



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH 2016 COUNCIL MEETING

A G E N D A

DATE: Wednesday, April 20, 2016

CLOSED MEETING: 6:15 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) Special Council Meeting – March 31, 2016
 - (b) Council Meeting – April 6, 2016
 - (c) Closed Council Meeting – April 6, 2016

4. Business Arising Out of the Minutes.

5. PUBLIC MEETINGS

1. **2016 Housekeeping Amendment to Zoning By-Law 19/85**

***note this Public Open House will be held on Thursday, April 21, 2016 at 7:00 p.m. at the Municipal Complex – 7404 Wellington Rd. 34**

- (a) Notice of Open House
- (b) Report- County of Wellington Planning Department – 2016 Housekeeping Amendment to Zoning By-Law 19/85 - Township wide Zoning By-Law Amendment dated February 18, 2016.

6. COMMUNICATIONS

1. **Puslinch Baseball Diamonds**

- (a) Correspondence from Mr. James Seeley regarding Puslinch Ball Diamonds dated March 30, 2016. **#**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
April 20, 2016 MEETING

2. **Request for Signage - Watson Rd. South – Wellington Rd. 34 & Hume Rd.**

- (a) Correspondence from Diane Greene regarding cyclists on Watson Rd. dated March 31, 2016.≠

3. **Request to Waive Fees/Use of Facilities**

- (a) Correspondence from Optimist Club of Puslinch regarding use of Puslinch Community Centre on Saturday, October 22, 2016 for an Adult Spelling bee dated April 11, 2016.≠
- (b) Correspondence from Aberfoyle Agricultural Society regarding use of Optimist Recreation Centre Rink Pad on Friday, September 9, 2016.

4. **Nestle Waters Canada**

- (a) Correspondence from Nestle Waters Canada regarding Aberfoyle Permit to Take Water Renewal Application dated April 12, 2016.

5. **Burn Permit**

- (a) Correspondence from Paul Leombruni dated April 12, 2016

6. **Intergovernmental Affairs ≠**

- (a) Various correspondence for review.

7. **DELEGATIONS / PRESENTATIONS ≠**

7:05 p.m. – Ms. Daina Makinson, Puslinch Recreation Committee Member and Mr. Neil Arsenault, Puslinch Library Branch Supervisor regarding presentation and future location of Township of Puslinch Trophy Book.

7:15 p.m. – Mr. Gary Will - Presentation – 2016 Puslinch Volunteer of the Year Award.

7:35 p.m. - Ms. Sally Slumskie, Partner and Mr. Thomas DiCarlo, Manager at BDO Canada LLP regarding 2015 Township of Puslinch Financial Statements* **See Agenda Items 8.2(a)**



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7:50 p.m. Mr. Vince Klimkosz regarding Agricultural Society Fall Fair request to use Optimist Centre Rink Pad on Friday, September 9, 2016 and Optimist Club of Puslinch Adult Spelling Bee on Saturday, October 22, 2016. **See Agenda Items 6.3(a)(b)**

8. **REPORTS**

1. **Puslinch Fire and Rescue Services**

(a) Puslinch Fire and Rescue Services Monthly Report – March, 2016 ≠

2. **Finance Department**

(a) BDO Canada LLP Final Report to Members of Council dated April 20, 2016 and The Corporation of the Township of Puslinch Draft Financial Statements for the year ended December 31, 2016. ≠

(b) Report FIN-2016-008 – 2016 First Quarter Financial Summary
*** to be distributed under separate cover on Monday, April 25, 2016.**

3. **Administration Department**

(a) Report – Wellington Source Water Protection –Kyle Davis, Risk Management Official regarding Source Protection Contract Position dated April 1, 2016. ≠

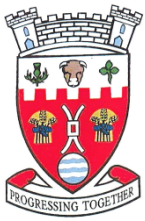
4. **Planning and Building**

(a) Report – County of Wellington Planning Department – Amending By-Law D14/COL (Coles Label It!) Zoning By-Law Amendment - 6691 Ellis Road (Part Lot 8, Concession 2), Puslinch.≠

(b) Chief Building Official Report – March 2016.≠

5. **Roads & Parks Department**

None.



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6. **Recreation Department**

None.

7. **Mayor's Updates**

(a) The Treatment of Confidential Information.

9. **NOTICES OF MOTION**

None.

10. **COMMITTEE MINUTES**

(a) Planning and Development Advisory Committee – March 8, 2016

(b) Committee of Adjustments – March 8, 2016

11. **MUNICIPAL ANNOUNCEMENTS**

12. **UNFINISHED BUSINESS**

13. **CLOSED ITEMS ≠**

(a) Confidential Verbal Report from Karen Landry regarding litigation or potential litigation, advice that is subject to solicitor- client privilege, including communications necessary for that purpose and a proposed or pending acquisition or disposition of land by the municipality or local board – Plan 386.

(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 – 599 Arkell Rd.

(c) Confidential Verbal Report from Karen Landry, CAO/Clerk, regarding personal matters about an identifiable individual, including municipal or local board employees – 2016 Ontario Senior of the Year Nominations



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
April 20, 2016 MEETING

14. **BY-LAWS ≠**

- (a) A by-law to amend By-law 19/85, as amended by rezoning Part of Lot 6, Concession 1, from Agricultural (A-43) Zone to the Agricultural (A) Zone—Todd Noonan and Debbie McIntosh— **Resolution No. 2016-152.**
- (b) A by-Law to authorize the Mayor and Clerk to execute an Agreement with Her Majesty The Queen in Right of Canada regarding a Contribution Agreement for the Canada 150 Community Infrastructure Program (“CIP 150”). **Resolution No. 2016-229**
- (c) A by-law to authorize the Mayor and Clerk to execute an Agreement with the YMCA-YWCA of Guelph – 2016 Summer Camp. **Resolution No. 2016-095**

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: Thursday, March 31, 2016

TIME: 3:00 P.M.

