down provincial debt and to construct urban transit and infrastructure. This is in part a transfer of wealth created and based in rural Ontario to public services based in urban Ontario.

The intent to improve transit, to relieve congestion, facilitate movement, improve persons lives, improve competitiveness, and so on, is unassailable. To source the funds from a pool of wealth while ignoring the ratepayers who have created that wealth seems unfair. The rural source of the wealth and income is not acknowledged or respected.

### **Creating Equity in the Ownership of Electric Distribution Utilities**

***Unlike municipalities that now own their utility, municipalities served by Hydro One have little ability to impact the efficient and effective delivery of electricity services within their municipality.***

If municipalities served by Hydro One are concerned with utility rates and levels of service, or desire the opportunity to benefit from an ownership interest in the electric distribution utility serving their municipality (similar to the manner in which other municipalities benefit from their MEU's), their options are constrained. Options to advocate for efficient and effective services should be explored with other municipalities served by Hydro One. Options could include an equity investment in Hydro One.

However, for equity investment to occur the province must amend its legislation to allow Hydro One municipalities to invest in electricity assets. Any municipality should be permitted to invest in the electric distribution utility which serves their community.

As a first step meetings should be coordinated with the various stakeholders including AMO, other municipalities served by Hydro One and the province. The objective of these meetings would be to gain support and develop an action plan for moving forward.

**ATTACHMENT 2A**

**Aurora**

**Reserve funds established by Town of Aurora from sale of Aurora Hydro Connections Limited\***

By-law 5439-12      The Aurora Hydro Sale Investment Reserve Fund

...

S.1 That the Fund be established with a balance of \$31,699,391.67 which represents ninety percent (90%) of the net proceeds of the concluded sale of the Town's interest in Aurora Hydro Connections Limited.

...

S. 6 That the principle of the fund may be allocated or expended for any purpose as determined, at the sole discretion of Council, to be in the best interests of the Town ...

By-law 5440-12      To Establish the Council Discretionary Reserve Fund

S.1 That the Fund be established with a balance of \$3,522,155.00 which represents ten percent (10%) of the net proceeds in the concluded sale of the Town's interest in Aurora Hydro Connections Limited.

...

S.3 That the principle of the fund may be allocated or expended for any purpose as determined, at the sole discretion of Council, to be in the best interest of the Town ...

\*Note: although the sale occurred in 2006, these by-laws were adopted in 2012. Therefore the figures in the by-laws differ from the 2006 sale proceed because of accrual of interest.

## **ATTACHMENT 2B**

### **Richmond Hill**

Reserve Funds established with revenue from sale of Richmond Hill Hydro

- **Capital Asset Continuity Reserve Fund (\$55 million)** will provide funding for repair and replacement of infrastructure ensuring existing capital facilities and structure are in full service and in safe operating condition
- 
- **Community Enhancement and Economic Vitality Reserve Fund (\$40 million)** for capital projects within Richmond Hill that enhance the quality of life and/or enrich the economic vitality of the community
- 
- **Transportation Network Repair and Replacement Reserve Fund (\$25 million)** will finance maintenance repair and replacement ensuring peak performance of the Town's road system network
- 
- **Water Quality Protection Reserve Fund (\$15 million)** will fund projects that protect downstream water quality and drinking water. As well, projects that rehabilitate environmental storm water systems, those that protect the Town from flooding and erosion, and those that protect downstream water courses and natural habitat will also be funded from this Reserve
- 
- **Ecological Legacy Reserve Fund (\$6 million)** will fund community based projects for the purposes of furthering ecological initiatives within the community
- 
- **Strategic Rapid Transit Reserve Fund (\$5 million)** will fund future projects that improve transportation systems in or to the Town of Richmond Hill and which are multi-jurisdictional in nature such as partnering the municipality with other levels of government and/or public/private partnerships

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**Karen Landry**

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**From:** Karen Landry  
**Sent:** Tuesday, June 28, 2016 11:18 AM  
**To:** Michelle Cassar; Karen From; Betty Coburn  
**Cc:** Linda Dickson; Joe Carbone (joec@wellington.ca); Steve Goode  
**Subject:** FW: Canada Post Addressing Initiative - Township of Puslinch

fyi



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**From:** PATERSON, Andrew Wilson [<mailto:Andrew.Paterson@canadapost.postescanada.ca>]  
**Sent:** Thursday, June 23, 2016 2:01 PM  
**To:** Dennis Lever - Wellington  
**Subject:** Canada Post Addressing Initiative - Township of Puslinch

Good afternoon Mayor Lever,

Thank you for speaking with me earlier this week regarding Canada Post's Rural Addressing Initiative for Rural Routes based in our Guelph Depot.

To confirm what we discussed, Canada Post is updating and improving our delivery and address systems across Canada. This is necessary to accommodate the growth of communities served by Canada Post and to better serve our customers' increasing demand for internet shopping and parcel delivery. Many of these changes should also assist those who use the internet to search for addresses, register for services, or request travel and distance directions.

Canada Post has identified approximately 1,425 addresses within the Township of Puslinch that use a Guelph Postal Code and use Guelph as their municipal identifier. For the reasons listed above, we plan to provide these addresses with a code specific to the Township of Puslinch and to change their municipal identifier to Puslinch, or Township of Puslinch. Affected addresses are within current Postal Codes N1H 6J3 and N1H 6H8.

Since speaking with you, I've been informed that the project for this area will begin sooner than the October date I suggested. We hope to have customers begin using their new address on August 15, 2016. From that date, customers will have one full year to notify the people and business they correspond with of the change. Canada Post will provide affected customers with one year free mail forwarding and change of address service.

We will soon be notifying our customers by mail of this change. There will be a series of letters advising them that change is coming, informing them of their new mailing address and when to begin using their new mailing address.

We are happy to work with the municipality on any concerns you might have. Please don't hesitate to contact me if you have any questions.

Regards,

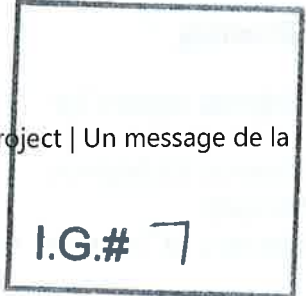
*Andy Paterson*  
Manager, Government Relations/Municipal Engagement  
Canada Post

IG

**Karen Landry**

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**From:** MTCS Correspondence (MTCS) <MtrMcIco@ontario.ca>  
**Sent:** Wednesday, July 06, 2016 4:40 PM  
**To:** MTCS Correspondence (MTCS)  
**Subject:** A Message from Minister Eleanor McMahon – Ontario150 Project | Un message de la ministre Eleanor McMahon – Le projet Ontario150



July 6, 2016

In a little less than 12 months, our country will come together in celebration, as we mark the 150<sup>th</sup> anniversary of Confederation. I am excited to announce that, as part of my new role as Minister of Culture, Tourism and Sport, I will also be the Minister responsible for the Ontario150 program.

Today, I am excited to share part of the province's plan to honour this milestone and recognize 150 years of Ontario as a province within Canada.

The *Ontario150* program is a series of events and initiatives that will stretch to every corner of our province, showcasing Ontario's innovative spirit, our culture and our community diversity.

In addition to a number of signature events planned across the province, municipalities, community organizations and Indigenous groups will be able to access funding programs designed to bring people together, while laying the groundwork for a strong economic, social and cultural legacy for Ontario's next 150 years.

There are three application-based *Ontario150* grant programs. They include:

- The **Community Capital Program** — a \$25 million fund to renovate, repair and retrofit existing community and cultural infrastructure to increase access, improve safety and maximize community use (application period opens July 18 and closes September 14, 2016);
- The **Partnership Program** — a \$5 million program to support new partnerships and collaborations that engage, enable and empower youth as the next generation of Ontario leaders (application period opens July 6 and closes September 30, 2016);
- And the **Community Celebration Program** — a \$7 million fund to help communities celebrate this historic year (application period opens July 6 and closes September 2, 2016).

To learn more about the programs and how to apply, visit [ontario.ca/150](http://ontario.ca/150). I encourage you to share this information with organizations in your community.

*Ontario150* is an opportunity to show the pride we share as Ontarians, to tell our story to the country and to the world, and help shape our province's future.

Sincerely,

*Original signed by*

Eleanor McMahon  
Minister  
Ministry of Tourism, Culture and Sport

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Le 6 juillet 2016

Dans un peu moins de 12 mois, notre pays célébrera le 150<sup>e</sup> anniversaire de la Confédération. Je suis heureuse de vous annoncer que dans le cadre de mes nouvelles fonctions de ministre du Tourisme, de la Culture et du Sport, j'assumerai également la responsabilité du projet Ontario150.

Aujourd'hui, c'est avec plaisir que je vous fais part d'une partie des projets de notre gouvernement pour marquer les 150 ans de l'Ontario comme province du Canada.

Le projet Ontario150 englobe un vaste éventail d'événements et d'initiatives qui se dérouleront aux quatre coins de la province et qui auront pour but de mettre en valeur l'esprit innovateur, l'ouverture culturelle et la diversité communautaire de l'Ontario.

Outre quelques activités phares prévues à travers la province, les municipalités, les organismes communautaires et les groupes autochtones pourront participer à des programmes de financement conçus pour attirer les foules tout en jetant les bases d'un solide legs économique, social et culturel pour les prochaines 150 années en Ontario.

Il existe trois programmes de subventions pour financer des initiatives dans le cadre du projet Ontario150, pour lesquels il faut déposer une demande :

- Le **programme Immobilisations communautaires** — fonds d'un budget de 25 millions de dollars pour rénover, réparer et remettre à neuf des infrastructures communautaires et culturelles existantes, dans le but d'améliorer l'accès, de renforcer la sécurité et de maximiser l'utilisation communautaire (période de soumission des demandes : 18 juillet - 14 septembre 2016);
- Le **programme Partenariats** — programme d'un budget de 5 millions de dollars pour soutenir de nouveaux partenariats et collaborations visant à former les jeunes à leur rôle de leaders de la prochaine génération (période de soumission des demandes : 6 juillet – 30 septembre 2016);



The *Ontario150 Community Capital Program* is administered by the Ontario Trillium Foundation (OTF). Communities and community organizations that own or operate facilities that offer public programs or services are encouraged to apply. The registration and application window opens July 18, 2016 with submissions due by September 14, 2016, so start preparing today.

**GRANT AMOUNT:** From \$5,000 to \$500,000

**TERM:** Up to 1 year. All projects to be completed by march 31, 2018

**More Ontario150 Opportunities**

Ontario150 funding programs are also available to support communities in hosting activities or events to celebrate or commemorate the 150th or partnering on new initiatives to engage and empower youth. Learn more at **Grants Ontario**

(<http://www.grants.gov.on.ca/GrantsPortal/en/OntarioGrants/GrantsHome/index.htm>).

<p><b>Learn more about Ontario150:</b></p>	<p><b><u>How to apply</u></b> <a href="/node/809586">(/node/809586)</a></p>	<p><b><u>Info Sessions</u></b> <a href="/node/809587">(/node/809587)</a></p>	<p><b><u>Resources</u></b> <a href="/node/809588">(/node/809588)</a></p>	<p><b><u>FAQs</u></b> <a href="/node/809589">(/node/809589)</a></p>
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Ontario150 Community Capital Program

## ONTARIO150 COMMUNITY CAPITAL PROGRAM

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### **Celebrate! Participate! Innovate!**

2017 marks the 150th anniversary of Canada and the Province of Ontario. This milestone in Ontario's history provides a unique opportunity to strengthen our communities and celebrate the people, places and events that make Ontario a global leader in diversity, creativity, innovation, accessibility and inclusion.

The Government of Ontario is proud to support communities across the province in leveraging the 150th anniversary to achieve community priorities.

### **Ontario150 Community Capital Program**

The *Ontario150 Community Capital Program* provides one-time funding in 2016/17 to support the repair, renovation or retrofit of existing community facilities – the public places and spaces where Ontarians come together to celebrate, create, play, explore, learn and support one another.

Whether it's a multicultural centre, soccer pitch or community theatre, these cherished and well-used neighbourhood facilities have played a pivotal role in Ontario's growth and development. Ontario150 will help ensure they continue to serve community needs well into the future.

- Le **programme Célébrations communautaires** — fonds d'un budget de 7 millions de dollars pour aider les collectivités à célébrer cette année historique (période de soumission des demandes : 6 juillet – 2 septembre 2016).

Pour en savoir plus sur les programmes et comment déposer une demande de subvention, visitez [ontario.ca/150e](http://ontario.ca/150e). Je vous encourage à diffuser ces renseignements auprès des organismes de votre collectivité.

Le projet Ontario150 est l'occasion de témoigner de notre fierté d'Ontariens et d'Ontariennes, de raconter notre histoire au reste du pays et au monde entier, et de contribuer à forger l'avenir de notre province.

Meilleures salutations.

*Original signé par :*

La ministre  
Eleanor McMahon  
Ministère du Tourisme, de la Culture et du Sport

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**ieso**

Connecting Today.  
Powering Tomorrow.

Independent Electricity System Operator

1600-120 Adelaide Street West  
Toronto, ON M5H 1T1  
t 416.967.7474

[www.ieso.ca](http://www.ieso.ca)

May 26, 2016

Karen Landry  
CAO/Clerk  
Township of Puslinch  
7404 Wellington Road 34  
R. R. # 3  
Guelph, ON N1H 6H9

RECEIVED  
JUN 13 2016  
Township of Puslinch

Dear Karen Landry,

I am pleased to provide you with a copy of the Independent Electricity System Operator's (IESO) 2015 Annual Report, *Powering a Connected World*.

This report explores some of the forces that are reshaping Ontario's electricity landscape, including growth in distributed energy resources, challenges associated with cybersecurity, the role of emerging technologies, and increasing participation of consumers.

The IESO works to ensure the province continues to benefit from a sustainable and reliable electricity system. We will continue working with stakeholders on long-term priorities such as enabling conservation and energy efficiency, planning Ontario's power system, and evolving the province's wholesale electricity market.

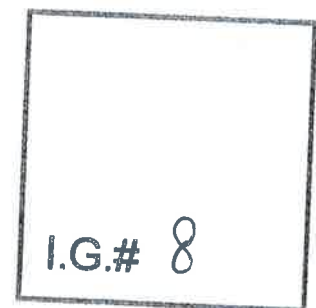
As part of our outreach program, an IESO representative would be pleased to make an informative presentation at one of your meetings or events and answer your questions about Ontario's power system. Topics would include the role of consumers, energy conservation, regional electricity planning, and system reliability.

Engaging with stakeholders, sector partners, businesses and communities affected by our decisions has always been – and will continue to be – of paramount importance. I encourage you to become involved in the process so that, together, we can power what's next.

The report is available online at [www.ieso.ca/annualreport](http://www.ieso.ca/annualreport), and more printed reports can be requested from [communications@ieso.ca](mailto:communications@ieso.ca). I welcome your presentation requests, questions and comments at [terry.young@ieso.ca](mailto:terry.young@ieso.ca).

Yours truly,

Terry Young  
Vice President, Conservation and Corporate Relations





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

Phone: 519.621.2761 Toll free: 866.900.4722 Fax: 519.621.4844 Online: [www.grandriver.ca](http://www.grandriver.ca)

June 22, 2016

Karen Landry, CAO/Clerk  
Township Of Puslinch  
7404 Wellington Road 34, RR 3  
Guelph On, N1H 6H9



RECEIVED

JUN 29 2016

Township of Puslinch

Dear Ms. Landry and members of Council,

I am writing on behalf of the partners of the Grand River Watershed Water Management Plan to present the *2015 Annual Report on Actions* to you and your council.

The goals of the Water Management Plan are to:

- reduce flood damage potential,
- ensure sustainable water supplies for communities, economies and ecosystem;
- improve water quality to improve river health and reduce the river's impact on Lake Erie; and
- to increase resiliency to deal with climate change

The Water Management Plan was endorsed in 2014 by 16 Plan Partners. It is a joint, voluntary action plan that identifies what needs to be done and what all the partners agree they will do.

The Plan was developed in a collaborative process focused on finding the "best value solutions" – the most effective and efficient ways to achieve the goals. The Plan aligns the existing projects and programs of the partners so they can work together to improve the management of water issues.

Most of the Actions are things the Plan partners are already doing, or plan to do. Other Actions are best practices, which partners can implement voluntarily to address water issues.

Enclosed, please find copies of the *2015 Report on Actions*, which provides an overview of the Actions completed in 2015. It can also be downloaded from our website at [www.grandriver.ca](http://www.grandriver.ca).

Please feel free to distribute these documents to the members of council and senior staff.

We would be happy to appear before council to provide additional information and to answer questions. To make arrangements please contact Sandra Cooke, Chair Water Managers Working Group, at [scooke@grandriver.ca](mailto:scooke@grandriver.ca) or 519-621-2763, Ext. 2224.

Yours truly,

A handwritten signature in cursive script that reads "Joe Farwell".

Joe Farwell, P.Eng.  
Chief Administrative Officer  
Grand River Conservation Authority

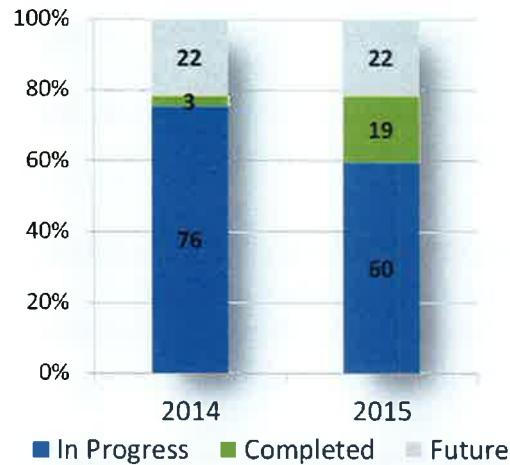
RECEIVED

JUN 29 2016

Township of Puslinch

## Highlights

**Progress of Plan Implementation:** of the 163 actions listed in the plan, most are in progress or already completed.



**“The collective impact from the actions completed by Plan Partners and highlighted in this progress report moves us toward achieving the Plan’s goals and a more resilient watershed.”**

Joe Farwell,

Chief Administrative Officer,  
Grand River Conservation Authority

The annual progress report is prepared by the **Water Managers Working Group.**

## 2015 Report on Actions

**Water managers continue to meet quarterly.** The meetings not only offer a forum to share progress, but also to discuss some of the challenges and barriers to implementation and identify solutions.

**Integrating municipal land use and watershed water management.** A joint meeting between Water Managers and Policy Planners discussed ‘Places to Grow’ and the Province’s Coordinated Landuse Planning Review.

**There is a commitment to practical asset management in the watershed:**

**Plans are in place** to prioritize infrastructure investments. Upgrades are underway at wastewater plants that will improve water quality. Dam safety studies ensure that water management infrastructure will work when needed. Water efficiency plans help municipalities achieve demand management targets.

**Taking care** of our assets will ensure long-term sustainability. Regular maintenance of stormwater ponds will ensure that these assets continue to perform. Investing in operator skills and knowledge through wastewater optimization will yield improved effluent quality, economically.

**Building resilience for adapting to climate change continues.** The Rural Water Quality Program completed 453 projects; urban streams were naturalized; and 5500 future water managers were engaged at local groundwater festivals!

**Sharing knowledge is critical for water management.** Maintaining the shared knowledge and understanding of water management across all partner agencies in the watershed is challenging as members move into different positions or retire. Succession planning is critical to ensure long-term success.

# Grand River Water Management Plan Goals

1. Reduce flood damage potential;
2. Ensure sustainable water supplies for communities, economies and ecosystems;
3. Improve water quality to improve river health and reduce the river's impact on Lake Erie;
4. Increase resiliency to deal with climate change

## Plan Partners

- Brant County
- City of Brantford
- City of Cambridge
- Township of Centre Wellington
- Environment and Climate Change Canada
- Grand River Conservation Authority
- City of Guelph
- Haldimand County
- City of Kitchener
- Ministry of Agriculture, Food and Rural Affairs
- Ministry of Environment and Climate Change
- Ministry of Natural Resources and Forestry
- Oxford County
- Region of Waterloo
- Six Nations of the Grand River
- City of Waterloo

## Introduction

During the development of the Water Management Plan (WMP), Water Managers noted that actions started when the discussion started. Consequently, many of the actions in the Plan are well underway. The plan was finalized and endorsed in 2014, and 2015 marks the first full year of Plan implementation.

Even though the endorsement marked a significant milestone, Plan partners remain diligent and continue to meet, report on progress and share their experiences. Much like the water cycle, water management is ongoing and continuously needs to be monitored and adjusted to ensure best practices are achieving the desired result.

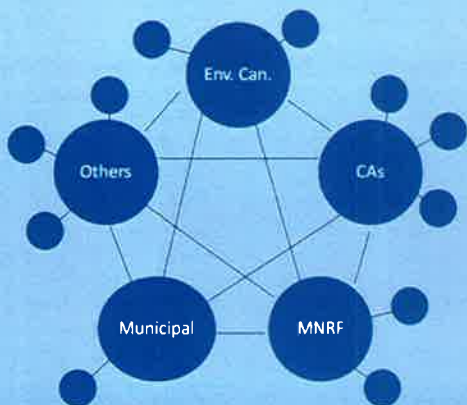
Pressures in the watershed continue: urban development in Brantford/Brant will require careful stormwater management and subwatershed planning in sensitive areas; Centre Wellington started multi-year studies to address the Province's 'Places to Grow' requirements; and the feasibility of five new wastewater treatment plants was investigated in smaller watershed communities to accommodate proposed developments. The capacity of the river system to receive additional wastewater, especially in the headwater regions, remains unanswered.

*"2015 saw the most building permits issued in Centre Wellington"*  
*J. Kerr, Township of Centre Wellington*

A long-standing challenge was resolved. The Ontario Municipal Board appeal of the Region of Waterloo's Official Plan was settled. The countryside line was set - a line that represents the long-term boundary between future urban areas and the countryside. The protected countryside will safeguard critical regional groundwater recharge areas, conserve valuable farmland and manage future urban development.



**Grand River Conservation Authority (GRCA)**, through support from **Environment and Climate Change Canada (ECCC)**, the **Ministry of Environment and Climate Change (MOECC)** and the **Ministry of Natural Resources and Forestry (MNRF)**, continues to provide opportunities to bring Plan Partners together.



**ECCC** and **GRCA** collaborated on their **Networks of Networks** project to pilot climate data sharing to improve response to severe weather events – an adaptation to a changing climate.

## Working together

Maintaining engagement of all partners will continue to be challenging. Water managers are pulled in multiple directions; they manage complex systems or processes for their agency within time and fiscal restraints. They plan and act within their own mandate yet try to keep sight of the watershed perspective.

**GRCA** hosted four water managers meetings; a water demand management workshop; a phosphorus monitoring and research meeting; a Whiteman's Creek water budget workshop; a wastewater optimization workshop; monitoring optimization meetings; and stormwater managers meetings.

Research provides valuable information and insight into water management challenges. The cities of **Waterloo, Kitchener, and Cambridge** and the **Region of Waterloo** sponsored researchers from the *Interdisciplinary Centre for Climate Change* at the **University of Waterloo** to develop climate change projections for the region that will inform water management planning. This work will also benefit the greater watershed.

**GRCA** hosted the **Geological Survey of Canada** and brought together groundwater experts to discuss data and model management needs.

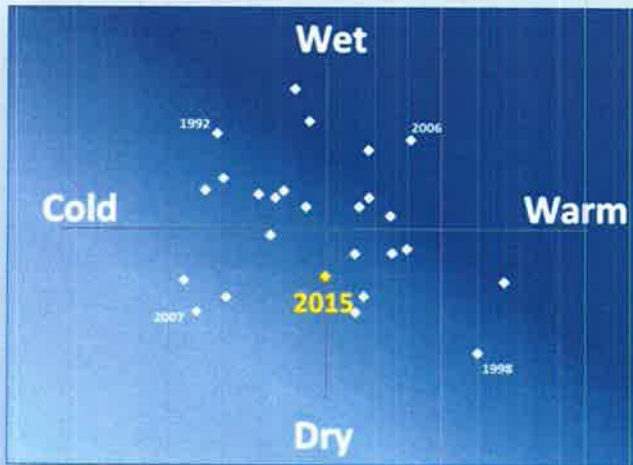
**Haldimand County** shared their knowledge and lessons learned to enhance wastewater treatment plant performance with **Wellington North**.

**GRCA, Oxford County, Centre Wellington, Brant County, Norfolk County and the Region of Waterloo** are taking active roles in MOECC's pilot test of Performance Based Training for Wastewater Optimization.

2015 was the final year in a multi-year research study sponsored by the **Canadian Water Network**. Researchers from the **Universities of Waterloo, Wilfrid Laurier, Guelph and Western** teamed up to study cumulative effects in the watershed. Researchers presented a synthesis report to Water Managers.

Plan Partners met to discuss monitoring activities and look for efficiencies. Open and accessible data is a future goal for all partners.





An annual summary of long-term precipitation and temperatures at the Shand Dam suggests that the temperatures were average and conditions were a bit dry.



Research provides valuable insight into river health. Here, graduate students are collecting fish in the Grand River for their studies.

## Watershed Conditions

**2015 was a year of weather extremes:** February was the coldest month on record; December was the warmest month. Dealing with extremes in climate requires adaptation and mitigation plans. **Kitchener, Waterloo and the Region of Waterloo** have included adaptation plans into their strategic planning.

Warm spring days and cool nights allowed for a gradual warm up and a slow release of water from the snowpack. It also allowed ice to break up slowly. This avoided any major flooding and made it relatively easy to fill the reservoirs.

The summer months had lower than normal precipitation however, **all low-flow targets were met** in the regulated river reaches. This weather triggered **low water response** in the Eramosa, lower Nith, Whiteman's and McKenzie Creeks due to low river flows. Low precipitation was also reflected in the shallow groundwater on the Norfolk Sand Plain with lower than average levels.

Over the course of 2015, there were a number of watershed statements made to ensure timely communication of watershed conditions.



Dissolved oxygen levels were above the objective during the summer. Levels showed the largest variations in May likely due to the dry conditions and warm temperatures. Research and water quality monitoring results from the Grand River through Blair suggest that conditions are improving because of significant wastewater treatment plant upgrades being done by the **Region of Waterloo**.

## Asset Management

Assets, whether municipal infrastructure or natural watershed features, are the building blocks of our communities and our watershed. Managing assets requires careful planning (see *Plans in place*) and care (see *Taking care*) to continue to build resilient communities, economies and ecosystems (see *Building resilience*).



Number of permits reviewed by GRCA to reduce flood damage potential and protect important hydrologic functions

309

permits were reviewed to ensure that future flood damages are reduced

415

permits were reviewed near wetlands to ensure water stays in place and not cause flooding downstream

## Plans in Place

Plans and studies help to identify priorities to reduce risk and benchmark progress. The following highlights some of the many plans being undertaken to manage assets to ensure water supplies, improve water quality, reduce flood damages, and build resilience to deal with a changing climate.

The **GRCA** owns and operates seven multi-purpose water management dams estimated to be worth over 1 Billion dollars. **GRCA** initiated a dam safety assessment for the Laurel Creek dam in **Waterloo** and continued dike safety projects in **Brantford**, **Cambridge** and **Kitchener**.

Extreme rainfall events require improved floodplain mapping in high-risk areas, such as Special Policy Areas. The cities of **Cambridge** and **Waterloo** are working with **GRCA** to update their Special Policy Area's in Groff Mill Creek and Laurel Creek using more advanced mapping tools and high resolution mapping data.

**City of Kitchener** completed a floodplain modelling study for a portion of Schneider's Creek. **MNRF** and **GRCA** are working together to pilot various floodplain-mapping techniques to be used in future floodplain projects. **GRCA** is investigating funding opportunities through **Natural Resources Canada** and **Public Safety Canada** as part of their Natural Disasters Mitigation Program which funds floodplain mapping.

Soil is a critical asset for farmers. **OMAFRA** provided support to **GRCA** for further development of high-resolution mapping data in 10 priority catchments in the upper Nith and Conestogo River basins. These maps help to identify important areas to reduce erosion and supports outreach efforts for enhanced soil erosion control.

The **Region of Waterloo's** central Grand River, Speed and Nith river monitoring program is ongoing; the program supports information on the health of the river system and provides valuable data to track progress of infrastructure investments.

**Subwatershed plans** promote the integration of land use and water management planning. Plans help prioritize actions needed to develop sustainably. In the Grand River watershed, there are 25 subwatershed plans completed or underway, covering about a quarter of the watershed.

Stormwater management facilities are important municipal assets that hold onto water, reduce downstream flooding and improve water quality. Stormwater pond on Homer Watson Blvd, Kitchener.



Subwatershed studies characterize the natural assets that provide important services such as groundwater recharge or areas that hold onto water (e.g. wetlands). **GRCA, Region of Waterloo and City of Kitchener** continue to monitor and characterize seven catchment areas for subwatershed planning. **City of Waterloo** completed the North Waterloo Subwatershed Study.

**City of Kitchener** in partnership with **GRCA, Region of Waterloo** and the **Township of North Dumfries** drafted a State of the Watershed Report for Upper Blair Creek. The report establishes pre-development conditions and targets for future water quality and flow requirements and makes recommendations for updated system-wide and during-development monitoring.

**Region of Waterloo** in partnership with **GRCA, Township of Woolwich** and **City of Cambridge** started to develop an East Side Lands Master Environmental Servicing Plan (Stage 2).

**GRCA** began characterization of Fairchild's and Mackenzie creek subwatersheds in the **Brant, Brantford, Haldimand and Six Nations of the Grand River** area to assist with identifying important watershed assets and information gaps.

**City of Waterloo** completed a Stormwater Facility Inventory and Condition Assessment Study. Results identified short and long-term maintenance priorities including facility repairs, sediment removal and preventative maintenance.

**City of Guelph** completed a stormwater management funding study to determine best approaches for managing their stormwater assets. **Kitchener and Waterloo** continue to implement their stormwater utilities.

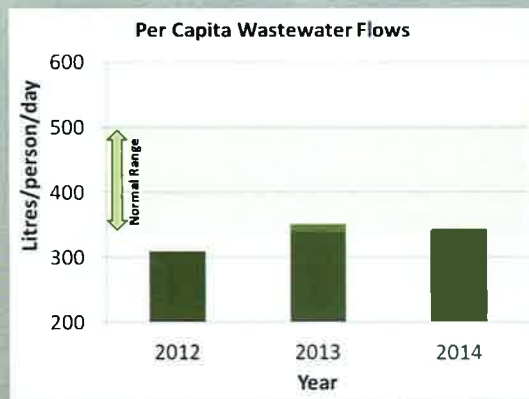
The **Region of Waterloo** kicked off two master planning processes: an update to the Wastewater Master Plan focusing on updating population estimates, predicting river water quality and determining next steps for wastewater infrastructure needs and priorities; and the Biosolids Strategy to develop a long-term management plan for the Region's biosolids.

**City of Waterloo** completed a sanitary sewer master plan, and upgraded two pumping stations. Upgrades included features to minimize the risk of spills.

The **GRCA** maintains a 500 m section of dike and channel on the Conestogo River in the **Township of Mapleton**. The removal of course sediments reduces nuisance flooding.



Wastewater flows from 28 plants average 335 litres, per person, per day, well below the typical range of 350-500. The standard of wastewater treatment in the watershed is good and is improving through a commitment to plant optimization and upgrades.



## Taking Care

Preventative maintenance strategies and attentive operation of critical municipal and watershed assets help prolong their life and ensure they are functioning properly. Effective operations and maintenance of assets can ensure future water supplies, improve water quality, reduce flood damages and build resilience.

The **GRCA** completed gate inspections on the Woolwich Dam near Elmira and installed new gate gain heaters at Shand Dam near Fergus to keep them in proper working order. This is an adaptation measure for improved dam operations during the winter, an expected need as a result of a changing climate.

**GRCA** and the **City of Brantford** worked together to completed repairs on the dike system to continue to protect residents of low-lying areas in West Brant, Eagle Place and Holmedale.

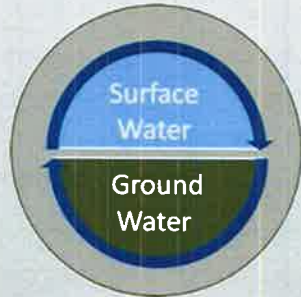
**Wastewater Managers** released the second annual report on wastewater treatment plant performance and hosted two workshops for the operators and managers at 11 municipalities that own and operate plants in the watershed. Staff from Six Nations, Mississaugas of the New Credit and the MOECC Safe Drinking Water Branch also participated.

**MOECC** initiated a Performance-based Training pilot project with several watershed wastewater treatment plant operators and administrators participating.

**Southgate** (Dundalk) and **Wellington North** (Arthur) completed comprehensive performance evaluations of their plants with follow up plans developed to improve plant performance.

The **Watershed-Wide Optimization Program** promotes improved wastewater treatment across the watershed by encouraging the adoption of the Composite Correction Program. This approach invests in building skills in operators to improve plant performance.

Characterizing groundwater-surface water interactions is vital to managing water resources in the Grand River watershed



The maintenance of stormwater assets is critical to ensuring proper working order.



**Kitchener** cleaned out 5000 metric tonnes of sediment from stormwater ponds.

**Kitchener, Guelph, Waterloo** and **MOECC** started a pilot to investigate the beneficial re-use of stormwater sediments.

**GRCA, OMNRF, OMAFRA, MOECC** and **Brant** and **Oxford** counties are collaborating on the development of a fully integrated groundwater-surface water model for Whiteman's Creek as part of a Tier III water budget study for drinking water source protection planning.

The Grand River Tier III Water Budget tools have the potential to inform the permit to take water process. **MOECC** continues to work on improving and streamlining the process, particularly agricultural permits and **GRCA** is committed to maintaining the tool for decision-making.

**MOECC** hosted a spring information session on the permit to take water program for farmers in **Brant, Haldimand** and **Norfolk** counties. This assisted farmers to understand the permit process and the required paperwork. This will lead to improved compliance and better reporting of water use.

**Region of Waterloo** has ongoing investigations to secure future water supplies in Cambridge and North Waterloo while new groundwater wells were investigated in **Southgate** (Dundalk), **Brant** (St. George) and **Hamilton** (Lynden).

The **City of Guelph** and the **Region of Waterloo** continue to reduce water demand. Both municipalities started on updates to their Water Efficiency Plans. The **Region of Waterloo** started a restaurant water efficiency certification program to reduce demands in this sector

A **Water Efficiency Plan** is part of a municipal Water Supply Master Plan that outlines the community-accepted water conservation strategy for efficient use of water supplies.

The **City of Guelph** and the **Region of Waterloo** have an ongoing joint study on alternative options and performance improvement of water softeners to help reduce chlorides in wastewater.

> **1,160,000**

**kilograms of phosphorus**

has been kept on the land  
since 1998 by implementing rural best  
management practices

Naturalization of Filsigner Creek in the **City of Kitchener** will build resilience to reduce local flooding and improve water quality.



## Building Resilience

Building resilience includes increasing the knowledge and abilities of water managers. It also includes rehabilitating or restoring the necessary watershed infrastructure to ensure our natural systems can cope with development pressures and an increasingly variable climate. The following Plan actions contribute to building watershed resilience.

On behalf of the counties of **Brant, Wellington, Haldimand, and Oxford**, the cities of **Brantford** and **Guelph** and **Region of Waterloo**, the **GRCA** supports private landowners in the completion of 453 projects on rural lands to keep 4200 kg of phosphorus on the land and to ensure that agricultural lands are more resilient. The Federal Habitat Stewardship Program provided additional funds.

Increasingly more stormwater managers are using natural design principles to build resilience in urban streams to improve water quality, and reduce flooding.

The **City of Kitchener** completed 1.8 km of stream naturalization in tributaries of Schneider Creek. Concrete channels were removed; a winding creek with riffles and pools built; and the stream was reconnected with its floodplain. This work will reduce sediment loads to Victoria Park Lake.

The **City of Waterloo** invested in the enhancement of the natural character of the area to improve water quality and restore habitat in Forwell Creek. A more naturalized creek corridor will result and improve stormwater management in the areas. In addition, they have started an assessment of Clair Creek to improve channel designs to improve water quality, stream stability and enhance aquatic and terrestrial habitats.

**City of Cambridge** has approved developer plans to restore Middle Creek in the Hunt Club subdivision and take an on-line pond off-line, and construct a new channel using natural channel design methods.

**Fisheries Management Plan Committee** invested in making deeper pools in the river to provide more fish habitat. Grand River near Inverhaugh



New mapping tools will help engage farmers to reduce soil loss by adopting erosion control practices in problem areas.



The **Grand River Fisheries Management Committee**, chaired by **MNRF** and **GRCA** continues to work on improving the river system for fish habitat and water quality. The Grand River, near Carroll Creek, was improved by deepening pools, narrowing the channel and placing large boulders for fish cover.

**GRCA** restored over 40 hectares of erodible farmland to forests and over a hectare of seasonal wetlands were created to keep water on the landscape, and reduce erosion near the Conestogo Reservoir.

**City of Brantford** started a public consultation process on re-visioning Mohawk Lake, an historic canal system built in the 1800s for navigation, but now primarily receives stormwater from the city.

**OMAFRA's** Great Lakes Agricultural Stewardship Initiative provided funding to increase **GRCA's** capacity to engage landowners on stewardship issues. Funding from the Canada-Ontario Agreement on the Great Lakes provided support for soil erosion workshops held in Linwood, Kohler, and Alma.

**OMAFRA** funding also supported the **GRCA** to complete the update of the surface hydrology-mapping layer using a 3D mapping technology. This surface hydrology also contributes to the creation of Digital Elevation Models used for floodplain mapping, identification of nonpoint source nutrient areas and improved subwatershed delineation.

**OMAFRA** supported **GRCA** to map erosion-prone areas in the upper Nith and Conestogo basins.

**GRCA**, in partnership with the **Region of Waterloo, Guelph, Wellington, Brant, Brantford**, and **Haldimand** host annual Children's Water Festivals. Through hands on learning, more than 5500 students were engaged in learning about the value of our water resources. This builds the capacity of future water managers!

**Region of Waterloo** continues with their Curb the Salt program to reduce salt application on streets, parking lots and sidewalks. This will help to reduce chloride levels in local groundwater.

## Slow and Steady...

Although many of the Plan's actions are underway, a few are to start in the short term. In an adaptive management framework, water managers review progress and adjust plans as necessary for continuous improvement.



Major upgrades at the Waterloo Wastewater Treatment plant are expected in 2016/17.

Chloride levels in groundwater and in streams remains a concern. Programs like 'Curb the Salt' or 'Smart about Salt' continue in the watershed to reduce chloride at the source.

Salt impacts our water.  
**CURB THE  
SALT**  
We all have a role to play.

## Actions for 2016-17

- Canada, through **Environment and Climate Change Canada**, and the United States to establish phosphorus reduction targets for the eastern basin of Lake Erie.
- The **Region of Waterloo** will finish the major treatment upgrades at the Waterloo wastewater treatment plant; upgrades to the digestion process at the Preston plant; SCADA upgrades at the Hespeler plant; and an upgrade to the treatment process at the Foxboro plant
- Master Servicing Plan is expected to be complete for the **County of Brant**, Paris settlement area
- **City of Guelph** anticipates the completion of a pilot plant to treat concentrated wastewater
- Environmental assessments to consider wastewater servicing and treatment are expected to be completed for the communities of **Wellington North** (Arthur), **Township of Mapleton** (Drayton), **Oxford** (Drumbo and Princeton) and **Brant County** (St. George)
- **City of Kitchener** anticipates completion of the updated Stormwater Master Plan
- **City of Brantford** plans to launch a stormwater flow-monitoring program and subwatershed master plan studies.
- **GRCA** will work with the **City of Waterloo** to update base mapping, hydrology and hydraulic modelling for Laurel Creek
- **City of Waterloo** to develop a stormwater master plan beginning in 2016 with completion anticipated in 2017; an Environmental Assessment will start on Silver Lake and Laurel Creek rehabilitation through Waterloo Park in 2017



## Real-time river management:

The seven major reservoirs in the watershed are operated to reduce flooding and to ensure there is enough water in the river system to dilute treated wastewater effluent during dry periods. A review of reservoir operations is scheduled for 2018-19 to ensure reliability, especially as the climate continues to change.



**In the future...** are wastewater treatment plants going to be needed as water resource recovery plants?

## Actions for 2018-19

- The **Region of Waterloo** expects to complete major treatment upgrades at the Kitchener wastewater treatment plant; upgrades at the Galt plant are to begin, including improvements to the tertiary treatment process
- **Centre Wellington** to complete their Water Supply Master Plan
- **GRCA** will review the reservoir operating policy and work with the MOECC to review low flows for wastewater planning
- **City of Waterloo** will implement the rehabilitation plan for Silver Lake and Laurel Creek that runs through Waterloo Park.
- **Water managers** will sponsor cost-benefit analysis for evaluating point vs nonpoint source controls for future water quality improvements
- **GRCA** will facilitate the completion of a water resources conditions report on behalf of Plan Partners by 2019 to gauge progress toward achieving the goals of the Plan.
- The **Implementation Committee** will review the Water Management Plan in 2019 & if necessary, initiate a process to update the Plan

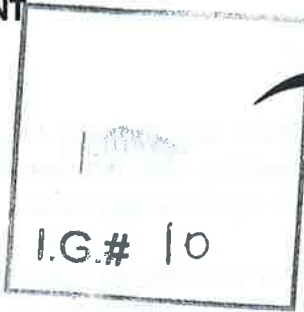
## 2020 and beyond

- **County of Brant** will carry out studies with plans to upgrade the Paris and St. George wastewater treatment plants
- **Water Managers** will investigate producer-municipal partnerships jointly manage nutrients and organic wastes for energy production

File: 23T-03501

18

June 21, 2016



**COURTESY NOTICE OF:**

**APPLICATION REQUESTING THE EXTENSION OF  
DRAFT PLAN APPROVAL**

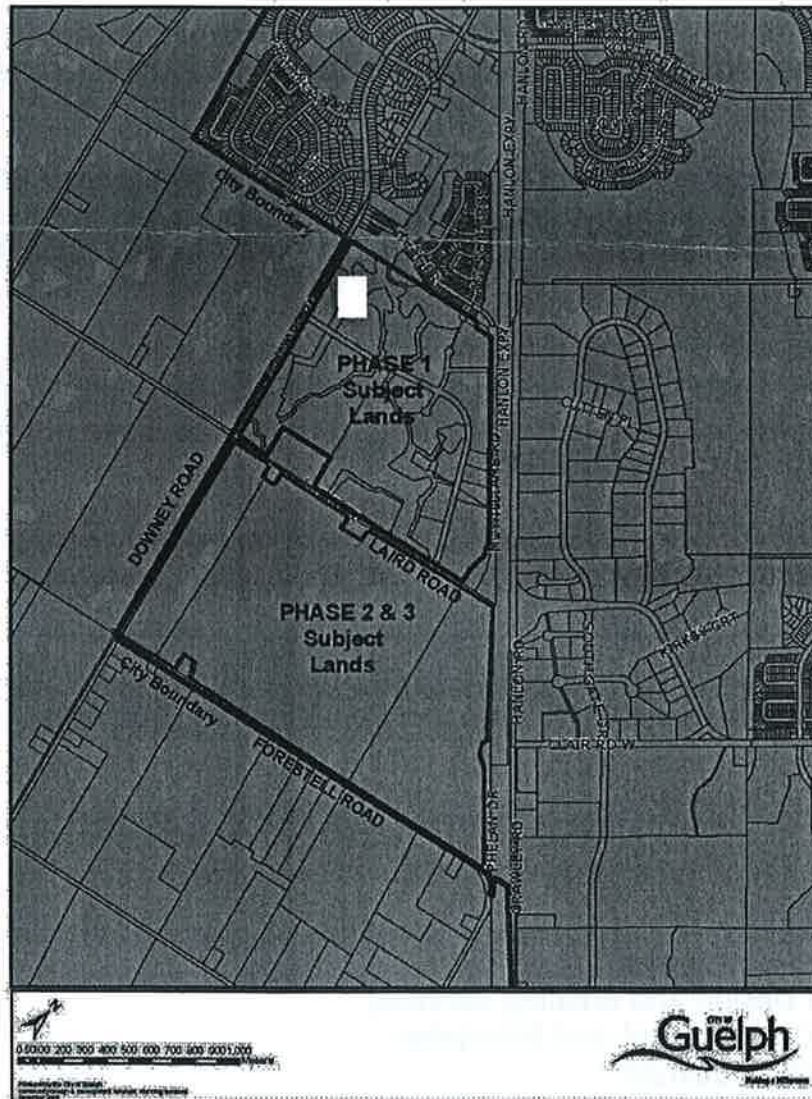
**RE: HANLON CREEK BUSINESS PARK  
23T-03501**

RECEIVED

JUN 27 2016

**LOCATION MAP**

Township of Puslinch



CLERK'S DEPARTMENT	
TO	
Copy	
Please Handle	
For Your Information	
Council Agenda	
File	<i>Guelph 16</i>

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## **BACKGROUND**

The Hanlon Creek Business Park subdivision lands are bounded to the north by residential uses, to the east by the Hanlon Expressway, to the south by Forestell Road and to the west by Downey Road.

Applications were submitted for an Official Plan Amendment, a Zoning By-law Amendment and a Draft Plan of Subdivision to create a corporate business park in 2002. The applications were considered by Guelph City Council on January 31, 2005 and approved subject to conditions. The planning documents were appealed to the Ontario Municipal Board (OMB) by various parties and subsequent to a Hearing process, the subdivision was approved by the OMB on November 8, 2006 for a period of 5 years. In July of 2011, the City received an application by the owners requesting a five (5) year extension to the Draft Plan Approval. On October 3, 2011, Council approved an extension subject to the original draft plan conditions approved by the OMB in the Decision/Order No. 3143, issued on November 8, 2006 for an additional 5 years with a lapsing date of November 8, 2016.

Phase 1 of the Hanlon Creek Business Park was registered on April 27, 2011 as Plan 61M-169. Phase 2 was registered on January 20, 2012 as Plan 61M-176.

The owners are working toward the registration of the final phase (Phase 3) of the subdivision. The registration of this final phase is market driven and dependent upon the absorption of lands in Phases 1 and 2, therefore the owners are requesting a 5 year extension to the November 8, 2016 lapsing date.

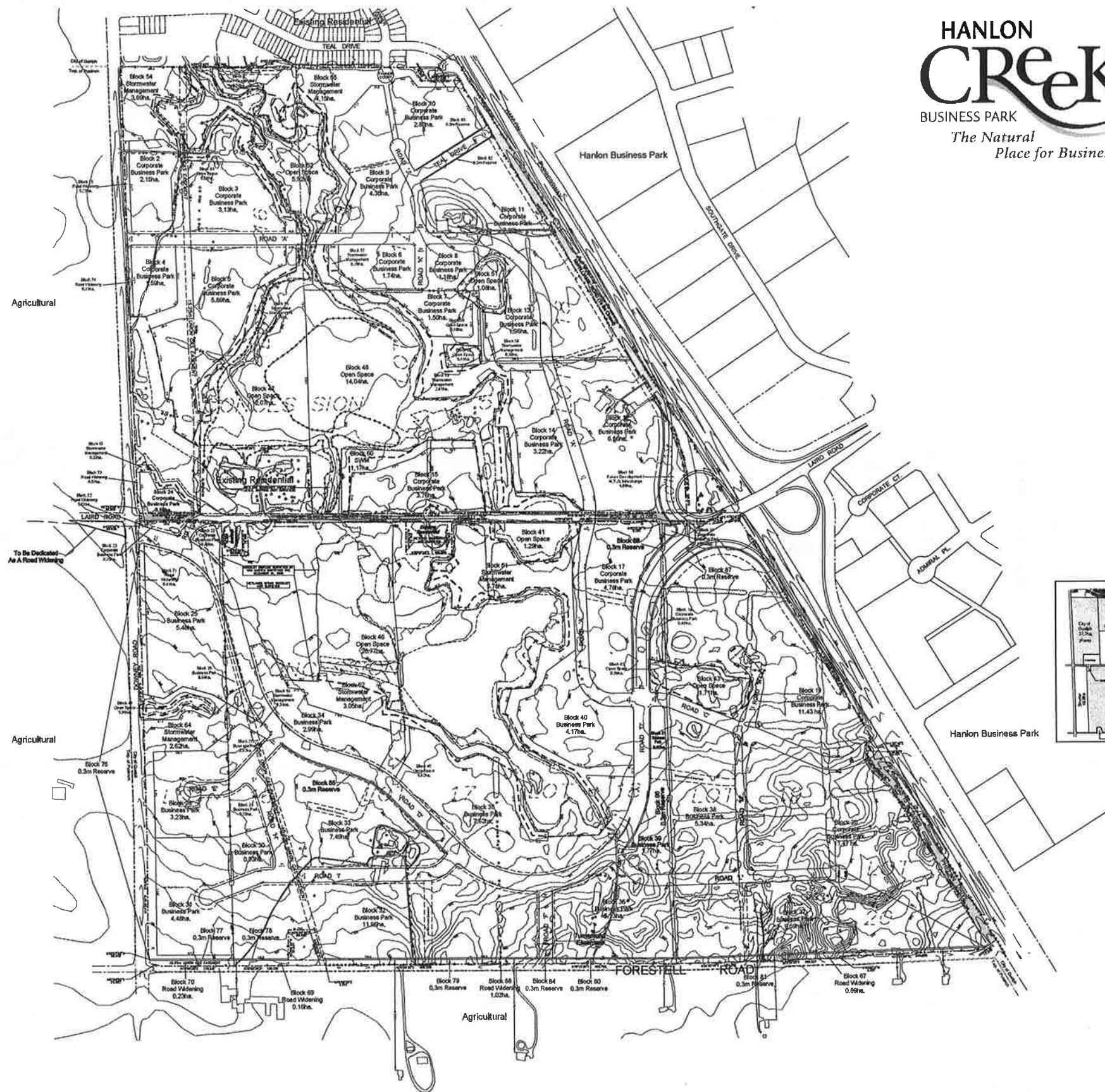
In the event the draft plan approval is not extended beyond November 8, 2016, the subdivision will lapse and the owners will have no planning approvals in place for the subdivision.

Section 51 (33) of the *Planning Act* allows a municipality to grant an extension to draft plan approval for a period of time acceptable to the municipality.

This is a notice related to the extension of Draft Plan Approval for Subdivision 23T-03501. The approved Draft Plan and Conditions of Draft Plan Approval are attached.

If you have any comments, please provide them by July 22, 2016 to:

Lindsay Sulatycki  
Senior Development Planner  
Planning, Urban Design and Building Services  
Infrastructure, Development and Enterprise  
[lindsay.sulatycki@guelph.ca](mailto:lindsay.sulatycki@guelph.ca)



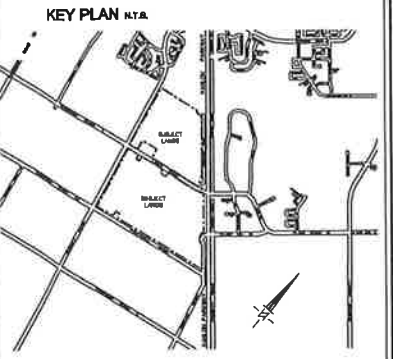
**HANLON CREEK**  
BUSINESS PARK  
*The Natural Place for Business*

**ASTRID J. CLOS**  
PLANNING CONSULTANTS

Phone: (416) 833-7888 (BUS PLAN)  
Fax: (416) 833-8888  
Cell: (416) 898-7328 (BUS PLAN)  
Email: ajc@ajcplanning.com  
Web: www.ajcplanning.ca  
425 WOOLWICH STREET, SUITE 201  
GUELPH, ONTARIO N1W 2E8

**DRAFT PLAN OF SUBDIVISION  
HANLON CREEK BUSINESS PARK  
23T-03501**

DATE: MAY 15, 2005      SCALE: 1:5000  
PROJECT NO.: 1008      DRAWN BY: G.J.S.



**LEGAL DESCRIPTION**  
Part of Lots 16, 17, 18, 19, & 20, Concession 4,  
and Part of Lots 16, 17, 18, & 19, Concession 5,  
(Former Geographic Township of Puslinch)  
City of Guelph

**NOTES:**  
1) CONCEPT PLAN ORIGINALLY PREPARED BY JOHN G. ROBERTS & ASSOCIATES INC.,  
BIRMINGHAM, ONTARIO, PLAN DATED APRIL 15, 2002.  
2) TOPOGRAPHIC MAPPING PROVIDED BY AERTRONIC MAP TECHNOLOGY.  
3) PREVIOUS DRAFT PLAN PREPARED BY GJP

**LAND USE SCHEDULE**

DESCRIPTION	LOT/BLK NO.	AREA (HA.)
FUTURE RESIDENTIAL	1	0.09
CORPORATE BUSINESS PARK	2-34	78.84
BUSINESS PARK	28-40	78.31
OPEN SPACE	41-43	88.53
STORMWATER MANAGEMENT	44-45	26.67
FUTURE DEVELOPMENT / M.T.O. INTERCHANGE	46	0.08
ROAD WIDENING	67-75	2.86
O.S. RESERVE	76-88	0.09
ROADS		27.19
<b>TOTAL</b>		<b>271.64</b>

**ADDITIONAL INFORMATION**  
(UNDER SECTION 81(17) OF THE PLANNING ACT)  
INFORMATION REQUIRED BY CLAUSES 6.1.1(a) & 6.1.1(b) AS SHOWN ON DRAFT PLAN.  
1) Final Plan  
2) Survey Data  
3) Full Municipal Services

**OWNER'S CERTIFICATE**

I AUTHORIZE ASTRID J. CLOS, PLANNING CONSULTANTS, TO PREPARE AND SUBMIT THIS DRAFT PLAN OF SUBDIVISION TO THE CITY OF GUELPH.

*[Signature]*      FEBRUARY 15, 2004      DATE  
Land Owner

*[Signature]*      FEBRUARY 15, 2004      DATE  
Sole Agent

*[Signature]*      DECEMBER 6, 2002      DATE  
PLACIDO STRACCHOTTO, President  
STRACCHOTTO BROTHERS HOLDINGS LIMITED  
Land Owner

*[Signature]*      DECEMBER 6, 2002      DATE  
SERGIO STRACCHOTTO, Secretary  
STRACCHOTTO BROTHERS HOLDINGS LIMITED  
Land Owner

*[Signature]*      DECEMBER 6, 2002      DATE  
TRAVIS REID, REALTORS REALTY INC. (TRAVIS REID)  
Land Owner

*[Signature]*      NOVEMBER 22, 2002      DATE  
STANFORD FRIESTER, BUYER  
Land Owner

**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE CORRECTLY SHOWN.

*[Signature]*      DECEMBER 4, 2004      DATE  
JEFF BLISSMAN, C.L.S.  
Van Herten Surveying Inc.

**REVISION DATES**

January 27, 2004	
June 17, 2004	
September 23, 2004	
November 8, 2004	
January 8, 2005	



**HANLON CREEK BUSINESS PARK**  
**CONDITIONS OF DRAFT PLAN APPROVAL**  
**OMB APPROVAL IN PRINCIPLE JUNE 6, 2006**

#	Condition
1	That this approval applies only to the draft plan of subdivision dated May 15, 2006, prepared by Astrid J. Clos Planning Consultants (Project No. 0581).
<b><u>Conditions to be met prior to rezoning of specific Blocks</u></b>	
2	Prior to the development of Blocks 7, 12, 14, 15, 16, 19, 20, 22, 23, 25, 28, 31, 37, 38, the developers shall enter into a <b>Site Servicing Agreement and Subdivision Agreement and a Cost Sharing or Front-ending Agreement</b> with the City to the satisfaction of the City—in order to ensure that all benefiting lands to the draft plan are serviced with full municipal services and all associated costs are paid to the City, as calculated by the City and to the satisfaction of the City, prior to the development of these Blocks in the plan. (Planning)
<b><u>Conditions to be met prior to grading and site alteration (and entered into subdivision agreement prior to registration)</u></b>	
3	That the Developer complete a <b>tree inventory and conservation plan</b> , satisfactory to the City Engineer in accordance with City of Guelph Bylaw (1986)-12229 prior to any grading or construction on the site. Unless recommended for removal, due to health, condition and/or hazard potential by a Certified arborist, in good standing with the International Society of Arboriculture, the three existing maple trees located in proximity to the Crawley heritage house on Block 33, as well as the lilac shrubs surrounding the farm house will be preserved as part of the tree conservation plan immediately to the north of Forestell Road, comprise approximately 19 trees. The single hop hornbeam tree ( <i>Ostrya virginiana</i> ) will be preserved with a tree protection zone that will extend one metre past the drip-line of the tree. To the extent that the approved tree inventory and conservation plan provides for the removal of any of the remaining trees other than the hop hornbeam tree, replacement trees shall be planted at appropriate locations. (Engineering).
4	That the Developer agrees to <b>stabilize all disturbed soil</b> within 90 days of being disturbed, control all noxious weeds and keep ground cover to a maximum height of 150 mm (6 inches) until the release of the subdivision agreement on the block/lot so disturbed.(Engineering)
5	That the Developer agrees to prepare a <b>construction traffic access and control plan</b> for all phases of servicing and building construction to the satisfaction of the City Engineer. Any costs related to the implementation of such a plan shall be borne by the Developer. Any repair of damage or maintenance required to surrounding streets as a result of such traffic shall be at the Developers cost. Also, the use of Teal Drive and Downey Road shall be specifically excluded in the approved construction traffic access and control plan. (Engineering).

6	That the Developer agrees that no work, including, but not limited to <b>tree cutting, grading or filling</b> , will occur on the lands until such time as the Developer has obtained written permission from the City Engineer or has entered into a Subdivision Agreement with the City. (Engineering)
7	That prior to any grading or construction on the site, the Developer enters into an <b>Engineering Services Agreement</b> with the City, to be registered on title, satisfactory to the City Solicitor, which includes all requirements, financial and otherwise, to the satisfaction of the City of Guelph. (Engineering)
8	That the Developer prepare an overall <b>site drainage and grading plan</b> , satisfactory to the City Engineer, for the entire subdivision, prior to any grading or construction on the site. Such a plan will be used as the basis for a detailed lot grading plan to be submitted prior to the issuance of any building permit within the subdivision. (Engineering)
9	That the Developer constructs, installs and maintains <b>erosion and sediment control</b> facilities, satisfactory to the City Engineer, prior to any grading or construction on the subdivision lands in accordance with a plan that has been submitted to and approved by the City Engineer. (Engineering)
10	That the Developer shall provide a qualified <b>environmental inspector</b> , satisfactory to the Director of Planning and Development Services, to inspect the site during all phases of development and construction including grading, servicing and building construction. The environmental inspector shall monitor and inspect the erosion and sediment control measures and procedures, compliance with the Environmental Impact Study and the Environmental Implementation Report on a weekly or more frequent basis if required. The environmental inspector shall report on their findings to the City on a monthly or more frequent basis. (Planning & Engineering)
11	That the Developer shall submit a <b>Storm Water Management Report and Plan</b> to the satisfaction of the City Engineer which shows how storm water will be controlled and conveyed to the receiving water body. The report and plan shall address the issue of water quantity and quality in accordance with recognized best management practices, Provincial Guidelines and the Storm Water Management Design Report for the Hanlon Creek Watershed. Maintenance and operational requirements for any control and/or conveyance facilities must be described in a format to be made available to the City of Guelph's Operations Public Works Division. (Engineering)
12	That the Developer shall prepare an <b>Environmental Implementation Report (EIR)</b> based on terms of reference approved by the City and Grand River Conservation Authority (GRCA). The EIR shall confirm the recharge targets to be met and the developers' responsibilities to demonstrate how the recharge targets will be met through the site plan approval process. Such a report will include a monitoring program to assess the performance of the storm water management facilities and to

	<p>assess seasonal trends in water levels in the core wetland through monitoring of water levels in the wetland. The monitoring program for stormwater facilities will include temperature and stream flow monitoring of Tributary A between Laird and Road A. Modeling of summer stream temperatures on a continuous-in-time model basis shall be undertaken to demonstrate that SWM Ponds 4 and 5, have no significant negative impact on coldwater habitats in Tributary A from temperature increases, to the satisfaction of GRCA. The following factors are to be considered in the modeling: (1) magnitude of temperature difference, (2) duration of discharge, and (3) characteristics of fish species. The EIR shall establish post-development recharge infiltration rate targets that set target infiltration rates on a block-by-block basis through a block-by-block groundwater infiltration reassessment taking into account the spatial distribution of infiltration with special attention to the effects of depressional topography. The Developer shall implement all recommendations of the EIR and establish an appropriate monitoring period to satisfaction of the City and GRCA. Further, the Developer shall address all items and recommendations expressed in the Hydrogeological Report, the Environmental Advisory Committee comments including the detailed comments from the City's former Environmental Planner and the Guelph Field Naturalists comments, and include consideration of the Hanlon Creek State of the Watershed Study, to the satisfaction of the City and the GRCA, prior to the registration of the plan.</p>
13	<p>That any <b>domestic wells located within the lands be properly abandoned</b> in accordance with current Ministry of the Environment Regulations and Guidelines to the satisfaction of the City Engineer. Any <b>boreholes</b> drilled for hydrogeological or geotechnical investigations must also be properly abandoned. (Engineering)</p>
14	<p>That the developer shall carry out an <b>archaeological assessment</b> of the subject property and mitigate, through preservation or resource removal, adverse impacts to any significant archaeological resources found. No demolition, grading or any soil disturbances shall take place on the subject property, prior to the issuance of a letter from the Ministry of Citizenship, Culture and Recreation to the City indicating that all archaeological assessment and/or mitigation activities undertaken have met licensing and resource conservation requirements. (Planning)</p>
15	<p>Prior to any development or grading of the site, the developer shall submit to the City, a report indicating how regular <b>dust suppression</b> will be accomplished during the construction phase of the subdivision.</p>
16	<p>That the developer construct <b>minimum 2 metre high landscaped berms abutting Blocks 2, 3, 9, 10, 31, 32, 36 and 37</b> to the satisfaction of the Director of Planning and Development Services, prior to the registration of any phase of the development including the blocks abutting the berm.</p>

<b>Conditions to be met prior to execution of subdivision agreement</b>	
17	That the Developer is responsible for the <b>total cost of the design and construction</b> of all municipal services required to service the lands including sidewalks, boulevards and curbs within and external to the limits of the plan of subdivision including roadworks, and sanitary, storm and water facilities unless otherwise funded under the provisions of a legal and binding agreement with another party. The distance and alignment of such services will be determined by the City of Guelph. In addition, the Developer will be required to pay the cost of the design, construction and removal of any works of a temporary nature including temporary cul-de-sacs, sewers, stormwater management facilities, watermains and emergency accesses. (Engineering)
18	That the Developer pay a share of the cost of all <b>existing municipal services</b> within and abutting the proposed subdivision, as determined by the City Engineer. (Engineering)
19	That the Developer pays the cost of supplying and erecting <b>street name and traffic control signs and traffic signals</b> in the subdivision, to the satisfaction of the City. (Engineering)
20	That the Developer pays to the City the cost of installing <b>bus stop pads</b> at locations to be determined by Guelph Transit. (Engineering)
21	The Developer shall have <b>engineering servicing drawings and final reports</b> prepared for the approval of the City Engineer. These drawings must reflect the recommendations of all approved reports and studies prepared in support of this application. Such recommendations will be implemented at the cost of the Developer. (Engineering)
22	That the Developer shall submit a <b>Geotechnical Report</b> to the satisfaction of the City Engineer which describes the potential impacts of groundwater and provides recommendations for pavement design and pipe bedding (Engineering).
23	That the Developer shall submit a <b>Traffic Impact Study</b> to the satisfaction of the City Engineer addressing vehicular site access, the potential impact of the development on the existing road network, and the design of traffic calming measures within existing and proposed roads (Engineering).
24	That the Developer agrees to provide three second order, second level <b>Geodetic Benchmarks</b> in locations within the proposed subdivision to the satisfaction of the City Engineer. (Engineering)
25	That the Developer shall submit a <b>Monitoring Plan</b> to the satisfaction of the City Engineer for the existing sanitary sewer on Downey Road that will determine actual



	flows in this sewer as each phase of development is completed. At such time as actual flows reach a critical amount, as determined by the City Engineer, the Developer agrees to reconstruct the Downey Road sewer to provide additional capacity for subsequent phases of development. (Engineering)
26	That the Developer agrees that <b>Street 'F' will not be constructed to connect to Forestell Road</b> unless it is required to service future development south of Forestell Road This condition however, will not prevent Street 'F' from being partially constructed to allow local road access to Blocks 32 and 36. (Engineering)
27	That the developer makes arrangements, satisfactory to the City Engineer, concerning the <b>scheduling of the development and the developers payment of cost for services</b> for the subdivision. (Engineering)
28	That the developer pays to the City the flat rate charge established by the City per metre of road frontage, to be applied to <b>tree planting</b> within the proposed subdivision. (Planning)
29	That the developer shall be responsible for the design and development of the entire <b>Pedestrian Open Space Trail System</b> in-lieu of Parkland Dedication for the entire development, in accordance with the City of Guelph By-law (1989)-13410, as amended by By-law (1990)-13545, or any successor thereof, prior to the issuance of any building permits and to the satisfaction of the Director of Community Services. The developer's financial contribution toward this trail construction shall not exceed the cash-in-lieu of parkland dedication as required by the Planning Act. (Community Services)
30	Prior to the release of building permits, the developer shall <b>demarcate the boundary of all SWM Blocks and Open Space Blocks</b> , in accordance with the City of "Guelph Property Demarcation Policy". This shall include submitting drawings for approval, identifying the living fence and/or chain link fence, to the satisfaction of the Director of Community Services and the City Engineer. The developer shall be responsible for the cost of design and development of the living fence and/or chain link fence for the SWM and Open Space Blocks. (Community Services)
<b><u>Conditions to be met prior to registration of the plan</u></b>	
31	That prior to the registration of the plan, or any part thereof, the approval of the City must be obtained with respect to the availability of <b>adequate water supply and sewage treatment capacity and capacity within the Downey Road sanitary sewer</b> . (Engineering)
32	The Developer agrees that, in the event that development of the property is to be phased, a <b>phasing plan</b> must be submitted prior to final approval and registration of

	the first phase. The phasing plan shall indicate the sequence of development, the land areas in hectares, the number of lots and blocks in each phase, the proposed use of each block, the specific lots to be developed, site access to each phase, grading and the construction of public services, all to the satisfaction of the City of Guelph. (Planning and Engineering)
33	That the Developer acknowledges that the suitability of the land for the proposed uses is the responsibility of the landowner. The owner of any lands to be conveyed to the City of Guelph shall retain a properly qualified consultant to prepare a <b>Phase 1 Environmental Site Assessment</b> (and any other subsequent phases required), to assess any real property to be conveyed to the City to ensure that such property is free of contamination. If contamination is found, the consultant will determine its nature and the requirements for its removal and disposal at the landowner's expense. Prior to the registration of the plan, the consultant shall certify that all properties to be conveyed to the City are free of contamination. (Legal)
34	That prior to final approval of the plan, the Developer enters into a <b>Subdivision Agreement</b> , to be registered on title, satisfactory to the City Solicitor, which includes all requirements, financial and otherwise to the satisfaction of the City of Guelph. (Legal)
35	That the following warning clause shall be included in the subdivision agreement which will be registered on title with the proviso that the portion of the subdivision agreement containing the warning clause shall not be released or removed from title as long as the realigned Laird Road provides access to the Hanlon Expressway (Highway 6) for the aggregate resources in the mineral aggregate resource area located to the west of the Hanlon Creek Business Park in the Township of Puslinch:  "When completed, realigned Laird Road (Road D) will be used as a Permissive Truck Route which includes the haulage of mineral aggregate from licensed pit operations located in the Township of Puslinch to Highway 6 (Hanlon Expressway). In addition, a mineral aggregate resource area is identified in the County of Wellington Official Plan to the west of the Hanlon Creek Business Park located in the Township of Puslinch."
36	That the Traffic By-law of the City of Guelph be amended to include the realigned Laird Road (Road D) from Downey Road to the Highway 6 (Hanlon Expressway) as a Permissive Truck Route.
37	That the Developer <b>deeds</b> to the City all lands, or provides an <b>easement</b> over any lands required for Storm Water Management facilities. (Legal)
38	That all <b>easements, blocks, reserves</b> and <b>rights-of-way</b> required within or adjacent to the proposed subdivision be granted free and clear of encumbrance to the satisfaction of the City of Guelph, Guelph Hydro Electric Systems Inc. and other Guelph utilities. (Legal)

39	That the Developer shall pay any <b>outstanding debts</b> owed to the City, prior to the registration of the proposed plan of subdivision. (Planning)
40	That the developer shall pay <b>development charges</b> to the City in accordance with By-law Number (2004)-17361, as amended from time to time, or any successor thereof, and in accordance with the Education Development Charges By-laws of the Upper Grand District School Board (Wellington County) and The Wellington Catholic District School Board, as amended from time to time, or any successor by-laws thereto. (Finance)
41	That <b>street lighting</b> shall be provided throughout the subdivision at the Developer's expense and in accordance with the policies of the City of Guelph and Guelph Hydro Electric Systems Inc. (Engineering)
42	That all <b>telephone service and Cable TV service</b> in the plan be underground and the developer shall enter into a servicing agreement with Bell Canada or another authorized and licenced service provider providing for the installation of underground telephone service, prior to the registration of the plan. (Engineering)
43	That the <b>road allowances included in the draft plan be shown and dedicated as public highway's</b> and that prior to the registration of any phase of the subdivision, the City shall receive a letter from the O.L.S. preparing the plan that certifies that the layout of the roads in the plan conforms to the City's "Geometric Design Criteria-July 23, 1993", with the exception of the road widths which shall comply with the widths shown on the approved draft plan of subdivision. (Engineering)
44	That the developer shall erect signs at the entrances to the subdivision showing the <b>proposed land uses and zoning of all lots and blocks</b> within the proposed subdivision and predominantly place on such signs the wording "For the zoning of all lands abutting the subdivision, inquiries should be directed to Planning and Development Services, Planning Division, City Hall". (Planning)
45	Prior to the registration of the subdivision plan or any part thereof, the owner shall pay to the City, the City's total cost of reproduction and distribution of the <b>Guelph Residents' Environmental Handbook</b> , to all future businesses within the plan, with such payment based on a cost of one handbook per business unit, as determined by the City. (Planning)
46	The Owner agrees to meet all the requirements of <b>Guelph Hydro Electric Systems Inc.</b> including the relocation of existing hydro services and the installation of new hydro services and shall enter into any agreements required by Guelph Hydro Electric Systems Inc. in order to fully service the said lands with hydro facilities to the satisfaction of Guelph Hydro Electric Systems Inc., prior to the registration of the plan. (Engineering & Planning)

47	The developer shall meet all <b>Canada Post requirements</b> to the satisfaction of Canada Post. (Planning)
48	That all non-developable lands ultimately rezoned to the <b>P.1 Zone and the WL Zone shall be dedicated to the City</b> free of any encumbrance and in a form that is satisfactory to the City Solicitor. (Planning & Legal)
49	That the <b>small triangle of land on the west side of Downey Road</b> at the southwest corner of the intersection of Laird Rd. and Downey Rd. that is currently outside of the subdivision plan be dedicated as a road widening, prior to the registration of any phase that includes the intersection of Road D with Downey Road, in order to secure the complete road allowance for the realigned right-of way for Laird Road. (Planning)
<b>Conditions to be met prior to granting of site plan approval</b>	
50	The developer shall submit to the City for approval, <b>noise and vibration assessment reports</b> for development on the northerly Blocks 2,3,9,10 and the portion of Block 11 north of Road A, and on the southerly half of Blocks 20, Block 31,32,36 and 37, and the southerly half of Block 38 in order to confirm that the proposed use, activity and development, in hand with the proposed zoning restrictions and regulations, meets the Ministry of Environment noise and separation distance guidelines, prior to the granting of site plan approval by the City. (Planning) At minimum, all proposed development shall be subject to the Ministry of Environment noise/vibration guidelines, standards and requirements in force at the time of execution of this agreement. (Planning).
50 A	The developer shall submit to the City, for approval, a water-balance analysis that demonstrates that target infiltration rates set out in the EIR for the property covered by the site plan approval will be met. Approval of the analysis is required prior to the granting of site plan approval by the City. (Planning)
<b>Conditions to be met prior to issuance of a building permit</b>	
51	The Developer shall <b>demarcate and fence</b> (living and/or chain link), the boundaries of all lands conveyed to the City in accordance with the policies of the City. (Parks)
52	That all existing <b>roads to be closed</b> and/or used for emergency access be constructed to a standard acceptable to the City Engineer at the expense of the Developer. (Engineering)
53	The Developer shall submit a report prepared by a Professional Engineer to the satisfaction of the Chief Building Official <b>certifying all fill</b> placed below proposed building locations. All fill placed within the allowable zoning by-law envelope for building construction shall be certified to a maximum distance of 30 metres from the

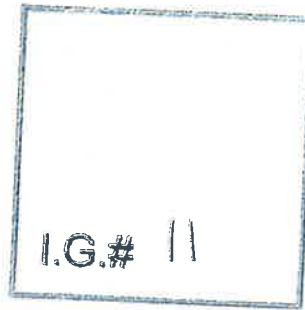
	street line. This report shall include the following information: lot number, depth of fill, top elevation of fill and the area approved for building construction from the street line. (Building)
54	The Developer shall submit a report prepared by a Professional Engineer to the satisfaction of the Chief Building Official providing an opinion on the <b>presence of soil gases</b> (radon and methane) in the plan of subdivision in accordance with applicable provisions contained in the Ontario Building Code. (Building)
55	That the subdivision agreement between the owners and the City contain provisions that <b>Laird Road shall remain</b> as an open and travelled road in its present location and alignment until both new Street D and the MTO grade-separated interchange is constructed and operating in order to directly accommodate the aggregate haul routes to the Hanlon Expressway. Further, the final engineering and design of Road D shall emphasize a thoroughfare route and efficiency of travel and Staff shall encourage businesses to locate driveways on to local streets rather than directly on to Street D, to accommodate the aggregate contractors operating haul routes along Laird Road to and from the Hanlon Expressway. <b>The City shall, require 0.3 metre (1 foot) reserves along Road D in certain locations to control the location of driveway entrances located on Road D. Further, access points to Street D (realigned Laird) from Blocks 34 and 35 shall be required to align with the roads C, E, F, and I, wherever possible.</b> (Planning and Engineering).
56	That the subdivision agreement between the Owners and the City contain provisions requiring the developer to build the realigned Laird Road initially as a three lane roadway with a centre turn lane to provide refuge for left turning vehicles without impeding through traffic.
57	That the subdivision agreement between the Owners and the City contain provisions that the developer shall notify future landowners and tenants that trucks entering/leaving their properties shall use only the Hanlon Expressway and/or Downey Road south of Road A. (Engineering).
<b>AGENCY CONDITIONS</b>	
58	Prior to registration, the City of Guelph shall submit to the Ministry of Transportation for their approval, a <b>final Traffic Impact Study (TIS)</b> indicating the anticipated traffic volumes generated by the subdivision development and their impact upon the intersection of Highway 6 and Laird Road. <i>MTO</i>
59	Prior to registration, the City of Guelph shall enter into a <b>legal agreement</b> with the ministry regarding responsibilities for the highway improvements identified in the TIS, including intersection improvements and a future interchange at Laird Road. <i>MTO</i>

60	Prior to registration, the City of Guelph shall submit to the Ministry of Transportation for their review and approval, a copy of a <b>Stormwater Management Report/Plan</b> indicating the intended treatment of the calculated stormwater runoff for the entire plan of subdivision. <i>MTO</i>
61	Prior to registration, the City of Guelph shall submit to the Ministry of Transportation for their review and approval a copy of the final plan identifying the <b>road and lot layouts</b> for the proposed subdivision. <i>MTO</i>
62	No development will be permitted until the interim <b>improvements</b> covered in the legal agreement have been constructed. <i>MTO</i>
63	Prior to permit approval for Blocks 10, 11, 12, 16, 17 and 19, arrangements shall be made to the satisfaction of the ministry for the <b>installation of a security fence</b> (chain link six feet high, or equivalent) along the Highway 6 boundary of the plan, should a noise barrier not be required. <i>MTO</i>
64	Prior to permit approval, each developer shall submit to the Ministry of Transportation for their review and approval, a copy of a <b>Stormwater Management Report/Plan</b> indicating how the intended treatment of the calculated stormwater runoff from their site complies with the overall stormwater plan for the subdivision. <i>MTO</i>
65	Prior to permit approval, each developer shall submit to the Ministry of Transportation for their review and approval, <b>Site Plans, Grading Plans and Site Servicing Plans</b> . <i>MTO</i>
66	Prior to permit approval on Blocks 10, 11, 12, 16, 17 and 19, each developer of lands adjacent to Highway 6 shall submit to the Ministry of Transportation for their review and approval an <b>illumination plan</b> , prepared by a qualified consultant, indicating the intended treatment of the site lighting glare. <i>MTO</i>
67	<p>Prior to any grading or construction on the site and prior to the registration of the plan, the owners or their agents submit the following <b>plans and reports to the satisfaction of the Grand River Conservation Authority:</b></p> <ul style="list-style-type: none"> <li data-bbox="375 1539 1349 1608">a. A detailed stormwater management report in accordance with the MOE Planning and Design Manual, 2003</li> <li data-bbox="375 1654 1349 1724">b. A final Hydrogeological Assessment Report to show how infiltration will be maintained throughout all phases of the development.</li> <li data-bbox="375 1770 1349 1839">c. An erosion and siltation control plan in accordance with the Grand River Conservation Authority Guidelines for sediment and erosion</li> </ul>

	<p>control, indicating the means whereby erosion will be minimized and silt maintained on site throughout all phases of grading and construction.</p> <p>d. Detailed lot grading and drainage plans.</p>
68	Prior to any grading or construction on the site, that appropriate <b>Fill Construction Alteration to Waterways permits</b> be obtained. GRCA
69	That the subdivision agreement between the owners and the municipality contain provisions for the <b>completion and maintenance of the works</b> in accordance with the approved plans and reports. GRCA
70	Draft Plan Approval of the Hanlon Creek Business Park shall lapse at the expiration of <b>5 years</b> from the date of issuance of Draft Plan Approval.
71	That prior to the registration of all or any portion of the plan, <b>Guelph Hydro Electric Systems Inc.</b> shall advise the City in writing how condition <b>46</b> has been satisfied.
72	That prior to the registration of all or any portion of the plan, the <b>MTO</b> shall advise the City in writing how conditions <b>58 to 66</b> have been satisfied.
73	That prior to the registration of all or any portion of the plan, the <b>GRCA</b> shall advise the City in writing how conditions <b>67 to 69</b> have been satisfied.
74	That prior to the registration of all or any portion of the plan, <b>Canada Post</b> shall advise the City in writing how condition <b>47</b> has been satisfied.
75	That prior to the registration of all or any portion of the plan, <b>Bell Canada</b> shall advise the City in writing how condition <b>42</b> has been satisfied.”

May 30, 2016

The Honourable Bob Chiarelli  
Minister of Energy  
4th Floor, Hearst Block  
900 Bay Street  
Toronto, Ontario M7A 2E1



**RE: Municipal Role in the Siting of Wind Power Projects**

Dear Minister Chiarelli:

As Chair of the Agriculture and Rural Affairs Committee and on behalf of the City of Ottawa Council, I am writing to forward a recent resolution (attached) that was passed unanimously by Council on May 11, 2016 regarding the renewable energy development process, specifically with regard to wind power projects. As you know, the City of Ottawa has a unique geography that includes a large portion of rural lands, which is a draw for wind power developers.

Given that municipal governments are responsible for local planning matters, and since wind power projects have significant implications in the planning process, the City of Ottawa believes that renewable energy projects should go through the existing planning framework that takes Ottawa's Official Plan, community sustainability, and input of the community into consideration. However, the current municipal role is designed to be consultative, and lacks any decision-making authority.

Therefore, we would like to request that the Province of Ontario make the necessary legislative and/or regulatory changes to grant municipalities a substantive and meaningful role in siting wind power projects and that the "Municipal Support Resolution" becomes a mandatory requirement in the IESO (Independent Electricity System Operator) process.

I trust that we can work together to ensure that municipalities are given a role on these projects in keeping with the spirit of the *Planning Act*.

Sincerely,

A handwritten signature in dark ink, appearing to read "Scott Moffatt", with a long, sweeping underline.

Scott Moffatt  
Councillor  
Rideau-Goulbourn

cc: Chair of the Board and President of IESO  
Association of Municipalities of Ontario  
Rural Ontario Municipal Association  
Municipalities of Ontario



**REVISED BULK CONSENT AGENDA**

**AGRICULTURE AND RURAL AFFAIRS COMMITTEE REPORT 16**

<p><b>A. SITING OF WIND POWER PROJECTS</b></p>
--

**COMMITTEE RECOMMENDATIONS**


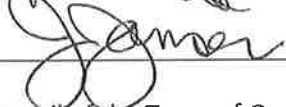

**That Council:**

- 1. Ask the Province of Ontario to make the necessary legislative and/or regulatory changes to provide municipalities with a substantive and meaningful role in siting wind power projects and that the “Municipal Support Resolution” becomes a mandatory requirement in the IESO (Independent Electricity System Operator) process.**
- 2. Forward this resolution to the Chair of the Board and President of IESO (Independent Electricity System Operator), the Minister of Energy, AMO (Association of Municipalities of Ontario), ROMA (Rural Ontario Municipal Association) and all municipalities, within the Province.**


**CARRIED**

The Corporation of the Separate Town of Gananoque

MOTION / RESOLUTION OF COUNCIL

DATE: June 7, 2016		MOTION NO. 2016 - 153
MOVED BY:		
SECONDED BY:		
<p>Be it resolved that the Council of the Town of Gananoque hereby support the resolution passed by the Town of Essex and encourage the Government of Ontario to make it a top priority to complete the final phase of the Highway 3 Widening Project between Essex and Leamington.</p> <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">   <b>I.G.#</b> </div>		

Carried:              
 Defeated:              
 Tabled / Deferred:            

  
 \_\_\_\_\_  
 Mayor, Erika Demchuk

MA s. 246 - When a recorded vote is requested, the Clerk will call for each Councillors vote (Yea or Nay), mark the recorded vote as indicated by the member, and announce whether the motion is carried or defeated. The Mayor will then sign the motion.

RECORDED VOTE:	Yea	Nay
Fletcher D		
Warren A.		
Jansen J.		
Girling J.		
Hayes J.		
Brooks B.		
Demchuk E		
<b>TOTALS</b>		

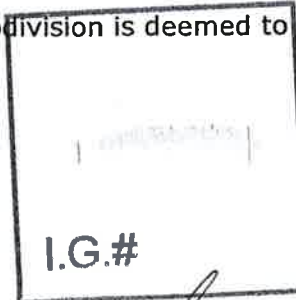
## **Certificate with respect to approval of a draft plan of condominium subdivision by The Corporation of the City of Guelph**

I, Stephen O'Brien, City Clerk of The Corporation of the City of Guelph, hereby certify that the Notice of Decision of a Draft Plan of Condominium Subdivision, (23CDM15509) for Block 100; Registered plan 61M-200, municipally known as 39 Kay Crescent, in the City of Guelph, County of Wellington, was sent to the persons and public bodies prescribed under subsection 51 (37) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended. I also certify that the 20 day objection period expired on the 18<sup>th</sup> day of May, 2016, and to that date, no notice of objection or request for a change in the provisions of the decision of the draft plan of condominium subdivision has been filed by any person with the City Clerk's Department. A declaration to this effect is on file.

In accordance with subsection 51 (41) of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, this Draft Plan of Condominium Subdivision is deemed to have been approved on the 19<sup>th</sup> day of May, 2016.

Dated this 1<sup>st</sup> day of June, 2016.

CLERK'S DEPARTMENT	
TO	
Copy	
Please Handle	
For Your Information	
Council Agenda	
File	



  
 \_\_\_\_\_  
 City Clerk

**RECEIVED**  
 JUN 08 2016

Township of Puslinch

**Certified copy to:**  
 Michael Witmer, Planner, City of Guelph  
 Assessment Commissioner, Municipal Property Assessment Corporation  
 1266304 Ontario Limited, Applicant  
 Victoria Wood (Dallan) Ltd., Owner

**City Hall**  
 1 Carden St  
 Guelph, ON  
 Canada  
 N1H 3A1

**Copies to:**  
 List attached hereto

T 519-822-1260  
 TTY 519-826-9771

**Distribution list with respect to the approval of draft plan of  
condominium subdivision by The Corporation of the City of Guelph for  
23CDM15509**

Bell Canada, MMM Group Ltd.  
Canada Post  
Manager of Community Planning and Development, Canadian Nation Railway Properties  
Clerk, Township of Guelph/Eramosa  
Clerk, Township of Puslinch  
CAO, County of Wellington  
Guelph Hydro Electric Systems Inc.  
Planning & Design Section, Corridor Control Office, Ministry of Transportation  
Manager OPE, Rogers Cable TV Ltd.  
Gwen Keep, Union Gas Limited  
Jennifer Passy, Upper Grand District School Board  
Dan Duszczyzyn, Wellington Catholic District School Board  
City Solicitor, City of Guelph  
Director of Finance, City of Guelph  
Steve Gill, Guelph Police Services  
City Engineer, City of Guelph  
Program Manager-Open Spaces Planning, City of Guelph  
Fire Chief, City of Guelph  
Economic Development, City of Guelph  
Randy Harris, City of Guelph  
Manager of Development Planning, City of Guelph  
Program Manager-Zoning, City of Guelph



# Township of Addington Highlands

June 20, 2016

Ministry of Health and Long Term Care  
5775 Yonge Street, 16<sup>th</sup> Floor  
Toronto, ON M7A 2E5  
Attn: Honourable Dr. Eric Hoskins, Minister of Health and Long Term Care

Re: Request for Support

Dear Minister,

The Township of Addington Highlands operates two fire departments and as part of their core services they provide emergency pre-hospital care responses and medical acts such as defibrillation, standard first aid and CPR.

As a result of ambulances being delayed or unavailable, the fire departments are responding to a rising number of medical calls. In 2014, 37.5% of all calls for one of the fire departments in Addington Highlands were medical calls, this number rose to 41.6% in 2015. Subsequently, this has had and will continue to have an impact on the operating costs of the fire departments.

Therefore, Council requests that the Province consider providing financial support to the Addington Highlands Fire Departments for responding to medical calls.

Please don't hesitate to contact me if you have any questions.

Henry Hogg  
Reeve

cc. Premier of Ontario  
The Office of the Fire Marshall  
The Rural Mayor's Forum of Eastern Ontario  
All Ontario Municipalities

I.G.# 12



# Township of North Frontenac

6648 Road 506  
P.O. Box 97, Plevna, Ontario K0H 2M0  
Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352  
[www.northfrontenac.ca](http://www.northfrontenac.ca)

May 27, 2016

Ministry of Health and Long-Term Care  
5775 Yonge Street – 16<sup>th</sup> Floor  
Toronto, Ontario  
M7A 2E5

Attention: Hon. Dr. Eric Hoskins, Minister of Health and Long-Term Care

Dear Hon. Dr. Hoskins:

**Re: Requesting Support With Regards to Responding to Medical Calls**

North Frontenac Fire Departments are responding to increasing medical calls due to ambulances not being available or delayed. The Departments are experiencing continually rising costs of core services.

Council feels that financial support should be provided by the province to support North Frontenac Fire Department when they are responding to medical calls.

If you have any questions or concerns, please do not hesitate to contact me.

Yours truly,

Ron Higgins

Mayor, North Frontenac  
Councillor, County of Frontenac  
Phone (613) 884-9736  
Email [ron.higgins@xplornet.com](mailto:ron.higgins@xplornet.com)

c.c. Premier of Ontario, the Office of the Fire Marshall, the Rural Mayors Forum of Eastern Ontario; and All Municipalities.



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

# Delivering the 2016 Assessment Update

Township of Puslinch  
July 20, 2016

Carla Nell, Vice-President  
Municipal & Stakeholder Relations

# PROPERTY ASSESSMENT & PROPERTY TAXES

The Ontario  
Property  
Taxpayer



**The Municipal Property Assessment Corporation** determines Current Value Assessments and classifications for all properties in Ontario.

**The Provincial Government** passes legislation, sets assessment policies and determines education tax rates. The Province also operates an independent assessment appeal tribunal – the Assessment Review Board (ARB).

**Municipalities** determine revenue requirements, set municipal tax rates and collect property taxes to pay for your municipal services.



Police and  
fire protection



Roads, sidewalks,  
public transit



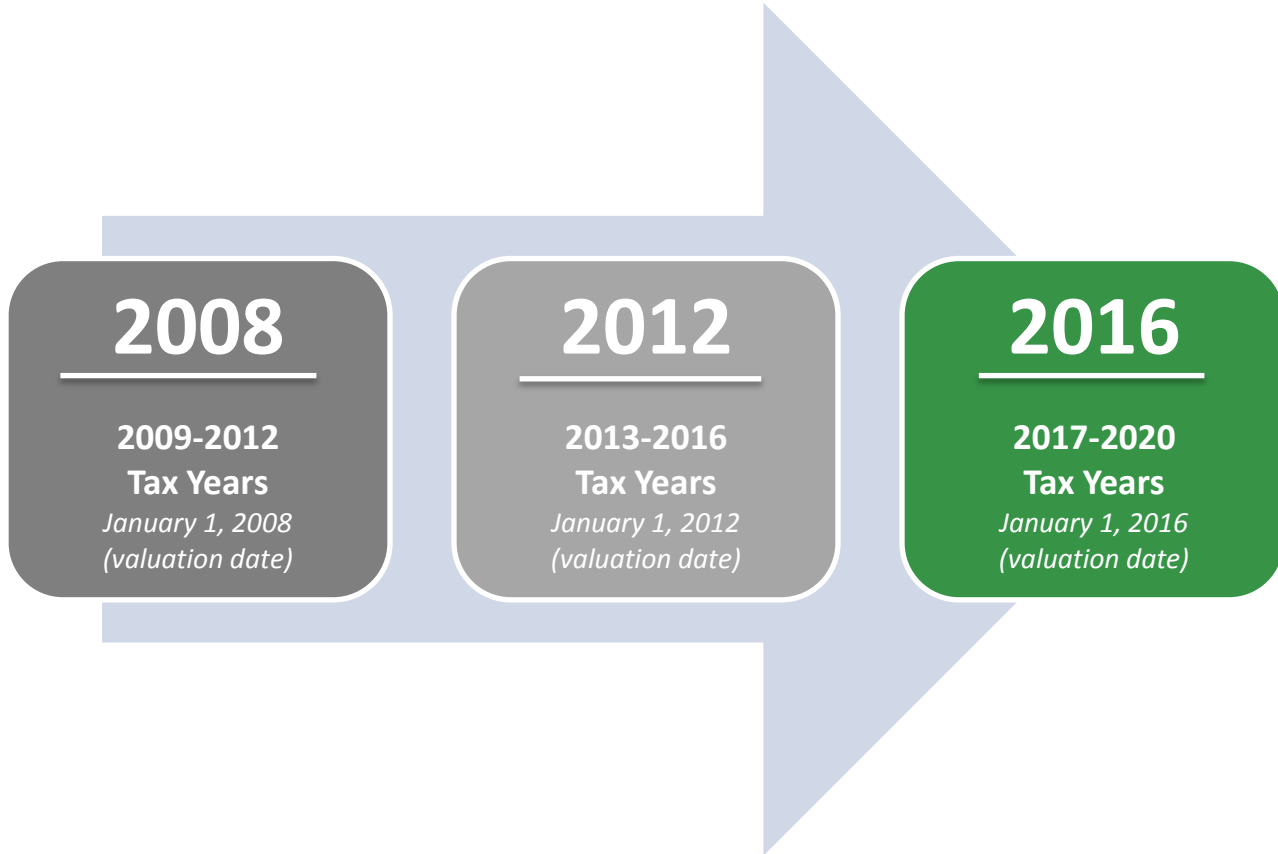
Waste  
management



Parks & leisure  
facilities

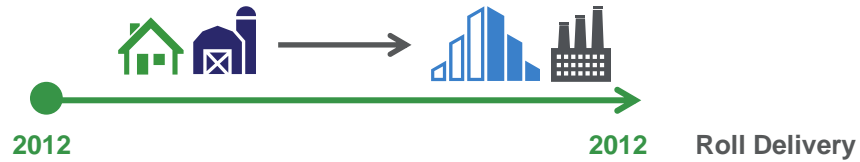


# ONTARIO'S ASSESSMENT CYCLE

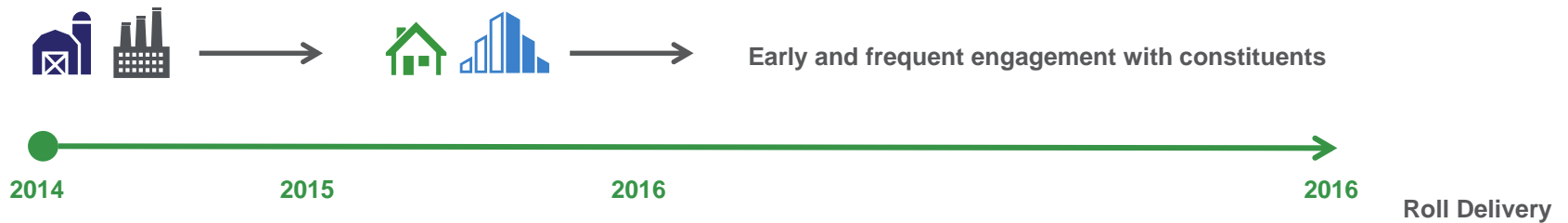


# 2016 ASSESSMENT UPDATE

## 2012 ASSESSMENT UPDATE



## 2016 ASSESSMENT UPDATE



# DATA COLLECTION & PREPARATION

Building permits

Sales reviews

Site variable update project

Farm forestry exemptions reviews

Requests for Reconsideration

Severances and Consolidations

Data integrity checks

MPAC initiated reviews

Process controls

Tax and Vacancy Applications

Municipal Requests

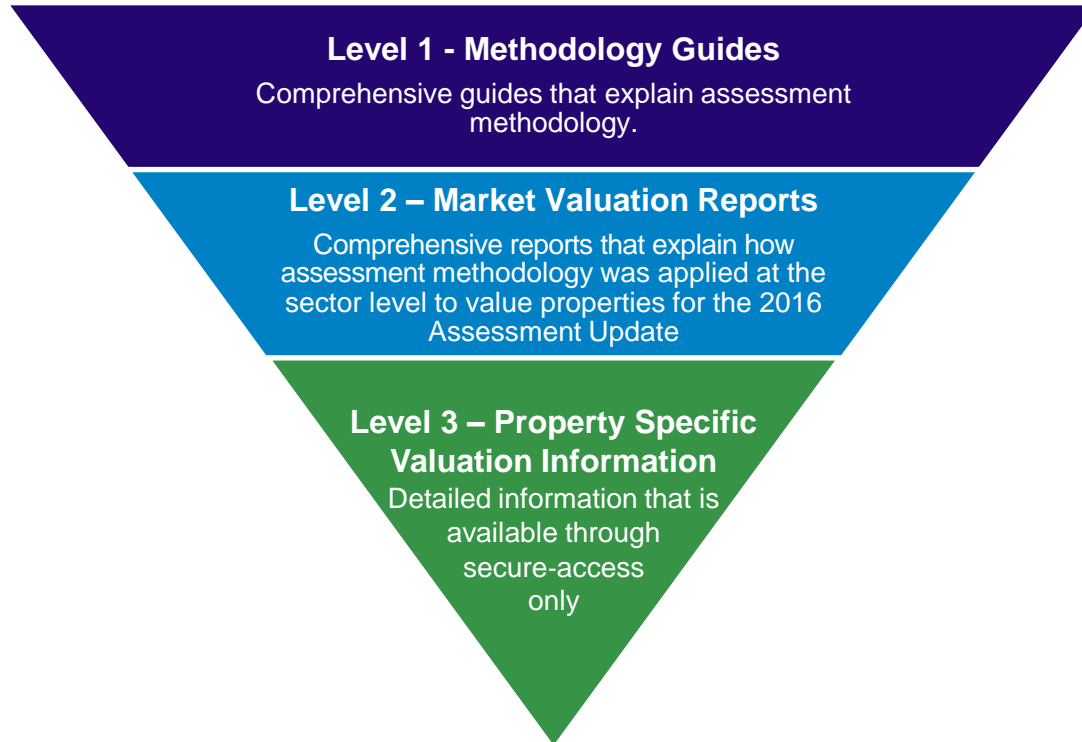
Appeals

Property Owner Enquiries

Township of Puslinch  
Data Touch Points  
**2,770**



# TRANSPARENCY AND SHARED UNDERSTANDING



# BENEFITS OF ADVANCED DISCLOSURE

## Benefits for municipalities:

✓ Improved roll predictability and stability

✓ Improved risk analysis

✓ No surprises

✓ Opportunity to provide feedback

## Benefits for property taxpayers:

✓ Increased satisfaction and confidence

✓ Easy access to property information

✓ No surprises

✓ Opportunity to provide feedback

# 2016 PROPERTY ASSESSMENT NOTICES



Residential property owners will receive their Property Assessment Notices starting **July 25th**



Farm Property Assessment Notices will be mailed **October 11th**



Multi-Residential and Business Notices will be mailed **October 18th**

**THE NEW ASSESSMENTS WILL SERVE AS THE BASIS FOR  
CALCULATING PROPERTY TAXES FOR 2017 – 2020**

An aerial, isometric view of a city with various buildings, streets, and green spaces. The central portion of the image is overlaid with a semi-transparent blue filter. The text is centered on this blue area.