The March 31, 2016 Special Council Meeting was held on the above date and called to order at 3:00 p.m. in the Council Chambers, Aberfoyle.

1. **ATTENDANCE:**

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

STAFF IN ATTENDANCE:

1. Donna Tremblay, Deputy Clerk
2. Karen Landry, CAO/Clerk
3. Paul Creamer, Director of Finance/Treasurer
4. Steve Goode, Fire Chief
5. Luis Gomes, Deputy Fire Chief

OTHERS IN ATTENDANCE

None.

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

None.

3. Report FIR-2016-001 – Update - Quint Truck Purchase

Resolution 2016-138 Moved by Councillor Stokley and
Seconded by Councillor Fielding

That Report FIR-2016- 001 regarding Quint Truck purchase be received; and

That Council authorize the single source retainer of Colchester Fire District No. 2 for the acquisition of 2003 American LaFrance Quint Truck; and

That Council authorize the Chief Administrative Officer to enter into an Offer to Purchase with Colchester Fire District No. 2 in the amount of \$149,000 U.S.

CARRIED

4. CONFIRMING BY-LAW

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

Resolution 2016-139 Moved by Councillor Bulmer and
Seconded by Councillor Roth

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



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
March 31, 2016 SPECIAL COUNCIL MEETING

- By-Law **23/16** being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 31st day of March, 2016.

CARRIED

5. **ADJOURNMENT:**

Resolution No. 2016-140: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Council hereby adjourns at 3:10 p.m.

CARRIED

Dennis Lever, Mayor

Karen Landry, CAO Clerk



MINUTES

DATE: Wednesday, April 6, 2016

TIME: 12:30 p.m.

The April 6, 2016 Regular Council Meeting was held on the above date and called to order at 12:30 p.m. in the Council Chambers, Aberfoyle.

1. ATTENDANCE:

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

STAFF IN ATTENDANCE:

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

OTHERS IN ATTENDANCE

1. Dennis Lea
2. Doug Smith
3. Doug Huether
4. Karen Lever
5. Nick Murray
6. Jeremy Devries
7. Aldo Salis

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

None.

3. ADOPTION OF THE MINUTES:

- (a) Council Meeting – March 16, 2016
- (b) Closed Council Meeting – March 16, 2016
- (c) Public Meeting Minutes –Todd Noonan & Debbie McIntosh - March 3, 2016
- (d) Public Meeting Minutes – Brad Coles– March 3, 2016

Resolution No. 2016-141 Moved by Councillor Roth and
Seconded by Councillor Bulmer

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

- (a) Council Meeting –March 16, 2016
- (b) Closed Council Meeting – March 16, 2016

That the minutes of the following meetings be received:

- (c) Public Meeting Minutes –Todd Noonan & Debbie McIntosh - March 3, 2016
- (d) Public Meeting Minutes – Brad Coles– March 3, 2016

CARRIED



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

None.

5. **PUBLIC MEETINGS:**

1. **Calfass Road Construction between Highway 6 and Victoria Street**

***note this Public Open House will be held on Thursday, April 7, 2016 at 7:00 p.m. at the Municipal Complex – 7404 Wellington Rd. 34**

(a) Notice of Open House

2. **2016 Housekeeping Amendment to Zoning By-Law 19/85.**

***note this Public meeting will be held on Thursday, April 21, 2016 at 7:00 p.m. at the Municipal Complex – 7404 Wellington Rd. 34**

(a) Notice of Public Meeting

6. **COMMUNICATIONS:**

1. **CBM**

**Puslinch Pit – Licence No. 17600
4313 Sideroad 25 South**

(a) Groundwater Science Corp. Puslinch Pit – Licence No. 17600 monthly monitoring report – January 2016 dated February 1, 2016.

Mr. Stan Denhoed, Harden Environmental Services Ltd. has reviewed the report and advised that there are no exceedences reported and he has no further comments.

2. **Fletcher Creek Ecological Preserve**

(a) Correspondence from Hamilton Conservation regarding Parking on Gore Road – Fletcher Creek Ecological Preserve (FCEP) dated March 10, 2016.

Resolution No. 2016-142:

Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Council receive the correspondence from the Hamilton Conservation regarding Parking on Gore Road – Fletcher Creek Ecological Preserve (FCEP) dated March 10, 2016; and

That a letter be sent to Hamilton Conservation Board requesting them to consider the request for a modest parking area.

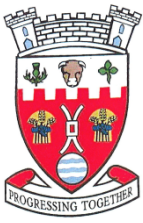
CARRIED

3. **Mill Creek Pit**

**Licence No. 5738
7115 Concession 2**

(a) Correspondence from Dufferin Aggregates regarding Monthly Monitoring Report, Mill Creek Pit, License No. 5738, Township of Puslinch, Wellington County (February 2016) dated March 10, 2016.

Mr. Stan Denhoed, Harden Environmental Services Ltd. has reviewed the report and does not have concern with the monthly monitoring report and recognizes



that most monitors were frozen and data set is incomplete and March data will likely be more complete

4. Request to Waive Fees

- (a) Correspondence from Optimist Club of Puslinch regarding Puslinch Old Timers Baseball Team year end tournament September 16, 17, 2016 dated March 29, 2016.

Council requested that staff work with the Optimist Club of Puslinch regarding location of the beer tent and that they obtain all necessary permits including alcohol and building permits for the event.