# 2016 ASSESSMENT UPDATE

## The Residential Experience

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MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

# 2016 PROPERTY ASSESSMENT NOTICE

## Assessment Overview

- ✓ Assessed Value as of January 1, 2016
- ✓ Assessed Value as of January 1, 2012
- ✓ Change between 2012 and 2016

## How will my municipality use MPAC's property assessment?

- ✓ Explanation of phase-in provision (Assessment Act)
- ✓ Property Classification
- ✓ Phase in Assessed Values (2017-2020 tax years)
- ✓ Request for Reconsideration Deadline (by tax year)

**mpac** MUNICIPAL PROPERTY ASSESSMENT CORPORATION

JACKSON JASON  
ABC PARTNERS LIMITED  
200 MAIN STREET  
UNIT 5000  
11 FLOOR  
ANYWHERE ON M4K 1B3

Issue Date:  
April 4, 2016

For the 2017 to 2020 property taxation years

**Property Assessment Notice**

THIS IS NOT A TAX BILL

The Municipal Property Assessment Corporation (MPAC) is responsible for assessing more than five million properties in Ontario in compliance with the Assessment Act and regulations set by the Government of Ontario.

**MPAC's updated value of your property is \$228,000**

**Account Information:**

Roll Number	12 34 567 899 12345 1234
AboutMyProperty™ Access Key	ABCD EFGH IJKL
Your property's location and description	500 Dyme Rd. PLAN169 BLK 1 PT LOT4
Municipality	Ottawa City
School support	English-Public

**Assessment overview:**

MPAC's assessed value of your property as of January 1, 2016	\$228,000
MPAC's assessed value of your property as of January 1, 2012	\$162,000
Between 2012 and 2016, your property's assessed value changed by	\$66,000

If you disagree with MPAC's assessment or classification, you can file a Request for Reconsideration and MPAC will review your assessment.

**How will my municipality use MPAC's property assessment?**

Under the phase-in provision in the Assessment Act, an increase in assessed value is introduced gradually. A decrease in assessed value will be introduced immediately. The January 1, 2016 assessed value and classification of your property will be used as the basis for calculating your 2017 to 2020 property taxes as illustrated below.

Property Classification:	Residential	Request for Reconsideration Deadline
Tax Year	Assessed Value	
2016	\$162,000	
2017	\$178,500	August 1, 2016
2018	\$195,000	March 31, 2018
2019	\$211,500	March 31, 2019
2020	\$228,000	March 31, 2020

To learn more about how your property was assessed, see the information on page two of this Notice. For more information on the Request for Reconsideration process, market trends in your area, property assessment and taxation, visit [www.aboutmyproperty.ca](http://www.aboutmyproperty.ca).

Page 1 of 2

**This Property Assessment Notice has important information for you as a property owner.**

Please review it and file it away for your records.

**No action is required** unless you disagree with your assessment.

**CONTACT US**

1.866.296-MPAC (6722)  
TTY 1.877.889-MPAC (6722)  
Monday to Friday  
8 a.m. to 5 p.m.

If you have accessibility needs, please call us for assistance.

[www.aboutmyproperty.ca](http://www.aboutmyproperty.ca)

**About My Property.ca**

Property Assessment Notice → Issue Date

MPAC's updated value of your property is \$228,000 → 2016 Assessed Value

Account Information → Account Information

- ✓ Roll Number
- ✓ AboutMyProperty™ Login
- ✓ Location, description, municipality and school support

CONTACT US → Contact Us



# 2016 PROPERTY ASSESSMENT NOTICE

Property Details



## How does MPAC assess my property?

Roll Number: 12 34 567 899 12345 1234

### Property summary:

Property type: Single Family Dwelling  
Property information: Frontage: 54.23 feet  
Depth: 150.00 feet  
Lot area: 8,100.00 square feet  
Building – exterior square footage: 1,053 square feet  
Year of construction: 1974

For residential properties, there are five major factors that generally account for 85% of your property value.

- Location
- Age of the property, adjusted for any major renovations or additions
- Lot dimensions
- Quality of construction
- Living area

To establish your property's assessed value, MPAC analyzes property sales in your area. This method, called Current Value Assessment, is used by most assessment jurisdictions in North America. MPAC's assessments and data are also used by banks, insurance companies and the real estate industry.

## Have questions about your assessment?

Log on to AboutMyProperty™ to learn more...

Visit [www.aboutmyproperty.ca](http://www.aboutmyproperty.ca) to learn more about how your property was assessed, see the information we have on file, as well as compare it to others in your neighbourhood. Still not sure about your property's assessed value? You have the option to file a Request for Reconsideration. Your deadline to file a Request for Reconsideration is on page one of this Notice.

Log on to [www.aboutmyproperty.ca](http://www.aboutmyproperty.ca) with your Roll Number and Access Key. These are found on page one of this Notice.

### Still have questions?

We're here to help. Contact us and one of our property assessment experts will help guide you through your Notice. Have a question about your property taxes? Contact your municipality for assistance.

## Ontario's property assessment system



Ontario's property assessment system



How does MPAC assess my property?

✓ Five major factors affecting residential values



Have questions about your assessment?

✓ Login to AboutMyProperty™



# CHANGES TO FILING A REVIEW (BILL 144)

**mpac** MUNICIPAL PROPERTY ASSESSMENT CORPORATION

Issue Date: April 4, 2016

For the 2017 to 2020 property taxation years

**Property Assessment Notice**

1234567890  
 JACKSON JASON  
 ABC INCORPORATED  
 200 MAIN STREET  
 UNIT 1000  
 11 FLOOR  
 ANYWHERE ON M44 3B3

**THIS IS NOT A TAX BILL**

The Municipal Property Assessment Corporation (MPAC) is responsible for assessing more than five million properties in Ontario in compliance with the Assessment Act and regulations set by the Government of Ontario.

**MPAC's updated value of your property is \$228,000**

**Account Information:**

Roll Number: 12 34 567 899 12345 1234  
 AboutMyProperty™ Access Key: ABCD EFGH IJKL  
 Your property's location and description: 900 Dymers Rd. PLANTER BLDG S FT 0204  
 Municipality: Ottawa City  
 School support: English-Public

**Assessment overview:**

MPAC's assessed value of your property as of January 1, 2016: \$228,000  
 MPAC's assessed value of your property as of January 1, 2012: \$162,000  
 Between 2012 and 2016, your property's assessed value changed by: \$66,000

If you disagree with MPAC's assessment or classification, you can file a Request for Reconsideration and MPAC will review your assessment.

**How will my municipality use MPAC's property assessment?**

Under the phase-in provision in the Assessment Act, an increase in assessed value is introduced gradually. A decrease in assessed value will be introduced immediately. The January 1, 2016 assessed value and classification of your property will be used as the basis for calculating your 2017 to 2020 property taxes as illustrated below.

**CONTACT US**

1 800 296-MPAC (6722)  
 T71 1 877 698-MPAC (6722)  
 Monday to Friday  
 8 a.m. to 5 p.m.

If you have accessibility needs, please call us for assistance.

[www.aboutmyproperty.ca](http://www.aboutmyproperty.ca)

**Property Classification:** Residential

Tax Year	Assessed Value	Request for Reconsideration Deadline
2016	\$162,000	
2017	\$178,500	August 1, 2016
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2020	\$228,000	March 31, 2020

To learn more about how your property was assessed, see the information on page two of this notice. For more information on the Request for Reconsideration process, market trends in your area, property assessment and taxation, visit [www.aboutmyproperty.ca](http://www.aboutmyproperty.ca).

Page 1 of 2

**AboutMyProperty.ca**

- Residential property owners have **120 days** from the **Issue Date** of their Property Assessment Notice to file a Request for Reconsideration (RfR)
- The RfR deadline for **the Township of Puslinch** is **November 22nd**
- The **Issue Date** and **RfR deadline** are included on the Notice
- The early delivery of Assessment Notices and a 120-day RfR deadline will allow RfRs to be processed before Assessment Rolls are sent to municipalities – greater stability and accuracy

An aerial, isometric view of a town with a blue overlay. The town includes a red barn, a house with a red roof, a blue car, a white bus, a police car, a fire truck, a house with solar panels, and a house with two chimneys. The background is a dark blue sky with clouds. The text "HOW CAN I LEARN MORE ABOUT MY ASSESSMENT?" is centered in white, bold, uppercase letters with a white underline.

# HOW CAN I LEARN MORE ABOUT MY ASSESSMENT?



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

The screenshot shows the AboutMyProperty.ca website. At the top left is the logo with the tagline "YOUR PROPERTY. OUR ASSESSMENT. KNOW MORE ABOUT IT." and a navigation menu with links for Home, Market Trends, Tutorials, How Assessment Works, and Contact Us. The main content area is divided into three sections: 1. A large orange speech bubble with a white question mark and the text "QUESTIONS ABOUT PROPERTY ASSESSMENT? LEARN MORE". 2. A login section titled "Login to AboutMyProperty™" with fields for "User ID" and "Password", and buttons for "Register", "Login", and "Need Help?". 3. Two smaller sections: "MARKET TRENDS" with a map and a "2%" callout, and "HOW ASSESSMENT WORKS" with an image of interlocking gears.

Through **AboutMyProperty™** property owners can:

- ✓ Access information on how their property was assessed
- ✓ Compare their assessment to others in their community
- ✓ Learn more about property values through Market Trends (available before login)

Login information is included on every Notice mailed.

# RESOLVING ASSESSMENT CONCERNS

**STEP 1: Ask yourself:** “could I have sold my property for the assessed value on January 1, 2016?”



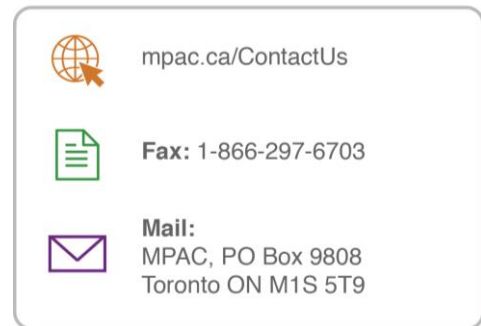
**STEP 2: Visit [aboutmyproperty.ca](http://aboutmyproperty.ca)** to review the information MPAC has on file for your property.



**STEP 3: Contact MPAC**

OR

**STEP 4: File a Request for Reconsideration**



**STEP 5: File an **appeal** with the Assessment Review Board**



# MUNICIPAL AND STAKEHOLDER OUTREACH AND ENGAGEMENT

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MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

- **Redesigned Municipal Connect™** launched April 4
  - Increased transparency
  - Improved stability and predictability in the municipal tax base
  - Modern and flexible way to access assessment information
- **Access to 2016 base year values** (2017-2020 tax years)
  - Support municipal understanding of assessed values
  - Early consultation/discussion for greater roll stability
  - Insight into assessment at risk



Condominiums

Your Condo.  
Our Assessment.  
Know More About It.



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

Farmland Properties

Your Farm.  
Our Assessment.  
Know More About It.



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

Waterfront Properties

Your Waterfront Home.  
Our Assessment.  
Know More About It.



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

Residential Properties

Your Home.  
Our Assessment.  
Know More About It.



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

Newly Built Homes

Your Newly Built Home.  
Our Assessment.  
Know More About It.



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION



# MUNICIPAL TOOLKIT

To support municipalities in their communication efforts regarding the 2016 province-wide Assessment Update, MPAC has prepared a fully customizable toolkit that includes:

- Contact information for Municipal and Stakeholder Relations representatives
- Key Messages and Frequently Asked Questions
- Information regarding changes to Property Assessment Notices and Notice Mailing Dates
- Changes regarding Requests for Reconsideration
- Written Material for Print or Web
- Social Media Materials
- Highlights on AboutMyProperty and Municipal Connect
- Links/references to other resources including:
  - MPAC's full suite of brochures (links to [mpac.ca](http://mpac.ca))
  - Videos (will be housed on MPAC's YouTube Channel)
  - Buckslip for insertion in municipal tax bills (editable)



# PRELIMINARY MARKET TRENDS

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MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

## Market Trends™

PLACE

Enter the name of a neighbourhood or municipality

GO

Learn more about the market trends in your neighbourhood through MarketSnapshot.

**Learn more about the market trends in your neighbourhood through MarketSnapshot.**

This report provides information on residential sale prices trends in neighbourhoods and municipalities across Ontario.



## London

### Property values up 1.5% in London

Residential property owners will see an average assessment increase of approximately 1.5% in 2017.

### Condominium values in London

The assessed value of a typical condominium is \$125,000.

### Value of a typical home

The assessed value of a typical residential home in London is \$265,000.

### More about London

Located between Windsor and Toronto along the Highway 401 corridor and just north of Lake Erie, London is the fifth largest city in Ontario. It is home to the University of Western Ontario and Fanshawe College and has a stable residential market. London is the economic, entertainment and cultural hub of the region.

Notices mailed April 18, 2016

 [How to read this map](#)

 [Download](#)



# ASSESSMENT CHANGES 2016 TO 2017

	WELLINGTON COUNTY	PUSLINCH
Overall Residential	3.5%	2.3%
Single Family Residential	3.5%	2.3%
Waterfront	-1.9%	-3.1%

*Preliminary median percentage change in assessed value from 2016 to 2017  
As of June 28, 2016*

# TYPICAL ASSESSED VALUES

	Change in value since 2012	2016 CVA
Single Family Residential	+ \$51,000	\$683,000
Waterfront	- \$14,500	\$520,000

*The change in assessed value between base valuation years (2012 to 2016)  
As of June 28, 2016*



# CONTACT MPAC

We are here to help. Contact MPAC with any questions you may have regarding your property assessment.

**CALL** our Customer Contact Centre 1 866 296-MPAC (6722)  
1 877-889-MPAC (6722) TTY

**ONLINE** at [mpac.ca](https://mpac.ca)

**VISIT** a local field office

**WRITE** to P.O. Box 9808, Toronto ON M1S 5T9

**FAX** 1 866 297 6703

If you have accessibility needs, please let us know how we can best accommodate you

An aerial, isometric illustration of a town rendered in a monochromatic blue color scheme. The scene includes a large industrial building with two smokestacks emitting plumes of smoke, a smaller building with a clock tower, a residential house, a barn, a tractor, a bus, a car, and a truck. The landscape is filled with trees, rocks, and a winding road. The word "QUESTIONS?" is written in large, white, bold, sans-serif capital letters across the center of the image, with a white horizontal line underneath it.

# QUESTIONS?

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MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION





# **Fast Ag Facts for Wellington and beyond**

**June 2016**

**Wellington Federation of Agriculture**

## Contacts

### The 2015-2016 Executive

Janet Harrop, President  
519-820-9293 txt [ijharrop@hsfx.ca](mailto:ijharrop@hsfx.ca)  
[@Harcroft](https://www.facebook.com/Harcroft) 519-843-5320

Ruby Lennox, 1<sup>st</sup> VP  
519-321-1443 txt [chrisrubylennox@gmail.com](mailto:chrisrubylennox@gmail.com)  
519-848-3065

John Hollen, 2<sup>nd</sup> VP  
519-831-3610 txt [john60ca@gmail.com](mailto:john60ca@gmail.com)

Gord Flewwelling, Past Pres. [gflewwelling@gto.net](mailto:gflewwelling@gto.net)  
519-323-9953

Lisa Hern, WFA Administration / Secretary-Treasurer  
8828 Hwy 6, RR 2, Kenilworth ON N0G 2E0  
519-323-8290 txt [wellington@ofa.on.ca](mailto:wellington@ofa.on.ca)  
519-848-3774 519-848-2669 fax  
[f WellingtonFedofAgriculture](https://www.facebook.com/WellingtonFedofAgriculture) [@WellFedAg](https://www.facebook.com/WellFedAg)  
[www.wfofa.on.ca](http://www.wfofa.on.ca)

**The Wellington Federation of Agriculture (WFA) works closely with the Ontario Federation of Agriculture (OFA.) WFA acts on behalf of over 1,300 OFA members in Wellington in the effort to make sure that the farm voice is heard and that farming remains a vital part of the local economy.**

Gord Grant, OFA 877-343-5444  
MSR Waterloo-Wellington-Dufferin  
519-577-6970 txt 877-638-9493 fax  
[gord.grant@ofa.on.ca](mailto:gord.grant@ofa.on.ca)  
[@OFA4WWD](https://www.facebook.com/OFA4WWD)

⇒ OFA has Member Service Representatives (MSRs) across the province to assist OFA members and county federations.

[www.ofa.on.ca](http://www.ofa.on.ca)

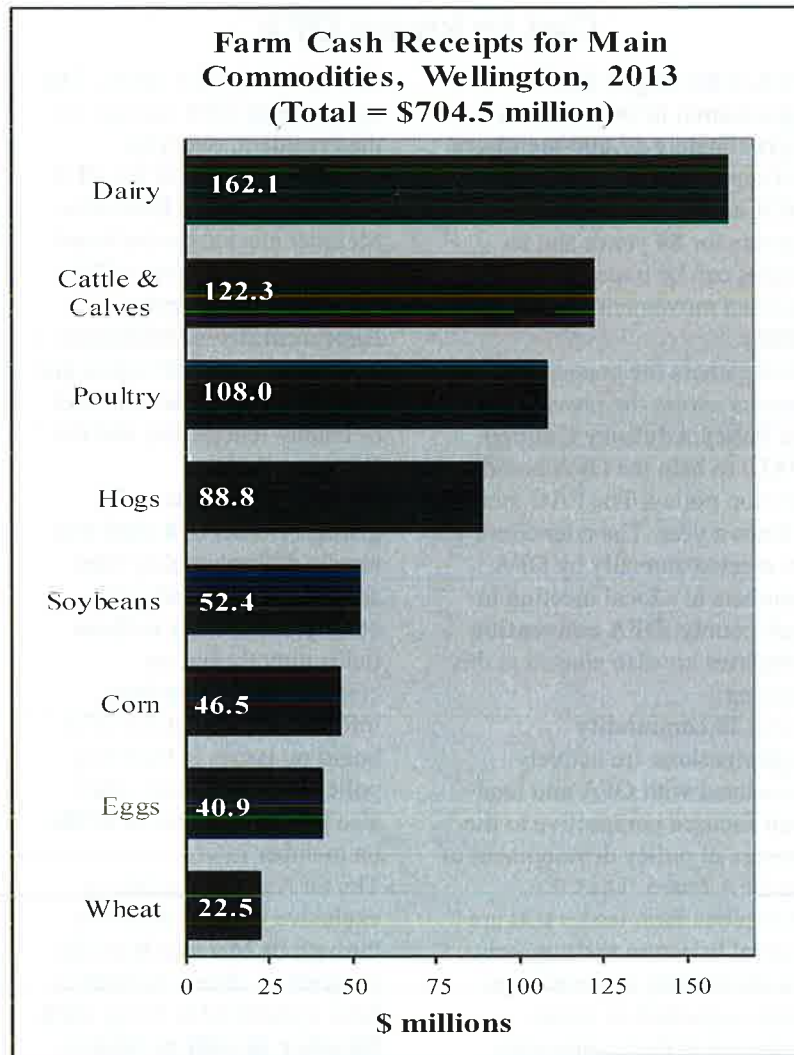


## Get to know OFA

- ⇒ OFA is the largest farm organization in Ontario with approximately **37,000 members** and supporters in 2015.
- ⇒ OFA has been advocating for farmers for **80 years** and its origins can be traced back to the agrarian movement of the early 1900's.
- ⇒ OFA gathers the perspective of farmers across the province via the **Policy Advisory Council (PAC)** to help the OFA board develop policy. The PAC meets 4 times a year. The councilors are elected annually by OFA members at a local meeting in each county. **OFA convention delegates** are also elected at this meeting.
- ⇒ Some **28 commodity organizations** are actively associated with OFA and lend their focused perspective to the process of policy development of the OFA board. The OFA champions farm issues that are general in nature and supports the commodity organizations when requested on issues exclusive to that commodity.
- ⇒ The activities of the OFA are governed by **18 Board Directors**. 15 are elected locally from across the province for 3-yr terms. 3 directors-at-large are elected at the OFA AGM. The executive of OFA consists of the President, two Vice Presidents elected at the OFA convention and an Executive Member elected by the board.
- ⇒ OFA has a field force of **21 staff, Member Service Representatives (MSRs)** to assist members with issues and to help facilitate the activities of county federations and the OFA locally.
- ⇒ OFA's **Policy Research group** consists of **8 staff** that handle multiple policy files and actively network with other professionals in those fields directly and on committees. Researchers inform and support the OFA board on issues in their key policy areas. Research staff also provide support to MSRs on member issues.
- ⇒ The OFA strives to deliver exclusive value to members through its Member Benefits program. A dozen companies have committed to being **OFA Member Benefit providers**. E.g. huge fleet discounts on GM and Chrysler vehicles.
- ⇒ OFA is a key contributor to the **Canadian Federation of Agriculture (CFA)** - Canada's national lobby for farmers.

## Wellington's Ag Stats

Wellington Agriculture—Over \$700 M sales/yr



Source: OMAFRA County Profiles based on the 2011 Ag Census

Wellington farmers are owners and stewards of 78.5% of the total area of the County of Wellington

**78.5%**

## Sustainable Ag

### Rural Water Quality Program

Wellington farmers are part of a remarkable collaboration with other rural landowners, the county, Guelph and Grand River Conservation Authority. The Rural Water Quality Program will celebrate 20 years of success in 2018.



- ⇒ \$14 M invested by Grand River municipalities + \$27 M of private funds invested by farmers and rural landowners in 5,000 projects to improve water quality.
- ⇒ Estimated that 100,000 kg/year of phosphorus stays on the land to grow crops—phosphorus that used to get away and threaten water quality
- ⇒ 140 km of fencing restricts over 13,500 head of livestock that once punched down riverbanks creating erosion problems.
- ⇒ 920 hectares of fragile land retired from ag production to protect steep banks, wetlands, water recharge areas and riparian areas.

[www.grandriver.ca](http://www.grandriver.ca) > Rural Water Quality Program

### Farming, Food and Beyond: Our Commitment to Sustainability

#### Ontario's 25 yr EFP Legacy:

- ⇒ Over 35,000 farm families have completed an Environmental Farm Plan (EFP)
- ⇒ A 2011 survey revealed that, on average, EFP participants invested \$53,900 of their own dollars in EFP projects
- ⇒ 95% of farmers said EFP had a positive impact on their farming.



#### Commitment to Sustainability into the future:

- ⇒ The EFP model is expanding beyond the farm gate
- ⇒ SF<sup>2</sup>Ps (Sustainable Farm & Food Plans) will expand on EFPs to inform and engage Ontario farmers to tackle new challenges and opportunities at their doorstep and around the world
- ⇒ The SF<sup>2</sup>P initiative will reach out to other partners in the food production network; improve the dialogue between farmers and consumers. [www.sustainablefarms.ca](http://www.sustainablefarms.ca)

## Wellington's Ag Stats

**Farms by Industry Group,**

2011 Census (# of farms, % of province)

Industry Group	# of farms	% of province
Dairy cattle and milk production	363	9.0
Beef cattle ranching and farming	423	6.0
Hogs and pig farming	120	9.7
Sheep and goat farming	83	5.7
Poultry and egg production	166	10.3
Other animal production	453	6.5
Oilseed and grain farming	548	3.5
Vegetable and melon farming	22	1.4
Fruit and tree nut farming	15	1.0
Greenhouse, nursery and floriculture	72	3.0
Other crop farming	246	3.0

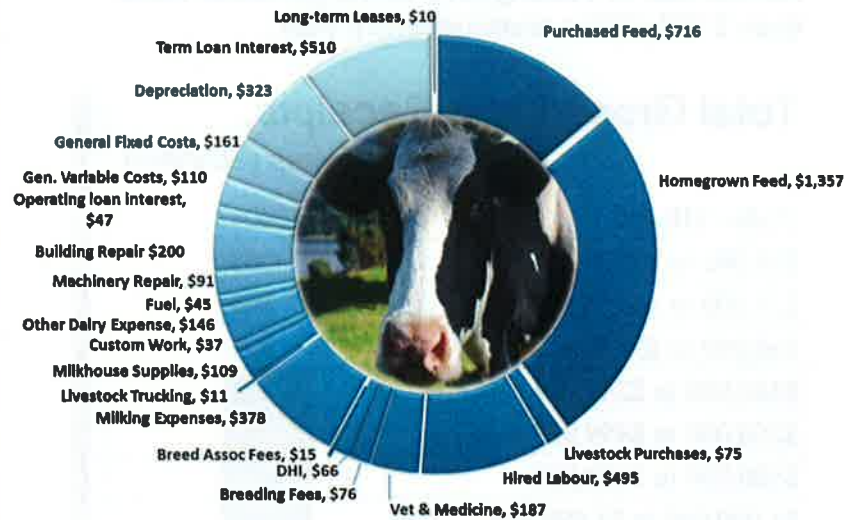
**Livestock and Poultry Inventories,**

2011 Census (number)

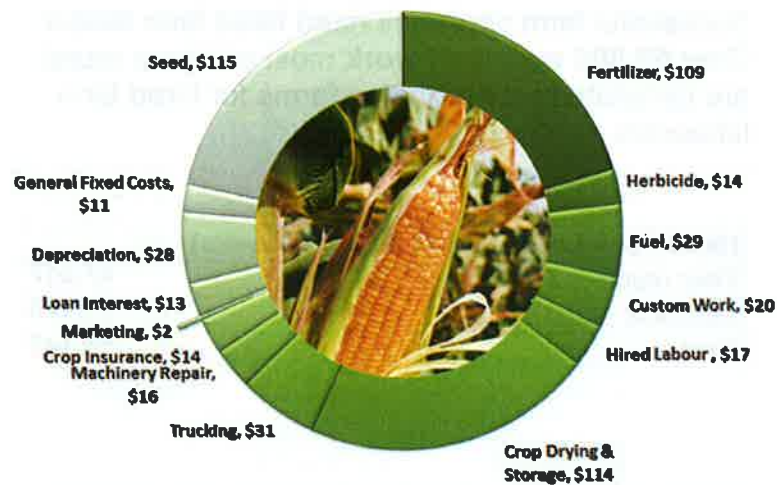
Dairy cows	25,779
Beef cows	10,350
Steers	42,229
Total cattle and calves	142,197
Total pigs	236,144
Total sheep and lambs	27,548
Total hens and chickens	5,706,394
Total turkeys	248,811

Source: OMAFRA County Profiles based on the 2011 Ag Census

## Ontario Farmers Spend \$ to Make \$ Over \$5,000/year / dairy cow



## Over \$500/acre for corn



Source: OMAFRA Enterprise Budgets

## Wellington's Ag Stats

Almost half of Wellington's farms generate more than \$100,000 in revenue every year.

### Total Gross Farm Receipts, 2011 Census (farms reporting)

Under \$10,000	403	
\$10,000 to \$24,999	363	
\$25,000 to \$49,999	308	
\$50,000 to \$99,999	271	
\$100,000 to \$249,999	445	
\$250,000 to \$499,999	375	
\$500,000 to \$999,999	222	
\$1,000,000 to \$1,999,999	82	
\$2,000,000 and over	42	46.4%

Successful farm operators need hired farm labour. Over **58,000 weeks of work** most of it year round are generated on Wellington farms for hired farm labourers.

Hired Farm Labour, 2011 Census (weeks)	
Year round	47,017
Seasonal	11,125
<b>Total</b>	<b>58,142</b>

Source: OMAFRA County Profiles based on the 2011 Ag Census

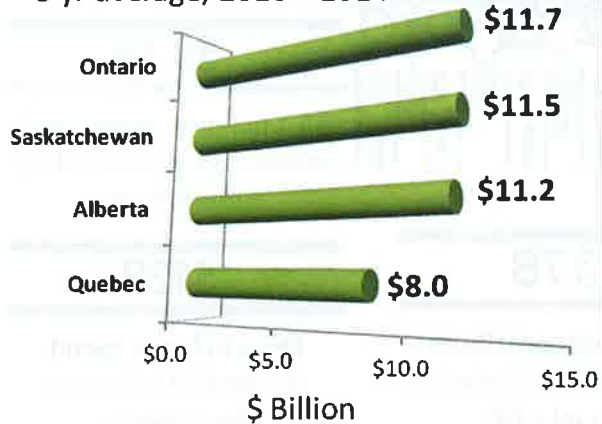


## Ontario Ag Stats

Ontario tops the provinces in agricultural output

### Farm Cash Receipts

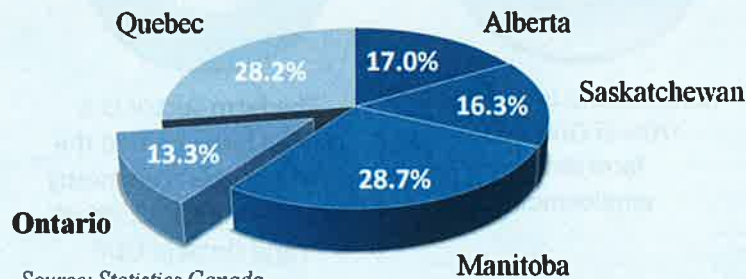
5 yr average, 2010 – 2014



Often overshadowed by other sectors of Ontario's economy, the Ontario ag sector is still a powerful economic engine.

Ontario Ag—a low draw on gov't \$\$\$

### Ratio of Net Program Payments over Net Operating Income, 2010-2014



Source: Statistics Canada

## Ontario Ag Stats

### Primary agriculture—on the farm



**\$1.4B**

Ontario's farm sector generates \$1.4 billion in provincial tax revenues

**\$8.1B**

\$8.1 billion in wages and salaries are supported by Ontario farms

**\$13.7B**

Agriculture contributes \$13.7 billion to Ontario's annual GDP

**\$12B**

Ontario farms spend almost \$12 billion on farm inputs

### Rural Ontario—in the community



Rural Ontario is home to 70% of Ontario's farm sector employment



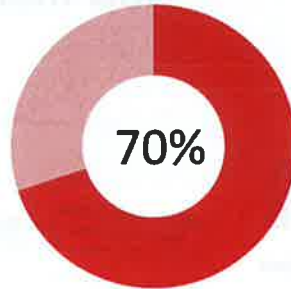
The farm sector is a driving force behind the province's rural economy accounting for 12.3% of rural Ontario GDP

Source: Economic Contribution of the Ontario Farm Sector, October 2013  
by JDR Consulting Group

## Ontario Ag Stats

### Along the value chain

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More than 70% of Ontario farm products remain within the province.

### Along the value chain

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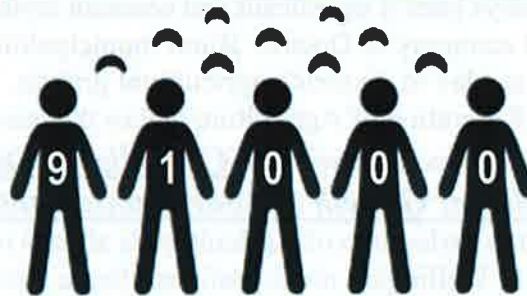
**\$21,300,000,000**

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Ontario's food and beverage processors contributed \$21.3 billion to the province's GDP in 2012

### Along the value chain

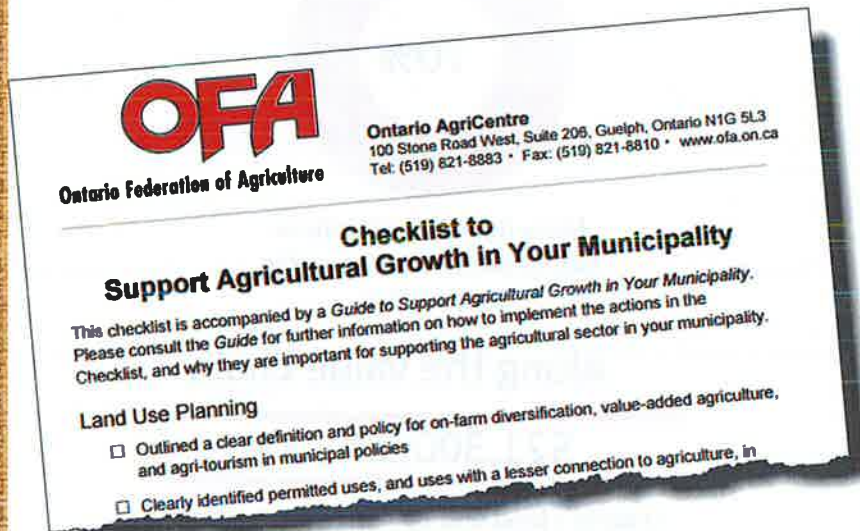
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Food processing directly employs more than 91,000 workers across Ontario and more than 193,000 secondary jobs in other areas of the economy

Source: Economic Contribution of the Ontario Farm Sector, October 2013  
by JDR Consulting Group

Your Ag is already Big business.  
Now make it Bigger!



There's big business on your back concessions. Farming and the local businesses directly supporting agriculture have always been a significant and constant contributor to the rural economy of Ontario. Rural municipalities have a big role to play in nurturing agricultural growth. The Ontario Federation of Agriculture makes that easier for municipal councillors with the [Checklist to Support Agricultural Growth in Your Municipality](#). The Wellington Federation of Agriculture is always ready to work with Wellington municipalities. Please have a look at the checklist, then feel free to call and continue the discussion.

# Puslinch Fire and Rescue Service Monthly Report June 2016

## *Significant Events/ Incidents/Trends*

FOR IMMEDIATE RELEASE  
Tuesday, July 5, 2016

### **Open Air Burning is Prohibited in Wellington County**

Township of Puslinch – Pursuant to the Ontario Fire Protection and Prevention Act the Wellington County Fire Chiefs have made the decision to prohibit all open air burning within the County.

The ban is now in effect and remain so until further notice. Open Air Burn is defined as any fire outside of a building. This includes bonfires, campfires, burn barrels, outdoor fireplaces/chimineas or any other fires set in open air. Fines are in place for those found to be in violation and the ban also applies to Open Burn Permit holders.

The outdoor open air fire ban has been imposed due to the extreme dryness of all vegetation in Wellington County. Provincial forest and wild land fire indicators are all at extreme levels.

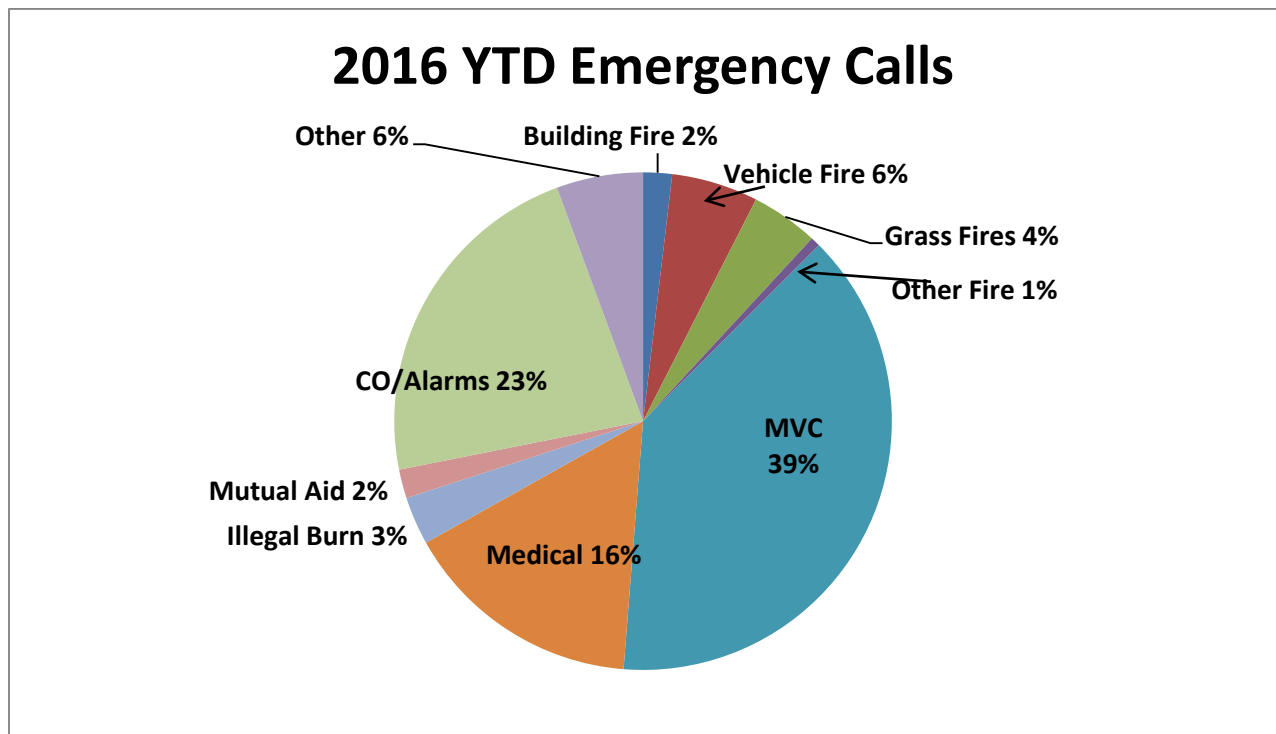
If you discover a fire in the open, it is very important that you report fires immediately to 9-1-1.

Township staff will continue to watch weather forecasts and conditions. Please stay tuned to the Township's website

If you have any questions regarding this order, please contact Puslinch Fire and Rescue Services.



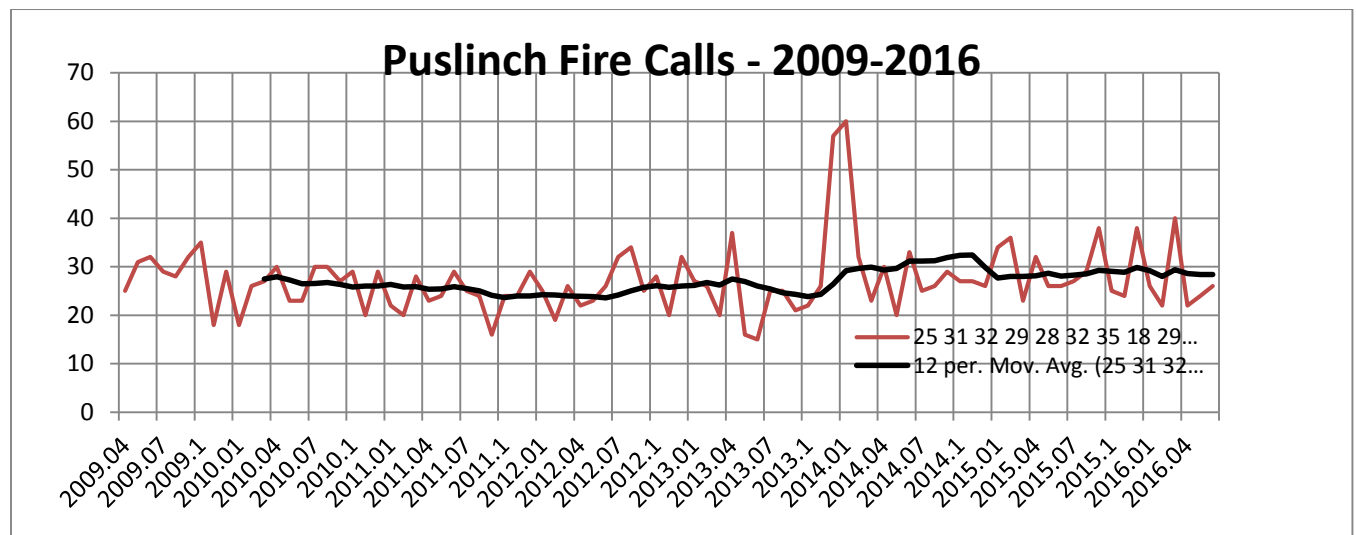
REPORT MONTH:		2016 June					
		June Monthly Total	June 2016 YTD	June 2015 YTD	June 2014 YTD	June \$ Loss Monthly	June 2016 \$ Loss YTD
<b>FIRE:</b>	Structure	0	3	6	7	\$0	\$3,123,000
	Vehicular	1	9	10	9	\$0	\$68,000
	Grass and Bush	0	7	6	9	\$0	\$0
	Other	0	1	2	3	0	
		Monthly	2016 YTD	2015 YTD	2014 YTD		
Motor Vehicle Collisions		13	62	78	96		
Medical Assist		3	25	34	28		
Mutual Aid		1	3	7	4		
Carbon Monoxide		1	11	9	6		
Automatic Alarm		4	25	15	20		
Burning Complaints		2	5	7	10		
Incorrect Page		0	0	0	4		
Other		1	9	5	9		
<b>TOTALS:</b>		Monthly	2016 YTD	2015 YTD	2014 YTD		
		26	160	179	198		
Estimated Total Dollar Loss Due to Fire		\$0	\$3,191,000	\$120,000	\$505,000		



## Prevention & Public Education

2016 June

Activity:	Monthly Total	2016 YTD
Inspections	2	8
Water Tank Inspection	10	35
Investigations	1	4
Emergency Planning	1	3
Public Education Volunteer	4	8
Public Education Paid	3	8
Meeting	6	11
Home Safe Home Campaign	0	0



## Professional Development

Activity	Month	Day
Medical	June	07 & 08
Rural Water Supply	June	11, 12, 28 & 29
Truck Maintenance	June	22
Rural Water Supply	July	5, 6, 19, 20, 26, & 27
Medical	July	12 & 13

Duff Church Luncheon



Fire Truck Ride to Aberfoyle School



For Better or For Worse – Firefighter Spouse Critical Incident Stress Course





Donkey Sanctuary Day





Fire Department Open House



Tractor Trailer Rollover Highway 401 on ramp



8(2)a



RESOLUTION  
MUNICIPAL COUNCIL  
THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

2016-

Date: July 20, 2016

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

That Council does hereby authorize the applications for Cancellation, Reduction or Refund of Taxes chapter 25, section 357 or 358 of the Municipal Act, 2001 as follows:

Year	Application #	Roll #	Write Off Amount
2016	02/16	2-17800	\$ 907.59
2016	03/16	4-05400	\$ 304.17
2015	05/16	6-06100	\$ 40.71
2016	04/16	6-06100	\$ 1,097.09
2015	28/15	7-05700	\$ 27.95
2016	29/15	7-05700	\$ 635.30

RECORDED VOTE	YES	NO	CONFLICT	ABSENT
Councillor Bulmer				
Councillor Roth				
Mayor Lever				
Councillor Stokley				
Councillor Fielding				
<b>TOTAL</b>				

MAYOR: \_\_\_\_\_

CARRIED	LOST
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## **REPORT ADM-2016-013**

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**TO:** Mayor and Members of Council

**FROM:** Karen Landry, CAO/Clerk

**MEETING DATE:** July 20, 2016

**SUBJECT:** Municipal Property Assessment Corporation - Request for Permission to Enter Lands Agreement – 7404 Wellington Road 34  
Our File: L04MUN

---

### **RECOMMENDATIONS**

That Report ADM-2016-013 regarding Municipal Property Assessment Corporation (MPAC) – Request for Permission to Enter Lands Agreement – 7404 Wellington Road 34 – Township Office be received; and

That Council grant permission to MPAC for use of the lands for the purpose of parking a vehicle; and

That Council enact a By-law to authorize the Mayor and Clerk to execute an Agreement with MPAC for the purpose of parking a vehicle at the Township Office as outlined in Report ADM-2016-013.

### **DISCUSSION**

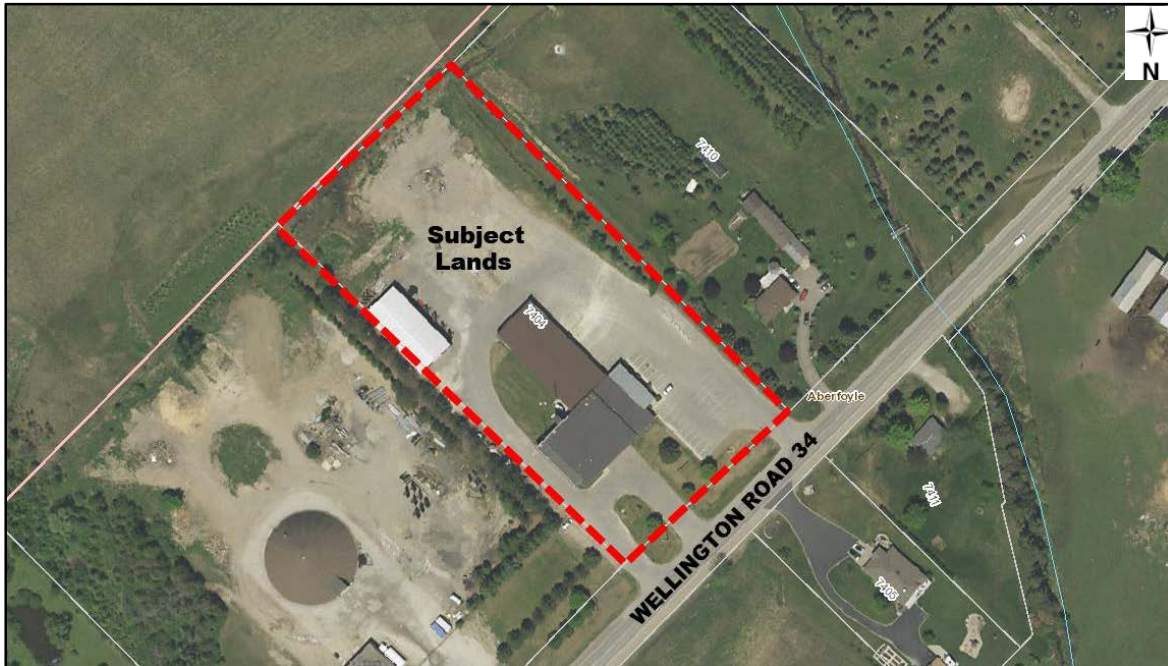
#### **Background**

The Township is in receipt of a request from the MPAC to use the lands municipally known as 7404 Wellington Road 34 and legally described as Part Lot 20, Concession 7 for parking of one MPAC vehicle at the Township Office on week nights and weekends.

The reason for the request is to reduce the travelling of MPAC staff who live in Guelph and their area of responsibility is within Guelph or to MPAC's eastern offices for business meetings.

#### **Purpose**

The purpose of this report is to consider the request by MPAC for the use of Township lands as identified below.



MPAC is seeking the use of the lands from the date of execution of the agreement to June 30, 2017.

Staff has consulted with MPAC to confirm the proposed use, location, dates and times regarding the request. A permission to enter agreement has been prepared and the primary conditions of the agreement are:

**Licence Fee** – nominal consideration for the use of the lands \$2.00 per month per parking space.

**Termination** – upon 60 days' written notice

**Licensee's Covenants** – to provide the Township with the licence plate number of the vehicle that is to be parked at the Township office.

**Insurance** – MPAC is required to provide proof of liability insurance in the amount of \$5,000,000 naming the Township as an additional insured party. MPAC is also required to provide proof of automobile liability insurance in the amount of \$2,000,000.00.

## FINANCIAL IMPLICATIONS

In accordance with the Township's User Fee By-law, a fee for the administration of the agreement is \$500.00. Upon reviewing the Township's User Fee By-law, it was noted that there is no provision for not imposing a fee for this purpose on other government organizations. Staff recommend that this fee not be imposed and that staff include a provision in the 2017 Township's User Fee By-law regarding the payment of fees for agreements with other government organizations.

The Township will not be registering this agreement on title, and therefore will not be incurring a cost for registration in this matter.

**APPLICABLE LEGISLATION AND REQUIREMENTS**

Municipal Act, 2001  
Fees By-law 2016-019



## **REPORT ADM-2016-014**

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**TO:** Mayor and Members of Council

**FROM:** Karen Landry, CAO/Clerk

**MEETING DATE:** July 20, 2016

**SUBJECT:** Ministry of Transportation – Authorized Requester Agreement  
Our File: L04MIN

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### **RECOMMENDATIONS**

That Report ADM-2016-014 regarding Ministry of Transportation – Authorized Requester Agreement be received; and

That Council enact a By-law to authorize the Mayor and Clerk to execute an Agreement with Ministry of Transportation to access and use Licensed Information as outlined in Report ADM-2016-014.

### **DISCUSSION**

#### **Background**

The Township made a request to the Ministry of Transportation to access Licensed Information for the purpose of “government use for program delivery where authorized by statute being enforcement of user fees and charges by-law for cost recovery of emergency responses to motor vehicle collisions.

#### **Purpose**

The purpose of this report is to obtain authorization from Council to enter into the Ministry of Transportation’s (MTO) Authorized Requester Agreement.

The primary conditions of MTO’s Authorized Requester Agreement are:

**Term** – As of “Effective Date” being June 8, 2016 for an initial term of 12 months which shall be renewed for subsequent terms of 12 months each, provided that neither party provides to the other, at least 30 days before the expiry of the then current term, written notice of that party’s intention not to renew and upon the Township filing the required prescribed forms with MTO and satisfying any other conditions that may be stipulated by MTO for the renewal.



**Fees:**

Administrative Fee - \$250.00 client set up fee

Price per Record – Delivery Medium using prepaid account:

Immediate	\$14.00
Immediate Batch	\$13.50
Overnight Batch	\$12.50

There are volume discounts provided for accessing the product less than 100 times per month. It is not anticipated that the Township will meet the discount threshold. The Township estimates averaging two (2) per month.

**Audit** - MTO has the right to Audit the Township's businesses and operations as it relates to the performance of the Township's obligations under the agreement.

**Termination** – upon 30 days' written notice

**Requestor's Covenants:**

- to access and use the Licensed Information solely for enforcement of user fees and charges by-law for cost recovery of emergency responses to motor vehicle collisions
- maintain records that specify the following information in respect of the Licensed Information received in response to each Licensed Information Request:
  - date of Licensed Information Request
  - the identifying information used to request the Licensed Information; and
  - the business reason for requesting such Licensed Information
- to hold in strict confidence all Licensed Information and any other confidential information or materials of MTO, or of third parties and in the possession or control of MTO, and any information derived from the foregoing
- maintaining on file a signed Employee Security Statement for all employees who have access to MTO data
- notify the Ministry of any changes to information contained in our original application by completing a re-verification when required by the Ministry
- complete and submit to MTO an on-line Annual Declaration on or before each anniversary date

**Indemnity** – The Township agrees to defend, indemnify and hold harmless the Government of Ontario and its officers, employees, agents or contractors, from and against any and all claims and damages that may occur, by reason of:

- any breach or deemed breach of the Agreement by the Township

- any non-compliance with Employee Security Statements or Contractor Security Agreements by any of the Authorized Staff; or
- any negligent, improper, or unauthorized use or dissemination of Confidential Information by the Requestor or by the directors, officers, partners, employees, contractors (including Authorized Staff) or agents of the Requester; or
- inaccurate or out-of-date information contained in Licensed Information furnished to the Township by MTO.

**Authorized Staff** – The staff that are authorized to access Licensed Information under this Agreement are:

Lisa Ross  
Steve Goode  
Paul Creamer  
Betty Coburn  
Michelle Cassar  
Karen Landry

### **FINANCIAL IMPLICATIONS**

The costs for 2016 are the \$250.00 set up fee together with service fees estimated at \$336.00 per annum. These costs will be included in the 2017 Operating Budget and will be charged to 01-0040-4320.

### **APPLICABLE LEGISLATION AND REQUIREMENTS**

Municipal Act, 2001  
Freedom of Information and Protection of Privacy Act  
PIPEDA



## Report ADM-2016-012

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**TO:** Mayor and Members of Council

**FROM:** Marissa Herner, Legislative Assistant

**MEETING DATE:** July 20, 2016

**SUBJECT:** Service Recognition Policy  
Our File No. A09-SER-SERVICE RECOGNITION

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### RECOMMENDATIONS

That Report ADM-2016-012 regarding the Service Recognition Policy be received; and

That the Service Recognition Policy attached to Report ADM-2016-012 be adopted.

### PURPOSE

The purpose of this report is to bring forward a Service Recognition Policy for Council's consideration and adoption.

The purpose of the Service Recognition Policy is to recognize permanent full-time and part-time employees, volunteer firefighters, and Council and Committee Members for their continuous years of service to the Township. Casual employees are excluded from the Service Recognition Policy.

### DISCUSSION

#### Background

In year's past, the Township has recognized the years of service for all employees at the annual Township Appreciation Night. This included placing the employee names and years of service in the event pamphlet, which was read by the Mayor at the event.

At this time, the Municipality does not have a Service Recognition Policy in place to honour employees that are retiring or recognize the uninterrupted years of service of full-time or part-time employees.

It was determined that to ensure consistency and fairness to all employees, that the Township develop a Service Recognition Policy that outlines the following:

- Eligibility and criteria for recognition, such as how an employee's years of service are calculated.
- The gift certificate amount (from a Township of Puslinch business) that will be awarded to an employee in correspondence with their uninterrupted and completed years of service.
- The budgeted amount to host a retirement event for a retiring employee with twenty-five (25) or more years of service.
- The responsible member of staff to facilitate the purchasing of a retirement gift for a retiring employee.

Information on the policies in place throughout Wellington County are attached in Schedules "B" through "G".

The proposed policy was also reviewed by Senior Management Team at its meeting held on June 9, 2016.

## **FINANCIAL IMPLICATIONS**

Based on the employees that will be reaching a milestone year over the course of the next five (5) years, an approximation of the financial implications to the Township for the implementation of the Service Recognition program will be as follows:

2016 – \$2,300.00  
2017 – \$800.00  
2018 – \$ 1,650.00  
2019 – \$ 1,000.00  
2020 – \$ 2,450.00

## **ATTACHMENTS**

Schedule "A" – 2016-01 – Service Recognition Policy  
Schedule "B" – County of Wellington Policy and Procedure Manual – Employee Long Service Recognition

Schedule "C" – Guelph-Eramosa – Retirement and Service Recognition  
Schedule "D" – Centre of Wellington – End of Employment Policy  
Schedule "E" – Town of Erin – Employee Long Service Award Program  
Schedule "F" – Town of Mapleton – Employee Recognition Program  
Schedule "G" – Town of Minto – Employee Recognition Program



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TITLE: 2016-01 – Service Recognition Policy

DATE: May 31, 2016

SUBJECT: SERVICE RECOGNITION – EMPLOYEE SERVICE RECOGNITION  
File No. A09 – Service Recognition – Employee Service Recognition

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**Purpose:**

To recognize permanent full-time and part-time employees, volunteer firefighters, and Council and Committee Members for their continuous years of service to the Township. Casual employees are excluded from the Service Recognition Policy.

**Criteria:**

Eligibility for this benefit is based on the following criteria:

- Entitlement will be calculated using the employee’s official start date as a permanent full-time or part-time employee as well as volunteer fire fighter. An employee’s official start date will be determined by the Township’s Payroll.
- Only an employee’s latest years of service shall be considered. If an employee terminates their employment with the Township and subsequently returns after a period of time, only the subsequent uninterrupted years of service will be counted.
- Service recognition for existing employees shall take place annually at the Township Appreciation Night where employees receiving recognition will be presented with their service recognition gift and framed certificate by the Mayor. The employee’s name will also be included in the event pamphlet.
- Recognition shall be for completed years of service. For example, if an employee with ten completed years of service would receive recognition the following year (their eleventh year) at the annual Township Appreciation Night.

**Employee Service Recognition**

Employees are entitled to receive a gift certificate from a Township of Puslinch business of their choice based on their completed years of service. An employee’s uninterrupted

years of service will be recognized every five (5) years at the Township Appreciation Night. An employee will accumulate \$10.00 per year for every year of uninterrupted service (see chart below for reference).

5 Completed Years of Service	\$50.00 and a framed certificate
10 Completed Years of Service	\$100.00 and a framed certificate
15 Completed Years of Service	\$150.00 and a framed certificate
20 Completed Years of Service	\$200.00 and a framed certificate
25 Completed Years of Service	\$250.00 and a framed certificate
30 Completed Years of Service	\$300.00 and a framed certificate
35 Completed Years of Service	\$350.00 and a framed certificate
40 Completed Years of Service	\$400.00 and a framed certificate
45 Completed Years of Service	\$450.00 and a framed certificate
50 Completed Years of Service	\$500.00 and a framed certificate

**Retirement Event:**

The Township shall host a retirement event for a retiring employee with twenty-five or more years of service. An amount of \$1,500.00 shall be budgeted for the event.

The purchase of a retirement gift will be based on the employee's years of service (as specified in the table above) and will be facilitated by the retiring employee's Department Head.

The Service Recognition Policy will be reviewed every five (5) years.

## County of Wellington Policy and Procedure Manual

<b>Department</b>	Human Resources (HR)	<b>Policy Number</b>	HR10.5
<b>Area</b>	Recognition	<b>Effective Date</b>	January 2009
<b>Subject</b>	Long Service Recognition	<b>Revision Date</b>	March 2015
<b>Authority</b>	Staff Advisory Committee (SAC)		

### **EMPLOYEE LONG SERVICE RECOGNITION**

The County of Wellington will recognize full and part time employees when they reach their five year, 10 year, 15 year, 20 year, 25 year, 30 year, 35 year and 40 year milestones as listed below: **In order to be eligible, the employee will need to have reached their milestone by December 31 of the current year.**

Implementation of this programme is January 1, 2004. Effective January 1, 2012, Seasonal employees are included, provided a bona fide termination or resignation has not created a break in service. This does not include the normal end of season contract.

Dinner vouchers are considered by Canada Revenue Agency (CRA) as near-cash awards and are required by CRA to be treated as a taxable benefit to the employee. Therefore, upon receipt of a dinner voucher, the amount of the voucher will be applied to an employee's payroll record as a taxable employment benefit and will be included on the employee's T4 as income.

Eligible employees in the 10-and-over years of service categories will receive an invitation to attend a dinner, with the option of having an accompanying guest. Employees who retire in the current year will also receive an invitation to this event.



Schedule "B" - County of Wellington Policy and Procedure Manual –  
Employee Long Service Recognition

<b>FIVE YEARS OF SERVICE</b>	<b>Employee will receive a letter of congratulations from the CAO and Director of HR.</b>
<b>10 YEARS OF SERVICE</b>	<b>Employee will receive a letter of congratulations from the Warden along with a framed/laminated certificate recognizing 10 years of service. Invitation to the Long Service dinner.</b>
<b>15 YEARS OF SERVICE</b>	<b>Employee will receive a dinner voucher in the amount of \$150. Invitation to the Long Service dinner.</b>
<b>20 YEARS OF SERVICE</b>	<b>Employee will receive a dinner voucher in the amount of \$200. Invitation to the Long Service dinner.</b>
<b>25 YEARS OF SERVICE</b>	<b>Employee will receive a 25-year pin. Invitation to the Long Service dinner.</b> <b>The County will maintain at the Administration Centre a "Quarter Century Club" plaque with the names of all those employees who have received a 25 year pin.</b> <b>The Departments will also maintain a plaque with the names of those in their departments who have served for 25 or more years.</b>
<b>30 YEARS OF SERVICE</b>	<b>The employee will receive a dinner voucher for \$300. Invitation to the Long Service dinner.</b>
<b>35 YEARS OF SERVICE</b>	<b>The employee will receive a dinner voucher for \$350. Invitation to the Long Service dinner.</b>
<b>40 YEARS OF SERVICE</b>	<b>The employee will receive a dinner voucher for \$400. Invitation to the Long Service dinner.</b>

**EMPLOYEE POLICY  
MANUAL**

**POLICY - C-3.3**

**Page 1 of 2**

**SECTION** nsation  
**SUBSECTION** Relations  
**SUBJECT** Retirement and Service Recognition  
**APPROVAL DATE** May 15, 2006  
**REVISION DATE**  
**POLICY APPLIES TO** Employee Classifications:  
Regular Full Time  
Regular Part Time  
Temporary Full Time  
Temporary Part Time  
Volunteer Fire Fighters

**Purpose:**

To acknowledge and recognize the commitment and dedication of employees and volunteer fire fighters.

**Policy:**

- 1 Eligible service includes regular and temporary full time and part time employees as well as volunteer fire fighters.
2. Only an employee's latest service shall be considered. That is, if an employee leaves the Township's employment and subsequently returns, only the subsequent service will be counted.
- 3 Service recognition for existing employees shall take place annually at a meeting of Council for Employee Recognition, 'Employee Appreciation Event'. The recognition shall be for the completed year of service, i.e. an employee with 10 completed years of service would not receive recognition until the following year (11<sup>th</sup> year) at the annual event.

**Retirement Recognition**

10 to 14 years of service	gift equal to the amount of \$125.00
15 to 19 years of service	gift equal to the amount of \$150.00
20 to 24 years of service	gift equal to the amount of \$175.00
25 to 29 years of service	gift equal to the amount of \$200.00
30 to 34 years of service	gift equal to the amount of \$225.00
35 to 39 years of service	gift equal to the amount of \$250.00
40 plus years of service	gift equal to the amount of \$300.00

**EMPLOYEE POLICY  
MANUAL**

**POLICY – C-3.3.**

**Page 2 of 2**

**Retirement Event**

The Township shall grant a retirement event for a retiring employee with 25 years or more years of service. An amount of \$2,000.00 shall be budgeted for the event.

**Employee Service Recognition**

Employees who have served the municipality and remain on staff, shall be recognized in the following manner:

10 years of service	letter of congratulations from the Mayor
15 years of service	letter of congratulations from the Mayor
20 years of service	letter of congratulations from the Mayor and gift equal to the amount of \$150.00
25 years of service	letter of congratulations from the Mayor and gift equal to the amount of \$175.00
30 years of service	letter of congratulations from the Mayor and gift equal to the amount of \$200.00
35 years of service	letter of congratulations from the Mayor and gift equal to the amount of \$225.00
40 years or more of service	letter of congratulations from the Mayor and gift equal to the amount of \$250.00

The reference to service implies service with the Corporation of the Township of Guelph/Eramosa and/or combined service with the former municipalities of the Township of Guelph or the Township of Eramosa.

**23. END OF EMPLOYMENT POLICY**

This policy applies to all full time employees who leave the employ of the Township. This policy does not apply to employees who have been terminated or to part time employees, or to volunteers with the Fire Department.

- ❖ It will be at the discretion of the Department Head as to what kind of function, if any, will be planned. Should a public reception be planned the following guidelines will apply:
  - Tickets will be sold to cover the cost
  - Cash Bar
- ❖ The Township will not bear any expense for the reception.

The following is a table outlining the Value of Gift to be purchased by the Township based on the number of years of service. Department Heads will be responsible for the purchase of a gift or the employee can go to Ron Wilkin Jewellers in Fergus and pick out their own gift.

<b>Number of Years of Service</b>	<b>Value of Gift</b>
<b>1-5 Years</b>	<b>\$50.00</b>
<b>6-9 Years</b>	<b>\$75.00</b>
<b>10-14 Years</b>	<b>\$100.00</b>
<b>15-19 Years</b>	<b>00.00-\$150.00</b>
<b>20-24 Years</b>	
<b>25-29 Years</b>	<b>\$200.00-\$300.00</b>
<b>30-34 Years</b>	
<b>35 Years &amp; Over</b>	<b>\$400.00-\$500.00</b>

Schedule "D" - Centre of Wellington - End of Employment Policy

**24. LONG TERM SERVICE RECOGNITION**

Employment, with no break in service, with any one of the following municipalities prior to amalgamation shall constitute continuous service and will be recognized when determining Long Term Service Recognition for years of service:

<b>Village of Elora</b>	<b>Township of Pilkington</b>
<b>Town of Fergus</b>	<b>Township of West Garafraxa</b>
<b>Township of Nichol</b>	

Long Term Service Recognition for continuous years of service shall be as follows:

<b>Number of Years Service</b>	<b>Value of Gift</b>
<b>Ten Years</b>	<b>\$100.00</b>
<b>Fifteen Years</b>	<b>\$100.00 - \$150.00</b>
<b>Twenty Years</b>	<b>\$150.00 - \$200.00</b>
<b>Twenty-Five Years</b>	<b>\$200.00 - \$300.00</b>
<b>Thirty Years</b>	<b>\$300.00 - \$400.00</b>
<b>Thirty-Five Years</b>	<b>\$400.00 - \$500.00</b>
<b>Forty Years</b>	<b>\$500.00 - \$600.00</b>

These awards will be presented at the annual Christmas Party or at another appropriate time.

The Corporation of the Town of Erin

**Procedure Title: Employee Long Service Award Program**

## **PROCEDURE**

**Effective Date:**

**Revision Dates:**

The program is designed to recognize full-time and permanent part-time employees with continuous service with the Town of Erin (including time with the Township of Erin and the Village of Erin) when they reach their 10, 15, 20, 25, 30, 35 and 40 year milestones of continuous service. In order to be eligible, the employee will need to have reached their milestone by December 31 of the current year.

The Firefighters are already recognized by the Provincial and Federal governments with a medal presentation for their long service when certain milestones are reached and could be excluded from this program.

Recognition will take place at the first Council meeting in December of each year. Employees must be currently employed with the Town. The employee and guest(s) will be invited to attend the meeting to be recognized and receive their award. The award is intended to be a keepsake or memento of the years of working at the Town. The recipient will be presented a dinner voucher for their corresponding years of service.

Dinner vouchers are considered by Canada Revenue Agency (CRA) as near-cash awards and are required by CRA to be treated as a taxable benefit to the employee. Therefore, upon receipt of a dinner voucher, the amount of the voucher will be applied to an employee's payroll record as a taxable employment benefit and will be included on the employee's T4 as income.

Schedule "E" - Town of Erin - Employee Long Service Award Program

**YEARS OF SERVICE**

**BENEFIT**

**10 YEARS OF SERVICE** Employee will be presented with a gift certificate in the amount of \$100.00.

**15 YEARS OF SERVICE** Employee will be presented with a gift certificate in the amount of \$150.00.

**20 YEARS OF SERVICE** Employee will receive a gift certificate in the amount of \$200.00.

**25 YEARS OF SERVICE** Employee will receive a gift certificate in the amount of \$250.00.

**30 YEARS OF SERVICE** The employee will receive a gift certificate for \$300.00.

**35 YEARS OF SERVICE** The employee will receive a gift certificate for \$350.00.

**40 YEARS OF SERVICE** The employee will receive a gift certificate for \$400.00.

**Procedure #**

The Corporation of the Town of Erin

**Procedure Title: Gifts for Retiring Employees**

**PROCEDURE**

**Effective Date:**

**Revision Dates:**

**STATEMENT**

Employees are asked to provide at least one month notice in writing, of their intention to retire.

Where an employee with ten or more year's service retires from their position, the department head may authorize the purchase of a suitable gift. The value of the tribute should vary with the service of the employee. Limits on costs of such gifts will be in accordance with the schedule set out in Appendix A (shown below), which is based on full time equivalency (FTE). For employees who are permanent part time or casual, the calculation will be calculated for FTE based on hours.

If the gift or award that is given to an employee is cash or near-cash (gift certificates) it is considered to be a taxable benefit from employment. However, under our policy, a non cash gift or award that you give an employee may not be considered a taxable benefit if the cost of the gift is limited to \$500 or less, including taxes.

**PROCEDURES**

When an employee, who meets the above criteria, is retiring from the Town of Erin, the CAO/Town Manager must be notified. The CAO/Town Manager will then calculate the amount of the gift based on the scale in Schedule A (shown below);

Cash or near cash gifts are considered a taxable employment benefit and will be processed through payroll and included on the employee's T4 as income;

There is a single \$500 exemption that is applied against the total value of all non-cash gifts and awards given to an employee. If the non cash gift is over \$500, any amount above \$500 is a taxable benefit to the employee. For example, if the non cash gift is \$650, then \$150 will be treated as a taxable benefit. The employer must include the full fair-market value of the gift in the employee's income;



Schedule "E" - Town of Erin - Employee Long Service Award Program

Non cash gift(s) under \$500 are considered exempt and employees do not have to declare the cost of the gift(s) in their taxable income;

If the gift(s) is a combination of cash and non-cash, the same rules apply as above (gift under \$500 non taxable, total amount of cash or near cash is taxable income).

In all instances the CAO/Town Manager will calculate the amount of the gift. All receipts must be presented to the Director of Finance when a gift has been purchased to ensure compliance with Canada Customs and Revenue Agency through payroll and all requests for cash or near cash gifts must also be directed through the CAO/Town Manager.

**Schedule A**

<b>YEARS OF SERVICE</b>	<b>GIFT AMOUNT</b>
10 YEARS	\$200.00
15 YEARS	\$400.00
20 YEARS	\$600.00
25 YEARS	\$800.00
30 YEARS	\$1,000.00
35 YEARS	\$1,200.00
40 YEARS	\$1,400.00

**HUM 04.13 Employee Recognition**

**General**

The purpose of this policy is to recognize full time and regular part time employees for their years of service to the Township of Mapleton.

**Criteria**

Eligibility for this benefit is determined on January 1<sup>st</sup> of each year and entitlement will be calculated using the employee's employment status date (anniversary date).

**Example:**

Employee's Start date is August 16, 2001.

As of January 1<sup>st</sup> of 2016 the employee is eligible to receive recognition for 15 years of completed service.

As of August 16, 2016, the employee is entitled to receive the recognition benefit.

If the employee leaves the employ of the Township prior to August 16, 2016 no recognition will be given, as the Township's retirement policy will be implemented (HUM 04.15).

**Benefit**

Employees are entitled to receive a gift certificate from a Township of Mapleton business of their choice based on the following amounts:

5 Completed Years of Service	\$ 50.00
10 Completed Years of Service	\$ 75.00
15 Completed Years of Service	\$100.00
20 Completed Years of Service	\$125.00
25 Completed Years of Service	\$150.00
30 Completed Years of Service	\$175.00
35 Completed Years of Service	\$200.00
40 Completed Years of Service	\$225.00

Employees who are entitled to receive recognition will receive a letter in January of their recognition year setting out their eligible years of service and value of the gift certificate they are entitled to. Employees must provide the CAO with the name of the Mapleton Township business they wish to receive a gift certificate from. The Employee will be invited to attend a public Council meeting to receive their recognition award and Certificate from Council.

Approved June 26, 2012

**HUM 04.14 Retirement Gifts**

**General**

The purpose of this policy is to recognize full time and regular part time employees as well as volunteer firefighters for their years of service to the Township of Mapleton upon retirement.

**Benefit**

Employees eligible for this benefit are entitled to receive a gift of their choice up to the dollar value listed below upon their retirement from the Township of Mapleton. The purchase of retirement gifts shall be coordinated through the retiring employee's department head.

Up to 5 years of service	-	\$ 50.00
6 – 10 years of service	-	\$100.00
11 – 15 years of service	-	\$200.00
16 – 20 years of service	-	\$300.00
21 Years of Service and Over		\$400.00

Approved June 26, 2012

## Schedule "G" - Town of Minto - Employee Recognition Program

Section: **Compensation**

Policy Number: **B-2.10**

Sub-section: **Benefits**

Effective Date: **February 20<sup>th</sup>, 2008**

Subject: **Employee Recognition Program**

Revision Date:

Page: 1 of 1

# Employee Recognition Program

### Purpose:

To acknowledge employees who establish themselves as long service employees for the Town of Minto with a Recognition Program.

### Policy:

1. Employees who are employed by the Town of Minto with uninterrupted years of service are rewarded with a Gift Certificate for any Town of Minto business. The employee will be recognized at five year intervals at a time coinciding with the five-year anniversary date occurring within the past year. The recognition will be at the annual Christmas party. (example if you commence employment the 7<sup>th</sup> of January, 2002 you will be recognized for your five year anniversary at the 2007 Christmas party with your Gift Certificate).
2. The Council of the Town of Minto generously is offering \$10 for each year of service as a Gift Certificate for any Town of Minto business.



## **REPORT ADM-2016-011**

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**TO:** Mayor and Members of Council

**FROM:** Karen Landry, CAO/Clerk

**MEETING DATE:** July 20, 2016

**SUBJECT:** Disposition of Unopen Road Allowances - Plan 386  
Our File No. L07

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### **RECOMMENDATIONS**

That Report ADM-2016-011 regarding disposition of unopen road allowances – Plan 386 be received; and

That Council declare the lands on Plan 386 more particularly described as Parts 1 to 9, Parts 12 - 13, and Part 15 on the draft Reference Plan attached to Report ADM-2016-011 as surplus; and

That Council enact a by-law to declare surplus, close and dispose of the lands on Plan 386 more particularly described as Parts 1 to 9, Parts 12 - 13, and Part 15 on the draft Reference Plan attached to Report ADM-2016-011 and to authorize the Mayor and Clerk to execute agreements and all ancillary documents required to facilitate the transfer of the subject lands to the abutting property owner(s) as outlined in Report ADM-2016-011; and

That Council authorize the transfer of the subject lands for nominal consideration: and

That Council direct staff to work with the applicable owners identified in Report ADM-2016-011 to acquire the travelled portion of the unopen road allowance to the Township for nominal consideration for the purpose of consolidating ownership of the travelled portion of the unopen road allowance; and

That upon obtaining agreement with the applicable owners to acquire Parts 10, 11 and 14 on the draft Reference Plan attached to Report ADM-2016-011, Council enact a By-law to acquire the subject lands.

### **DISCUSSION**

#### **Background**

In 2014, it came to the attention of the Township that it was the owner of the unopen road allowances on Plan 386. Prior to this date it was the Township's understanding that the road allowances outlined on Plan 386 were privately owned. In 1981, Council passed "Deeming" By-law 27/81 to designate lands on Plan 386 not to be part of a registered plan of subdivision. However, the passing of this "Deeming By-law" did not effect the status/ownership of the road allowances that were dedicated to the Township on Plan 386, therefore the Township remains as the owner.

The Township has not passed a By-law to open the road allowances identified as Prospect Drive, Eagle Road, Valley Drive and Lake Shore Drive on Plan 386, and has not maintained these unopened road allowances. The residents in the area have been maintaining these unopened road allowances.

Access to the residential properties on Plan 386 is achieved through individual deeded right of ways as shown on the aerial photo attached as Schedule A.

In 2015, the Township retained BSRD to complete a Plan of Survey and Partial Topographic Survey of Prospect Drive, Eagle Road, Valley Drive and Lake Shore Drive on Plan 386. The Survey's are attached as Schedules B and C. The scope of this work was to identify encroachments on the unopened road allowances. The Partial Topographic Survey does include some homes and other structures located on the individual lots on Plan 386 where BSRD completed survey work on these lots in the past. However, including this information was not a requirement in the scope of work commissioned by the Township.

Council at its meeting held on March 16, 2016, authorized staff to proceed with working with the individual lot owner(s) to dispose of the untravelled portion of the unopen road allowances and to acquire lands on Plan 386. The subject lands are identified as Parts 1 to 15 on the draft Reference Plan attached as Schedule D.

### Purpose

The purpose of this Report is to request Council to declare the lands surplus to the Township and to authorize the sale and acquisition of the identified parts to and from the respective land owner(s) as outlined in further detail below.

Part(s) on Reference Plan	Property Owner(s)	Municipal Address of Property to be merged with	Transfer	Acquire
5 and 6	Paul O'Krafka	3 Eagle Lane	X	
7 and 15	Paul and Dianne O'Krafka	4 Eagle Lane	X	
4 and 8	Kelli Todd-Wallace	5 Eagle Lane	X	
3 and 9	Lorne Wallace	6 Eagle Lane	X	
10	Lorne Wallace			X
2 and 12	Beatrice Spiegel	8 Eagle Lane	X	

11	Beatrice Spiegel			X
1	Laura and Matt Davey Paul and Dianne O'Krafka	17 Eagle Lane	X	
13	David and Natalie Freure	29 Eagle Lane	X	
14	David and Natalie Freure			X

Please note: Part 6 could merge with 4 Eagle Lane instead of 3 Eagle Lane but would need to be subject to an easement in favour of 3 Eagle Lane to provide access to the unopened travelled road allowance.

The purpose of transferring the untravelled portion of the unopen road allowances is to:

- Dispose of lands not required by the Township
- Clear title of the individual property owner(s)
- Resolve the matter of encroachments on Township lands

#### Sale and Other Disposition of Land Policy

Under By-law 60/08 the Township adopted its Sale and Other Disposition of Land Policy.

The Policy states:

“Surplus Real Property interests shall be classified by Council on the recommendations of the CAO as being “marketable” or “not marketable” according to the following guidelines:

“Marketable” means those lands of a size, shape, location and nature that can be, or have the potential to be developed independently and which would likely be attractive to more than one buyer if offered for sale in the open market or would have value to an individual group. Lands considered “not marketable” are those lands that in the opinion of the Council do not fall into this group.

Prior to the sale of property Council shall by resolution or by-law declare the affected land to be surplus.

Notice to the public is not required for the proposed sale or disposition of real property interests for lands that Council considers not marketable. However, Council may provide notice in such a manner as the Council considers appropriate if it deems such notice is in the public interest.”

It is the opinion of staff that the subject lands are “not marketable” as the individual parts to be transferred are not suitable in size or configuration to build a home on.

With regard to notice the Township is considering this matter in open Council and the agenda together with the report is published on the Township’s website. Also, all affected property owner(s) have had three group meetings with Township staff on this matter over the past year.

### Value of Property

The Sale and Other Disposition of Land Policy exempts the Township from obtaining a valuation of the lands to be declared surplus where a closed highway is being sold to an owner abutting the closed highway, providing the intent to sell to the abutting owner is indicated in the by-law closing the highway.

Despite this exemption, the Township in support of an accountable and transparent decision making process obtained a letter of opinion valuing the subject lands which is attached as Schedule E.

Outlined below is a table summarizing the land area in square metres, square feet, value per square foot and the total value of land proposed to be transferred to each abutting property owner(s).

Part(s) on Reference Plan	Property Owner(s)	Property	Square Metres	Square Feet	Value per sq foot	Total Value
5 and 6	Paul O’Krafka	3 Eagle Lane	411.1	4425	\$7.62	\$33,718.50
			472.1	5081	\$4.89	\$24,846.09
7 and 15	Paul and Dianne O’Krafka	4 Eagle Lane	101.7	1094	\$4.89	\$5,349.66
			92.8	998	\$7.62	\$7,604.76
4 and 8	Kelli Todd-Wallace	5 Eagle Lane	106.2	1140	\$7.62	\$8,686.80
			75.3	810	\$4.89	\$3,960.90
3 and 9	Lorne Wallace	6 Eagle Lane	191.1	2056	\$7.62	\$15,666.72
			6.5	69	\$4.89	\$337.41
10	Lorne Wallace		13.4	144	\$4.89	\$704.16
2 and 12	Beatrice Spiegel	8 Eagle Lane	236.9	2549	\$7.62	\$19,423.38
			49.3	530	\$4.89	\$2,591.70
11	Beatrice Spiegel		7.2	77	\$4.89	\$376.53
1	Laura and Matt Davey	17 Eagle Lane	205.6	2213	\$7.62	\$16,863.06



	Paul and Dianne O'Krafka					
13	David and Natalie Freure	29 Eagle Lane	656.2	7063	\$4.89	\$34,538.07
14	David and Natalie Freure		51.1	550	\$4.89	\$2,689.50

The total value of the proposed lands to be transferred to each abutting owner deducting where applicable, the value of the property the Township is seeking to acquire from that owner is:

**3 Eagle Lane** -  $\$33,718.50 + \$24,846.09 = \$58,564.09$

**4 Eagle Lane** -  $\$5,349.66 + \$7,604.76 = \$12,954.42$

**5 Eagle Lane** -  $\$8686.80 + \$3,960.90 = \$12,647.70$

**6 Eagle Lane** -  $\$15,666.72 + \$337.41 - \$704.16 = \$15,299.97$

**8 Eagle Lane** -  $\$19,423.38 + \$2,591.70 - \$376.53 = \$21,638.55$

**17 Eagle Lane** -  $\$16,863.06$

**29 Eagle Lane** -  $\$34,538.07 - \$2,689.50 = \$31,848.57$

#### Other Considerations

When considering the disposition of lands of this nature, the Township also needs to take into account:

- the liability associated with retaining the lands;
- current enjoyment and use of the lands by the abutting property owner(s) including encroachments;
- current assessment and collection of taxes for the subject lands;
- retaining the lands for a future Township need.

In this matter, the Township has no identified future need for the unopen road allowances. The subject lands are currently being utilized by the respective abutting property owner(s), and encroachments on these Township lands have been identified consisting of stone walls, decks and steps, etc.

Taking into consideration the liability associated with retaining these lands. Staff recommend that the subject lands be transferred to the abutting property owner(s) for a nominal fee.

Upon transfer of the subject lands, each property will be reassessed by MPAC and subsequently subject to taxation.

#### Travelled Portion of Unopen Road Allowance

Maintenance of the travelled portion of the unopen road allowance will continue to be the responsibility of the individual property owner(s) and use of the this road allowance will be at their own risk.

#### Other disposition of the lands

If a property owner indicates they are not interested in acquiring the subject lands, the Township may then take the necessary steps to facilitate the removal of the encroachments and/or otherwise dispose of the lands.

#### Municipal Act Requirements

The *Municipal Act*, has specific requirements related to highway closing procedures and conveyance of a closed highway. Although, these subject road allowances were not opened by By-law it is recommended that a By-law be passed to close the subject road allowances to ensure clear title upon transfer of Lake Shore Drive.

Section 43 of the *Municipal Act* states:

“A municipality that permanently closes a highway shall not convey the land forming the highway if it is covered with water without the consent of the Ministry of Natural Resources.”

Although it does not appear that any part of the unopen road allowance is covered with water, as a courtesy and to eliminate any possibility of “clouding” title, the Township will notify the Ministry of the closure of the highway.

### **FINANCIAL IMPLICATIONS**

The Township has incurred costs in the amount of \$9,386.32 for the preparation of the survey. Additional costs for the preparation and depositing of the reference plan are estimated at \$7,200.00 exclusive of taxes.

The estimated costs to have a solicitor on behalf of the Township complete the transfer and acquisition of lands is \$500.00 per transaction for a total of \$5,000.00.

The individual property owner(s) will be responsible for the costs of retaining their own solicitor to complete the transfer and acquisition of lands on their own behalf eg. land transfer tax.

The Township has a legal reserve balance of \$65,763 (estimate as at December 31, 2015).

## **APPLICABLE LEGISLATION AND REQUIREMENTS**

Municipal Act

Sale and Other Disposition of Land Policy – By-law 60/08

## **ATTACHMENTS**

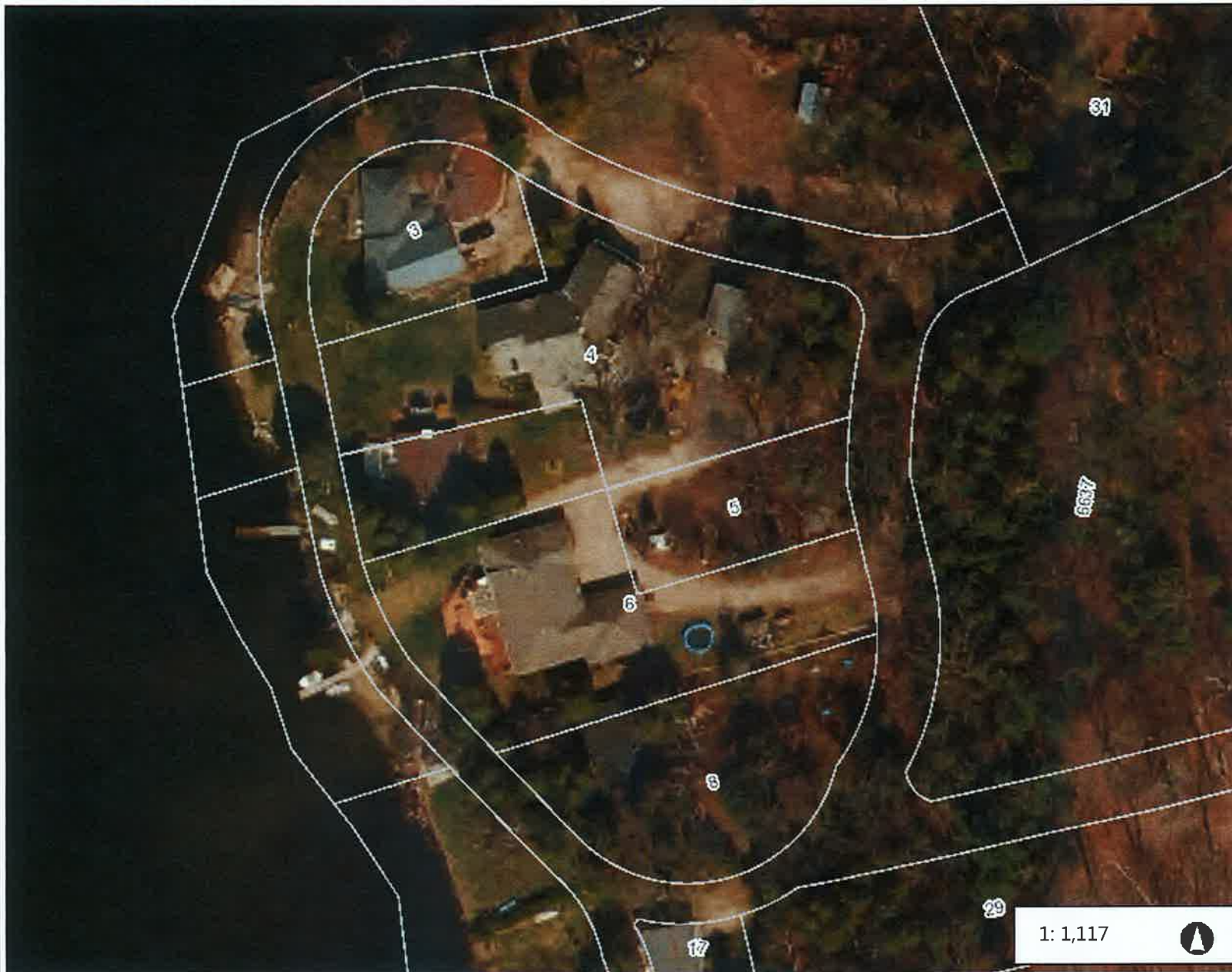
Schedule A – Aerial Photo

Schedule B – Plan of Survey

Schedule C – Topographic

Schedule D - Draft Reference Plan

Schedule E – Letter of Opinion of Value



Legend

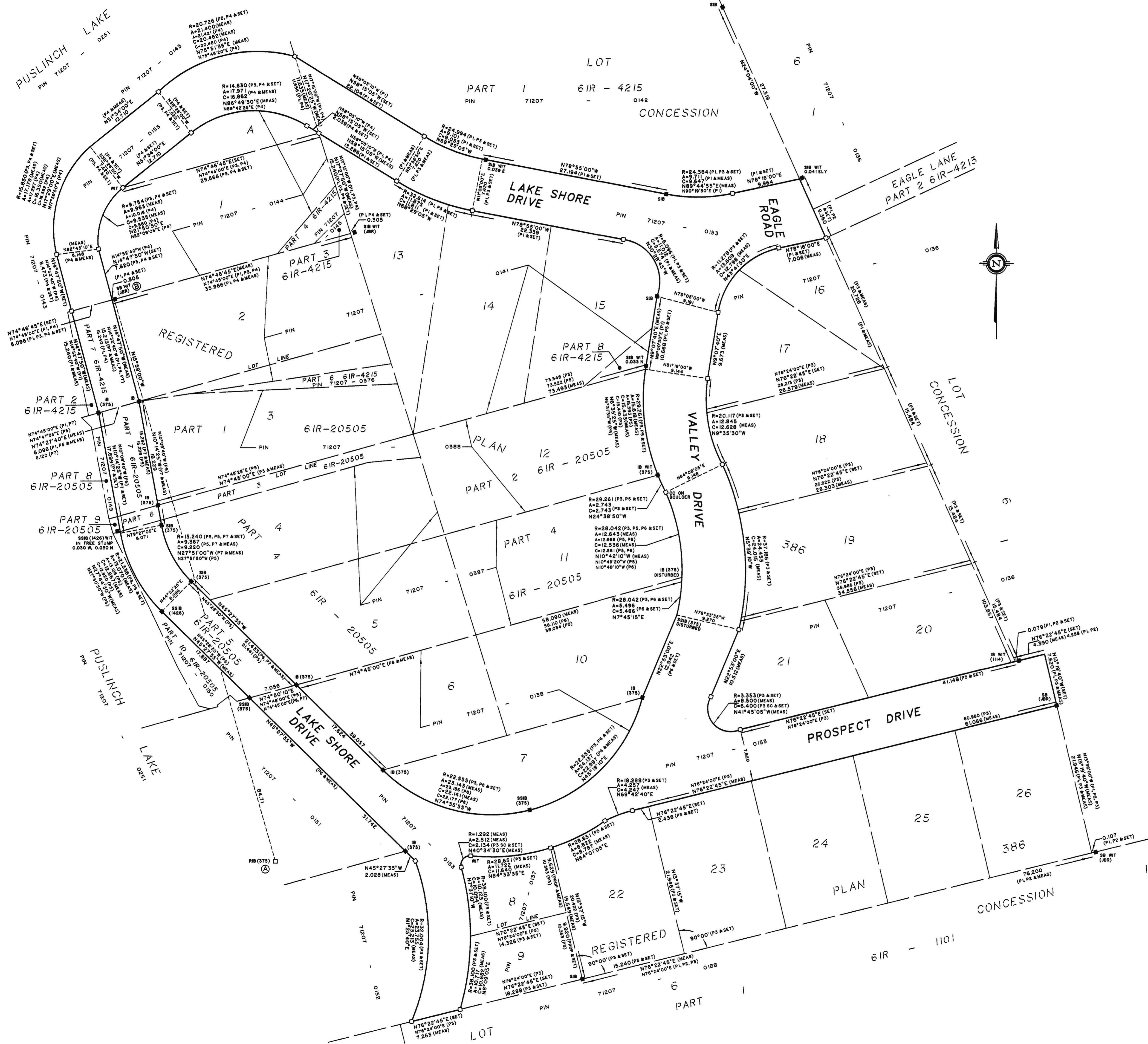
-  Propane Tank
-  Propane Hazard Area
-  Municipal Offices
-  OPP Stations
-  Hospitals
-  Fire Stations
-  Information Centres
-  Schools
-  Post Offices
-  Arenas
-  Community Centres
-  Curling Rinks
-  Libraries
-  Museums
-  Park Parking Lots
-  County Garages
-  Parcels
-  Railways
-  Trails
-  Watercourses
-  Parks
-  Municipalities

1: 1,117



0.1 0 0.03 0.1 Kilometers

Notes



**PLAN OF SURVEY**  
 OF  
**PROSPECT DRIVE, EAGLE ROAD, VALLEY DRIVE  
 AND LAKE SHORE DRIVE**  
**REGISTERED PLAN 386**  
**TOWNSHIP OF PUSLINCH**  
**COUNTY OF WELLINGTON**

KERRY F. HILLIS - Ontario Land Surveyor  
 2015  
 SCALE 1 : 300  
**METRIC:** DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES  
 AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY REAL TIME NETWORK (RTN) OBSERVATIONS, REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (1997.0).