Resolution No. 2016-143:

Moved by Councillor Roth and
Seconded by Councillor Stokley

That Council receive the correspondence from the Optimist Club of Puslinch regarding Puslinch Old Timers Baseball Team year end tournament September 16, 17, 2016 or rain date dated March 29, 2016; and

That Council reduce the fees associated with the rental of the use of the Aberfoyle and Old Morriston Ball Diamonds at a cost of \$312.00 excluding HST (including 2 line draggings per day); and

That Council requests that in order to determine if additional township staff resources are required for the event (additional lining and dragging of diamonds) that the Puslinch Old Timers Baseball Team provide staff with a copy of the tournament schedule by no later than Monday, September 12th; and

That the Puslinch Old Timers Baseball Team assume the costs for additional staff resources associated with the event; and

That staff advise the Puslinch Old Timer's Baseball Team that the fees have been reduced.

CARRIED

- (b) Correspondence from Caring for Little Kidneys Campaign for MacKids regarding use of electronic sign dated March 30, 2016.

Resolution No. 2016-144:

Moved by Councillor Stokley and
Seconded by Councillor Fielding

That Council receive the correspondence from the Caring for Little Kidneys Campaign for MacKids regarding use of electronic sign dated March 30, 2016; and

That Council authorize the usage of the electronic sign at the Puslinch Community Centre and waiving of fees for 4 lines for one week from Saturday, June 11th to Saturday, June 18th at a cost of \$71.19 (\$63.00 + \$8.19 HST) associated with the Caring for Little Kidney's Campaign; and

That Staff advise Tim and Charlotte Belevins that the fees have been waived.

CARRIED

5. Intergovernmental Affairs

- (a) Various correspondence for review.



Resolution No. 2016-145:

Moved by Councillor Roth and
Seconded by Councillor Bulmer

That the correspondence items listed on the Council Agenda for April 6, 2016 Council meeting be received.

CARRIED

7. DELEGATIONS/PRESENTATIONS

1. Ms. Jana Burns, Director Economic Development, County of Wellington regarding Economic Development.

Resolution No. 2016-146:

Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Council receive the delegation from Ms. Jana Burns, Economic Development, County of Wellington regarding Economic Development.

CARRIED

2. Mr. Mark Paoli, Manager of Policy Planning and Mr. Kyle Davis, Risk Management Official regarding County of Wellington Official Plan Amendment #98 – County File No. OP-2016-02, County of Wellington – Drinking Water Source Protection.

Karen Landry, CAO/Clerk requested that Council provide their comments to her so that they may be provided to the County of Wellington Planning Department.

Resolution No. 2016-147:

Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Council receive the delegation from Mr. Mark Paoli, Manager of Policy Planning and Mr. Kyle Davis, Risk Management Official regarding County of Wellington Official Plan Amendment #98 – County File No. OP-2016-02, County of Wellington – Drinking Water Source Protection; and

That Council receive the correspondence from Gary Cousins, Director of Planning and Development regarding County Official Plan Amendment #98 – OP-2016-02, Drinking Water Source Protection dated March 3, 2016.

CARRIED

3. Mr. Mark Paoli, Manager of Policy Planning regarding County Official Plan Amendment #99 – County File No.: OP-2015-02, County of Wellington – Growth Forecast and Second Unit Policy Updates.

Resolution No. 2016-148:

Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Council receive the delegation from Mr. Mark Paoli, Manager of Policy Planning regarding County Official Plan Amendment #99 – County File No.: OP-2015-02, County of Wellington – Growth Forecast and Second Unit Policy Updates; and

That Council receive the correspondence from Gary Cousins, Director of Planning and Development regarding County Official Plan Amendment #99 – County File No.: OP-2016-02, County of Wellington – Growth Forecast and Second Unit Policy Updates dated March 14, 2016;

CARRIED



8. **REPORTS:**

1. **Puslinch Fire and Rescue Services**

None.

2. **Finance Department**

(a) Report FIR-2016-007 – Assessment Appeals Update. ≠

Resolution No. 2016-149:

Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Report FIN-2016-007 Assessment Appeals Update be received; and

That Council approves to fund \$137,667 of the tax write-offs resulting from the gravel pit assessment appeals from the 2015 Surplus.

CARRIED

3. **Administration Department**

(a) Report ADM-2016-007- Master Plan Recommendations and Service Level Review – Schedule of Meetings. ≠

Resolution No. 2016-150

Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Report ADM-2016-007 regarding Master Plan Recommendations and Service Level Review – Schedule of Meetings, be received; and

That Council hold special meetings on:

Wednesday, June 1, 2016 at 9:00 a.m.
Wednesday, June 15, 2016 at 9:00 p.m. (all day)
Thursday, July 21, 2016 at 1:00 p.m.
Tuesday, August 9, 2016 at 8:30 a.m.
Wednesday, September 7, 2016 at 9:00 a.m.

That the Township's website be updated to include these special meetings of Council.

CARRIED

(b) Report – County of Wellington Emergency Management – Townline Road Municipal Civil and Canada Post mailing addresses dated March 11, 2016.≠

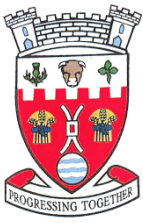
Resolution No. 2016-151

Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Council receive the Report from the County of Wellington Emergency Management Department regarding Townline Road Municipal Civil and Canada Post mailing addresses dated March 11, 2016; and

That Canada Post be advised that the Township supports correction of the mailing addresses as outlined in the County of Wellington Report.

CARRIED



4. Planning and Building Department

- (a) Correspondence from Gary Cousins, Director of Planning and Development regarding County Official Plan Amendment #98 – County File No. OP-2016-02, County of Wellington – Drinking Water Source Protection dated March 3, 2016.