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99960244.

FOR BEARING COMPARISONS, A ROTATION OF 0°25'50" COUNTERCLOCKWISE CAN BE APPLIED TO BEARINGS ON PLANS P1, P2, P4, P6 & P7 TO CONVERT TO UTM GRID BEARINGS.

FOR BEARING COMPARISONS, A ROTATION OF 0°36'00" COUNTERCLOCKWISE CAN BE APPLIED TO BEARINGS ON PLAN P3 TO CONVERT TO UTM GRID BEARINGS.

INTEGRATION DATA		
OBSERVED REFERENCE POINTS (ORP) ARE DERIVED FROM GPS OBSERVATIONS USING THE CAN-NET NETWORK AND ARE REFERRED TO UTM ZONE 17, NAD 83 (CSRS) (1997.0).		
COORDINATE VALUES ARE TO A RURAL ACCURACY IN ACCORDANCE WITH SECTION 14 (2) OF OF O.REG. 216/10.		
POINT ID	NORTHING	EASTING
ORP A	4807342.4	560404.8
ORP B	4807423.9	560381.5

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

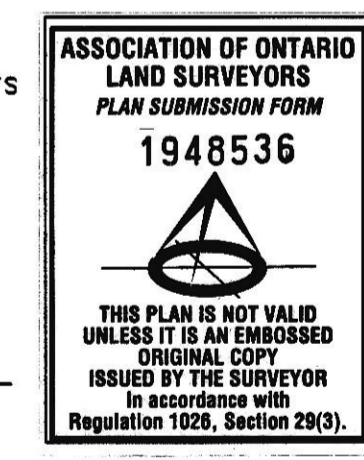
**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 23rd DAY OF NOVEMBER, 2015.

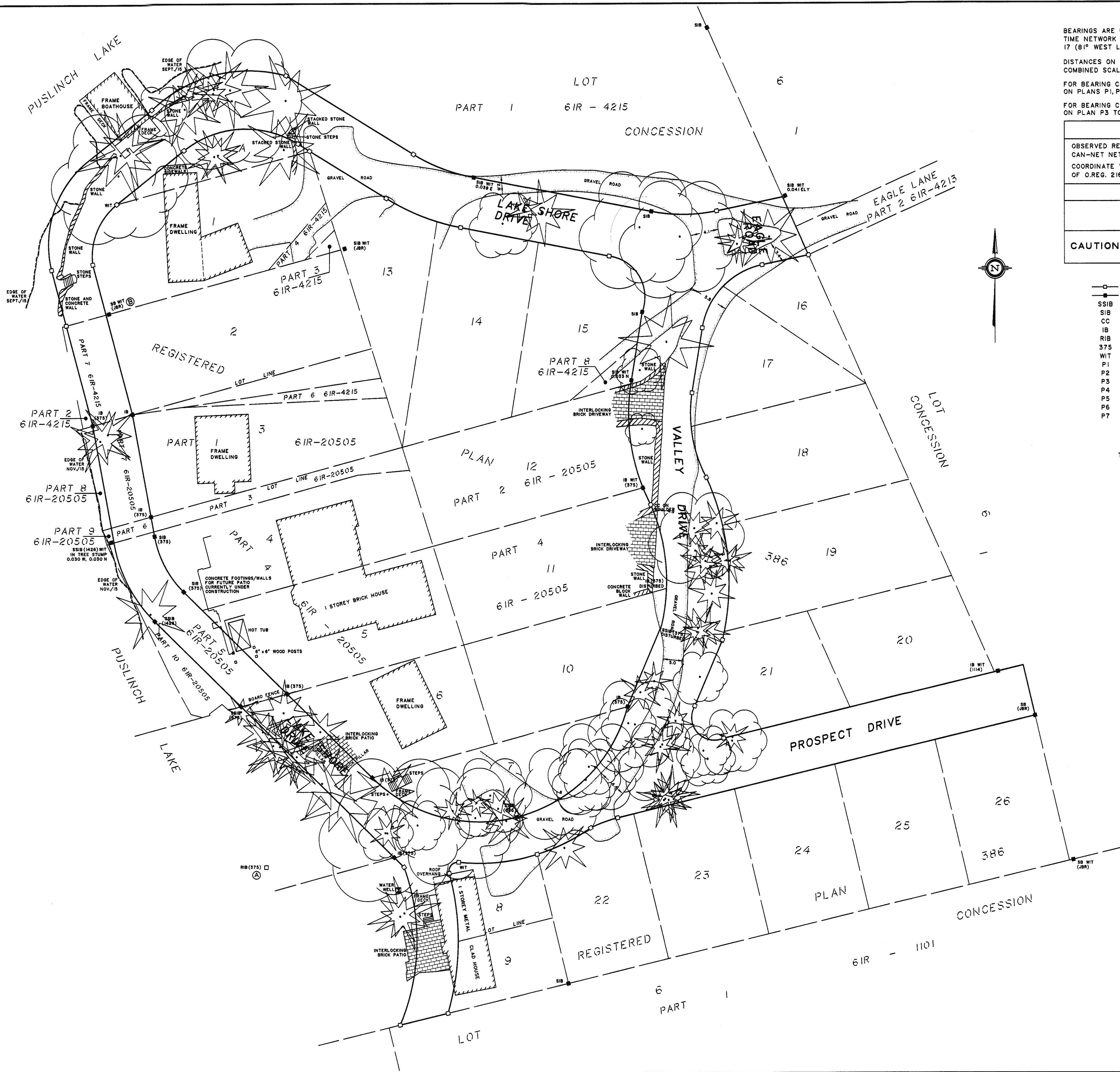
NOVEMBER 24, 2015  
 DATE

*Kerry F. Hillis*  
 KERRY F. HILLIS  
 ONTARIO LAND SURVEYOR



- DENOTES SURVEY MONUMENT PLANTED (SSIB UNLESS SHOWN OTHERWISE)
- DENOTES SURVEY MONUMENT FOUND (983 UNLESS SHOWN OTHERWISE)
- SSIB DENOTES SHORT STANDARD IRON BAR
- SIB DENOTES STANDARD IRON BAR
- CC DENOTES CUT CROSS
- IB DENOTES IRON BAR
- RIB DENOTES ROUND IRON BAR
- 375 DENOTES BLACK, SHOEMAKER, ROBINSON & DONALDSON LIMITED O.L.S.'s
- WIT DENOTES WITNESS
- SC DENOTES SCALED FROM P3
- P1 DENOTES DEPOSITED PLAN 61R-4215
- P2 DENOTES DEPOSITED PLAN 61R-4213
- P3 DENOTES REGISTERED PLAN 386
- P4 DENOTES PLAN BY J. DOUGLAS ANSLY LTD, PROJECT No. 89-7030, DATED OCT. 31/89
- P5 DENOTES DEPOSITED PLAN 61R-20505
- P6 DENOTES PLAN BY 375, PROJECT No. 00-2861, DATED AUG. 7/00
- P7 DENOTES PLAN BY 375, PROJECT No. 00-3227, DATED JULY 10/01

<b>BLACK, SHOEMAKER, ROBINSON &amp; DONALDSON LIMITED</b> Ontario Land Surveyors Urban and Rural Planners	351 Speedvale Avenue West Guelph, Ontario N1H 1C6 FAX: (519) 822-1220 TEL: (519) 822-4031	DATE: NOV. 24, 2015 DRAWN BY: DM PROJECT 15-0118
---	--	--



BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY REAL TIME NETWORK (RTN) OBSERVATIONS, REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (1997.0).

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INTEGRATION DATA		
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<b>CAUTION:</b> COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.		

- DENOTES SURVEY MONUMENT PLANTED (SSIB UNLESS SHOWN OTHERWISE)
- DENOTES SURVEY MONUMENT FOUND (983 UNLESS SHOWN OTHERWISE)
- SSIB DENOTES SHORT STANDARD IRON BAR
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- P6 DENOTES PLAN BY 375, PROJECT No. 00-2861, DATED AUG. 7/00
- P7 DENOTES PLAN BY 375, PROJECT No. 00-3227, DATED JULY 10/01

THE FIELD SURVEY PORTION OF THIS PLAN WAS COMPLETED ON NOVEMBER 23, 2015.

**PARTIAL TOPOGRAPHIC SURVEY**  
 OF PROSPECT DRIVE, EAGLE ROAD, VALLEY DRIVE  
 AND LAKE SHORE DRIVE  
 REGISTERED PLAN 386  
 TOWNSHIP OF PUSLINCH  
 COUNTY OF WELLINGTON



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

**CAUTION:** THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSE INDICATED IN THE TITLE BLOCK.

**NOTES:**

1. THE POSITION OF ALL POLE LINES, CONDUITS, WATER MAINS, SEWERS AND OTHER UNDERGROUND AND OVERHEAD UTILITIES AND STRUCTURES IS NOT NECESSARILY SHOWN ON THIS PLAN, AND WHERE SHOWN, THE ACCURACY OF THE POSITION OF SUCH UTILITIES AND STRUCTURES IS NOT GUARANTEED. BEFORE STARTING WORK, THE CONTRACTOR SHALL INFORM HIMSELF OF THE EXACT LOCATION OF ALL SUCH UTILITIES AND STRUCTURES, AND SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM.

- ☼ DENOTES CONIFEROUS TREE (CANOPY TO SCALE)
- ☺ DENOTES DECIDUOUS TREE (CANOPY TO SCALE)

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**BLACK, SHOEMAKER, ROBINSON & DONALDSON LIMITED**

**BSR&D** Ontario Land Surveyors  
 Urban and Rural Planners

351 Speedvale Avenue West Guelph, Ontario N1H 1C6  
 FAX: (519) 822-1220 TEL: (519) 822-4031

DATE: NOV. 24, 2015 DM PROJECT 15-0118

SCHEDULE					
PART	LOT	PLAN	PIN	AREA (sq.m.)	
1	PART OF LAKE SHORE DRIVE AND PART OF VALLEY DRIVE	REGISTERED PLAN 386	PART OF 71207-0153	205.6	
2				236.9	
3				191.1	
4	PART OF LAKE SHORE DRIVE			106.2	
5				411.1	
6				472.1	
7				101.7	
8	PART OF VALLEY DRIVE			75.3	
9				6.5	
10	PART OF LOT II			PART OF 71207-0387	13.4
11	PART OF LOT IO			PART OF 71207-0138	7.2
12	PART OF VALLEY DRIVE				49.3
13	PART OF PROSPECT DRIVE AND PART OF VALLEY DRIVE			PART OF 71207-0153	656.2
14	PART OF LOTS 16, 17 & 18			PART OF 71207-0136	51.1
15	PART OF LAKE SHORE DRIVE			PART OF 71207-0141	92.8

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

DATE \_\_\_\_\_

KERRY F. HILLIS  
ONTARIO LAND SURVEYOR

PLAN 6 IR-  
RECEIVED AND DEPOSITED

DATE \_\_\_\_\_

REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF WELLINGTON No. 61

**PLAN OF SURVEY**  
OF PART OF  
**PROSPECT DRIVE, VALLEY DRIVE AND LAKE SHORE DRIVE**  
AND PART OF  
**LOTS 10, 11, 16, 17 & 18**  
**REGISTERED PLAN 386**  
**TOWNSHIP OF PUSLINCH**  
**COUNTY OF WELLINGTON**

KERRY F. HILLIS - Ontario Land Surveyor  
2016  
SCALE 1 : 300

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ORP B	4807423.9	560381.5
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**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT:

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

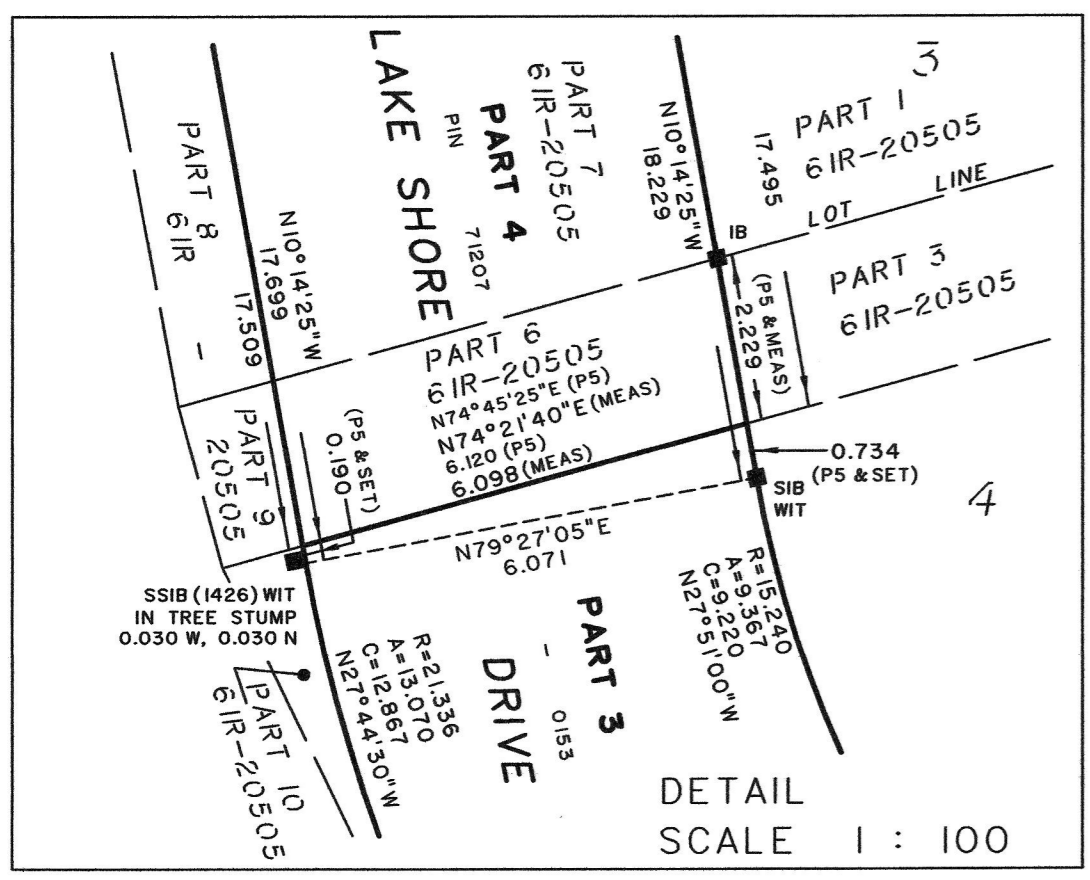
DATE \_\_\_\_\_ KERRY F. HILLIS  
ONTARIO LAND SURVEYOR

□ DENOTES SURVEY MONUMENT PLANTED  
 ■ DENOTES SURVEY MONUMENT FOUND (375 SSIB UNLESS SHOWN OTHERWISE)  
 SSIB DENOTES SHORT STANDARD IRON BAR  
 SIB DENOTES STANDARD IRON BAR  
 CC DENOTES CUT CROSS  
 IB DENOTES IRON BAR  
 RIB DENOTES ROUND IRON BAR  
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 P7 DENOTES PLAN BY 375, PROJECT No. 00-3227, DATED JULY 10/01  
 P8 DENOTES PLAN BY 375, PROJECT No. 15-0118, DATED NOV.24/15

**BLACK, SHOEMAKER, ROBINSON & DONALDSON**  
LIMITED  
Ontario Land Surveyors  
Urban and Rural Planners

351 Speedvale Avenue West  
Guelph, Ontario N1H 1C6  
FAX: (519) 822-1220  
TEL: (519) 822-4031

DATE: JUNE 13, 2016  
DRAWN BY: DM  
PROJECT: 15-0118-1



**Prepared for the following:**

**Karen M. Landry  
CAO/Clerk  
Township of Puslinch**

**Prospect Drive, Valley Drive & Lakeshore Drive  
Puslinch Lake, Puslinch, ON**

**Prepared by:**



**Effective Date:  
June 30, 2016**



# S.W. IRVINE & ASSOCIATES

REAL ESTATE APPRAISALS & CONSULTING

**June 30, 2016**

**Karen M. Landry  
CAO/Clerk  
Township of Puslinch  
7404 Wellington Road 34  
Guelph, ON N1H 6H9**

**SUBJECT : Prospect Drive, Valley Drive & Lakeshore Drive  
Puslinch Lake, Puslinch, ON**

**LEGAL : Plan of Survey of Part of Prospect Drive, Valley Drive  
and Lakeshore Drive  
and part of  
Lots 10, 11, 16, 17 & 18 Registered Plan 386  
Township of Puslinch, County of Wellington**

**CLIENT : Karen M. Landry  
CAO/Clerk  
Township of Puslinch**

Dear Ms. Landry,

This letter is completed in compliance with your request to provide an opinion of current market value for the above stated property. The subject is a section of unopened road allowance located at the east end of Puslinch Lake in the Township of Puslinch. The total area is 28,798 sq. ft. (0.66 acre) in size and is referenced in this letter as Parts 1-15 of Registered Plan 386. The lands that comprise the subject property are zoned a combination of RR – Resort Residential Zone, A – Agricultural Zone and NE-14 – Specialized Natural Environment Zone. As an unopened road allowance, the subject lands are not physically suited to be developed on their own, hence, the Highest and Best Use of the subject property is to be amalgamated with the abutting residential properties.

The subject property was inspected on June 30, 2016 by Larry Zions, AACI, P. App., of S.W. Irvine & Associates. The purpose of this letter of opinion of value is to provide a ***current rate of market value as at June 30, 2016*** for the 28,798 sq. ft. of lands that comprise the subject property. The only intended user of this letter of opinion of value is the Township of Puslinch and the only intended use is to assist with the purchase and sale of the subject lands.

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## PHOTOGRAPHS

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*Subject Property:* Prospect Drive, Valley Drive & Lakeshore Drive, Puslinch Lake

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## PHOTOGRAPHS

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*Subject Property:* Prospect Drive, Valley Drive & Lakeshore Drive, Puslinch Lake

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**SUMMARY OF SALIENT FACTS AND  
IMPORTANT CONCLUSIONS**

PROPERTY ADDRESS: Prospect Drive, Valley Drive & Lakeshore Drive  
Puslinch Lake, Puslinch, ON

LEGAL DESCRIPTION: Plan of Survey of Part of Prospect Drive, Valley  
Drive and Lakeshore Drive  
and part of  
Lots 10, 11, 16, 17 & 18 Registered Plan 386  
Township of Puslinch, County of Wellington

PROPERTY ID # (PIN): 7712070153, 712070387, 712070138, 712070136,  
712070141

REGISTERED OWNERS: 7712070153: Township of Puslinch  
712070387: Lorne Christopher Wallace  
712070138: Beatryce Spiegel  
712070136: David H. Freure  
712070141: Paul Robert O’Krafka; Dianne Louise  
O’Krafka

**EFFECTIVE DATE: June 30, 2016**

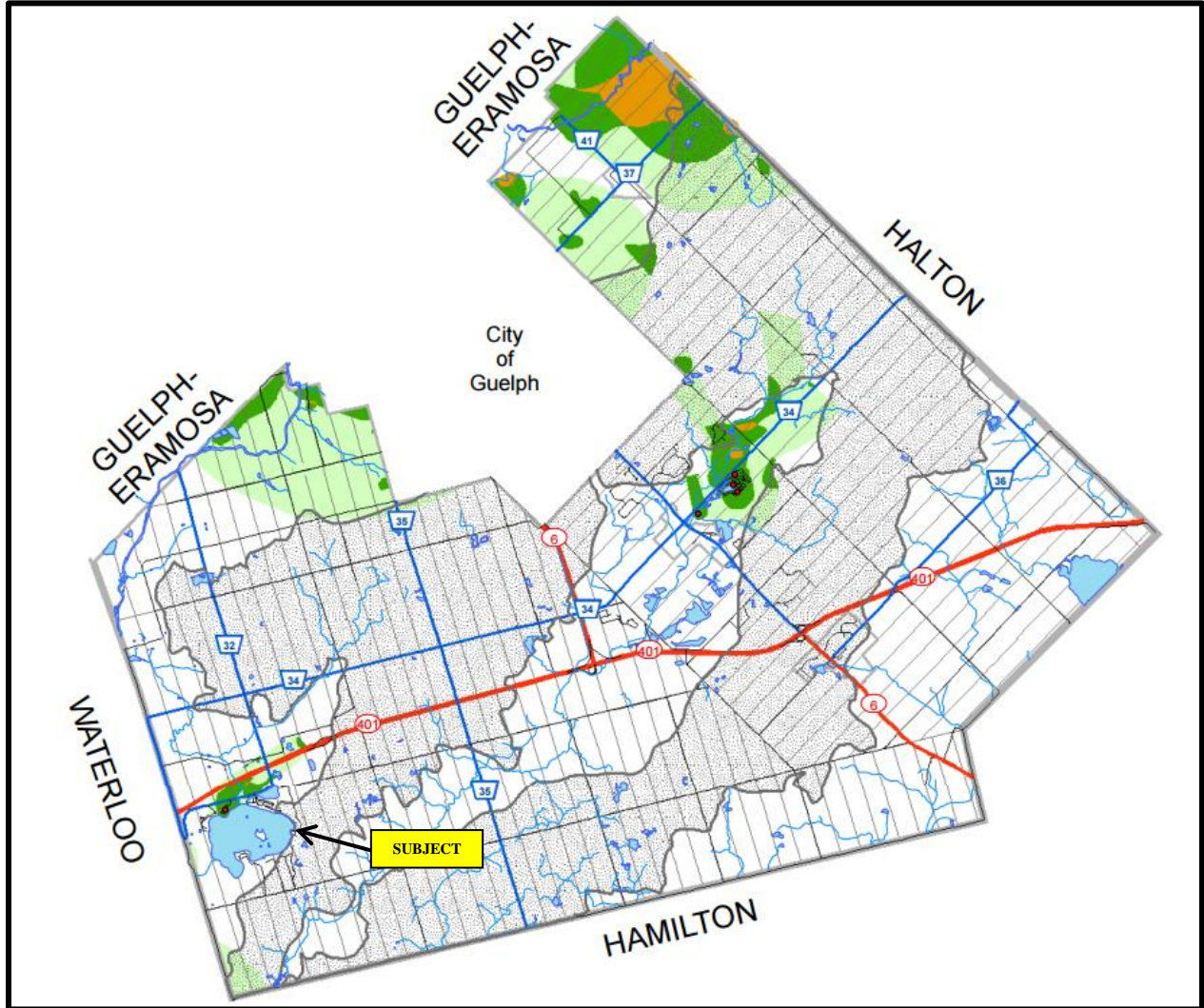
TYPE OF PROPERTY: Unopened road allowance (vacant land)

ZONING: RR – Resort Residential Zone  
A – Agricultural Zone  
NE-14 – Specialized Natural Environment Zone

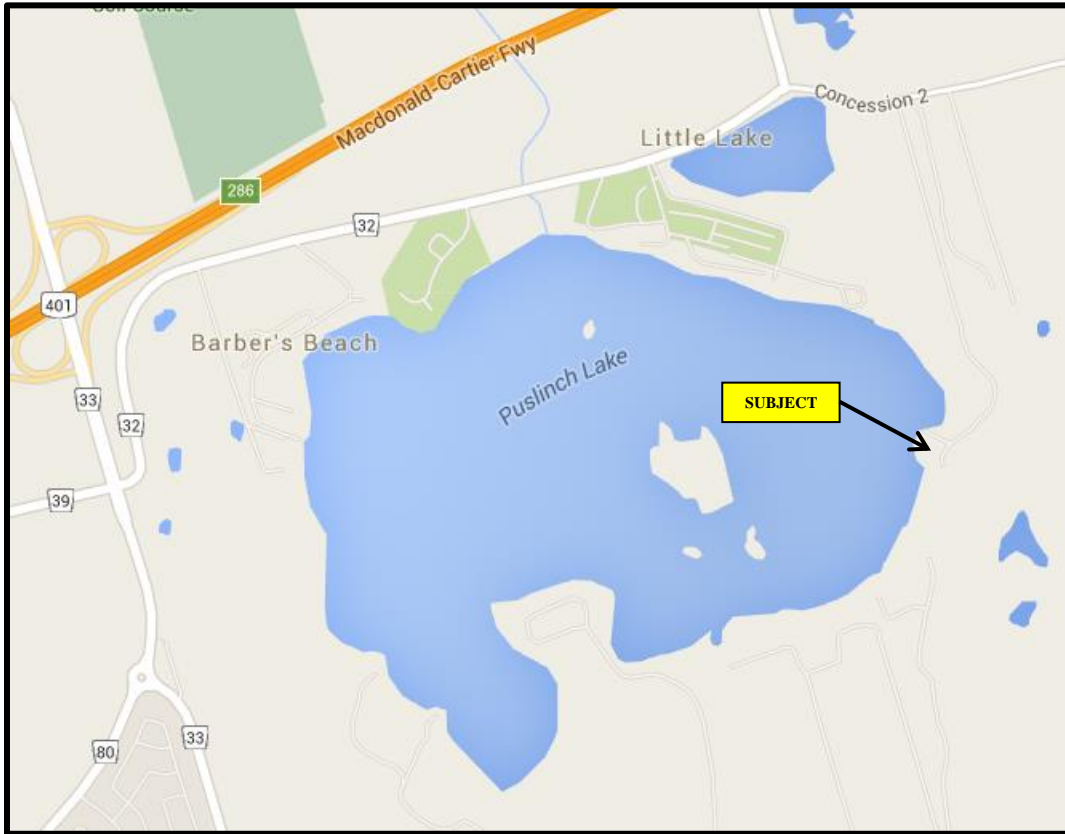
TOAL LAND SIZE: 28,798 sq. ft. (0.66 acre)

HIGHEST & BEST USE: Amalgamation with abutting residential properties

**TOWNSHIP OF PUSLINCH MAP**

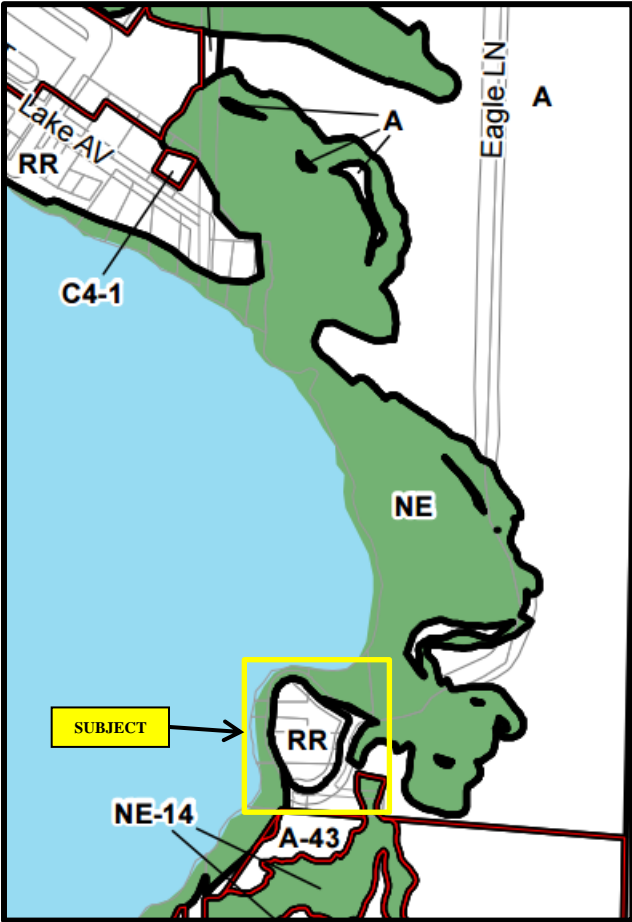


**PUSLINCH LAKE MAP**



**TOWNSHIP OF PUSLINCH ZONING BYLAW**

**SCHEDULE A – MAP A-4**



<p><b>Legend</b></p> <ul style="list-style-type: none"> <li><span style="border: 1px solid red; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Site Specific Exemption</li> <li><span style="border: 1px dashed green; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Flood Special Policy Area</li> <li><span style="border: 1px solid black; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Zoning</li> <li><span style="background-color: #4CAF50; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Natural Environment</li> </ul> <p><b>Zone Descriptions</b></p> <ul style="list-style-type: none"> <li>A Agricultural</li> <li>I Institutional</li> <li>NE Natural Environment</li> <li>HR Hamlet Residential</li> <li>RR Resort Residential</li> </ul>	<ul style="list-style-type: none"> <li>RC Residential Community</li> <li>C1 Hamlet Commercial</li> <li>C2 Highway Commercial</li> <li>C3 Agricultural Commercial</li> <li>C4 Resort Commercial</li> <li>ER1 Estate Residential Type 1</li> <li>ER2 Estate Residential Type 2</li> <li>MR Millcreek Residential Area</li> <li>ML Mini Lakes</li> <li>IND Industrial</li> <li>DI Disposal Industrial</li> <li>OS Open Space</li> <li>(f) Flood Plain area subject to suffix provisions</li> </ul>	<p><b>Map A-7</b></p> <p>Schedule A TOWNSHIP OF PUSLINCH ZONING BY-LAW NO. 19/85</p> <p><b>PUSLINCH LAKE</b></p> <div style="text-align: center;"> </div> <div style="text-align: center;"> <p>0    125    250    500 Metres</p> </div>
---	---	---

## PERMITTED USES

### **SECTION 5 - A Zone – Agricultural Zone**

---

**(1) SCOPE**

The provisions of this Section shall apply in all Agricultural (A) Zones except as otherwise provided in the Special Provisions Subsection hereto.

**(2) USES PERMITTED**

No person shall, within any A Zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following A uses, namely:

- (a) an agricultural use;
- (b) an intensive agricultural use;
- (c) a single detached dwelling;
- (d) a home occupation;
- (e) a retail farm sales outlet accessory to an agricultural use;
- (f) existing churches, schools, community halls and nursing homes;
- (g) a wayside pit;
- (h) forestry and woodlots;
- (i) open space and conservation areas;
- (j) a fish and wildlife management area;
- (k) a public use.

### **SECTION 7 - RR Zone - Resort Residential Zone**

---

**(1) SCOPE**

The provisions of this Section shall apply in all Resort Residential (RR) Zones except as otherwise provided in the Special Provisions Subsection hereto.

**(2) USES PERMITTED**

No person shall, within any RR Zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following RR uses, namely:

- (a) a single detached dwelling;
- (b) a home occupation;
- (c) a public use.



## **SECTION 20 - NE Zone - Natural Environment Zone**

---

**(1) SCOPE**

The provisions of this Section shall apply in all Natural Environment (NE) Zones, except as otherwise provided in the Special Provisions hereto.

**(2) USES PERMITTED**

No person shall, within any NE Zone, use any lot or erect, alter or use any building or structure, for any purpose except for one or more purposes of the following NE permitted uses, namely:

- Agricultural uses, excluding new buildings and structures
- Conservation uses including:
  - forest management
  - fish and wildlife management
  - flood control
  - erosion control
- Passive Recreation
- Boat house or boat dock
- Uses, buildings and structures, which were lawfully established on the day of the passing of this By-law, so long as it continues to be used for that purpose.

**(n) NE-14 (Single Detached Dwelling)**

Notwithstanding any provision of this by-law to the contrary, the area zoned **NE-14** on Schedule 'A' hereto, may also be permitted a single detached dwelling

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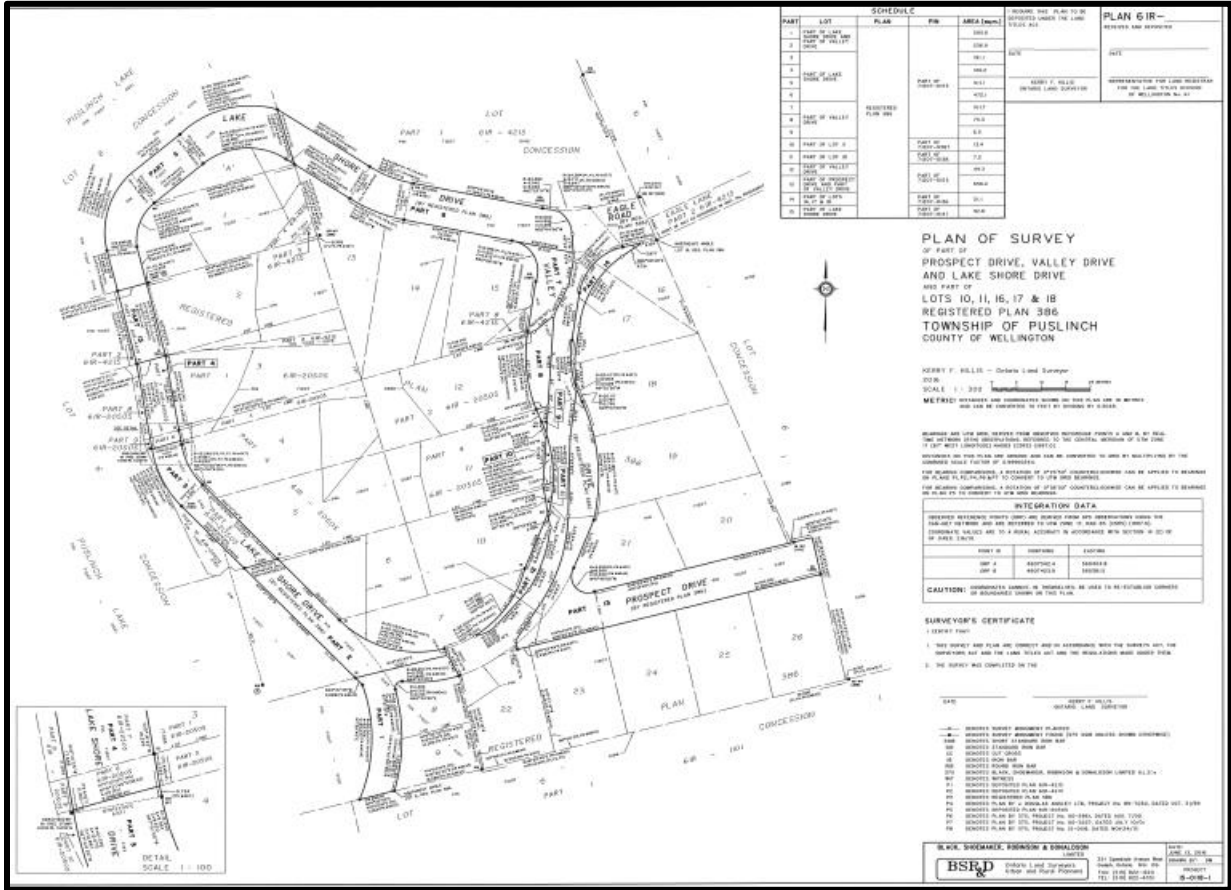
within the allowance to the slope hazard. Notwithstanding Section 3.25(a) of By-law 19/85, no additional setback will be required from the boundary of any **NE-14** Zone.

*In summary, all three zones applicable to the subject lands (RR, A & NE-14) permit a single detached dwelling use.*

**AERIAL VIEW OF THE SUBJECT PROPERTY**



# PLAN OF SURVEY



SCHEDULE				
PART	LOT	PLAN	PIN	AREA (sq.m.)
1	PART OF LAKE SHORE DRIVE AND PART OF VALLEY DRIVE			205.6
2				236.9
3	PART OF LAKE SHORE DRIVE			191.1
4				106.2
5			PART OF 71207-0153	411.1
6				472.1
7				101.7
8	PART OF VALLEY DRIVE			75.3
9				6.5
10	PART OF LOT II		PART OF 71207-0387	13.4
11	PART OF LOT IO		PART OF 71207-0138	7.2
12	PART OF VALLEY DRIVE			49.3
13		PART OF PROSPECT DRIVE AND PART OF VALLEY DRIVE		PART OF 71207-0153
14	PART OF LOTS 16, 17 & 18		PART OF 71207-0136	51.1
15	PART OF LAKE SHORE DRIVE		PART OF 71207-0141	92.8

## SURVEY SUMMARY

<b>REGISTERED PLAN 386, TOWNSHIP OF PUSLINCH</b>				
<b>Part</b>	<b>Area (m<sup>2</sup>)</b>	<b>Area (sq. ft.)</b>	<b>Lake Frontage (sq. ft.)</b>	<b>Not Lake Frontage (sq. ft.)</b>
1	205.6	2,212	0	2,212
2	236.9	2,549	0	2,549
3	191.1	2,056	734	1,322
4	106.2	1,143	1,143	0
5	411.1	4,423	4,423	0
6	472.1	5,080	0	5,080
7	101.7	1,094	0	1,094
8	75.3	810	0	810
9	6.5	70	0	70
10	13.4	144	0	144
11	7.2	77	0	77
12	49.3	530	0	530
13	656.2	7,061	0	7,061
14	51.1	550	0	550
15	92.8	999	999	0
<b>Total m<sup>2</sup></b>	<b>2,676.5</b>	<b>28,798</b>	<b>7,299</b>	<b>21,499</b>

Registered plan 386 (subject lands) is comprised of 15 parts as shown in the survey on the previous page. The total area is 28,798 sq. ft. (2,676.5 m<sup>2</sup>). Of this area, 7,299 sq. ft. has lake frontage, which includes part of Part 3 and all of Parts 4, 5 and 15. The remaining lands (21,499 sq. ft.) do not have lake frontage. To assist with estimating a current market value for the subject lands, a search for comparable sales and active listings of vacant lots from the Puslinch Lake area is completed. The table on the next page summarizes the results of this research.

**SUMMARY TABLE OF COMPARABLE PROPERTIES**

#	LOCATION	SALE/ LIST PRICE	DATE	ZONING	LAKE FRONTAGE	SITE SIZE	PRICE PER SQ. FT.
1	Pt. Lt. 5, Con. 1 Pts. 1 & 2 61R9676 Twp. Of Puslinch	\$439,000	October 29, 2014	RR	Yes	81,292 sq. ft.	\$5.40
2	Lt. 8, Plan 560 Twp. Of Puslinch	\$375,000	January 9, 2015	RR	Yes	30,752 sq. ft.	\$12.19
3	Pt. Lt. 3, Gore Con. Pt. 4 61R7895 Twp. Of Puslinch	\$257,000	May 4, 2011	A	No	49,130 sq. ft.	\$5.23
4	Part of: Pt. Lt. 6, Con. 1 Pts. 1 & 3 61R1101 Twp. Of Puslinch	\$339,000	Active Listing	A-43	No	43,600 sq. ft.	\$7.78
5	Pt. Lt. 5, Con. 2 Pt. 1 61R20648 Twp. Of Puslinch	\$350,000	Active Listing	A	No	82,249 sq. ft.	\$4.26
	<b>SUBJECT</b>  <b>Parts 1-15</b> <b>Registered Plan 386</b> <b>Twp. Of Puslinch</b>			<b>RR</b> <b>A</b> <b>NE-14</b>	<b>Yes - 7,299 sq. ft.</b> <b>No - 21,499 sq. ft.</b>	<b>28,798 sq. ft.</b>	

**COMPARABLE PROPERTY MAP**



## MARKET VALUE ANALYSIS

All five comparable properties are located within the immediate neighbourhood of Puslinch Lake. From these five comparable properties, there are two key factors of market value that are obvious. The first factor is whether or not a property has lake-frontage. More specifically, a lot with lake-frontage is shown to realize a higher rate per sq. ft. of its total area than a lot without lake-frontage that is of a similar size. This factor is best exemplified by comparables # 1 and # 5. These two properties are almost identical in size, but comparable # 1 as a lake front lot, sold in October 2014 at \$5.40 per sq. ft., whereas, comparable # 5 is an active listing of a lot without lake frontage at \$4.26 per sq. ft. The second key factor that stands out is the principle of economies of scale. The nature of this principle is that a smaller size lot typically realizes a higher rate per sq. ft. than a larger lot of similar characteristics. In other words, a smaller lot with lake-frontage realizes a higher rate per sq. ft. than a larger lot with lake-frontage. The same applies to lots without lake-frontage. This principle is clearly demonstrated by the comparable properties included in the table. To reiterate, the 28,798 sq. ft. of subject lands consist of 7,299 sq. ft. that have lake-frontage onto Puslinch Lake and 21,499 sq. ft. that do not have lake-frontage. Furthermore, all three zones of the Township of Puslinch Zoning Bylaw that are applicable to the subject lands (RR, A and NE-14) permit a detached single family use, similar to all five comparable properties. In considering the difference in market value between land with lake-frontage versus land without lake-frontage, it is important to value the two types of subject lands separately as follows.

### **Lands With Lake Frontage:**

The subject lands include 7,299 sq. ft. that have lake-frontage. There are two comparable properties that also have lake-frontage – comparable # 1 and comparable # 2. Comparable # 1 is an 81,292 sq. ft. lot that sold in October 2014 for \$5.40 per sq. ft.; comparable # 2 is a 30,752 sq. ft. lot that sold in January 2015 for \$12.19 per sq. ft. These two properties sold within three months of one another. In addressing the principle of economies of scale, comparable # 2 is 50,540 sq. ft. smaller than comparable # 1 and it sold for \$6.79 per sq. ft. higher. This represents an increase of \$0.00013 per decrease of 1 sq. ft. of land area. The subject is 7,299 sq. ft. in size, which is 23,453 sq. ft. smaller than comparable # 2. In applying the same rate of change for the principle of economies of scale, the calculated increase to the rate of value for the subject is:

$$\mathbf{\$0.00013} \quad \mathbf{X} \quad \mathbf{23,453 \text{ sq. ft.}} \quad \mathbf{=} \quad \mathbf{\$3.05}$$

Therefore, in applying an increase of \$3.05 per sq. ft. to the \$12.19 per sq. ft. rate of comparable # 2, the subject's adjusted rate of value for economies of scale is estimated at **\$15.24 per sq. ft.**

**Lands Without Lake Frontage:**

The subject lands without lake-frontage are 21,499 sq. ft. in total size. The three comparable properties without lake-frontage are:

- Comparable # 3: May 2011 sale of 49,130 sq. ft. at \$5.23 per sq. ft.
- Comparable # 4: Active listing of 43,600 sq. ft. at \$7.78 per sq. ft.
- Comparable # 5: Active listing of 82,249 sq. ft. at \$4.26 per sq. ft.

Regarding the subject lands, once again, the principle of economies of scale must be addressed. As a smaller area of 21,499 sq. ft., the subject lands without lake-frontage should realize a higher rate of value than the \$7.78 per sq. ft. rate for comparable # 4 as the smallest and most recent comparable. An appropriate rate of adjustment for economies of scale can be estimated through a comparison of comparable # 4 and comparable # 5. These two properties are active listings; comparable # 4 is a 43,600 sq. ft. lot that is listed at \$7.78 per sq. ft., while comparable # 5 is an 82,249 sq. ft. lot that is listed at \$4.26 per sq. ft. Comparable # 4 is 38,649 sq. ft. smaller than comparable # 5 and it is listed at a rate of value that is \$3.52 per sq. ft. higher. This represents an increase of \$0.00009 per decrease of 1 sq. ft. of land area. The 21,499 sq. ft. of subject lands is 22,101 sq. ft. smaller than comparable # 4. In applying the same rate of change for the principle of economies of scale, the calculated increase to the rate of value for the subject is:

$$\mathbf{\$0.00009 \quad X \quad 22,101 \text{ sq. ft.} \quad = \quad \$1.99}$$

Therefore, in applying an increase of \$1.99 per sq. ft. to the \$7.78 per sq. ft. rate of comparable # 4, the subject's adjusted rate of value for economies of scale is estimated at **\$9.77 per sq. ft.**



The final factor to address with regards to the subject property is the issue of all lands being part of an unopened road allowance. The effect of this physical characteristic is that the subject property as a whole or as individual parts cannot stand on its own as a marketable or developable lot. The small size and narrow width of the subject lands does not meet the minimum requirements for a building lot. As a result, the Highest and Best Use of the subject lands is to be amalgamated with the abutting residential properties. Moreover, the subject lands do not carry the same rate of market value as a typical residential lot that can be developed on its own. As such, it is prudent to apply a discount to the market rates established from the comparable properties. The acceptable industry adjustment for non-developable lands similar to the subject is a discount of 50%. In applying this discount, the adjusted market value rate for the two types of subject lands are:

7,299 sq. ft. of lands with lake-frontage:		\$15.24 per sq. ft.
	X	<u>50%</u>
		<b>\$ 7.62 per sq. ft.</b>
21,499 sq. ft. of lands without lake-frontage:		\$ 9.77 per sq. ft.
	X	<u>50%</u>
		<b>\$ 4.89 per sq. ft.</b>

***In conclusion, the estimated rates of current market value for the subject lands as at June 30, 2016 are:***

<b>7,299 sq. ft. of lands with lake-frontage:</b>	<b>\$7.62 per sq. ft.</b>
<b>21,499 sq. ft. of lands without lake-frontage:</b>	<b>\$4.89 per sq. ft.</b>

Respectfully,

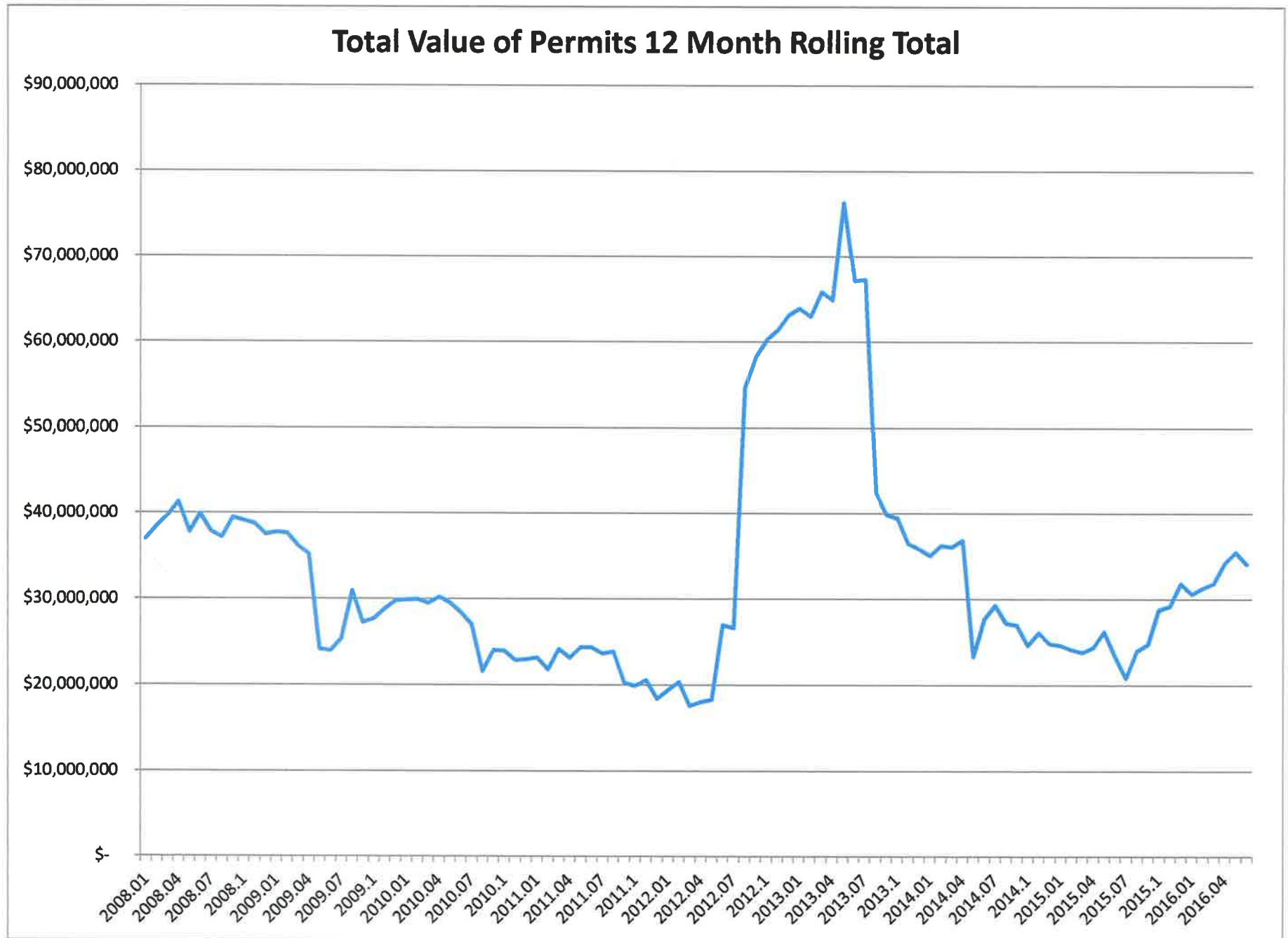


Larry Zions, AACI, P. App.  
S.W. Irvine & Associates

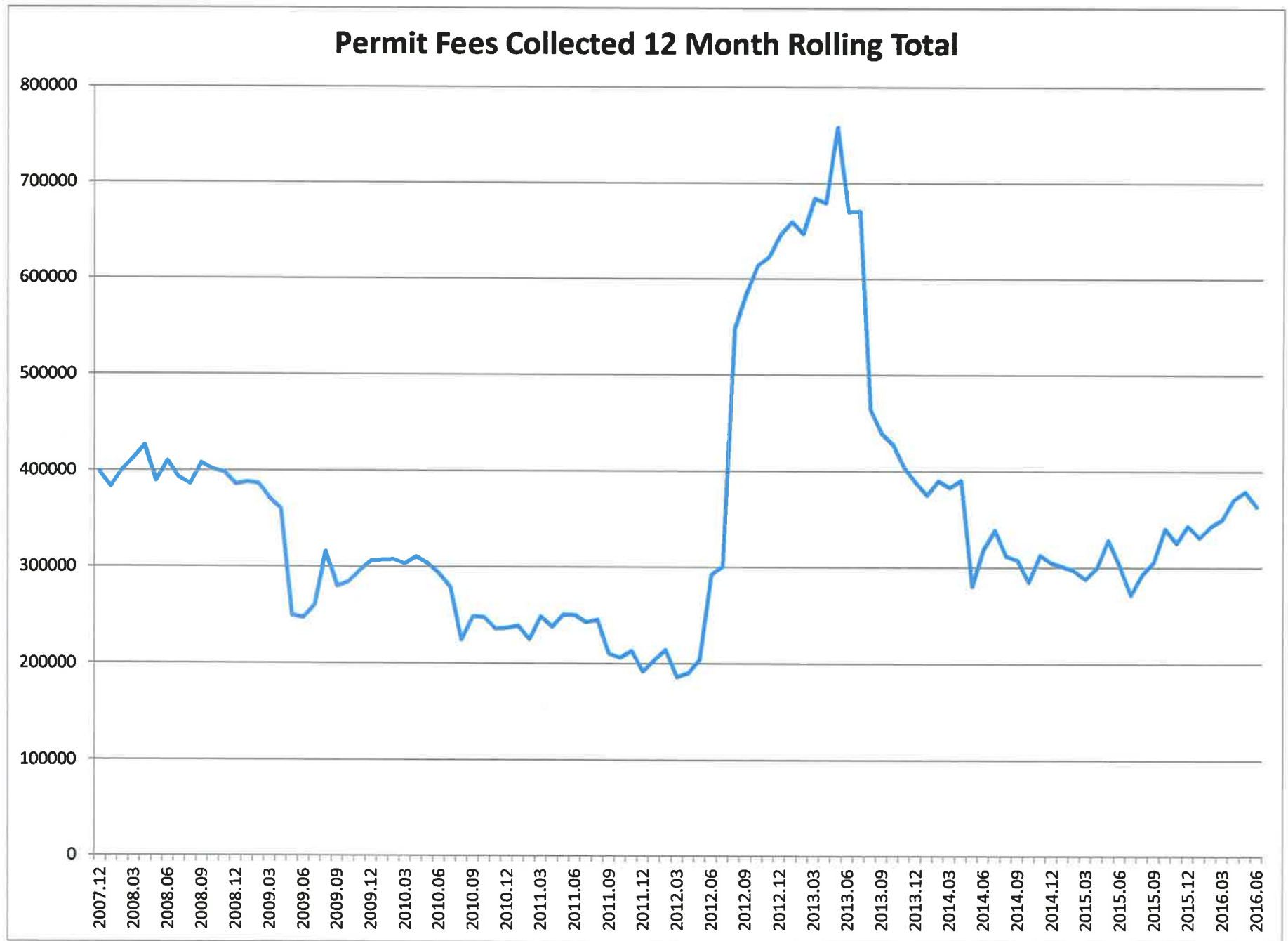
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<b>2016 BUILDING REPORT</b>						
	<b>VALUE OF CONSTRUCTION</b>		<b>PERMIT FEES COLLECTED</b>		<b>% PREVIOUS</b>	<b>PERMITS ISSUED</b>
	<b>2015</b>	<b>2016</b>	<b>2015</b>	<b>2016</b>		
January	\$1,355,000.00	\$112,500.00	\$13,967.00	\$1,967.00	8%	7
February	\$1,069,000.00	\$1,775,000.00	\$12,381.00	\$23,927.64	166%	9
March	\$2,436,000.00	\$2,953,000.00	\$23,235.95	\$30,677.78	121%	20
April	\$2,188,000.00	\$4,590,000.00	\$31,680.20	\$52,316.00	210%	30
May	\$2,681,000.00	\$3,956,560.00	\$39,250.30	\$47,618.48	148%	30
June	\$3,020,000.00	\$1,631,000.00	\$33,113.00	\$17,584.00	54%	21
July	\$0.00	\$0.00	\$0.00	\$0.00	0%	
August	\$0.00	\$0.00	\$0.00	\$0.00	0%	
September	\$0.00	\$0.00	\$0.00	\$0.00	0%	
October	\$0.00	\$0.00	\$0.00	\$0.00	0%	
November	\$0.00	\$0.00	\$0.00	\$0.00	0%	
December	\$0.00	\$0.00	\$0.00	\$0.00	0%	
<b>TOTALS TO DATE</b>		<b>\$15,018,060.00</b>		<b>\$174,090.90</b>		<b>117</b>
<b>2015 COMPARISON</b>		<b>\$12,749,000.00</b>		<b>\$153,627.45</b>		<b>103</b>
<b>Total % PREVIOUS</b>		<b>118%</b>		<b>113%</b>		<b>114%</b>

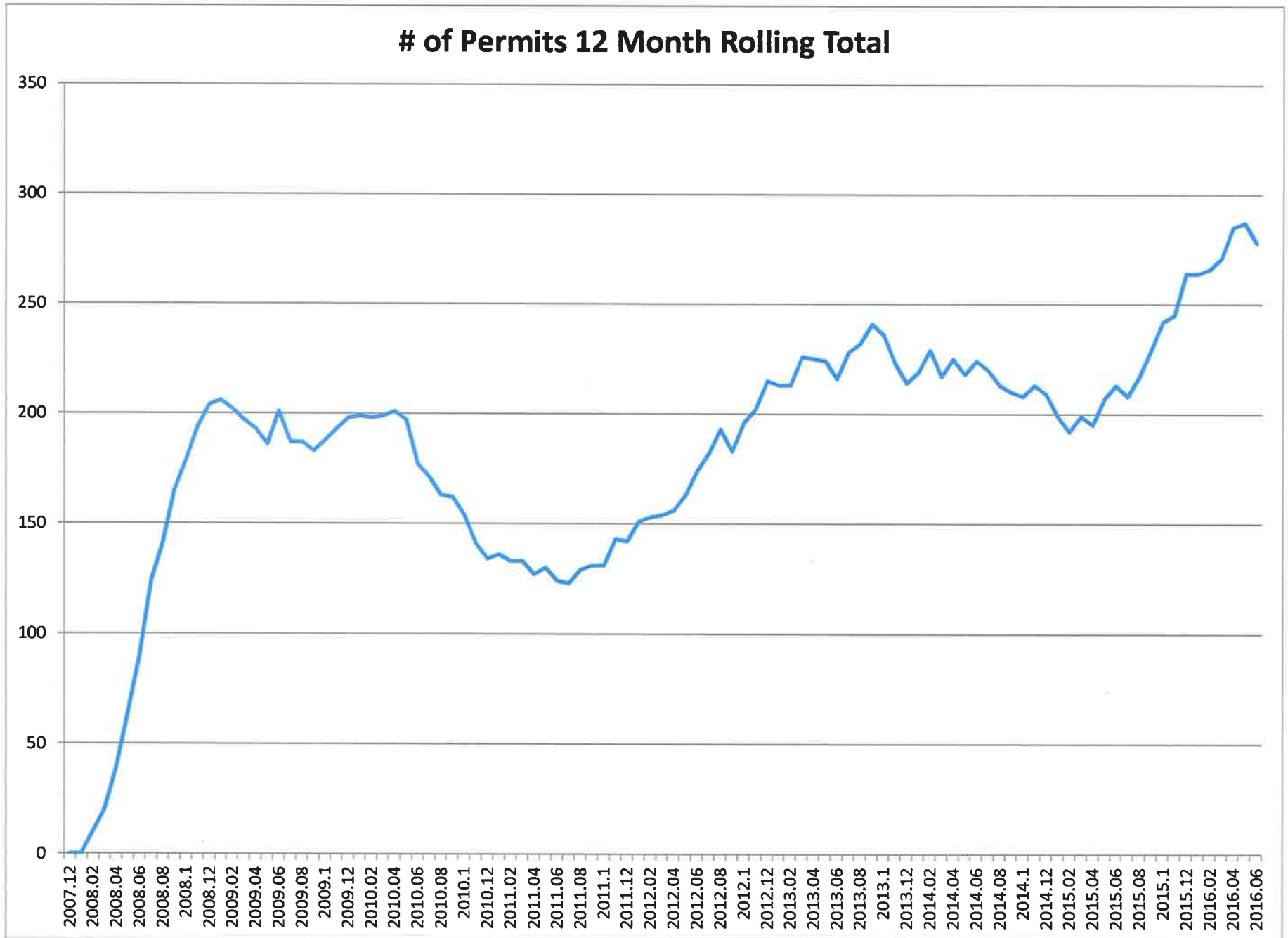
Note: The Graphs Below only Include Septic Permits in 2012 and beyond



Note: The Graphs Below only Include Septic Permits in 2012 and beyond



Note: The Graphs Below only Include Septic Permits in 2012 and beyond





## **PLANNING REPORT for the TOWNSHIP OF PUSLINCH**

Prepared by the County of Wellington Planning and Development Department

**DATE:** March 24, 2016  
**TO:** Kelly Patzer, Development Coordinator  
Township of Puslinch  
**FROM:** Sarah Wilhelm, Senior Planner  
County of Wellington  
**SUBJECT:** **AMENDING BY-LAW D14/TSO (Tsounis Capital Investments Ltd.)  
Zoning By-law Amendment  
40 Brock Road South, Puslinch (Aberfoyle)**  
**ATTACHMENTS:** Draft Amending By-law

### **SUMMARY**

This zoning by-law amendment is consistent with the Provincial Policy Statement and generally conforms to the Provincial Growth Plan and the County Official Plan. Public concerns were about how this new use would add to the traffic congestion on Old Brock Road. There are no unresolved agency concerns. An amending by-law is enclosed for Council's consideration, which limits the use to a spa, including accessory retail sales, together with other site specific regulations. We support the rezoning of the subject lands.

Thank you for your request to prepare a Draft Amending By-law for the above-noted application. In our comments of January 5, 2016 we provided a policy review for Council's consideration. This report offers our planning opinion and draft amending by-law.

### **PROPOSAL**

The purpose of the zone change is to allow for a spa, including accessory retail sales in the existing house on the property. Site-specific provisions of the amending by-law are also necessary to address lot size, parking, privacy fence and setbacks of the existing garage.

### **PUBLIC CONSULTATION**

A public meeting was held on February 18, 2016. There were members of the public who spoke at the meeting. Concerns can be summarized as follows:

- This new business would add to the traffic congestion on Old Brock Road caused by the Aberfoyle Public School
- Question of why a traffic study wasn't required
- Request that the existing chain link fence remain and be extended in lieu of a wooden fence

We note that the traffic from the school is a pre-existing condition and traffic generated by the spa would be minimal. The consulting planner (Nancy Shoemaker) indicated that approximately two vehicles would leave the spa site per hour. A traffic impact study was not required by the Township of Puslinch or the County of Wellington. The Upper Grand District School Board had no objection to the application. The applicant is willing to restrict the site to one-way access in from the Brock Road South continuing out onto Old Brock Road to address County Roads Division comments of December 21, 2015.

The chain link fence can be addressed during the site plan process, but a provision has been added to the amending by-law to remove the requirement for a privacy fence.

#### **AGENCY CONSULTATION**

There are no outstanding agency concerns. The Township's consulting Hydrogeologist provided a clearance letter of March 16, 2016 regarding previous concerns of disinfecting agents to be used at the spa.

#### **DRAFT AMENDING BY-LAW**

We have attached a draft amending by-law for Council's review which would rezone the property from Hamlet Residential (HR) to Hamlet Commercial Site Specific (C1-7). The C1-7 Zone would permit a spa with accessory retail sales, together with other provisions needed to:

- Recognize the existing lot area, which is smaller than the 1,000 m<sup>2</sup> minimum normally required;
- Increase required parking from 1 to 5 (including 1 accessible space)
- Eliminate the need for a privacy fence or planting area along the eastern property line (at the request of the neighbour); and
- Recognize the existing garage which has non-conforming setbacks

#### **PLANNING OPINION**

In our opinion, the proposed rezoning of the subject land to permit a spa with accessory retail sales is consistent with the Provincial Policy Statement and generally conforms to the Provincial Growth Plan and the County Official Plan. Accordingly, we recommend the approval of the amending by-law.

#### **NEXT STEPS**

If the amending by-law is approved by Council, notification should be provided in accordance with the Planning Act.

Respectfully submitted  
County of Wellington Planning and Development Department



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Sarah Wilhelm, BES, MCIP, RPP  
Senior Planner

# **ZONING BY-LAW AMENDMENT**

for

Tsounis Capital Investments  
Part of Lot 16, Registered Plan 119  
40 Brock Road, Township of Puslinch (Aberfoyle)

Application D14/TSO

Prepared by the

County of Wellington  
Planning and Development Department

March 24, 2016



**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER \_\_\_\_\_**

**A BY-LAW TO AMEND BY-LAW NUMBER 19/85, AS AMENDED,  
BEING THE ZONING BY-LAW OF THE TOWNSHIP OF PUSLINCH**

**WHEREAS**, the Council of the Corporation of the Township of Puslinch deem it appropriate and in the public interest to amend By-Law Number 19/85, 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 PUSLINCH ENACTS AS FOLLOWS:**

1. That Schedule 'A' of Zoning By-law 19/85 is hereby amended by rezoning Part of Lot 16, Registered Plan 119 (Village of Aberfoyle), from Hamlet Residential (HR) Zone to the **HAMLET COMMERCIAL SITE-SPECIFIC (C1-7) ZONE**, as shown on Schedule "A" of this By-law.
2. That subsection 11(4) SPECIAL PROVISIONS is amended by adding the following new exception:

"(g) **C1-7 (Aberfoyle Spa)  
Part Lot 16, Registered Plan 119**

Notwithstanding the uses permitted under Section 11(2) and any provisions of this By-law to the contrary, for the land zoned **C-7** on Schedule 'A' hereto, the following special provisions shall apply:

**(i) Uses Permitted Restricted To**

A personal service shop, limited to a spa, including accessory retail sales.

For purposes of this section a spa is an establishment providing services such as waxing, manicuring, facial treatment and massage, but does not include an adult entertainment establishment.

**(ii) Zone Requirements**

The applicable zone provisions of this By-law shall apply to the subject land together with the following special provisions:

- |     |                                       |                    |
|-----|---------------------------------------|--------------------|
| (a) | LOT AREA (MINIMUM)                    | 890 m <sup>2</sup> |
| (b) | PARKING SPACES (MINIMUM)              | 4                  |
| (c) | BARRIER FREE PARKING SPACES (MINIMUM) | 1                  |

(d) ADJACENT TO A RESIDENTIAL ZONE

No requirement for a privacy fence or a planting area of 1.5 metres wide adjacent to 42 Brock Road South (along the east property line)

(e) The detached garage existing at the date of passing of this by-law shall be permitted in its current location

All other applicable regulations of the Zoning By-law shall be maintained.

3. 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 AND SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

READ A THIRD TIME AND PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

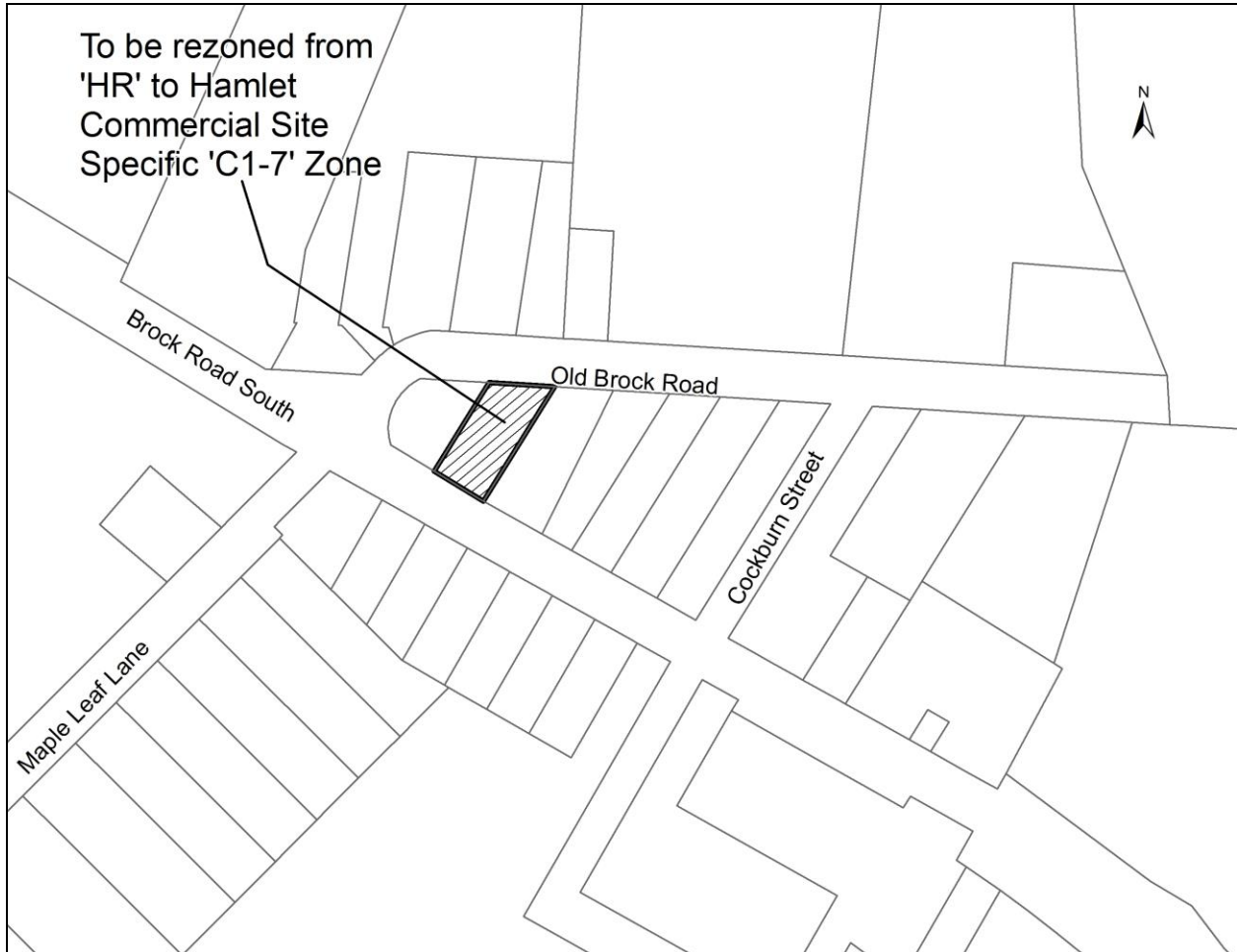
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MAYOR

\_\_\_\_\_  
CLERK

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO. \_\_\_\_\_

SCHEDULE "A"



This is Schedule "A" to By-law No. \_\_\_\_\_

Passed this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

## THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

### EXPLANATION OF BY-LAW NO. \_\_\_\_\_

By-law Number \_\_\_\_\_ amends the Township of Puslinch Zoning By-law 19/85 by rezoning Part of Lot 16, Registered Plan 119 (Village of Aberfoyle), from Hamlet Residential (HR) Zone to the Hamlet Commercial Site-Specific (C1-7) Zone. The purpose of the zone change is to allow for a spa, including accessory retail sales in the existing house on the property.

The site-specific provisions of the amending by-law address

- Spa definition
- Recognize the existing lot area, which is smaller than the 1,000 m<sup>2</sup> minimum normally required;
- Increase required parking from 1 to 5 (including 1 accessible space)
- Eliminate the need for a privacy fence or planting area along the eastern property line (at the request of the neighbour); and
- Recognize the existing garage which has non-conforming setbacks





## **PLANNING REPORT for the TOWNSHIP OF PUSLINCH**

Prepared by the County of Wellington Planning and Development Department

**DATE:** July 13, 2016  
**TO:** Kelly Patzer, Development Coordinator  
Township of Puslinch  
**FROM:** Sarah Wilhelm, Senior Planner  
County of Wellington  
**SUBJECT:** **AMENDING BY-LAW D14/J2K (J2K Capital Inc.)**  
**Zoning By-law Amendment**  
**East of 227 Brock Road (Wellington Road 46), Puslinch**  
**ATTACHMENTS:** Draft Amending By-law

### **SUMMARY**

This zoning by-law amendment is consistent with the Provincial Policy Statement and generally conforms to the Provincial Growth Plan and the County Official Plan. There are no unresolved agency or public concerns. An amending by-law is enclosed for Council's consideration. We support the rezoning of the subject lands.

Thank you for your request to prepare a Draft Amending By-law for the above-noted application. In our comments of June 10, 2016 we provided a policy review for Council's consideration. This report offers our planning opinion and draft amending by-law.

### **PROPOSAL**

The purpose of this Zoning By-law amendment is to allow for the expansion of highway commercial uses along the industrial-commercial corridor of Brock Road South. The draft amending by-law rezones the subject land to the Highway Commercial C2 Zone, similar to the adjacent property to the north and those lands on the opposite side of Brock Road.

### **PUBLIC CONSULTATION**

A public meeting was held on June 23, 2016. A member of the public asked whether there would be a contribution to the Carroll Pond. The property owner, Dave Jassal, confirmed that he has already contributed to the facility. There were no other concerns.

We have confirmed with the Township's consulting engineer, Steve Conway of GM BluePlan, that the owner contributed to the "Carroll Pond and Lesic Jassal Drain" at the time of its construction. This matter will be considered in more detail, if necessary, at the time of Site Plan review.

### **AGENCY CONSULTATION**

We are not aware of any outstanding agency concerns. The Township's consulting engineer advised that prior to construction the applicant shall undergo the Site Plan Approval process and obtain an entrance permit from the County of Wellington. The Township's consulting ecologist advised in comments of May 26, 2016 that a Landscape Plan consistent with the Puslinch Design Guidelines and including a substantial amount of tree cover, will be required at part of the Site Plan.

**DRAFT AMENDING BY-LAW**

We have attached a draft amending by-law for Council’s review which would rezone the property from Agricultural (A) to Highway Commercial Specific (C2). The amendment is a map change only.

**PLANNING OPINION**

In our opinion, the proposed rezoning of the subject land to permit highway commercial uses is consistent with the Provincial Policy Statement and generally conforms to the Provincial Growth Plan and the County Official Plan. Accordingly, we recommend the approval of the amending by-law.

**NEXT STEPS**

If the amending by-law is approved by Council, notification should be provided in accordance with the Planning Act.

Respectfully submitted  
County of Wellington Planning and Development Department



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Sarah Wilhelm, BES, MCIP, RPP  
Senior Planner

# **ZONING BY-LAW AMENDMENT**

for

J2K Capital Inc. (Dave Jassal)  
Part of Lot 26, Concession 7  
227 Brock Road Road, Township of Puslinch

Application D14/J2K

Prepared by the

County of Wellington  
Planning and Development Department

July 13, 2016

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER \_\_\_\_\_**

**A BY-LAW TO AMEND BY-LAW NUMBER 19/85, AS AMENDED,  
BEING THE ZONING BY-LAW OF THE TOWNSHIP OF PUSLINCH**

**WHEREAS**, the Council of the Corporation of the Township of Puslinch deem it appropriate and in the public interest to amend By-Law Number 19/85, 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 PUSLINCH ENACTS AS FOLLOWS:**

1. That Schedule 'A' of Zoning By-law 19/85 is hereby amended by rezoning Part of Lot 26, Concession 7, from Agricultural (A) Zone to the **HIGHWAY COMMERCIAL (C2) ZONE**, as shown on Schedule "A" of this By-law.
2. 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 AND SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

READ A THIRD TIME AND PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR

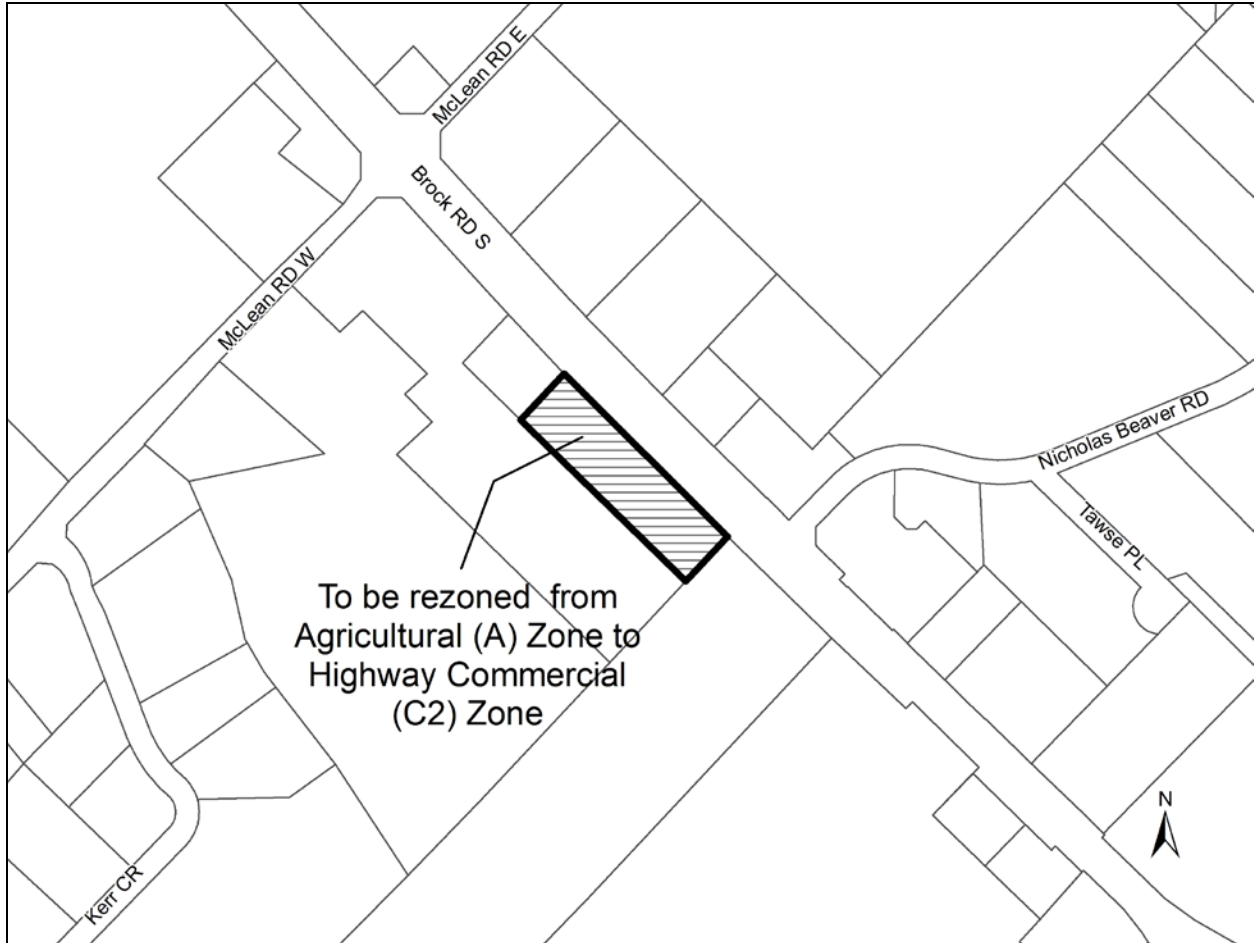
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CLERK



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO. \_\_\_\_\_

SCHEDULE "A"



This is Schedule "A" to By-law No. \_\_\_\_\_

Passed this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

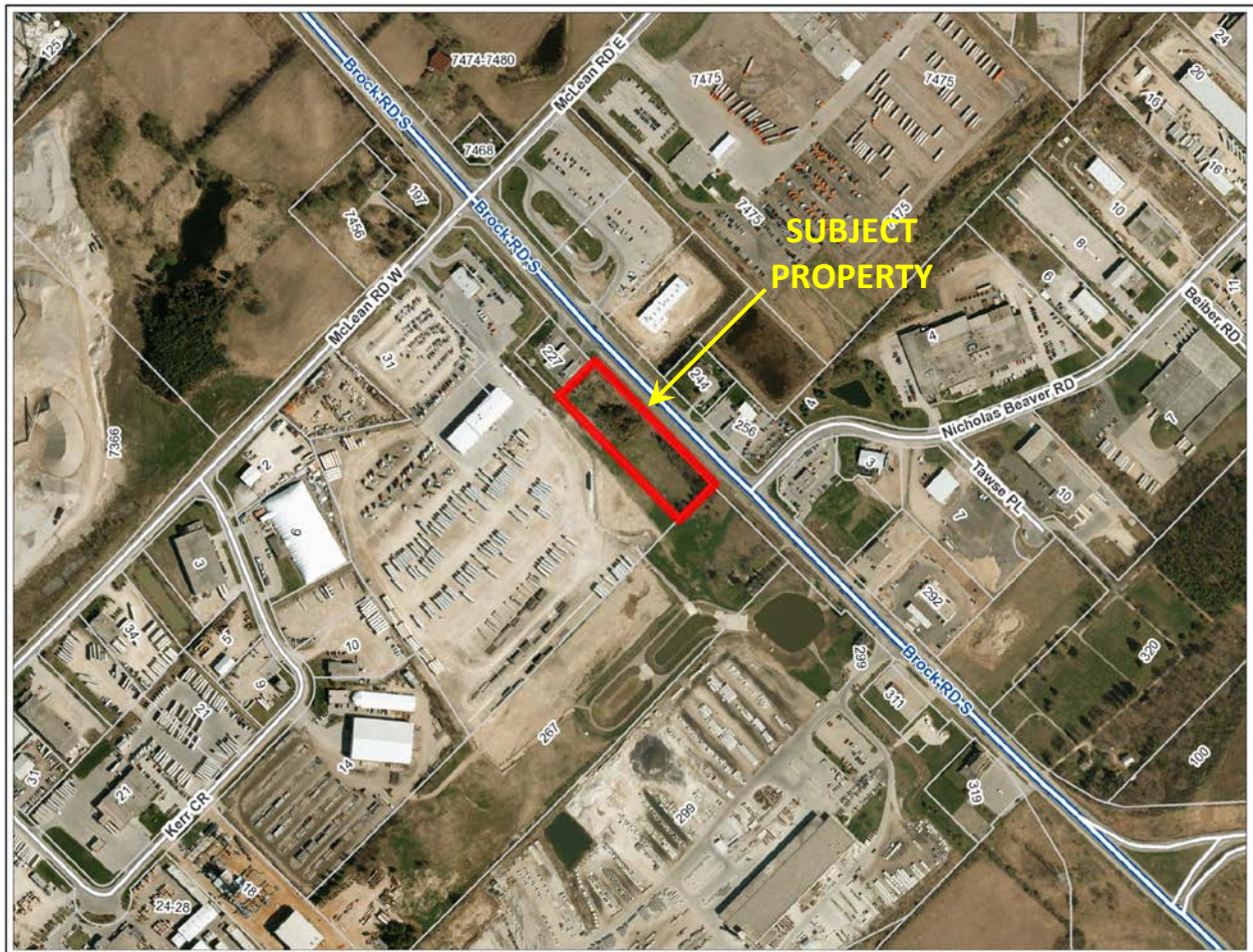
# THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

## EXPLANATION OF BY-LAW NO. \_\_\_\_\_

By-law Number \_\_\_\_\_ amends the Township of Puslinch Zoning By-law 19/85 by rezoning Part of Lot 26, Concession 7 from the current Agricultural (A) Zone to the HIGHWAY COMMERCIAL (C2) ZONE as shown on Schedule "A" of this By-law.

The purpose of this Zoning By-law amendment is to allow for the expansion of highway commercial uses along the industrial-commercial corridor of Brock Road South. The amending by-law rezones the subject land to the Highway Commercial C2 Zone, similar to the adjacent property to the north and those lands on the opposite side of Brock Road.

Development of the property for commercial uses will be subject to Site Plan Control.





## COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT  
GARY A. COUSINS, M.C.I.P., DIRECTOR  
TEL: (519) 837-2600  
FAX: (519) 823-1694  
1-800-663-0750

ADMINISTRATION CENTRE  
74 WOOLWICH STREET  
GUELPH, ONTARIO  
N1H 3T9

July 8, 2016

Karen Landry, CAO/Clerk  
Township of Puslinch  
7404 Wellington Road 34  
Guelph, Ontario  
N1H 6H9

Dear Ms. Landry:

**Re: Zoning By-law Amendment – Application D14/KRA  
6637 (Tschanz) and 6643 (Krayishnik) Concession Road 2  
To allow for an Accessory Dwelling Unit for Farm Help**

As requested, we have prepared an amending by-law for the above-referenced application for Council's consideration. A copy of the by-law is attached and our recommendation on this matter is provided at the end of this report.

### **PURPOSE OF REZONING REQUEST**

The lands being considered for rezoning are the properties at 6637 Concession Road 2 and a portion of 6643 Concession Road 2. The majority of these lands are designated SECONDARY AGRICULTURAL in the County Official Plan and zoned Agricultural (A) Zone. A small area of the subject lands are designated GREENLANDS AND CORE GREENLANDS with the corresponding Natural Environment (NE) Zone.

As stated in our previous report to Council, the purpose of the rezoning application is to satisfy a condition of provisional consent granted by the County Land Division Committee in September 2015 - Application B71/15. The proposed lot line adjustment would sever and add 8.7 hectares (21.5 acres) of land (with house, barn and sheds) to the abutting land to the west owned by Doreen Tschanz. The proposed enlarged parcel would be approximately 21 hectares (52 acres) in lot area. The surplus residential structure being added to the Tschanz property is to be converted to a single-detached unit for farm help.

While the County Official Plan provides for the establishment of an accessory residential unit for agricultural purposes, the current provisions of the Township Zoning By-law do not permit this use and therefore a zone change is required.

### **PLANNING REVIEW**

In support of their request, the applicant submitted a planning report (prepared by Wellings Planning Consultants) and a Needs Assessment (prepared by Stovel and Associates Inc.). These documents provide a review of applicable planning policies and a justification for an accessory dwelling for farm help on the Tschanz property. We are satisfied with the conclusions of these reports.

In our view, the applicant has demonstrated that they run a viable horse boarding/training operation. Mrs. Tschanz acknowledged that the additional farm land together with the Krayishnik's surplus residence and farm buildings will be essential to the success of her agricultural operation. She has also confirmed that full time farm help is required to be close to the livestock barns at all hours to address potential emergency situations. The additional dwelling and farm buildings to be added to the Tschanz property will be situated in proximity to her buildings. It should be noted that this clustering of the buildings is a locational requirement of the Official Plan policies.

The proposed dwelling unit to be added to the Tschanz property requires changes to the satisfaction of the Township's Chief Building Official and is a requirement of Provisional Consent (i.e. Condition No. 10). Compliance with MDS requirements and other building improvements are also required to be addressed as conditions of the consent application. Also, the driveway on the Krayishnik property which leads to the surplus residence is to be closed at the new property line. Accordingly, access to the surplus dwelling and farm buildings must be provided through the Tschanz property from her existing driveway and lane. This access arrangement is a requirement of Condition No. 12 and also a provision of the amending by-law.

With respect to other requirements of the proposed amending by-law, a Minimum Lot Area provision for the proposed new use (i.e. accessory dwelling unit for farm help) is also included. In order to achieve compliance with this minimum lot area requirement, all of the conditions of provisional consent must be satisfied, the lot line adjustment finalized, and the merger of the subject lands completed.

No changes are proposed for those areas of the subject property zoned Natural Environment (NE).

#### **PUBLIC INPUT**

The Statutory Public Meeting for this rezoning application was held on May 19, 2016 at the Township Municipal Office. Neighbours and area residents attended the public meeting and expressed support for Mrs. Tschanz and her proposal to establish an accessory dwelling for farm help. No public concerns or objections were raised at the meeting and none were submitted in writing. A letter of support was provided to Council for this rezoning request.

#### **PLANNING OPINION**

County Official Plan policies allows for the establishment of an accessory residence for farm help. The Plan allows local municipalities to establish their own standards and zoning requirements. There are existing farms in the Township where site specific zoning was approved to permit an accessory residence for farm help. In this case, the proponent has demonstrated that the zone change is necessary for her agricultural operation. There were no objections from Township staff and consultants, the public, or the review agencies. All outstanding technical concerns are to be addressed through the fulfilment of the conditions of the related consent application. In our opinion, the proposed land use is appropriately located, conforms to applicable planning policies, supports agriculture, and represents good planning.

#### **RECOMMENDATION**

Based on the above, this office supports the zone change and recommends approval.

Respectfully Submitted,  
County of Wellington Planning and Development Department



Aldo L. Salis, BES, MSc, MCIP, RPP  
Manager of Development Planning

Attach.

# **ZONING BY-LAW AMENDMENT**

For

Ned & Lily Krayishnik  
6643 Concession Road 2

and

D. Tschanz  
6637 Concession Road 2

Part of Lot 7, Concession 1  
Township of Puslinch

Prepared by the  
County of Wellington Planning Department

July 13, 2016

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER \_\_\_\_\_**

**A BY-LAW TO AMEND BY-LAW NUMBER 19/85, AS AMENDED,  
BEING THE ZONING BY-LAW OF THE TOWNSHIP OF PUSLINCH**

**WHEREAS**, the Council of the Corporation of the Township of Puslinch deem it appropriate and in the public interest to amend By-Law Number 19/85 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 PUSLINCH ENACTS AS FOLLOWS:**

1. That Schedule 'A' of By-law 19/85 is hereby amended by rezoning Part of Lot 7, Concession 1, from AGRICULTURAL (A) ZONE to a site specific **AGRICULTURAL (A-64) ZONE**, as shown on Schedule "A" of this By-law
2. That subsection 5(4) SPECIAL PROVISIONS of the Agricultural Zone is amended by the addition of the following new exception:

**"(III) A-64 (Accessory Dwelling Unit for Farm Help) – Tschanz**

Notwithstanding subsection 5(3)(b) or any other regulations of this By-law to the contrary, the land zoned **A-64** on Schedule 'A' may contain an accessory dwelling unit for farm help. This site specific zoning provides for the conversion of an existing residential building at 6643 Concession Road 2 to one accessory dwelling unit for farm help. The accessory dwelling unit is for the purposes of the agricultural operation and forms part of the farm building cluster at 6637 Concession Road 2.

The **A-64** Zone is subject to the following provisions:

- (i) Lot Area (Minimum) - 20 hectares (50 acres)
  - (ii) Driveway Entrance -The accessory dwelling unit for farm help shall share the existing driveway entrance and lane with the single detached dwelling at 6637 Concession Road 2.
  - (iii) All other applicable regulations of By-law 19/85 shall apply."
3. 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 AND SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

READ A THIRD TIME AND PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**EXPLANATION OF BY-LAW NO.**

By-law Number \_\_\_\_\_ amends the Township of Puslinch Zoning By-law 19/85 by rezoning Part of Lot 7, Concession 1 from Agricultural (A) to an Agricultural Site Specific (A-64) Zone.

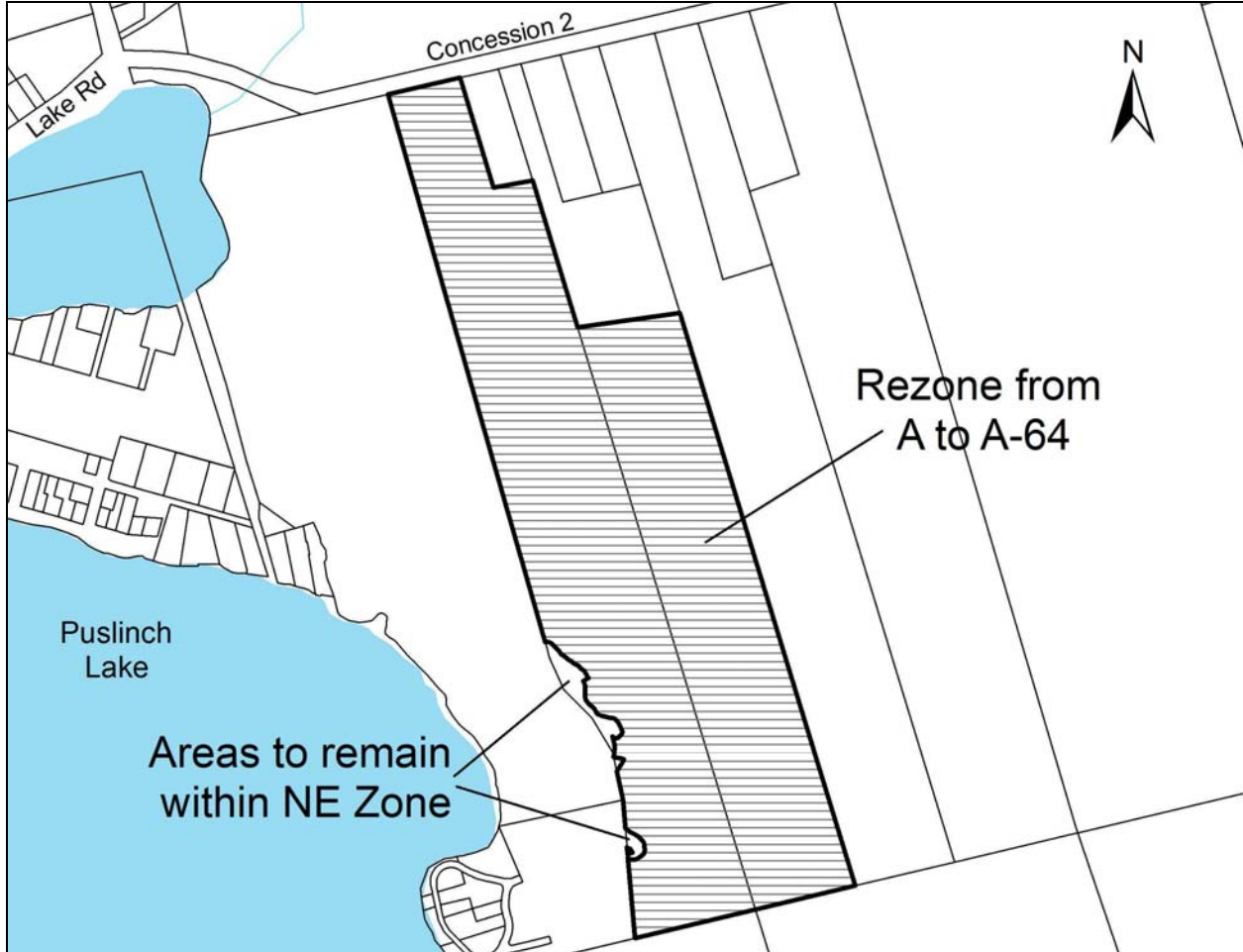
The purpose of this zone change is to permit an accessory dwelling unit for farm help to serve the needs of an agricultural operation (horse farm) at 6637 Concession Road 2. The Natural Environment (NE) Zone on the property will remain unchanged.

This rezoning addresses a condition of approval for the related lot line adjustment application given provisional consent on September 10, 2015 by the Land Division Committee (B71/15).

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

BY-LAW NO. \_\_\_\_\_

**SCHEDULE "A"**



This is Schedule "A" to By-law No. \_\_\_\_\_

Passed this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK





## **PLANNING REPORT for the TOWNSHIP OF PUSLINCH**

Prepared by the County of Wellington Planning and Development Department

**DATE:** July 13, 2016  
**TO:** Kelly Patzer, Development Coordinator  
Township of Puslinch  
**FROM:** Sarah Wilhelm, Senior Planner  
County of Wellington  
**SUBJECT:** **AMENDING BY-LAW D14/ONT (Noor Associates Ltd.)**  
**Zoning By-law Amendment**  
**7456 McLean Road West, Puslinch**  
**ATTACHMENTS:** Draft Amending By-law

### **SUMMARY**

This zoning by-law amendment is consistent with the Provincial Policy Statement and generally conforms to the Provincial Growth Plan and the County Official Plan. There are no outstanding public or agency concerns. An amending by-law is enclosed for Council's consideration. We support the rezoning of the subject lands.

Thank you for your request to prepare a Draft Amending By-law for the above-noted application. In our comments of June 10, 2016 we provided a policy review for Council's consideration. This report offers our planning opinion and draft amending by-law.

### **PROPOSAL**

The purpose of this Zoning By-law amendment is to allow for the expansion of industrial uses along the industrial-commercial corridor of Brock Road South. The amending by-law rezones the subject land to a specialized Industrial Zone (IND-9). This is similar to the lands to the south and east, across McLean Road West and Brock Road South.

### **PUBLIC CONSULTATION**

A public meeting was held on June 23, 2016. One member of the public asked whether a contribution to the Carroll Pond would be necessary. We have confirmed with the Township's consulting engineer, Steve Conway of GM BluePlan, that the owner contributed to the "Carroll Pond and Lesic Jassal Drain" at the time of its construction. This matter will be considered in more detail, if necessary, at the time of Site Plan review.