See Item 7.2

- (b) Report – County of Wellington Planning Department – Amending By-Law (Noonan/McIntosh) Zoning By-Law Amendment D14/NOO 6620 Concession 1 (Part Lot 6, Concession 1), Puslinch.≠

Resolution No. 2016-152

Moved by Councillor Fielding and
Seconded by Councillor Stokley

That Council receive the Report from the County of Wellington Planning Department – Amending By-Law (Noonan/McIntosh) Zoning By-Law Amendment D14/NOO 6620 Concession 1 (Part Lot 6, Concession 1), Puslinch; and

That Council enact a by-law to amend By-Law Number 19/85, as amended, by rezoning Part of Lot 6, Concession 1, from Agricultural (A-43) Zone to the AGRICULTURAL (A) ZONE, as specifically outlined in the draft Zoning By-Law Amendment prepared by the County of Wellington dated March 21, 2016.

CARRIED

- (c) Correspondence from Gary Cousins, Director of Planning and Development regarding County Official Plan Amendment #99 – County File No.: OP-2015-02, County of Wellington – Growth Forecast and Second Unit Policy Updates dated March 14, 2016.≠

See Item 7.3

- (d) Report PD-2016-010 – Public Meeting – Rezoning Application File D14/KRA – Ned & Lily Krayishnik, Concession 1, Part Lots 6 & 7, municipally known as 6637 and 6643 Concession 2.≠

Resolution No. 2016-153

Moved by Councillor Stokley and
Seconded by Councillor Fielding

That Report PD-2016-010 regarding Notice of Public Meeting – Rezoning Application file D14/KRA – Ned & Lily Krayishnik, Concession 1, Part Lots 6 & 7, municipally known as 6637 and 6643 Concession 2, be received; and

That Council authorize the holding of a Statutory Public Meeting on Thursday May 19th, at 7:00 pm in the Council Chambers, Municipal Complex.

CARRIED

- (e) Report PD-2016-011- Site Alteration By-Law Proposed Exemption Amendment.≠

Resolution No. 2016-154

Moved by Councillor Stokley and
Seconded by Councillor Fielding

That Council receive the correspondence from Wood Bull LLP regarding Site Alteration By-law – Proposed Exemption Amendment, Council Meeting 6 April 2016, Written Submission dated April 6, 2016.

CARRIED



Resolution No. 2016-155

Moved by Councillor Fielding and
Seconded by Councillor Stokley

That Report PD-2016-011 Site Alteration By-law – Proposed exemption amendment be received; and

That Council amend the Site Alteration By-law to include an exemption for projects with an active building permit to a limit of alteration of 10 m from the proposed building envelope.

LOST

5. Roads & Parks Department

None.

6. Recreation Department

None.

7. Mayor's Updates

(a) Excerpt from Municipal Status Report – 2015 Third Quarterly Report.

9. NOTICE OF MOTION:

None.

10. COMMITTEE MINUTES

(a) Recreation Committee – February 16, 2016

Resolution No. 2016-156: Moved by Councillor Stokley and
Seconded by Councillor Fielding

That Council hereby receives the following minutes as information:

(a) Recreation Committee –February 16, 2016.

CARRIED

11. MUNICIPAL ANNOUNCEMENTS

ATV Safety Evening

Councillor Stokley advised that he attended the ATV Safety Evening presented by the Wellington County Farm and Home Safety Association and the Wellington County OPP at the Puslinch Community Centre on April 5, 2016. Councillor Stokley advised that it was a well attended and informative event.

COP Committee

Councillor Stokley advised that the COP Committee will be sponsoring along with Duff's Church presentations on April 13, 2016, regarding distracted driving and alcohol problems in the County of Wellington. The presentations are free of charge and include a luncheon.

Puslinch Lake Conservation Association

Councillor Fielding advised that the Association will be holding their Town Hall Meeting on May 17th, 2016 at 7:30 p.m. in the dockside room at the Puslinch Marina Restaurant. Councillor Fielding also advised that the Lakeside Home Tour will be taking place on Saturday, June 25, 2016.

Safe Communities Workshop

Councillor Bulmer advised that he attended a Safe Communities Workshop on Saturday, April 2, 2016. Councillor Bulmer advised that the workshop was well attended and had many excellent speakers including a presentation on drugs and alcohol and falls prevention.

County of Wellington Spring Road Tour

Mayor Lever advised that the County of Wellington Road Tour will be taking place on Thursday, April 21, 2016, bus spaces are limited and interested Staff and Council are requested to contact him directly with their interest.

Highway 6 By-Pass Annoucement

Mayor Lever expressed to those in attendance the excellent news received by the Township on March 29th that the province will be moving forward with the plans to improve traffic flow on Highway 6 between Freelon and Guelph with the construction of a by-pass.

12. UNFINISHED BUSINESS

None.

13. CLOSED MEETING

**Council was in closed session from 12:32 p.m. to 12:36 p.m.
Council recessed from 12:37 p.m. to 1:00 p.m.**

- (a) Confidential Verbal Report from Paul Creamer, Director of Finance/Treasurer regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to solicitor client privilege, including communications necessary for that purpose— Aggregate Assessment Appeals - Minutes of Settlement.

Resolution No. 2016-156 Moved by Councillor Roth and
Seconded by Councillor Stokley

That Council shall go into closed session under Section 239 of the Municipal Act for the purpose of:

- (a) Confidential Verbal Report from Paul Creamer, Director of Finance/Treasurer regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to solicitor client privilege, including communications necessary for that purpose—Aggregate Assessment Appeals - Minutes of Settlement.

CARRIED



Resolution No. 2016-157 Moved by Councillor Roth and
Seconded by Councillor Stokley

That Council move into open session.