Another member of the public inquired about the nature of truck repairs and whether the industrial office space would be for lease. There were no specific related concerns identified. The applicant's planner clarified that the truck repair facility would be for repairs to their own fleet and that there would be four office units for lease.

### **AGENCY CONSULTATION**

The Township has provided us with the comments summarized in the table which follows. We are satisfied that these comments can be addressed as part of the Site Plan process.

<b>Township/Agency/Peer Review Consultant</b>	<b>Summary</b>
Fire September 15, 2015	<ul style="list-style-type: none"> <li>Request information for onsite water storage location for firefighting, fire route locations and sizing, hydrant locations</li> </ul>
Greg Scheifele, GWS Ecological & Forestry Services (Greg Scheifele) May 24, 2016	<ul style="list-style-type: none"> <li>Minor comments relate to Tree Management Plan and Landscape Plan</li> </ul>
Harden Environmental Services Ltd. (Stan Denhoed) September 28, 2015	<ul style="list-style-type: none"> <li>Nitrate concentration in the groundwater system needs to be verified</li> <li>Direction of shallow groundwater flow must be established</li> <li>Need to coordinate discharge onto neighbouring property</li> </ul>
GM BluePlan Engineering May 4, 2016	<ul style="list-style-type: none"> <li>No comments on rezoning</li> <li>Advisory comments on future site plan application</li> </ul>
County Engineering Services (Pasquale Costanzo) June 6, 2016	<ul style="list-style-type: none"> <li>Access onto Brock Road (Wellington Road 46) will not be permitted</li> </ul>
Grand River Conservation Authority (Andrew Herreman) October 7, 2015	<ul style="list-style-type: none"> <li>No objection</li> </ul>

**DRAFT AMENDING BY-LAW**

We have attached a draft amending by-law for Council’s review which would rezone the property from Industrial (IND) and Agricultural (A) to Industrial Site-Specific (IND-9). The IND-9 Zone would allow the property to be used for industrial purposes, and additionally as a truck repair shop, including truck maintenance and an accessory office. Specialized regulations are included to define the truck repair shop use and simplify parking calculations for a multi-tenanted building.

**PLANNING OPINION**

In our opinion, the proposed rezoning of the subject land is consistent with the Provincial Policy Statement and generally conforms to the Provincial Growth Plan and the County Official Plan. Accordingly, we recommend the approval of the amending by-law.

**NEXT STEPS**

If the amending by-law is approved by Council, notification should be provided in accordance with the Planning Act.

Respectfully submitted  
County of Wellington Planning and Development Department



Sarah Wilhelm, BES, MCIP, RPP  
Senior Planner

# **ZONING BY-LAW AMENDMENT**

for

2435953 Ontario Inc. (Noor Associates Ltd.)  
Part of Lot 25, Concession 7  
7456 McLean Road West, Township of Puslinch

Application D11/ONT – Noor Associates Ltd.

Prepared by the

County of Wellington  
Planning and Development Department

July 13, 2016

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER \_\_\_\_\_**

**A BY-LAW TO AMEND BY-LAW NUMBER 19/85, AS AMENDED,  
BEING THE ZONING BY-LAW OF THE TOWNSHIP OF PUSLINCH**

**WHEREAS**, the Council of the Corporation of the Township of Puslinch deem it appropriate and in the public interest to amend By-Law Number 19/85, 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 PUSLINCH ENACTS AS FOLLOWS:**

1. That Schedule 'A' of Zoning By-law 19/85 is hereby amended by rezoning Part of Lot 25, Concession 7, from Industrial (IND) and Agricultural (A) Zone to **INDUSTRIAL SITE-SPECIFIC (IND-9)**, as shown on Schedule "A" of this By-law.
2. That subsection 15(4) SPECIAL PROVISIONS is amended by adding the following new exception:

"(i) **IND-9 (7456 McLean Road West)  
Part Lot 25, Concession 7**

Notwithstanding Sections 15(2), 15(3) and 3(16) or any provisions of this By-law to the contrary and in addition to the uses permitted under Section 15(2), for the land zoned IND-9 on Schedule 'A' hereto, the following special provisions shall apply:

(i) **Additional Use Permitted**

A truck repair shop, with an added definition as below

**"TRUCK REPAIR SHOP"** means an establishment which contains facilities for the parking, repair and maintenance of trucks on the premises with or without an accessory office use, and in which maintenance and repair operations, including the repairing or painting of truck bodies are performed in return for remuneration.

(ii) **Zone Requirements**

The parking regulations of Section 3(16) shall apply to the land zoned IND-9, with the exception of multi-tenanted buildings to which the following special provision shall apply:

- |   |                                  |
|---|----------------------------------|
| (a) <b>PARKING REQUIREMENTS (MINIMUM)</b> | 1 space per 50 m <sup>2</sup> of |
| for uses within a multi-tenanted building | net floor area                   |

(iii) All other applicable regulations of the zoning by-law shall be maintained."

3. 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 AND SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

READ A THIRD TIME AND PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

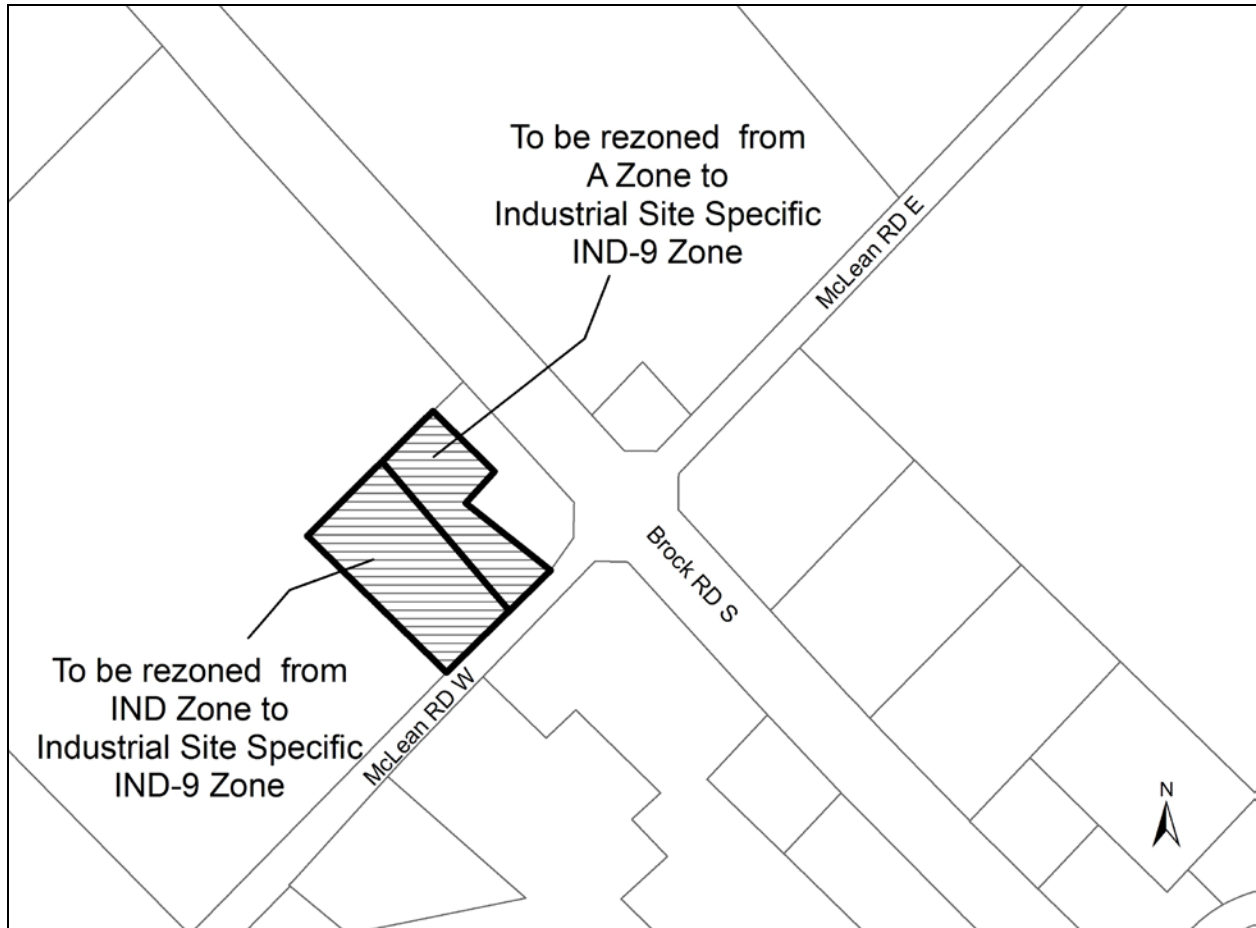
\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO. \_\_\_\_\_

SCHEDULE " A "



This is Schedule "A" to By-law No. \_\_\_\_\_

Passed this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

# THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

## EXPLANATION OF BY-LAW NO. \_\_\_\_\_

By-law Number \_\_\_\_\_ amends the Township of Puslinch Zoning By-law 19/85 by rezoning Part of Lot 25, Concession 7 from the current Industrial (IND) and Agricultural (A) Zone to the INDUSTRIAL SITE SPECIFIC (IND-9) ZONE as shown on Schedule "A" of this By-law.

The purpose of this Zoning By-law amendment is to allow for the expansion of industrial uses along the industrial-commercial corridor of Brock Road South. The amending by-law rezones the subject land to a specialized Industrial Zone (IND-9). This is similar to the lands to the south and east, across McLean Road West and Brock Road South.

Development of the property for industrial uses will be subject to Site Plan Control.





## **REPORT PD-2016-018**

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TO: Mayor and Members of Council

FROM: Karen Landry, CAO/Clerk

MEETING DATE: July 20, 2016

SUBJECT: Vacant Land Condominium Development Agreement – Sloom Construction Ltd. – Fox Run Phase 2  
Part Lot 19, Concession 8 and Part of Block 60, Plan 795 being Parts 1, 2 & 3, Reference Plan 61R-20083  
L04SLO

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### **RECOMMENDATIONS**

That Report PD-2016-018 regarding a Vacant Land Condominium Development Agreement – Sloom Construction Ltd. – Fox Run Phase 2, Part Lot 19, Concession 8, Part of Block 60, Plan 795 being Parts 1, 2 and 3, Reference Plan 61R-10342 be received; and

That Council pass a by-law to authorize the entering into and execution of a Vacant Land Condominium Development Agreement with Sloom Construction Ltd.

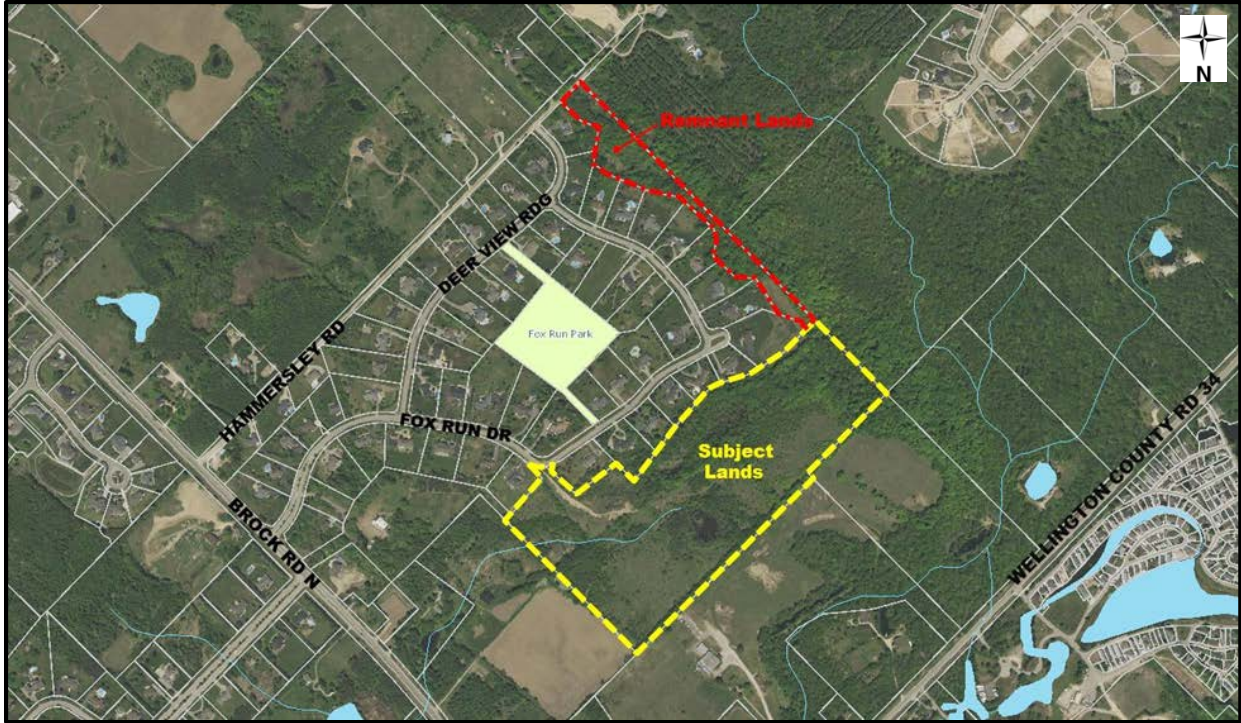
### **DISCUSSION**

#### **Purpose:**

The review of the vacant land condominium development is satisfactorily completed and the owner is proceeding with the development of an estate residential condominium of 15 single detached residential units and common element servicing blocks.

The vacant subject property is located north of Aberfoyle on the east side of Brock Road North (Wellington Road 46). The property is immediately south of the Fox Run Estates residential subdivision which was granted approval by the Ministry of Municipal Affairs and Housing in 1989. It has a lot area of approximately 16.72 hectares (41.3 acres).





Source: County of Wellington 2015 Air Photo & Parcel Fabric

## Background:

Draft Plan of Vacant Land Condominium 23CD-09003 was issued by the County of Wellington December 20, 2011. A condition of draft approval is for the owner to enter into a written vacant land condominium agreement with the Township of Puslinch, and it be registered on title against the lands to which it applies. The agreement is to address such things as the provision of roads, signage, street lighting, installation of services, potable water facilities, protection and enhancement of natural areas, waste disposal systems and storm water drainage easements for the drainage works for the storm water management facility that services Phase I.

The Township became the owner of the Storm Water Management Pond on December 9, 2011 through Instrument No. WC330696 which is contained on lands that are located outside the vacant land condominium plan and within Phase I of the Fox Run development.

The condominium will be serviced by two private common element roadways and by private storm water management works. Each of the proposed units is to be serviced by a private on-site sewage disposal system with a private well.

The owner has completed the required review to enter into a development agreement with the Township. The owner will be required to submit the required site works securities for the project in the amount of \$1,394,930.20.

The posting of securities is as follows:

The developer shall post security in the amount of the engineering fee portion of the construction estimate on signing the agreement to serve as guarantee of covering Township expenses and the amount of security increases to 100% of construction values 30 days prior to commencing construction.

**Summary of Cost Estimates**

<b>Item</b>	<b>Cost</b>
Roads and Drainage	\$938,451.50
Miscellaneous (incl. streetlighting)	\$101,000.00
Subtotal "A"	\$1,039,451.50
Engineering & Inspection	\$95,000.00
Contingency Allowance	\$100,000.00
Subtotal "B"	\$1,234,451.50
HST (13% of "B")	\$1,394,930.20

Monies payable to the Township for this development include:

- Cash in lieu of parkland in the amount of \$17,343.75
- Perpetual maintenance costs for the storm water management infrastructure is not payable as draft plan approval for this development predates the adoption of the policy.

The Vacant Land Condominium Agreement has been prepared in the Township’s standard form. Council is required to pass a by-law to authorize the entering into and execution of the agreement.

**Vacant Land Condominium Review:**

The Township has received satisfactory comments and approvals from the peer review team of consultants and does not have any concerns entering into a Vacant Land Condominium Development Agreement with the owner.

<b>Function</b>	<b>Body</b>	<b>Approval</b>
Township Hydrogeologist	Harden Environmental	Approval Received
Township Engineers	GM BluePlan	Approval Received
Township Fire Department	Puslinch Fire and Rescue	Approval Received
Township Ecologist	GWS Ecology	Approval Received
Planners	Wellington County	Approval Received
Road Authority	Private	
Conservation Authority	Grand River	No Objection

### **Minor Variance**

On August 10, 2011 the Committee of Adjustment granted a minor variance to Sloop Construction Ltd. for the remnant parcel of land identified in the "Air Photo & Parcel Fabric" on page 2 of this report. Relief was given to reduce the minimum lot frontage of 121.9 metres to 92 metres and to reduce the 30 metre setback from the limit of the NE zone to 15 metres. The granting of the variance was conditional upon:

- Registration of Draft Plan of Condominium 23CD-09003
- A silt fence to be put in place along the limit of the 15 m wetland setback before any grading commences.

### **Financial**

Outlined below are the present value costs for:

- maintaining the SWM pond servicing Phase 1 over a period of 50 years - \$26,057 (as noted on page 2 of this Report the Township became the owner of the SWM pond on December 9, 2011)
- new SWM infrastructure (pipe/catchbasins) over a period of 50 years - \$3,436 (new infrastructure to be assumed by Township to facilitate continued servicing of Phase 1)
- replacing new SWM infrastructure at end of 50 year life span - \$5,725

### **Applicable Legislation and Requirements:**

Township of Puslinch Zoning By-law 19/85, as amended  
County of Wellington Draft Plan of Subdivision 23CD-09003

### **Attachments:**

Draft Plan of Subdivision 23CD-09003

PLAN OF SURVEY  
PART OF LOT 19, CONCESSION 8  
TOWNSHIP OF PUSLINCH  
COUNTY OF WELLINGTON

SCALE 1 : 750  
VAN HARTEN SURVEYING INC.

PART / SHEET	DATE
PART 1 OF 4 PARTS SHEET 1 OF 1 SHEET	

WELLINGTON VACANT LAND CONDOMINIUM  
PLAN No.

INDEX OF PARTS

PART	SHEET(S)	DESCRIPTION
1	1	PLAN OF SURVEY OF THE CONDOMINIUM PROPERTY, THE ILLUSTRATION OF THE SURVEY INTERESTS AND THE DESIGNATION OF THE UNITS 1 TO 15.
2	NIL	PLAN OF SURVEY OF THE EXCLUSIVE USE PORTIONS OF THE CONDOMINIUM OF THE COMMON ELEMENTS.
3	NIL	ARCHITECTURAL DRAWINGS
4	NIL	STRUCTURAL DRAWINGS

UNITS 1 TO 15, INCLUSIVE

REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF WELLINGTON (No.61) AT \_\_\_\_\_ O'CLOCK ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016

REPRESENTATIVE FOR THE LAND REGISTRAR

CURVE TABLE FOR CONDOMINIUM PLAN

CURVE TABLE					CURVE TABLE				
NUM	ARC	RADIUS	BEARING	DISTANCE	NUM	ARC	RADIUS	BEARING	DISTANCE
C1	23.191	35.000	N67°00'35"W	22.775	C17	13.469	50.000	N70°22'20"E	15.044
C2	11.599	35.000	N84°30'25"E	11.549	C18	23.335	50.000	N88°52'05"E	23.172
C3	4.686	35.000	N71°10'20"E	4.684	C19	48.895	71.500	N81°00'30"E	47.947
C4	65.229	85.000	N65°08'42"W	63.640	C20	3.621	12.500	N18°42'45"E	3.628
C5	4.469	85.000	N88°58'50"W	4.468	C21	9.561	12.500	N10°32'25"W	9.347
C6	17.951	85.000	N83°21'00"W	17.957	C22	26.659	20.000	N5°41'20"E	24.729
C7	26.861	78.500	N89°12'15"W	26.730	C23	19.174	20.000	N71°20'20"E	18.448
C8	32.284	50.000	N82°08'05"E	31.728	C24	17.442	20.000	N64°12'45"W	16.892
C9	14.983	8.000	N89°37'05"E	12.987	C25	30.875	20.000	N12°39'50"E	27.899
C10	10.749	18.000	N23°10'15"W	10.521	C26	10.924	20.000	N22°52'15"E	10.789
C11	12.813	15.000	N21°49'45"E	12.427	C27	13.201	12.500	N68°15'50"E	12.596
C12	19.414	15.000	N63°22'25"E	18.087	C28	15.113	97.000	N47°37'50"W	15.028
C13	4.148	15.000	N51°37'25"W	4.135	C29	16.653	267.000	N41°02'25"W	16.581
C14	11.000	15.000	N27°14'55"W	7.460	C30	61.944	85.000	N74°55'55"E	9.190
C15	9.404	15.000	N28°20'20"E	9.261					

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE CONDOMINIUM ACT (1998), THE SURVEYOR'S ACT, THE SURVEYOR'S ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE \_\_\_\_\_ OF \_\_\_\_\_, 2016.

DATE: \_\_\_\_\_

JEFFREY E. BUSJMAN  
ONTARIO LAND SURVEYOR

DECLARATION REGISTERED AS No. \_\_\_\_\_

ALL OF PIN 71197-0411 (LT)

SCHEDULE OF APPURTENANT AND SERVIENT INTERESTS  
(PURSUANT TO CLAUSES 8 (1) (a) AND (b) OF THE CONDOMINIUM ACT, 1998)

SUBJECT TO (SERVIENT INTERESTS)	PART	PLAN	DESCRIBED IN	NOTES
	2	61R-20083	WC330699	ALL UNITS
			WC330699	ALL UNITS
	3	61R-20083	ROS617297	ALL UNITS
			ROS639490	ALL UNITS
	17	61R-XXXX		UNIT 2
	18	61R-XXXX		UNIT 3
	19	61R-XXXX		UNIT 4

LEGEND:

- DENOTES SURVEY MONUMENT SET
- DENOTES SURVEY MONUMENT FOUND
- S— DENOTES 0.025 x 0.025 x 1.20 STANDARD IRON BAR
- IB— DENOTES 0.15 x 0.15 x 0.60 IRON BAR
- SSB— DENOTES 0.15 x 0.15 x 0.60 SHORT STANDARD IRON BAR
- RP— DENOTES 0.15 DIA. X 0.07 ROUND IRON BAR WITH STAMPED WASHER
- C— DENOTES 0.25 x 0.25 x 0.30 PLASTIC BAR
- CC— DENOTES CUT CROSS
- WT— DENOTES WITNESS
- OU— DENOTES ORIGIN UNKNOWN
- VH— DENOTES VAN HARTEN SURVEYING INC. D.L.S.'s
- S75— DENOTES BLACK, SIRENAMAKER #1, D.L.S. 4
- P1— DENOTES DEPOSITED PLAN 61R-9927 BY (375)
- P2— DENOTES DEPOSITED PLAN 61R-8875 BY (375)
- P3— DENOTES DEPOSITED PLAN 61R-792 BY (375)
- P4— DENOTES DEPOSITED PLAN 61R-5875 BY (375)
- P5— DENOTES DEPOSITED PLAN 61R-4829 BY (375)
- P6— DENOTES DEPOSITED PLAN 61R-11618 BY (VH)
- P7— DENOTES DEPOSITED PLAN 61R-20083 BY (VH)

BEARING AND COORDINATE NOTE:

- BEARINGS ARE GRID BEARINGS AND ARE DERIVED FROM GPS OBSERVATIONS AND ARE REFERRED TO THE UTM PROJECTION, ZONE 17, NAD 83 (CSRS-2010) ADJUSTMENT.
- DISTANCES SHOWN ON THIS PLAN ARE ADJUSTED GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY AN AVERAGE CORRECTION SCALE FACTOR OF 0.99992.
- COORDINATES ON THIS PLAN ARE UTM, ZONE 17, NAD83 (CSRS-2010) ADJUSTMENT AND ARE BASED ON GPS OBSERVATIONS FROM A NETWORK OF PERMANENT GPS REFERENCE STATIONS.

UTM COORDINATES (METRES)

POINT ID	NORTHING	EASTING
A	4,814,592.24	568,173.51
B	4,814,689.41	568,218.63
C	4,814,660.19	568,163.35

THESE COORDINATE VALUES COMPLY WITH SECTION 14(2) DREG 216/10. THESE COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH THE CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

BEARING COMPARISONS:

FOR THE PURPOSES OF BEARING COMPARISONS, PREVIOUS SURVEYS HAVE BEEN ROTATED TO UTM BEARINGS BY THE ANGLES SHOWN BELOW:

PLAN	ROTATION FOR NORTHEAST BEARINGS
P1	-0°32'25"
P2	-0°32'25"
P3	-0°32'25"
P4	-0°32'25"
P5	-0°32'25"

NOTE:

- BUILDING TIES ARE TAKEN TO BUILDING CORNERS AND ARE MEASURED PERPENDICULAR TO THE PROPERTY LINES.
- ALL BARS ARE IB'S UNLESS OTHERWISE NOTED

UNIT BOUNDARY DEFINITIONS

THE EXTENT AND THE LOCATION OF UNITS 1 TO 15 AND THE COMMON ELEMENTS ARE CONTROLLED BY SURVEY MONUMENTS AND SECONDLY BY THE BEARINGS AND DISTANCES OUTLINED ON THIS PLAN AND MORE PARTICULARLY DESCRIBED IN SCHEDULE 'C' OF THE DECLARATION.

METRIC:

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

CERTIFICATE OF DECLARANT

THIS IS TO CERTIFY THAT:  
THE PROPERTY INCLUDED IN THIS PLAN HAS BEEN LAD OUT INTO UNITS AND COMMON ELEMENTS IN ACCORDANCE WITH MY INSTRUCTIONS.

DECLARANT: SLOOT CONSTRUCTION LTD.

DATE: \_\_\_\_\_

JORNI SLOOT  
I HAVE THE AUTHORITY TO BIND THE CORPORATION

THIS PLAN IS APPROVED UNDER SECTION 51 OF THE PLANNING ACT, R.S.O. 1990, SECTION 9 OF THE CONDOMINIUM ACT, 1998

DATED AT GUELPH THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016

COUNTY OF WELLINGTON

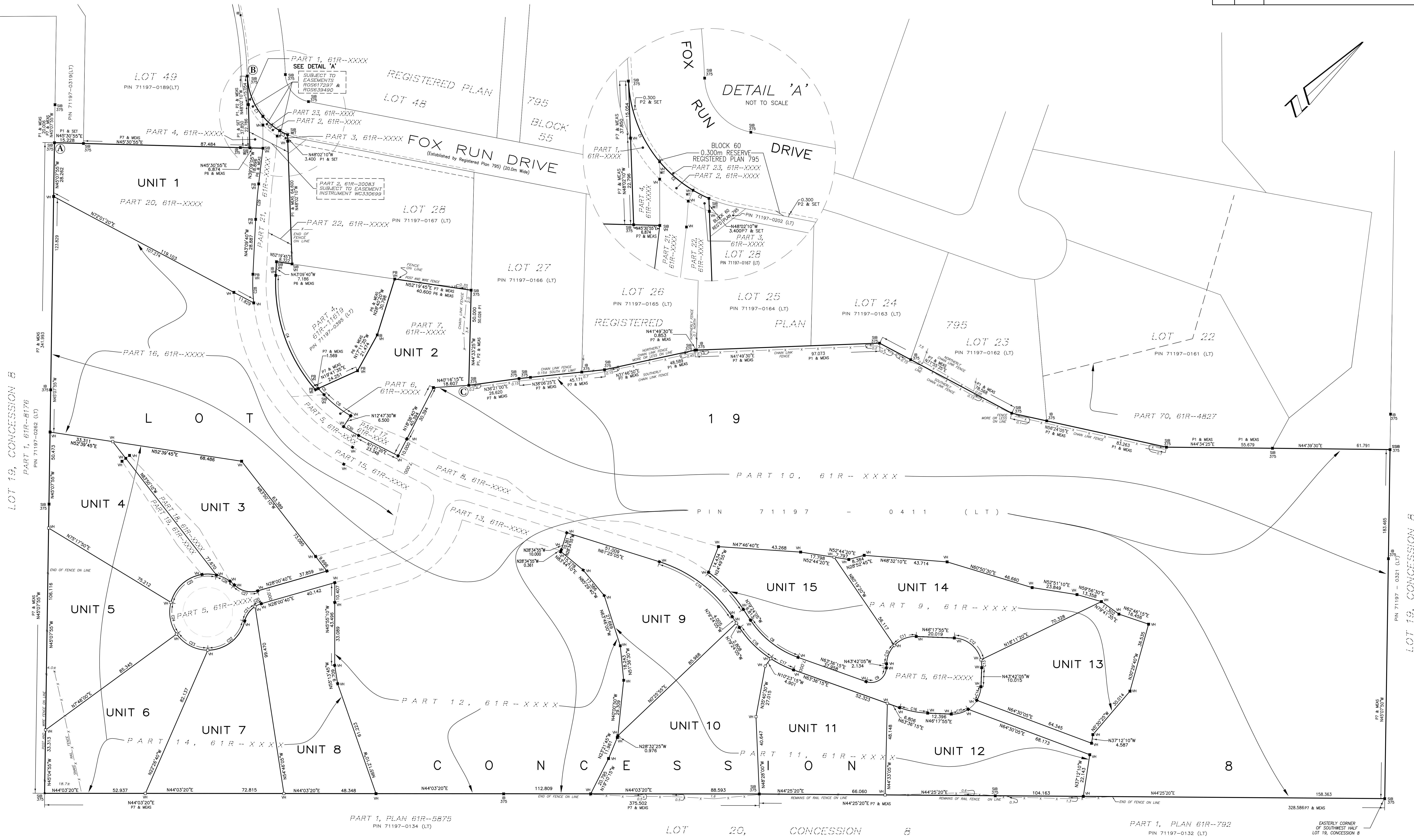
MAYOR \_\_\_\_\_ CLERK \_\_\_\_\_

**Van Harten**  
SURVEYING INC.  
LAND SURVEYORS AND ENGINEERS

423 WOOLWICH STREET  
GUELPH - ONTARIO, N1H 3X3  
PHONE: (519) 821-2763  
FAX: 821-2770  
www.vanharten.com

660 RIDDELL ROAD, UNIT 1  
ORANGEVILLE - ONTARIO, L9W 5G5  
PHONE: (519) 940-4110  
FAX: 519-940-4113  
www.vanharten.com

PROJECT NO. 18191-08 DRAWN BY: S.M. CHECKED BY: J.E.B. DATE: 2016-11-14



LOT 19, CONCESSION 8  
PART 1, 61R-8776  
PIN 71197-0262 (LT)

LOT 19, CONCESSION 8  
PIN 71197-0321 (LT)

PART 1, PLAN 61R-8876  
PIN 71197-0134 (LT)

LOT 20, CONCESSION 8

PART 1, PLAN 61R-792  
PIN 71197-0132 (LT)

EASTLY CORNER OF SOUTHWEST HALF LOT 19, CONCESSION 8



## **REPORT REC-2016-007**

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**TO: Mayor and Members of Council**

**FROM: Karen Landry, CAO/Clerk**

**DATE: July 20, 2016**

**SUBJECT: Agreement with Whistle Stop Co-operative Pre-school Inc. – preschool program– Puslinch Community Centre – 23 Brock Rd S.**

**FILE No.: L04WHI**

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### **RECOMMENDATIONS**

That Report REC-2016-007 regarding the Agreement with Whistle Stop Co-Operative Pre-school Inc. – preschool program -Puslinch Community Centre – 23 Brock Road S. be received; and

That Council enact a by-law to authorize the Mayor and Clerk to execute the Agreement with Whistle Stop Co-operative Pre-School Inc.

### **PURPOSE**

The purpose of this report is to obtain authorization from Council to enter into an Agreement with Whistle Stop Co-operative Pre-school Inc. for the provision of preschool program at the Puslinch Community Centre for the 2016/2017 school year.

### **SUMMARY**

The Whistle Stop Co-Operative Pre-School (“Whistle Stop”) is a not for profit corporation that has continued to operate a preschool program from the Puslinch Community Centre for over 25 years. The program provides organized activities to 20 pre-school children within the prescribed age group of 2 - 5 years.

During the 2015/2016 school term the preschool provided services to 19 children with 10 being from the Township.

The 2015/2016 Agreement with Whistle Stop expired on June 20, 2016. Whistle Stop has expressed an interest to the Township that they wish to continue to provide the preschool services for the 2016/2017 season. Township staff conducted a review of the Agreement and have modified it to reflect current practices and standards. The proposed Agreement has been discussed, reviewed and approved by Whistle Stop.

Below is a summary of the terms of the Agreement as follows:

## **TERM OF LICENCE**

- Three half-days per week (Monday, Wednesday, Friday) from 8:00 am to 12:00 pm commencing September 14, 2016 to June 23, 2017.
- Christmas potluck and pageant - Friday, December 16, 2016 in the Archie McRobbie room. 12:00 noon
- Graduation - Friday, June 23, 2017 in the Archie McRobbie room. 12:00 noon
- Toy Clean ups days Wednesday, December 14, 2016, Wednesday, April 12, 2017 and Thursday June 22, 2017, Alf Hales Room/Lobby from 7:00 p.m. to 9:00 p.m.
- Parent Meetings – Wednesday, September 7, 2016 and Thursday, June 22, 2017, Alf Hales Room 7:00 p.m. to 8:00 p.m.

## **SCOPE**

- Use of the Alf Hales and occasionally Archie McRobbie room and common areas including the outside amenities located at the Puslinch Community Centre;
- daycare services for local pre-school children within the prescribed age group of 2 to 5 years of age;

## **TERMINATION**

- Township may terminate the Licence Agreement, and the Licence hereby granted, effective immediately on written notice to the school if:
  - (a) The School ceases to carry on business;
  - (b) The School commits a breach of a term or condition of this Agreement, of a grievous nature, the determination of which shall be in the sole discretion of the Township.
  - (c) The School or the Township may, at any time and for any reason, terminate this Agreement by giving thirty (30) days written notice to that effect.

## **INSURANCE**

- Whistle Stop shall, at their own expense, obtain and keep in force during the term of this Licence Agreement, Commercial General Liability Insurance satisfactory to the Township, be written by an insurer licensed to conduct business in Ontario and include but not be limited to the following:
  - (a) A limit of liability not less than \$5,000,000/occurrence.
  - (b) The Township shall be named as the additional insured;
  - (c) The policy shall contain a provision for cross liability in respect of the named insured; and a severability of interest clause.
  - (d) Non-owned automobile coverage with a limit of \$2,000,000, including contractual non-owned coverage;

- (e) Broad form property damage, Hostile Fire and pollution from hostile fire;
- (f) Contractual liability – oral and written
- (g) Contingent employer's liability and Employers liability;
- (h) That 30 days prior notice of cancellation in the policy be given in writing to the Township.

The 2015/2016 Agreement required the submission of the above insurance requirements and Whistle Stop provided a certificate of insurance which complied with the Township's requirements.

## **FINANCIAL IMPLICATIONS**

Whistle Stop is a co-operative program and does not provide compensation for the rental of the Township facility. In appreciation for the use of the facilities, Whistle Stop has provided donations to the Township in past years.

On January 28, 2015 Council passed resolution 2015-043. This resolution stated that:

*The community groups identified in Report FIN-2015-06 be provided gratuitous use of the rooms in 2015 based on 2014 usage of the Puslinch Community Centre and Optimist Recreation Centre; and*

*That Staff report back to Council on the development of a policy regarding the use of the Township facilities by community groups and the associated fees prior to consideration of the 2016 Budget.*

In 2015, Whistle Stop received gratuitous use of the Puslinch Community Centre at a total cost of \$11,430.00.

On July 15, 2015, Council received Report FIN-2015-027 - 2015 Grant Application Policy and Fee Reduction/Waiver Policy and passed resolution 2015-276 which stated that staff was to report back in 2016/2017 with regard to organizations under separate agreement.

Staff will report back to Council on a proposed Grant Application Policy and Fee Reduction/Waiver Policy in September 2016. As a result, reporting back on organizations under separate agreement will occur in 2017/2018.

## **APPLICABLE LEGISLATION AND REQUIREMENTS**

*Municipal Act, S.O. 2001, C. 25*

## **ATTACHMENTS**

None



## **REPORT REC-2016-008**

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**TO: Mayor and Members of Council**

**FROM: Karen Landry, CAO/Clerk**

**Date: July 20, 2016**

**SUBJECT: Agreement with Guelph Community Health Centre – drop in play group program– Puslinch Community Centre – 23 Brock Rd S.**

**FILE No.: L04GUE**

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### **RECOMMENDATIONS**

That Report REC-2016-008 regarding the Agreement with Guelph Community Health Centre –drop-in playgroup program- Puslinch Community Centre – 23 Brock Road S. be received; and

That Council enact a by-law to authorize the Mayor and Clerk to execute the Agreement with the Guelph Community Health Centre.

### **PURPOSE**

The purpose of this report is to obtain authorization from Council to enter into an Agreement with Guelph Community Health Centre for the provision of a drop in play group program at the Puslinch Community Centre for the 2016/2017 school year.

### **DISCUSSION**

The Guelph Community Health Centre (“GCHC”) is a not for profit corporation that has been providing a drop-in playgroup program for families and caregivers from the Puslinch Community Centre for a number of years. The program provides organized activities for a maximum of 30 pre-school children within the prescribed age group of birth - 6 years.

Attached as Schedule “A” to this Report is a copy of statistical information regarding enrolment for the last quarter of 2015 and the first quarter of 2016. Guelph Community Health has advised that they request families to indicate their postal code in order to be able to track whether participants live in the Township.

The 2015-2016 Agreement between the Township and GCHC expired on June 21, 2016 and GCHC has expressed an interest to the Township that they wish to continue to provide the daycare services for the 2016/2017 season. Township staff conducted a



review of the Agreement and have modified it to reflect current practices and standards. The proposed Agreement has been discussed, reviewed and approved by GCHC.

Below is a summary of the terms of the Agreement as follows:

## **TERM OF LICENCE**

- Tuesdays from 9:00 am to 12:00 pm commencing September 6, 2016 to June 27, 2017.

## **SCOPE**

- Use of the Alf Hales room and common areas including the outside amenities located at the Puslinch Community Centre;
- drop-in Parent-Child Place Program services for local pre-school children within the prescribed age group of birth to 6 years of age;

## **TERMINATION**

- Township may terminate the Licence Agreement, and the Licence hereby granted, effective immediately on written notice to the school if:
  - (a) The School ceases to carry on business;
  - (b) The School commits a breach of a term or condition of this Agreement, of a grievous nature, the determination of which shall be in the sole discretion of the Township.
  - (c) The School or the Township may, at any time and for any reason, terminate this Agreement by giving thirty (30) days written notice to that effect.

## **INSURANCE**

- Guelph Community Health Centre shall, at their own expense, obtain and keep in force during the term of this Licence Agreement, Commercial General Liability Insurance satisfactory to the Township, be written by an insurer licensed to conduct business in Ontario and include but not be limited to the following:
  - (a) A limit of liability not less than \$5,000,000/occurrence.
  - (b) The Township shall be named as the additional insured;
  - (c) The policy shall contain a provision for cross liability in respect of the named insured; and a severability of interest clause.
  - (d) Non-owned automobile coverage with a limit of \$2,000,000, including contractual non-owned coverage;
  - (e) Broad form property damage, Hostile Fire and pollution from hostile fire;
  - (f) Contractual liability – oral and written
  - (g) Contingent employer's liability and Employers liability;

- (h) That 30 days prior notice of cancellation in the policy be given in writing to the Township.

The 2016/2017 Agreement required the submission of the above insurance requirements and GCHC provided a certificate of insurance which complied with the Township's requirements.

## **FINANCIAL IMPLICATIONS**

Guelph Community Health Centre is a not for profit program and does not provide compensation for the rental of the Township facility.

In January 28, 2015 Council passed resolution 2015-043. This resolution stated that:

*The community groups identified in Report FIN-2015-06 be provided gratuitous use of the rooms in 2015 based on 2014 usage of the Puslinch Community Centre and Optimist Recreation Centre; and*

*That Staff report back to Council on the development of a policy regarding the use of the Township facilities by community groups and the associated fees prior to consideration of the 2016 Budget.*

In 2015, the Guelph Community Health Centre received gratuitous use of the Puslinch Community Centre at a total cost of \$5,000.00.

On July 15, 2015, Council received Report FIN-2015-027 - 2015 Grant Application Policy and Fee Reduction/Waiver Policy and passed resolution 2015-276 which stated that staff was to report back in 2016/2017 with regard to organizations under separate agreement.

Staff will report back to Council on a proposed Grant Application Policy and Fee Reduction/Waiver Policy in September 2016. As a result, reporting back on organizations under separate agreement will occur in 2017/2018.

## **APPLICABLE LEGISLATION AND REQUIREMENTS**

*Municipal Act, S.O. 2001, C. 25*

## **ATTACHMENTS**

Schedule A Guelph Community Health Centre – Statistics for last Quarter of 2015 and first Quarter of 2016

**ATTENDANCE**

**Aberfoyle Parent-Child Place  
4th Quarter Attendance Stats  
October 1<sup>st</sup> to December 31st, 2015**

- # of Unique Participants Total # Visits

<i>Postal Code</i>	<i>Families</i>	<i>Children</i>	<i>Parents/ Caregivers</i>	<i>Children</i>	<i>Parents/ Caregivers</i>	<i>County Y/N</i>
NOB 2J0	6	12	8	79	42	Y
N3C 2V4	3	6	3	16	8	Y
N1H 6H9	2	2	2	5	3	Y
N1H 6H8	2	2	2	13	9	Y
N1L 1P5	2	3	2	13	12	Y
N1G 5B9	1	1	1	7	7	N
N1G 3R9	0	3	1	20	8	N
N1L 1T4	0	3	1	35	9	N
N1L 1S9	1	1	1	2	2	N
N1L 1E7	1	2	1	4	2	N
N1G 5H9	0	3	1	4	2	N
N1E 2P6	1	2	1	18	9	N

N1R 5R2	0	2	1	10	5	N
N1L 0A3	1	1	1	6	6	N
N1L 1P7	1	1	1	1	1	N
N1L 1K2	1	1	1	1	1	N
N1L 1G8	1	2	1	6	3	N
No postal code	1	1	1	9	7	N
<b>Totals Sign-ins</b>	24	48	30	249	127	sessions
<b>Totals EYSIS</b>		58	34	275	154	13

First Quarter Attendance, Aberfoyle PCP, 2016:

<i><b>Program</b></i>	<b>Unique #s</b>		<b>Visits</b>		<i><b>Sessions/ Quarter</b></i>
	<i><b>Children</b></i>	<i><b>Parents/ Caregivers</b></i>	<i><b>Children</b></i>	<i><b>Parents/ Caregivers</b></i>	
Aberfoyle	56	35	259	136	12



## MINUTES

### MEMBERS PRESENT:

John Sepulis, Chair  
Councillor Ken Roth  
Deep Basi  
Dianne Paron  
Dennis O'Connor

### OTHERS IN ATTENDANCE:

Kelly Patzer – Development Coordinator  
Sarah Wilhelm – County of Wellington Planning  
Nancy Shoemaker  
Jeff Buisman  
Colin Vanderwoerd  
Karen Gray

### 1. OPENING REMARKS

- The meeting was called to order at 7:00 pm. The Chair welcomed the gallery to the Committee of Adjustment meeting and informed the gallery Township Staff would present the application, then the applicant would have the opportunity to present the purpose and details of the application and any provide any further relevant information. Following this the public can obtain clarification, ask questions and express their views on the proposal. The members of the Committee can then obtain clarification, ask questions and express their views on the proposal. All application decisions are subject to a 20 day appeal period.

### 2. DISCLOSURE OF PECUNIARY INTEREST

- None

### 3. APPROVAL OF MINUTES

Moved by Dennis O'Connor and Seconded by Deep Basi,

That the minutes of the Committee of Adjustment meeting held Tuesday May 10, 2016 be adopted.

CARRIED

### 4. COMMITTEE OF ADJUSTMENT – Applications for Minor Variance

#### 4(a) Minor Variance Application D13/GRA – Bruce & Karen Gray. – Property described as Part Lot 26, Concession Gore, 3999 Sideroad 25 S, Township of Puslinch.

Requesting relief from provisions of Zoning By-Law #19/85, as amended, to allow a detached garage in the front yard – between Sideroad 25 S and the house

- Kelly Patzer summarized the application and circulation for the minor variance as submitted and stated no objections were received from the public or commenting staff and noted that the location of the proposed garage is not regulated by the Hamilton Conservation Authority (HCA) nor is a development permit required; however, recommendations for studies were made by the HCA as identified in the County's Official Plan and Sarah Wilhelm is here to address those comments this evening.
- Kelly Patzer noted the Committee could include a minimum front yard setback for the location of the proposed garage a condition of approval.

- Karen Gray of 3999 Sideroad 25 S, presented the application. She indicated the proposed garage is located in an area that is surrounded by dense woods that shield the view from the surrounding properties. The proposed garage location has been cleared of nuisance vegetation including Buckthorn and Japanese Maples.
- Karen Gray continued that the location of the garage is dictated by the existing lot layout. The house is located a far distance from the road, there is a hilly area in the rear and a pool, the west side yard contains the septic and that leaves the front of the property where there is an existing drive and a suitable, logical location for the garage.
- Deep Basi inquired about the size of the garage.
- Karen Gray indicated the materials were bought as a package and the size could be then customized, but the total floor area is below the maximum 5% lot coverage permitted in the zoning by-law.
- John Sepulis asked how accurate the setback dimensions are on the site plan.
- Karen Gray indicated the measurements were approximate and measured by a measuring tape.
- Dianne Paron asked if most of the clearing in the location of the garage has been completed, are there going to be any other tree removals?
- Karen Gray responded that there are no other trees being removed.
- John Sepulis asked Sarah Wilhelm to address the Hamilton Conservation Authority comments.
- Sarah Wilhelm indicated that the HCA comments were reviewed by the Manager of Environmental Planning. The location of the garage is not within the Core Greenlands. The development is minor and the expense of the HCA's recommendation in an area outside of the Core Greenlands would outweigh any benefit.
- Kelly Patzer used the GIS mapping and determined the garage location is located approximately 40 metres from the front yard lot line.
- There were no further questions or comments.

In the matter of Section 45 (1) of the Planning Act, as amended, and Comprehensive Zoning By-law 19/85 as amended, and an application for a minor variance requesting permission to allow:

A detached garage in the front yard, WHEREAS Section 3.1(d(i)), General Provisions, Accessory Uses, Yard Requirements requires a building or structure accessory to a single dwelling to be located anywhere in an interior side yard or a rear yard, provided that such accessory building or structure is not located closer than two metres to any lot line.

The Committee all voted in favour and the request is hereby **Approved with the following Condition:**

1. The detached garage shall maintain a 40 metre front yard setback.

CARRIED

## 5. ADJOURNMENT

Moved by Dianne Paron and Seconded by Ken Roth,

The Committee of Adjustment meeting adjourned at 7:16 p.m.