CARRIED

- (a) Confidential Verbal Report from Paul Creamer, Director of Finance/Treasurer regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to solicitor client privilege, including communications necessary for that purpose– Aggregate Assessment Appeals - Minutes of Settlement.

Resolution No. 2016-158 Moved by Councillor Stokley and
Seconded by Councillor Fielding

That Council receive the Confidential Verbal Report from Paul Creamer, Director of Finance/Treasurer regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to solicitor client privilege, including communications necessary for that purpose– Aggregate Assessment Appeals - Minutes of Settlement; and

That the Mayor and Clerk be authorized to execute Minutes of Settlement for the following roll numbers:

2301 000 002-12800
2301 000 004 12300
2301 000 006 20700
2301 000 006 12050
2301 000 007 10100

CARRIED

14. **BY-LAWS:**

None.

15. **CONFIRMING BY-LAW**

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

Resolution 2016-159 Moved by Councillor Stokley 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 **024/16** being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 6th day of April, 2016.

CARRIED



16. **ADJOURNMENT:**

Resolution No. 2016-160: Moved by Councillor Stokley and
Seconded by Councillor Fielding

That Council hereby adjourns at 3:37 p.m.

CARRIED

Dennis Lever, Mayor

Karen Landry, CAO/Clerk



THE TOWNSHIP OF PUSLINCH

NOTICE OF PUBLIC MEETING

TAKE NOTICE that the Council of the Township of Puslinch will hold a public meeting on **Thursday April 21st, 2016 at 7:00 pm** in the Council Chambers of the Municipal Complex at 7404 Wellington Road 34, to consider a Housekeeping Amendment to Zoning By-law 19/85, pursuant to the requirements of Section 34 of the Planning Act, R.S.O., 1990, as amended.

THE PURPOSE AND EFFECT - These are Township initiated “housekeeping” amendments that **affect all lands** in the Township of Puslinch (unless otherwise specified) as generally itemized below:

1. Amend, add and remove definitions and general provisions
2. Amend zone preambles for additional clarity
3. Add or amend other provisions
4. Addition of Minimum Distance Separation (MDS I and II) regulations
5. Amend certain housing and agricultural regulations, including but not limited to provisions for:
 - a. A temporary residence during construction
 - b. Accessory apartments in Agricultural and Estate Residential Zones
 - c. Farm help dwellings
 - d. Bed and breakfast establishments
6. Removal of separation distance for group homes
7. Wording clarifications for Mini Lakes Zone and increased recreation building cap of 1,100 sq.m
8. Illustrations to assist with definitions and provisions
9. Map change to rezone Part Lot 10, Concession 4 from Agricultural Exception (A-2) Zone to Agricultural (A) Zone to remove the provision allowing a kennel on the property (see Key Map 1).

ORAL OR WRITTEN SUBMISSIONS may be made by the public either in support or in opposition to the proposed Zoning By-law Amendment. Any person may attend the public meeting and make an oral submission or direct a written submission to the Township Clerk at the address below. All those present at the public meeting will be given the opportunity to make an oral submission, however; it is requested that those who wish to address Council notify the Township Clerk in advance of the public meeting.

TAKE NOTICE that if a person or public body does not make an oral submission at a public meeting or make a written submission to the Township of Puslinch before the Zoning By-law is passed, the person or public body is not entitled to appeal the decision of the Council of the Township of Puslinch to the Ontario Municipal Board.

AND TAKE NOTICE that if a person or public body does not make an oral submission at a public meeting or make a written submission to the Township of Puslinch before the Zoning By-law is passed, 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.

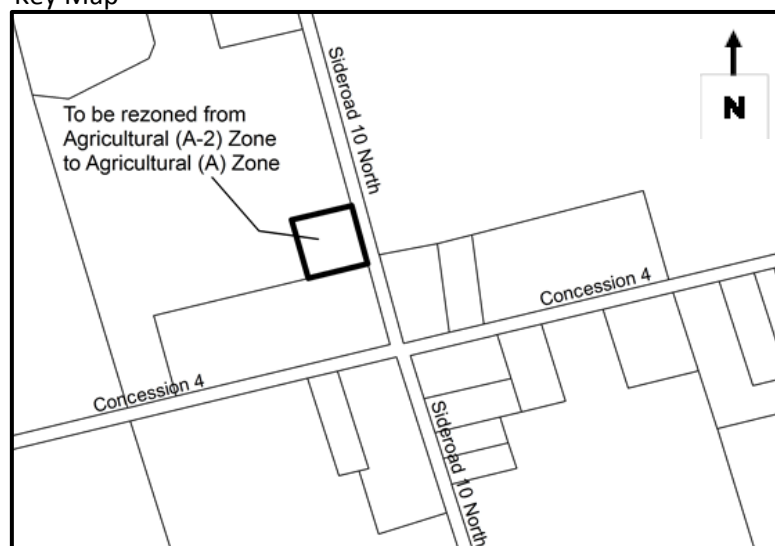
REQUEST FOR NOTICE OF DECISION regarding the Zoning By-law amendment must be made in written format to the Township Clerk at the address shown below.

ADDITIONAL INFORMATION regarding the proposed amendment is available for review between 9:00 a.m. and 4:30 p.m. at the Township of Puslinch Municipal Office.

Dated at the Township of Puslinch on this 25th day of March, 2016

Karen Landry
CAO/Clerk
Township of Puslinch
7404 Wellington Road 34
Guelph, Ontario N1H 6H9
Phone (519) 763-1226
admin@puslinch.ca

Key Map





PLANNING REPORT for the TOWNSHIP OF PUSLINCH

Prepared by the County of Wellington Planning and Development Department

DATE: February 18, 2016
TO: Kelly Patzer, Development Coordinator
Township of Puslinch
FROM: Sarah Wilhelm, Senior Planner
County of Wellington
SUBJECT: **2016 HOUSEKEEPING AMENDMENT TO ZONING BY-LAW 19/85**
Township-wide Zoning By-law Amendment
ATTACHMENT: Table of Proposed Changes

SUMMARY

The purpose of this report is to provide our preliminary comments on a housekeeping amendment to the Township's Zoning By-law. We would recommend that a public meeting be scheduled so that notice may be given to statutory agencies and members of the public.

INTRODUCTION

Housekeeping changes or amendments are intended to keep a zoning by-law relevant with other policy or legislation, user friendly, accurate and manageable. The proposed housekeeping changes have come to light through day to day usage of the document and are to edit, clarify and update the By-law. The housekeeping amendment has been developed in consultation with Robert Kelly, Chief Building Official and Kelly Patzer, Development Coordinator.

PROPOSAL

The housekeeping amendment will:

1. Amend, add and remove definitions and general provisions
2. Amend zone preambles for additional clarity
3. Add or amend other provisions
4. Add minimum distance separation regulations and definitions
5. Amend certain housing and agricultural regulations
6. Amend and add bed and breakfast regulations

A "Table of Proposed Changes" is attached to this report to provide a description, reason and details of the housekeeping amendments proposed. Many of the changes are to clarify or improve definitions, general provisions and other sections of the by-law (see item 1 to 5, 7 to 12 and 15 of the Report Attachment). The following topics will be discussed in additional detail (the number shown in brackets cross-references the attached "Table of Proposed Changes"):

- Separation distance for group homes (6)
- Mini Lakes (13)
- Minimum Distance Separation (MDS) (14)
- Temporary residence during construction (16)
- Second units (17)
- Farm help dwellings (18)
- Bed & Breakfast Establishments (19)
- Map change (20)

DISCUSSION

Separation Distance for Group Homes

In February 2015, the Ontario Human Rights Commission (OHRC) corresponded with municipalities on the topic of “Applying a human rights lens in zoning, licensing and municipal decision-making”. Examples were given of municipalities that have removed minimum separation distance (MSD) and other zoning restrictions for group homes. The Township’s Zoning By-law currently has a 10 km separation distance between group homes. As there is no planning justification for this distance and in light of the Ontario Human Rights Code we would recommend removal of the separation distance.

Mini Lakes

As part of the housekeeping amendment Mini Lakes has requested that the recreation building area cap be increased from 500 sq.m (5,382 sq.ft.) to 1,100 sq.m (11,841 sq.ft.) for the following reasons:

“The existing 500 sq.m. provision is a hold-over from the original 1990 zoning by-law and represented the existing building. That building however will need to be replaced probably within the next 3 years and in order to meet guidelines for accessibility (assuming the Built Environment Standard isn’t already in effect) and building and fire code requirements for the number of people expected to attend at functions like member meetings, a larger building footprint would definitely be required.” Dianne Paron, Mini Lakes

Other proposed changes are to add the date of passing of By-law 9/13 and provide additional clarification of lot coverage.

Minimum Distance Separation (MDS)

The MDS Formulae are intended to minimize nuisance complaints about livestock facilities due to odour and thereby reduce potential land use conflicts. There are two formulae: MDSI and MDSII. MDSI is applied to ensure that appropriate setbacks are provided from existing livestock facilities to proposed development. MDSI is usually dealt with by the County. MDSII is applied to ensure that a new or expanded livestock facility provides appropriate setbacks from existing development. MDSII is usually dealt with by staff of the local building department.

The Province and County both provide a policy basis to apply MDS. The Provincial Policy Statement provides the following policy direction for MDS implementation in Prime Agricultural and Rural Areas (Secondary Agricultural):

“New land uses, including the creation of lots, and new or expanding livestock facilities, shall comply with the minimum distance separation formulae.” (Section 1.1.5.9 & 2.3.3.3)

The County Official Plan also provides similar policy direction for Prime and Secondary Agricultural Areas of the County (Section 6.4.10 & 6.5.6).

Guideline 1 of the Implementation Guidelines for the Minimum Distance Separation (MDS) Formula states the following:

“MDS Formulae and criteria are to be referenced in Official Plans, included in zoning by-laws and applied in designations and zones where livestock facilities are a permitted use. MDS will be applied in Prime Agricultural Areas and Rural Areas as defined by the Provincial Policy Statement, 2005.”

MDS is not included in the Puslinch Zoning By-law. There is however, a requirement for 180 m separation from adjacent barns of an intensive agricultural use in the Estate Residential and Rural Residential Zones. These requirements are proposed to be removed as MDS would be the appropriate replacement. By including MDS provisions in the zoning by-law, MDS will be considered “applicable law” for building permit issuance.

The housekeeping amendment would introduce two new general provisions, one for MDSI and another for MDSII. These are the same as, or very similar to other provisions elsewhere in the County. Corresponding definitions have also been included to support MDS implementation and are consistent with the MDS Guidelines.

Temporary Residence during Construction

The Township currently follows a Council approved policy of March 1, 2013 for dealing with a temporary residence during construction of a new one. These take the form of either:

1. a temporary mobile home when a new dwelling is constructed on a vacant lot; or
2. a temporary single detached dwelling when a new dwelling is constructed on the same lot.

The current policy requires minor variance approval for either circumstance. The proposed regulations would allow these temporary residences as of right-of-right subject to the following:

- only apply to the Agricultural (A) Zone
- restrict the timeframe of the temporary residence to 12 months after the building permit for the new dwelling is issued
- require that the Chief Building Official be satisfied with water and sewage, securities to ensure removal of temporary dwelling

Second Units

In 2011, the province approved Bill 140, the Strong Communities through Affordable Housing Act. This legislation was intended to ensure that a full range of housing, including affordable housing, is provided in Ontario. County staff is in the process of reviewing County Official Plan policies relative to the legislation. Once the County review is complete, we would recommend that Puslinch Council revisit the provision of second units in the Township.