CARRIED



## MINUTES

### MEMBERS PRESENT:

John Sepulis, Chair  
Councillor Ken Roth  
Deep Basi  
Dianne Paron  
Dennis O'Connor

### OTHERS IN ATTENDANCE:

Kelly Patzer – Development Coordinator  
Sarah Wilhelm – County of Wellington Planning  
Nancy Shoemaker  
Jeff Buisman  
Colin Vanderwoerd  
Karen Gray

### 1. - 5. COMMITTEE OF ADJUSTMENT

- See June 14, 2016 Committee of Adjustment Minutes

### DEVELOPMENT APPLICATIONS

### 6. OPENING REMARKS

- The Chair advised the gallery that the following portion of the Committee meeting will be reviewing and commenting on planning development applications.

### 7. DISCLOSURE OF PECUNIARY INTEREST

- None

### 8. APPROVAL OF MINUTES

- Moved by Dennis O'Connor, Seconded by Deep Basi
- That the minutes of the Tuesday May 10, 2016 Planning & Development Advisory Committee Meeting are hereby adopted.

CARRIED

### 9. APPLICATIONS FOR SITE PLAN APPROVAL

- None

### 10. ZONING BY-LAW AMENDMENTS

#### 10(a) Zoning Amendment Application D14/ONT – ASR Transportation, Part Lot 25, Concession 7, municipally known as 7456 McLean Road, Township of Puslinch

The Purpose is to rezone the lands from Agricultural (A) to Industrial (IND) Zone, to permit the development of an industrial mall including offices, truck repair shop and trailer parking. A definition for “Truck Repair Shop” is proposed to be added to the zoning applicable to the property.

- Astrid Clos of Astrid J Clos Planning Consultants, agent, presented the application and noted the property is located at the corner of McLean Road and Brock Road. Other trucking companies such as TransX and Schneider's are in close proximity.
- Astrid Clos continued that half of the site is already within the Industrial Zone and the purpose is to have the entire property zoned Industrial that includes a site specific provision that permits truck repair. The owner has other larger properties where the



larger truck operations are located and this property will mainly be used for truck repair and company offices. There will be 2 office units used by the owner and 4 other available units.

- Astrid Clos indicated that a blended parking ratio is being requested, a reasonable parking ratio for the building so in the future new parking ratios would not have to be calculated when new tenants moved in.

Moved by Ken Roth, Seconded by Dianne Paron that the Planning & Development Advisory Committee recommends the following comments be received by staff for Zoning By-law Amendment application D14/ONT (ASR Transportation)

- Committee supports proposed rezoning

CARRIED

**10(b) Zoning Amendment Application D14/J2K – J2K Capital Inc, Part Lot 26, Concession 7, municipally known as 0 Brock Road, Township of Puslinch.**

The Purpose is to rezone the lands from Agricultural (A) to Highway Commercial (C2) Zone. There are no specific development plans associated with this zoning by-law amendment.

- Nancy Shoemaker of BSRD, agent, presented that the application had been amended to rezone the property to a C2 Zone with no development proposal. The original application had proposed a car wash and industrial mall, but there had been challenges identified with a car wash development after the initial review so the application was revised.

Moved by Deep Basi, Seconded by Dennis O'Connor that the Planning & Development Advisory Committee recommends the following comments be received by staff for Zoning By-law Amendment application D14/J2K (J2K Capital Inc.):

- Committee supports proposed rezoning

CARRIED

## 11. LAND DIVISION

**11(a) Lot Line Adjustment Application B33/16 (D10/VOI) –S&V Voisin Limited., Part Lot 13, Plan 684, municipally known as 44 Winer Road.**

Proposed lot line adjustment is 0.036 hectares with 3.048 m frontage, vacant land to be added to abutting lot.

Retained parcel is 0.553 hectares with 48.68m frontage existing and proposed vacant land.

Moved by Dianne Paron, Seconded by Ken Roth that the following comments be forwarded to the County of Wellington Land Division Committee:

- No comments

CARRIED

**11(b) Severance Application B34/16 (D10/POR) – Lawrence Porter, Part Lot 6 & EOBL, Reg Plan 131, municipally known as 163 Carter Road.**

Proposed severance is 0.405 hectares with 41.79 m frontage, existing rural residential use with dwelling.

Retained parcel is 3.6 hectares with 117.9 m frontage existing agricultural use with existing shed for proposed rural residential use.

Moved by Deep Basi, Seconded by Dennis O'Connor that the following comments be forwarded to the County of Wellington Land Division Committee:

- No comments

CARRIED

**11(c) Lot Line Adjustment Application B35/16 (D10/MCG)** –John & Nancy McGill, Part Lot 2, EOBL, Reg Plan 131, municipally known as 130 Cook’s Mill Road,.

Proposed lot line adjustment is 0.28 hectares with no frontage, vacant land to be added to abutting rural residential lot.

Retained parcel is 1 hectare with 67m frontage existing and proposed rural residential use with existing dwelling and shed.

Moved by Dianne Paron, Seconded by Ken Roth that the following comments be forwarded to the County of Wellington Land Division Committee:

- No comments

CARRIED

**11(d) Severance Application B36/16 (D10/OOS)** – Helena Oosterveld, Part Lot 2, WOBL, Reg Plan 131, municipally known as 256 Carter Road.

Proposed severance is 50 m frontage x 100m = 0.5 hectares, existing vacant land for proposed rural residential use..

Retained parcel is 57 m frontage x 100m = 0.6 hectares, existing and proposed rural residential use with existing dwelling and garage.

Moved by Dennis O’Connor, Seconded by Deep Basi that the following comments be forwarded to the County of Wellington Land Division Committee:

- No comments

CARRIED

**11(e) Severance Application B34/16 (D10/GOR)** – Clifford & Robert Gordon & Sandra Riley, Part Lot 21, Concession 7, municipally known as 7335 Wellington Road 34.

Proposed severance is 0.4 hectares with 63 m frontage, existing agricultural use for proposed rural residential use.

Retained parcel is 40 hectares with 795 m frontage existing and proposed agricultural and rural residential use with existing dwelling, garage, barn, drive sheds and silo.

Moved by Ken Roth, Seconded by Dianne Paron that the following comments be forwarded to the County of Wellington Land Division Committee:

- No comments regarding severance
- Township Staff to review if Township would be liable for any building related issues if a structure is labeled “not structurally sound” on a drawing

CARRIED

**12. OTHER MATTERS**

- No matters

**13. CLOSED MEETING**

- No matters

**14. FUTURE MEETINGS**

- Next Regular Meeting July 12, 2016 @ 7:00 p.m.

**15. ADJOURNMENT**

Moved by Dennis O’Connor and Seconded by Deep Basi,

- That the Planning & Development Advisory Committee adjourns at 7:54 p.m.

CARRIED

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER 40/16**

Being a by-law to authorize the entering into an Agreement with Whistle Stop Co-Operative Preschool Inc. – Puslinch Community Centre – 23 Brock Rd. S.

**WHEREAS** the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to enter into Agreements;

**AND WHEREAS** the Council for the Corporation of the Township of Puslinch deems it appropriate to enter into an Agreement with Whistle Stop Co-operative Pre-School Inc. with respect to the provision of preschool services at the Puslinch Community Centre;

**NOW THEREFORE** the Corporation of the Township of Puslinch hereby enacts as follows:

1. That the Corporation of the Township of Puslinch enter into an Agreement with Whistle Stop Co-operative Pre-School Inc. for preschool program at the Puslinch Community Centre – 23 Brock Road S. from September 14, 2016 to June 23, 2017.
2. THAT the Mayor and Clerk are hereby authorized to execute the Agreement. .

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20<sup>th</sup> DAY OF JULY 2016.**

---

Dennis Lever, Mayor

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Karen Landry, CAO/Clerk

# THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

## BY-LAW NUMBER 41/16

Being a by-law to authorize the entering into an Agreement with Guelph Community Health Centre for drop in playgroup program– Puslinch Community Centre – 23 Brock Rd. S.

**WHEREAS** the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to enter into Agreements;

**AND WHEREAS** the Council for the Corporation of the Township of Puslinch deems it appropriate to enter into an Agreement with Guelph Community Health Centre with respect to the provision of drop in playgroup program at the Puslinch Community Centre;

**NOW THEREFORE** the Corporation of the Township of Puslinch hereby enacts as follows:

1. That the Corporation of the Township of Puslinch enter into an Agreement with Guelph Community Health Centre for drop in playgroup program at the Puslinch Community Centre – 23 Brock Road S. from September 6, 2016 to June 27, 2016.
2. THAT the Mayor and Clerk are hereby authorized to execute the Agreement. .

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20<sup>th</sup> DAY OF JULY 2016.**

---

Dennis Lever, Mayor

---

Karen Landry, CAO/Clerk

# **TOWNSHIP-WIDE ZONING BY-LAW AMENDMENT**

for

Township of Puslinch

Housekeeping Amendment

Prepared by the  
County of Wellington Planning Department

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER 42/16**

**A BY-LAW TO AMEND BY-LAW NUMBER 19/85, AS AMENDED,  
BEING THE ZONING BY-LAW OF THE TOWNSHIP OF PUSLINCH**

**WHEREAS**, the Council of the Corporation of the Township of Puslinch deems it appropriate and in the public interest to amend By-Law Number 19/85 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 PUSLINCH ENACTS AS FOLLOWS:**

1. That Schedule 'A' to By-law 19/85 is hereby amended by rezoning Part Lot 10, Concession 4 from Agricultural Exception (A-2) Zone to **AGRICULTURAL (A) ZONE**, as shown on Schedule "A" of this By-law
2. That subsection 2(23) "**BED AND BREAKFAST ESTABLISHMENT**" definition is deleted in its entirety and replaced with the following:  
  
"**BED AND BREAKFAST ESTABLISHMENT (B&B)**, means a single detached residential dwelling in which the proprietor resides and supplies up to five furnished rooms and may serve breakfast on a temporary basis to overnight guests for monetary gain. It does not include a restaurant, hotel, motel, and boarding or rooming house or any other form of residential dwelling as defined by this By-law."
3. That subsection 2(65)(f) "**Agricultural Service Dwelling**" definition is deleted in its entirety and replaced with the following:  
  
"(f) "**Secondary Dwelling Accessory to a Farm**" means a dwelling to provide for farm help."
4. That subsection 2(66)(iv) "**DWELLING UNIT**" definition is amended as follows:  
  
"(a) "**Accessory Dwelling Unit**" means a dwelling unit accessory to a permitted non-residential use or accessory to a permitted single detached dwelling in an Agricultural (A) Zone, Estate Residential Type 1 (ER1) Zone or Estate Residential Type 2 (ER2) Zone."
5. That **SECTION 2 – Definitions** is amended by adding the following definitions:

- “2(34.1) **“BUILDING OR CONTRACTOR’S YARD”** means the use of land, buildings and structures by a general contractor, excavation contractor, landscaping contractor, building contractor, well drilling contractor or similar where vehicles, equipment and supplies are parked, stored and maintained for use in the construction and/or renovation trades. It does not include retail or wholesale sales, a temporary job construction site or any other use as defined by this by-law. Office use, as well as minor maintenance and assembly work normally considered to be accessory to the trade are permitted.
- 2(73.1) **“FARM”** means a parcel of land, which the predominant activity is agricultural and includes associated buildings and structures such as residential dwellings, livestock facilities, farm implement buildings, silos, granaries and similar buildings and structures.
- 2(73.2) **“FARM BUILDING CLUSTER”** means the close grouping of the main buildings and structures on a farm contained within a limited area so that the remaining land is used for agriculture. Buildings and structures within the cluster shall share a common driveway.”
- 2(114.1) **“LIVESTOCK”** means farm animals kept for use, propagation, or for intended profit or gain and without limiting the generality of the foregoing includes: dairy, beef and veal cattle, horses, swine, sheep, goats, mink rabbits and fowl.
- 2(114.2) **“LIVESTOCK BARNs”** means one or more permanent structures located on a lot which are intended for keeping or housing livestock, and are structurally sound and reasonably capable of housing livestock.
- 2(114.3) **“LIVESTOCK FACILITIES”** include all livestock barns and manure storages, as well as all unoccupied barns and unused manure storages on a lot.
- 2(122.1) **“MANURE STORAGE”** means a permanent storage which is structurally sound and reasonably capable of storing manure and which contain liquid manure (less than 18% dry matter) or solid manure (greater than or equal to 18% dry matter), and may exist in a variety of: locations, materials, coverings, configurations and elevations as identified in the Minimum Distance Separation Implementation Guidelines issued by the Province of Ontario.”
6. That subsection 2(120) **“LOT FRONTAGE”** definition is amended by deleting it in its entirety and replacing it with the following:
- “LOT FRONTAGE”** means the horizontal distance between the side lot lines measured along the front lot line, but where the front lot line is not a straight line or where the side lot lines are not parallel, the lot frontage is to be measured by a line 6.0 m back from and parallel to the chord of the lot frontage, and for the purpose of this paragraph the chord of the lot frontage is a straight line joining the two points where the side lot lines intersect the front lot line.”
7. That subsection 2(121)(a) **“Front Lot Line”** definition is amended by deleting (i) and (ii) in their entirety and replacing them with the following:

- “(i) in the case of an interior lot, the line dividing the lot from the street;
- (ii) in the case of a corner lot, the shorter lot line abutting a street; or”
8. That subsection 2(182) **“STRUCTURE”** definition is amended to add the following text to the end of the sentence:
- “or sewage systems.”
9. That **SECTION 3 General Provisions** is amended by adding the following:
- “(1.1) ACCESSORY BED AND BREAKFAST ESTABLISHMENT (B&B)**
- Within the Agricultural (A) Zone, where bed and breakfast establishments are permitted, such uses shall be in accordance with the provisions for such zones and shall also comply with the following regulations:
- (a) No more than 5 guest rooms shall be provided in a B&B;
- (b) Any exterior stairways required for a B&B shall be located in a side or rear yard; and
- (c) All new B&B establishments shall comply with the requirements of this Zoning By-law, other local by-laws, and any applicable provincial regulations such as the Ontario Building Code and Fire Code, as amended.”
10. That subsection 3(5)(c) **LOCATION WITHIN BASEMENT OR CELLAR** is amended by deleting it in its entirety and replacing it with the following:
- “(i) No part of any dwelling unit shall be located within a basement of a non-residential building.
- (ii) No habitable room shall be located within a cellar unless it has a floor to ceiling height of at least 1.95 m.”
11. That subsection 3(5)(e) **DWELLING UNIT AREA (MINIMAL)** is deleted in its entirety and subsequent sections renumbered accordingly.
12. That subsection 3(7) **GROUP HOMES** is amended by deleting it in its entirety and replacing it with the following:
- “Notwithstanding any other provisions of this By-law to the contrary, a Group Home may be permitted in any single dwelling unit provided the dwelling unit has 20 square metres per person residing within the unit. Group Homes must be registered with the municipality as per the Municipal Act.”
13. That subsection 3(9) **HOME OCCUPATIONS** is amended by deleting (f) and replacing it with the following:
- “(f) No home occupation shall create or become a public nuisance, particularly with regard to noise, traffic, emissions, parking or radio or television interference.”

and by adding the following:



- “(g) (x) a contractor’s yard  
(xi) a bed and breakfast establishment

(h) Any open storage permitted in conjunction with a home occupation shall comply with the provisions of Section 3(15).”

14. That subsection 3(13) **LOTS WITH MORE THAN ONE USE OR ZONE** be renumbered and renamed:

“3(14.1) **ONE OR MORE PERMITTED USES PER LOT OR ZONE**”

and the following new section is added:

“3(14.1) **ONE MAIN BUILDING PER LOT**

(a) No more than one main building shall be constructed on a lot except for the following:

(i) Permitted buildings within an agricultural, commercial, institutional, or industrial zone.”

15. That subsection 3(13) be replaced with the following:

**“MINIMUM DISTANCE SEPARATION – MDS I AND II**

(a) **MDS I – NEW NON-FARM USES**

Notwithstanding any other yard or setback provisions of this By-law to the contrary, no residential, institutional, commercial, industrial or recreational use, located on a separate lot and permitted within the Agricultural (A) Zone or any other zone in which agricultural uses are permitted, shall be erected or altered unless it complies with the Minimum Distance Separation I (MDS I) setback from a livestock facility, calculated using the Formulas published by the Province of Ontario, as may be amended from time to time. The above provisions shall not apply to lots existing as of the date of passing of this By-law, which are less than 4 hectares in area.

(b) **MDS II – NEW OR EXPANDING LIVESTOCK FACILITIES AND MANURE STORAGE FACILITIES**

Notwithstanding any other yard or setback provisions of this By-law to the contrary, no livestock facility or manure storage facility shall be erected or expanded unless it complies with the Minimum Distance Separation II (MDS II) setback, calculated using the Formulas published by the Province of Ontario, as may be amended from time to time. Notwithstanding the above, an existing manure storage system which does not meet MDS II requirements, may be replaced by a more compatible system which results in a reduction in the separation distance required, provided the livestock housing capacity is not increased.”

16. That subsection 3(15)(a) **OPEN STORAGE REGULATIONS** is amended by increasing the minimum height of a wall or other opaque barrier to 2.0 metres in paragraph (iv).

17. That subsection 3(16)(b) **PARKING SPACE REQUIREMENTS FOR RESIDENTAL USES (MINIMA)** is amended by addition of the following:

“(iii) Bed and Breakfast Establishments - 1 parking space for each room or suite used for the purposes of lodging for the travelling public, in addition to the required parking for the dwelling unit”

18. That subsection 3(22)(b) **RESTRICTED USES** is amended by deleting (xvii) it in its entirety.

19. That subsection 3(23)(a) **PROJECTION INTO REQUIRED YARDS** is amended to add the following:

“(vii) Underground service structures such as sewage systems and firefighting tank reservoirs which do not project more than 2.0 metres into a required interior side yard or rear yard, and which do not project more than 3.0 m into a required front yard or exterior side yard.”

20. That subsection 3(25) **SETBACKS FROM THE NATURAL ENVIRONMENT ZONE** is amended to add the following sentence to the end of subsection (c):

“Where the Conservation Authority provides written approval for a reduced setback from the NE Zone an amendment to this By-law shall not be required.”

21. That SECTION 3 – General Provisions is amended by adding the following:

“3(27) **TEMPORARY RESIDENCE DURING CONSTRUCTION**

(a) Where a new single detached dwelling is being constructed on a vacant lot in an Agricultural (A) Zone, a mobile home may be located and used as a temporary residence on the same lot during the construction of a new residence for a period of time not to exceed 12 months after the building permit for the new dwelling is issued, provided all requirements of the Chief Building Official are satisfied, including the provision of adequate sewage disposal and water supply, and the posting of sufficient securities to ensure the removal of the temporary dwelling.

(b) Where a new single detached dwelling is being constructed to replace an existing single detached dwelling on the same lot in an Agricultural (A) Zone, the existing dwelling may continue to be used as a temporary residence during the construction of the new residence for a period of time not to exceed 12 months after the building permit for the new dwelling is issued, provided all requirements of the Chief Building Official are satisfied, including the provision of adequate sewage disposal and water supply, and the posting of sufficient securities to ensure the removal of the temporary dwelling.”

22. That subsection 5(2) **A Zone USES PERMITTED** preamble is amended by deleting it in its entirety and replacing it with the following:

“No person shall use land or erect, alter or use any buildings or structures within an Agricultural (A) Zone, except in accordance with the following provisions:”

23. That subsection 5(2) **A Zone USES PERMITTED** is amended by adding the following permitted uses:

- “(l) An accessory apartment in a single detached dwelling on a lot in accordance with Section 5(3)
- (m) An accessory bed and breakfast establishment in accordance with Section 3(1.1)
- (n) A secondary dwelling accessory to a farm”

24. That subsection 5(3)(e) **REDUCED LOT REQUIREMENTS** is amended to add 5(2)(l) as a permitted use to subsection 5(3)(e)(ii).

25. That subsection 5(3) **A Zone ZONE REQUIREMENTS** is amended by adding the following:

**“(g) ACCESSORY APARTMENTS**

- (i) **FLOOR AREA (MAXIMUM)** 40% of the Floor Area of the Principal Dwelling. In this context “Floor Area” means the total Floor Area of the Building measured from the exterior face of outside walls, or centre line of common walls. Floor Area does not include basements, stairs, landings, cold cellars, garages and carports.
- (ii) **SERVICING** The accessory apartment must connect to the existing well and septic which services the main dwelling
- (iii) **ACCESSORY BUILDINGS** Accessory apartments are not permitted in, or as, a detached building or structure”

26. That subsection 5(3) **A Zone ZONE REQUIREMENTS** is amended by adding the following:

**“(h) REGULATIONS FOR ESTABLISHMENT OF A SECONDARY DWELLING ACCESSORY TO A FARM**

- (i) **LOT AREA (MINIMUM)** 35.0 ha
- (ii) **LOCATION** A second residential dwelling shall be located within the Farm Building Cluster. The second residential dwelling unit must be detached from the main residential dwelling, shall share a common driveway with the main farm residence, and shall be located within a 61.0 m radius of the main farm residence. A second residential dwelling shall be provided with a potable water supply and adequate private sewage treatment facility.

(iii) TYPE OF RESIDENTIAL DWELLING A second residential dwelling unit shall be prefabricated, modular or a mobile home.”

27. That subsection 6(2) **HR Zone USES PERMITTED** preamble is amended by deleting it in its entirety and replacing it with the following:

“No person shall use land or erect, alter or use any buildings or structures within a Hamlet Residential (HR) Zone, except in accordance with the following provisions:”

28. That subsection 7(2) **RR Zone USES PERMITTED** preamble is amended by deleting it in its entirety and replacing it with the following:

“No person shall use land or erect, alter or use any buildings or structures within a Resort Residential (RR) Zone, except in accordance with the following provisions:”

29. That subsection 7(3)(c) **RR Zone FRONT YARD** is amended by deleting it in its entirety and replacing it with the following:

“(c) **FRONT YARD DEPTH (MINIMUM)** 7.5 m

Within the RR Zone, the front yard shall be considered a rear yard when the property abuts a lake or watercourse.”

30. That subsection 7A(2) **MR Zone USES PERMITTED** preamble is amended by deleting it in its entirety and replacing it with the following:

“No person shall use land or erect, alter or use any buildings or structures within a Millcreek Residential Area (MR) Zone, except in accordance with the following provisions:”

31. That subsection 7B(2) **ML Zone USES PERMITTED** preamble is amended by deleting it in its entirety and replacing it with the following:

“No person shall use land or erect, alter or use any buildings or structures within a Mini Lakes (ML) Zone, except in accordance with the following provisions:”

32. That subsection 7B(5)(b) **ML Zone DWELLING SITE REQUIREMENTS** is amended by adding the following text after the first sentence:

“Notwithstanding the “Lot Frontage” definition of Section 2 of this By-law, “Site Width” means the horizontal distance between the side site lines measured along the site front line, but where the front site line is not a straight line or where the side site lines are not parallel, the site width is to be measured at the required minimum site front yard setback from and parallel to the chord of the site width, and for the purpose of this definition the chord of the site width is a straight line joining two points where the side site line intersections the site width.”

33. That subsection 7B(5)(c) **ML Zone DWELLING SITE REQUIREMENTS** is amended by deleting the second sentence of the paragraph, and by deleting the fourth sentence of the paragraph and replacing it with the following:

- “(c) **Site Front Yard (Minimum)**  
Notwithstanding the above, this By-law recognizes those accessory buildings or structures which existed prior to December 19, 2012 that are within the front yard or have a front yard less than 2.0 metres.”
34. That subsection 7B(5)(d) **ML Zone DWELLING SITE REQUIREMENTS** is amended by deleting the third sentence and replacing it with the following:
- “(d) **Site Side Yard (Minimum)**  
Notwithstanding the above, this By-law recognizes those accessory buildings or structures which existed prior to December 19, 2012 that have a side yard less than 0.6 metres.”
35. That subsection 7B(5)(e) **ML Zone DWELLING SITE REQUIREMENTS** is amended by deleting the third sentence and replacing it with the following:
- “(e) **Site Rear Yard (Minimum)**  
Notwithstanding the above, this By-law recognizes those accessory buildings or structures which existed prior to December 19, 2012 that have a rear yard less than 0.6 metres.”
36. That subsection 7B(5)(h) **ML Zone DWELLING SITE REQUIREMENTS** is amended by deleting (h) in its entirety and replacing it with the following:
- “(h) **Site Coverage (Maximum)**  
Notwithstanding any other provision of this By-law to the contrary, the coverage of all buildings or structures, including accessory buildings or structures, within each site or lot area shall not exceed 35%. Open sided carports and uncovered decks not exceeding 0.6 m in height are exempt from the site coverage maximum.
- Notwithstanding the above, this By-law recognizes those buildings or structures including accessory buildings or structures, which existed prior to December 19, 2012 that have a coverage which exceeds 35%.”
37. That subsection 7B(6)(e) **ML Zone GENERAL ZONE REQUIREMENTS** is amended by changing the Building Floor Area (Maximum) for the recreation building as follows:
- “recreation building                      1,100 square metres”
38. That subsection 7B(6)(f) **ML Zone GENERAL ZONE REQUIREMENTS** is added as follows and existing subsection (f) is renumbered:
- “(f) **Front Lot Line**  
“Front Lot Line” does not apply to “Site Width” which may be measured at either street line in the case of a corner lot.
39. That subsection 8(2) **ER1 Zone USES PERMITTED** preamble is amended by deleting it in its entirety and replacing it with the following:
- “No person shall use land or erect, alter or use any buildings or structures within an Estate Residential Type 1 (ER1) Zone, except in accordance with the following provisions:”

40. That subsection 8(2) **ER1 Zone USES PERMITTED** is amended by adding the following permitted use:
- “(d) An accessory apartment in a single detached dwelling on a lot in accordance with Section 8(3).”
41. That subsection 8(3) **ER1 Zone ZONE REQUIREMENTS** is amended by deleting the following:
- (i) **SEPARATION DISTANCE FROM ADJACENT BARNS**  
No single detached dwelling shall be located closer than 180 metres to the barns of an intensive agricultural use on adjacent property.
42. That subsection 8(3) **ER1 Zone ZONE REQUIREMENTS** is amended by adding the following:
- “(i) **ACCESSORY APARTMENTS**
- (i) **FLOOR AREA (MAXIMUM)** 40% of the Floor Area of the Principal Dwelling. In this context “Floor Area” means the total Floor Area of the Building measured from the exterior face of outside walls, or centre line of common walls. Floor Area does not include basements, stairs, landings, cold cellars, garages and carports.
- (ii) **SERVICING** The accessory apartment must connect to the existing well and septic which services the main dwelling
- (iii) **ACCESSORY BUILDINGS** Accessory apartments are not permitted in, or as, a detached building or structure”
43. That subsection 9(2) **ER2 Zone USES PERMITTED** preamble is amended by deleting it in its entirety and replacing it with the following:
- “No person shall use land or erect, alter or use any buildings or structures within an Estate Residential Type 2 (ER2) Zone, except in accordance with the following provisions:”
44. That subsection 9(2) **ER2 Zone USES PERMITTED** is amended by adding the following permitted use:
- “(d) An accessory apartment in a single detached dwelling on a lot in accordance with Section 9(3).”
45. That subsection 9(3) **ER2 Zone ZONE REQUIREMENTS** is amended by deleting the following:
- (i) **SEPARATION DISTANCE FROM ADJACENT BARNS**  
No single detached dwelling shall be located closer than 180 metres to the barns of an intensive agricultural use on adjacent property.

46. That subsection 9(3) **ER2 Zone ZONE REQUIREMENTS** is amended by adding the following:

“(i) **ACCESSORY APARTMENTS**

- |                                  |   |
|----------------------------------|---|
| (i) <b>FLOOR AREA (MAXIMUM)</b>  | 40% of the Floor Area of the Principal Dwelling. In this context “Floor Area” means the total Floor Area of the Building measured from the exterior face of outside walls, or centre line of common walls. Floor Area does not include basements, stairs, landings, cold cellars, garages and carports. |
| (ii) <b>SERVICING</b>            | The accessory apartment must connect to the existing well and septic which services the main dwelling   |
| (iii) <b>ACCESSORY BUILDINGS</b> | Accessory apartments are not permitted in, or as, a detached building or structure”   |

47. That subsection 10(2) **RUR Zone USES PERMITTED** preamble is amended by deleting it in its entirety and replacing it with the following:

“No person shall use land or erect, alter or use any buildings or structures within a Rural Residential (RUR) Zone, except in accordance with the following provisions:”

48. That subsection 10(3) **RUR Zone ZONE REQUIREMENTS** is amended by deleting the following:

- (i) **SEPARATION DISTANCE FROM ADJACENT BARNS**  
No single detached dwelling shall be located closer than 180 metres to the barns of an intensive agricultural use on adjacent property.

49. That subsection 11(2) **C1 Zone USES PERMITTED** preamble is amended by deleting it in its entirety and replacing it with the following:

“No person shall use land or erect, alter or use any buildings or structures within a Hamlet Commercial (C1) Zone, except in accordance with the following provisions:”

50. That subsection 12(2) **C2 Zone USES PERMITTED** preamble is amended by deleting it in its entirety and replacing it with the following:

“No person shall use land or erect, alter or use any buildings or structures within a Highway Commercial (C2) Zone, except in accordance with the following provisions:”

51. That subsection 13(2) **C3 Zone USES PERMITTED** preamble is amended by deleting it in its entirety and replacing it with the following:

“No person shall use land or erect, alter or use any buildings or structures within a Commercial (C3) Zone, except in accordance with the following provisions:”

52. That subsection 14(2) **C4 Zone USES PERMITTED** preamble is amended by deleting it in its entirety and replacing it with the following:

“No person shall use land or erect, alter or use any buildings or structures within a Resort Commercial (C4) Zone, except in accordance with the following provisions:”
53. That subsection 15(2) **IND Zone USES PERMITTED** preamble is amended by deleting it in its entirety and replacing it with the following:

“No person shall use land or erect, alter or use any buildings or structures within an Industrial (IND) Zone, except in accordance with the following provisions:”
54. That subsection 16(2) **EXI Zone USES PERMITTED** preamble is amended by deleting it in its entirety and replacing it with the following:

“No person shall use land or erect, alter or use any buildings or structures within an Extractive (EXI) Zone, except in accordance with the following provisions:”
55. That subsection 17(2) **DI Zone USES PERMITTED** preamble is amended by deleting it in its entirety and replacing it with the following:

“No person shall use land or erect, alter or use any buildings or structures within a Disposal Industrial (DI) Zone, except in accordance with the following provisions:”
56. That subsection 18(2) **I Zone USES PERMITTED** preamble is amended by deleting it in its entirety and replacing it with the following:

“No person shall use land or erect, alter or use any buildings or structures within an Institutional (I) Zone, except in accordance with the following provisions:”
57. That subsection 19(2) **OS Zone USES PERMITTED** preamble is amended by deleting it in its entirety and replacing it with the following:

“No person shall use land or erect, alter or use any buildings or structures within an Open Space (OS) Zone, except in accordance with the following provisions:”
58. That subsection 20(2) **NE Zone USES PERMITTED** preamble is amended by deleting it in its entirety and replacing it with the following:

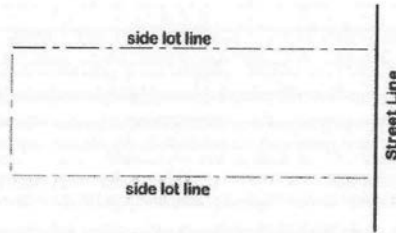
“No person shall use land or erect, alter or use any buildings or structures within a Natural Environment (NE) Zone, except in accordance with the following provisions:”
59. That the following illustrations be added to the end of **SECTION 2 Definitions**:



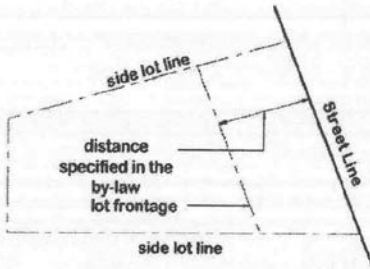
## ILLUSTRATIONS OF DEFINITIONS AND PROVISIONS

Note: The diagrams and illustrations on the following pages are for the purposes of illustration only and do not form part of the zoning by-law.

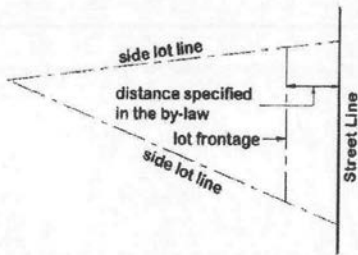
### GUIDE TO LOT FRONTAGES



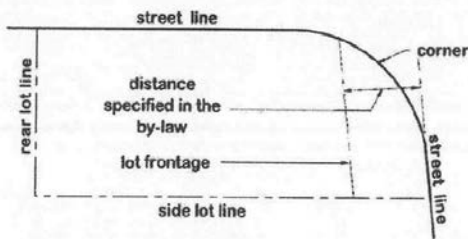
**A**  
**SIDE LOT LINES ARE PARALLEL; STREET IS STRAIGHT**  
 the lot frontage is measured along the street line between the side lot lines



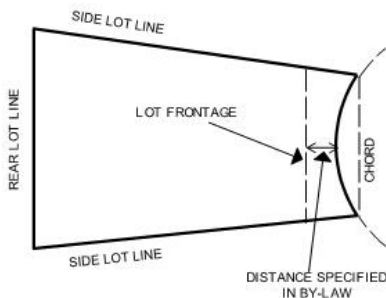
**B**  
**FRONT AND REAR LOT LINES ARE NOT PARALLEL**  
 the lot frontage is measured along a line drawn between the side lot lines parallel to the front lot line at the distance specified in the by-law for the minimum front yard



**C**  
**NO REAR LOT LINE**  
 the lot frontage is measured along a line drawn between the side lot lines parallel to the front lot line at the distance specified in the by-law for the minimum front yard



**D**  
**CORNER OR INTERIOR LOT ON A CURVE**  
 the lot frontage is measured along a line drawn parallel to the tangent of the front lot line at the distance specified in the by-law for the minimum front yard

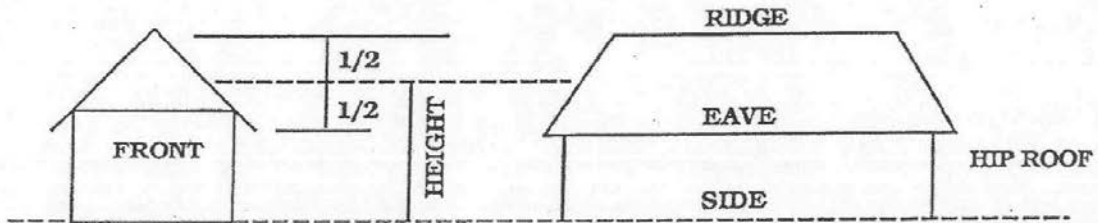
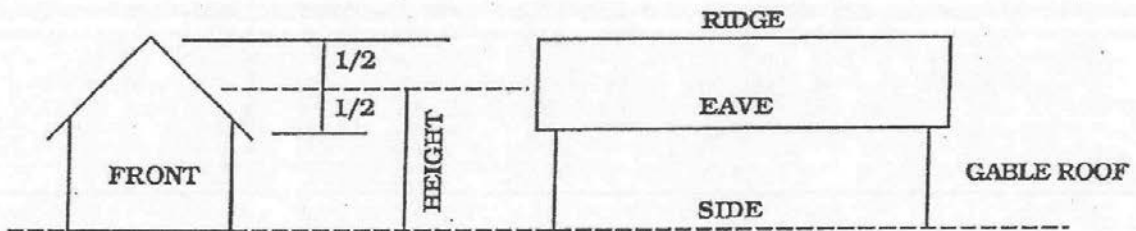
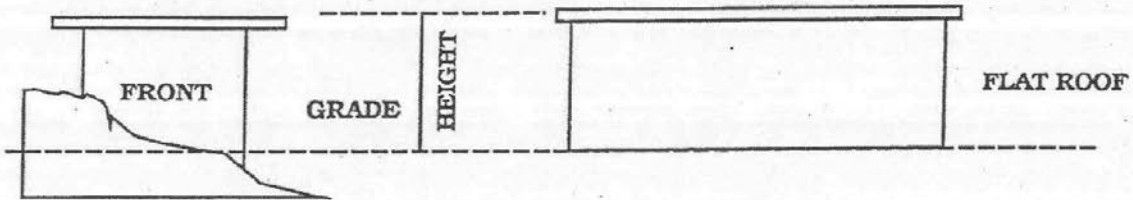
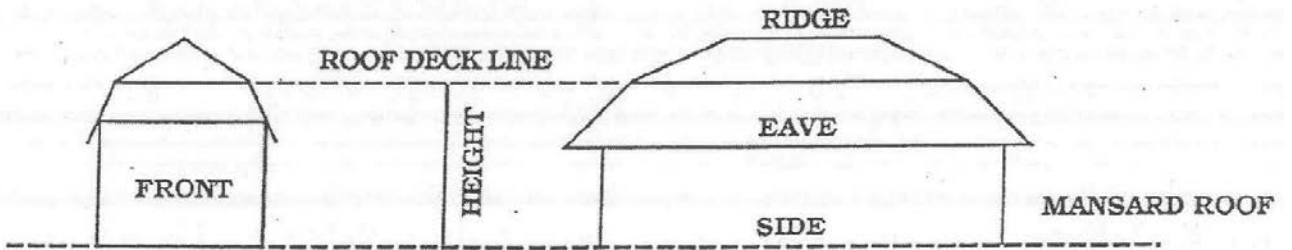
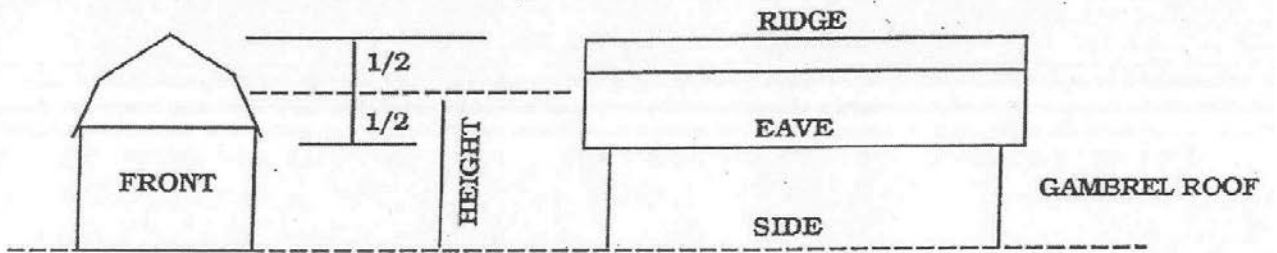


**E**  
**LOT ON A CUL-DE-SAC OR EYEBROW**  
 the lot frontage is measured along a line 6.0 m back from and parallel to the chord of the lot frontage

## ILLUSTRATIONS OF DEFINITIONS AND PROVISIONS

Note: The diagrams and illustrations on the following pages are for the purposes of illustration only and do not form part of the zoning by-law.

### GUIDE TO HEIGHT DEFINITIONS



**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20<sup>th</sup> DAY  
OF JULY 2016.**

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Dennis Lever, Mayor

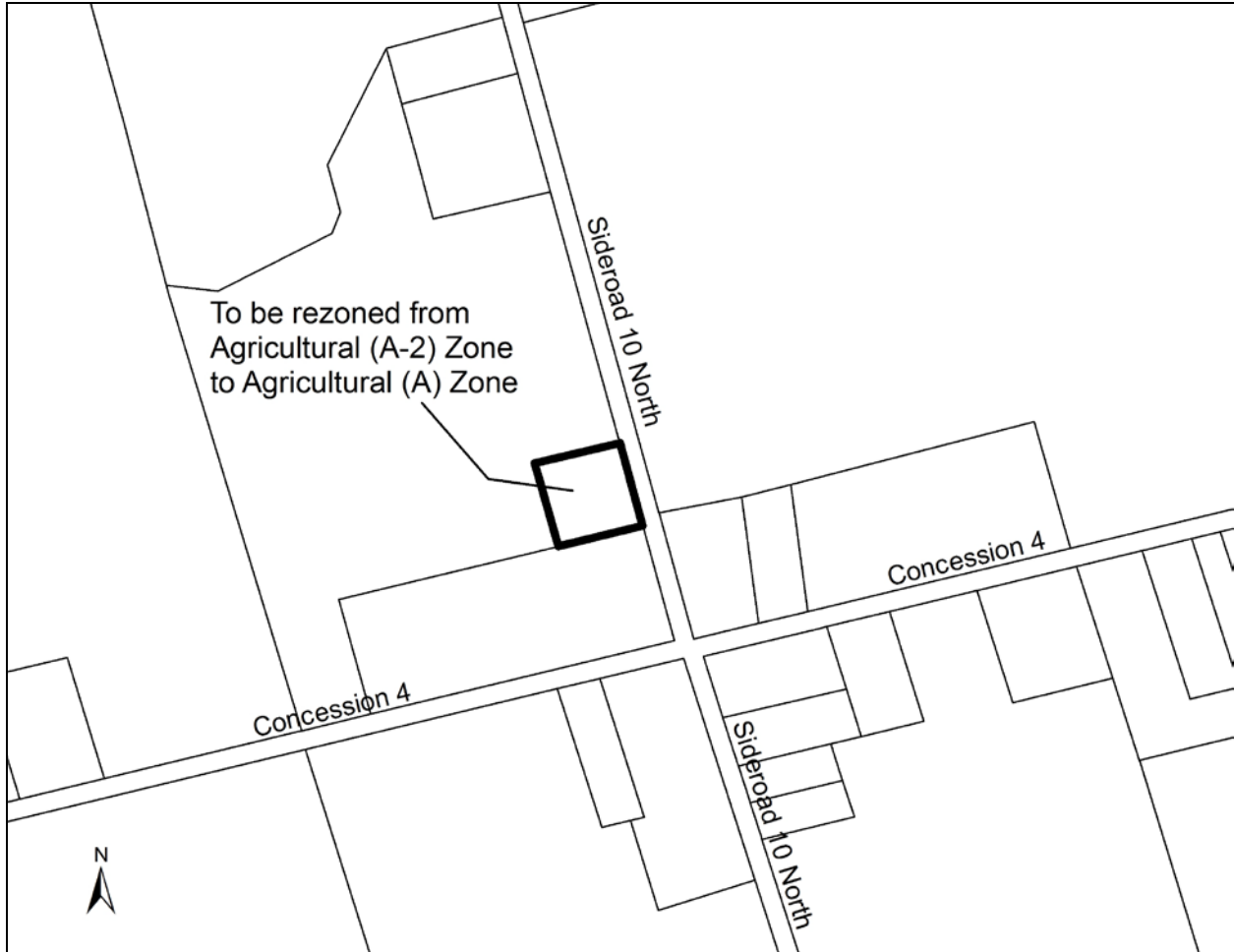
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Karen Landry, CAO/Clerk

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NO. 42/16**

**SCHEDULE "A"**



This is Schedule "A" to By-law No. 42/16  
Passed this 20th day of July 2016.

\_\_\_\_\_  
MAYOR - DENNIS LEVER

\_\_\_\_\_  
CLERK - KAREN LANDRY

# THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

## EXPLANATION OF BY-LAW NO. 42/16

The purpose of By-law Number 42/16 is to amend various sections of the Township's Zoning By-law as follows:

### DEFINITIONS

#### Improvements

- Bed and Breakfast Establishments
- Accessory Dwelling Units
- Lot Frontage
- Front Lot Line
- Structure

#### Additions

- Building or Contractor's Yard
- Farm
- Farm Building Cluster
- Livestock
- Livestock Barns
- Livestock Facilities
- Manure Storage

#### Removal

- Agricultural Service Dwelling

### GENERAL PROVISIONS

#### Improvements

- Location of Dwelling Unit
- Group Homes
- Home Occupations
- One Main Building per Lot
- Open Storage
- Yard Projections
- NE Zone Setbacks

#### Additions

- Bed and Breakfast Establishments
- MDS I and II
- Temporary Residence during Construction

#### Removal

- Dwelling Unit Minimum

### OTHER

- Zone Permitted Use preambles
- Addition of Second Units in the Agricultural and Estate Residential Zones
- Rural Residential Zone Front Yard Depth
- Mini Lakes Zone clarifications and increase of recreation building area to 1,100 square metres
- Removal of Agricultural Exception (A-2) Zone allowing a kennel on a new residential lot severed from the property (B47/15) and place the portion of the property in question back into Agricultural (A) Zone
- Addition of Illustrations for assist with definitions and provisions

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER 43/16**

Being a by-law to authorize the entering into an Agreement with Municipal Property Assessment Corporation – 7404 Wellington Road 34.

**WHEREAS** the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to enter into Agreements;

**AND WHEREAS** the Council for the Corporation of the Township of Puslinch deems it appropriate to enter into an Agreement with Municipal Property Assessment Corporation with respect to the provision of giving permission to park a vehicle at the Township office;

**NOW THEREFORE** the Corporation of the Township of Puslinch hereby enacts as follows:

1. That the Corporation of the Township of Puslinch enter into an Agreement with Municipal Property Assessment Corporation for permission to enter Township lands known municipally at 7404 Wellington Road 34 for parking of a vehicle.
2. THAT the Mayor and Clerk are hereby authorized to execute the Agreement. .

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20<sup>th</sup> DAY OF JULY 2016.**

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Dennis Lever, Mayor

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Karen Landry, CAO/Clerk

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER 44/16**

Being a by-law to authorize the entering into an Agreement with the Ministry of Transportation – Authorized Requester Agreement

**WHEREAS** the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to enter into Agreements;

**AND WHEREAS** the Council for the Corporation of the Township of Puslinch deems it appropriate to enter into an Authorized Requester Agreement with the Ministry of Transportation with regard to access and use of Licensed Information;

**NOW THEREFORE** the Corporation of the Township of Puslinch hereby enacts as follows:

1. That the Corporation of the Township of Puslinch enter into an Authorized Requester Agreement with the Ministry of Transportation to access and use Licensed Information.
2. THAT the Mayor and Clerk are hereby authorized to execute the Agreement. .

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20<sup>th</sup> DAY OF JULY 2016.**

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Dennis Lever, Mayor

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Karen Landry, CAO/Clerk

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER 45/16**

Being a By-law to authorize the entering into of a  
Vacant Land Condominium Agreement with  
Sloot Construction Ltd.

**WHEREAS** the *Planning Act*, R.S.O. 1990, P.13, as amended, authorizes the entering into of agreements to ensure that development proceeds in accordance with approved plans and drawings;

**AND WHEREAS** the *Condominium Act, 1998, S.O. 1998, c. 19*, authorizes the creation of vacant land condominiums;

**AND WHEREAS** Council for the Corporation of the Township of Puslinch deems it expedient to enter into a Vacant Land Condominium Agreement with Sloot Construction Ltd.;

**NOW THEREFORE** the Council of the Corporation of the Township of Puslinch enacts as follows:

1. That the Corporation of the Township of Puslinch enter into a Vacant Land Condominium Agreement with Sloot Construction Ltd. for the lands described as Part Lot 19, Concession 8 and Part of Block 60 (.3m reserve), Registered Plan 795, illustrated as Parts 1, 2 and 3, on Reference Plan 61R-20083, Township of Puslinch.
2. That the Mayor and Clerk are hereby authorized to execute the said Vacant Land Condominium Agreement and all ancillary documents related thereto.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20th DAY OF JULY 2016.**

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Dennis Lever, Mayor

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Karen Landry, CAO/Clerk