Under the current policy environment, in Prime and Secondary areas of the County, the Official Plan allows for an accessory apartment unit within the main residence on a lot, provided that adequate water supply and sewage disposal systems are available. In Country Residential Areas the Plan permits residential uses in single detached houses at low densities.

We have prepared new regulations to allow for accessory apartments within the main dwelling on an agricultural or estate residential lot. In all cases, the unit cannot exceed 45% of the principal dwelling but no more than 100 m² (1,076 sq.ft.) and must connect to the existing well and septic system. In the case of estate residential lots, there is a maximum of 55 sq.m (592 sq.ft.) above grade proposed. Accessory apartments are not to be permitted in a detached building or structure.

Farm Help

The current by-law does not permit farm help as-of-right. New farm help residences may only be permitted through a site-specific zoning by-law amendment. The new provisions for a “secondary dwelling accessory to a farm” would allow for a farm help dwelling as-of-right for farms with a minimum lot area of 35 ha (86 ac). There are standards included to ensure that the second dwelling would be located within a 61 m (200 ft) radius of the farm residence and share a common driveway. New definitions are included.

Bed and Breakfast

Currently, a bed and breakfast (B&B) is a defined use in the by-law, but is not a permitted use in any zone. The Housekeeping amendment would:

- Provide for an expanded bed and breakfast establishment definition with up to five guest rooms
- Allow for a bed and breakfast establishment in the Agricultural (A) Zone
- Add new parking requirements for B&B establishments
- Add B&B establishments to the list of uses not considered to be a home occupation for clarification purposes

Map Change

A map change is proposed to remove kennel zoning (A-2) from the severed lands of application B47/15 (Watson) located at Part Lot 10, Concession 4. This would satisfy a condition of approval of the severance as the new lot would be too small for a kennel under the Township’s Dog Control By-law.

PUBLIC AND AGENCY COMMENTS

There are no public or agency comments at this time as the application will be circulated at the time of public meeting notice.

NEXT STEPS

We would recommend that the public meeting for this amendment be scheduled. Materials associated with the housekeeping amendment should be available to the public at the Township office prior to the public meeting date. Following the public meeting, Township Council may further consider any matters raised by the public, statutory agencies and any other comments and concerns identified. We will be in attendance at the public meeting to present the amendment and hear public comments and Council discussion.

Our planning recommendations will be provided following the public meeting and resolution of any outstanding issues.

Respectfully submitted

County of Wellington Planning and Development Department



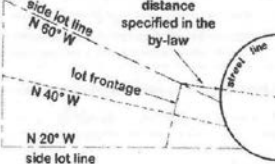
Sarah Wilhelm, BES, MCIP, RPP
Senior Planner

c. Robert Kelly, Chief Building Official

Table of Proposed Changes

Township of Puslinch Housekeeping Amendment

Definitions

#	DESCRIPTION	By-law Reference	Proposed Amendment to By-law
1	LOT FRONTAGE DEFINITION FOR CUL-DE-SACS OR CURVED FRONTAGES <ul style="list-style-type: none"> for clarification 	2(120) Definitions	<p>(a) "LOT FRONTAGE" means</p> <p>the horizontal distance between the side lot lines of a lot, such distance being measured along a line which is parallel to the front lot line of the lot at the minimum front yard depth required hereby on such lot.</p> <p><u>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.</u></p>
		New Appendix A	<p><u>"APPENDIX A ILLUSTRATIONS OF DEFINITIONS AND PROVISIONS"</u></p> <p><u>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.</u></p>
2	UNDERGROUND STRUCTURES <ul style="list-style-type: none"> for clarification new regulation for projections into required yards 	2(181) <u>3(23)(a)vii</u>	<p>"STRUCTURE" means anything constructed or erected, the use of which requires location on or in the ground, or attached to something located on or in the ground, but does not include the permanent way of a railway, any paved surface located directly on the ground <u>or sewage systems.</u></p> <p><u>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.</u></p>
3	FRONT LOT LINE DEFINITION FOR CORNER LOTS <ul style="list-style-type: none"> clarifies that shortest lot line is front lot line 	2(121) Definitions	<p>(a) "FRONT LOT LINE" means:</p> <p>(i) in the case of an interior lot, the street line of the lot <u>the line dividing the lot from the street;</u></p> <p>(ii) in the case of a corner lot, either street line of the lot, whereas the other street line shall be deemed an exterior side lot line <u>the shorter lot line abutting a street; or</u></p>
4	BUILDING HEIGHT ILLUSTRATIONS <ul style="list-style-type: none"> for clarification 	New Appendix A	<p><u>"APPENDIX A ILLUSTRATIONS OF DEFINITIONS AND PROVISIONS"</u></p> <p><u>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.</u></p>

General Provisions

#	DESCRIPTION	By-law Reference	Proposed Amendment to By-law
5	SITE ALTERATION "DUMPING" <ul style="list-style-type: none"> dumping is dealt with under Municipal Act, Site Plan Agreement or Site Plan Control 	3(6) General Provisions	GRADING (b) DUMPING Unless such activity is accessory to a permitted use, no person shall dump or otherwise deposit or store any topsoil, earth, sand, gravel or fill on any lot unless written permission has first been obtained from the Building Inspector. This provision does not apply to any dumping which is accessory to a permitted use.
6	SEPARATION DISTANCE FOR GROUP HOMES <ul style="list-style-type: none"> removal of 10 km separation distance 	3(7) General Provisions	Notwithstanding any other provisions of this By-law to the contrary, a Group Home may be permitted in any single dwelling unit provided there is no Group Home or similar facility within 10 kilometres of the proposed facility and the dwelling unit must have <u>has</u> 20 square metres per person residing within the unit. Group Homes must be registered with the municipality as per Section 236 of <u>The</u> Municipal Act, R.S.O 1980, Chapter 302.
7	OPEN STORAGE <ul style="list-style-type: none"> clarification of open storage requirements for home occupations increase in height for screening from 1.5 m to 2.0 m 	3(9) General Provisions 3(15) General Provisions	(f) No home occupation shall create or become a public nuisance, particularly with regard to noise, traffic, emissions, parking or radio or television interference, nor shall any open storage be permitted in conjunction with a home occupation except in accordance with the provisions of Subsection 3(15) hereof. (h) <u>Any open storage permitted in conjunction with a home occupation shall comply with the provisions of Section 3(15).</u> (a) OPEN STORAGE REGULATIONS (iv) No open storage area shall be visible from any street or from any adjacent lot, where such adjacent lot is located in a zone other than a Commercial Zone or an Industrial Zone, and to this end any open storage area shall be screened, wherever necessary in order to comply with this provision, by a planting strip containing an opaque fence, wall or other opaque barrier not less than 1.5 <u>2.0</u> metres in height, except that this provision shall not apply to any open storage area accessory to an agricultural use or to the outside display and sale of goods and materials in conjunction with a permitted commercial use.

Table of Proposed Changes

General Provisions

#	DESCRIPTION	By-law Reference	Proposed Amendment to By-law	
8	CONTRACTOR'S YARD NOT A HOME OCCUPATION • for clarification	3(9) General Provisions	(g)	None of the following uses shall be considered home occupations except where such uses are specifically permitted herein: <u>(x) a contractor's yard</u>
9	ONE MAIN BUILDING PER LOT • New provision to clarify no more than one main building per lot outside of identified zones • Renaming of provision title	3 General Provisions 3(13)	<u>()</u> (13)	<u>ONE MAIN BUILDING PER LOT</u> <u>No more than one main building shall be constructed on a lot except for the following:</u> a) <u>Permitted buildings within an agricultural, commercial, institutional, or industrial zone.</u> <u>() ONE OR MORE PERMITTED USES PER LOT OR ZONE</u>
10	SEPTIC • Removal as septic is now under Building Code	3(22)(b) General Provisions	(xvii)	RESTRICTED USES Any use unable to obtain the approval of private water or sanitary treatment and disposal facilities from the Medical Officer or Health of the Wellington Dufferin-Guelph Health Unit, owing either to the quantity of water required therefor which cannot be provided by a public water system, or to the quality of effluent produced thereby;

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Township of Puslinch Housekeeping Amendments
February 18, 2016 Version

Preamble

#	DESCRIPTION	By-law Reference	Proposed Amendment to By-law
11	PREAMBLE TO PERMITTED USES • for clarification	5 A Zone	(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: <u>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:</u>
		6 HR Zone	(2) USES PERMITTED No person shall, within any HR Zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following HR uses, namely: <u>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:</u>
		7 RR Zone	(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: <u>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:</u>
		7A MR Zone	(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: <u>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:</u>
		7B ML Zone	(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: <u>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:</u>
		8 ER1 Zone	(2) USES PERMITTED No person shall, within any ER1 Zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following ER1 uses, namely: <u>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:</u>

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#	DESCRIPTION	By-law Reference	Proposed Amendment to By-law
11	PREAMBLE TO PERMITTED USES • for clarification	9 ER2 Zone	(2) USES PERMITTED No person shall, within any ER2 Zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following ER2 uses, namely: <u>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:</u>
		10 RUR Zone	(2) USES PERMITTED No person shall, within any RUR Zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following RUR uses, namely: <u>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:</u>
		11 C1 Zone	(2) USES PERMITTED No person shall, within any C1 Zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following C1 uses, namely: <u>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:</u>
		12 C2 Zone	(2) USES PERMITTED No person shall, within any C2 Zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following C2 uses, namely: <u>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:</u>
		13 C3 Zone	(2) USES PERMITTED No person shall, within any C3 Zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following C3 uses, namely: <u>No person shall use land or erect, alter or use any buildings or structures within an Commercial (C3) Zone, except in accordance with the following provisions:</u>
		14 C4 Zone	(2) USES PERMITTED No person shall, within any C4 Zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following C4 uses, namely: <u>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:</u>

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#	DESCRIPTION	By-law Reference	Proposed Amendment to By-law
11	PREAMBLE TO PERMITTED USES • for clarification	15 IND Zone	(2) USES PERMITTED No person shall, within any IND Zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following IND uses, namely: <u>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:</u>
		16 EXI Zone	(2) USES PERMITTED No person shall, within any EXI Zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following EXI uses, namely: <u>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:</u>
		17 DI Zone	(2) USES PERMITTED No person shall, within any DI Zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following DI uses, namely: <u>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:</u>
		18 I Zone	(2) USES PERMITTED No person shall, within any I Zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following I uses, namely: <u>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:</u>
		19 OS Zone	(2) USES PERMITTED No person shall, within any OS Zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following OS uses, namely: <u>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:</u>
		20 NE Zone	(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 one or more of the following NE uses, namely: <u>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:</u>

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Other Provisions

#	DESCRIPTION	By-law Reference	Proposed Amendment to By-law
12	FRONT YARD IN RESORT RESIDENTIAL ZONE <ul style="list-style-type: none"> Front yard depth regulation needed 	7(3) Zone Requirements	(c) FRONT YARD <u>DEPTH (MINIMUM)</u> <u>7.5 m</u>
13	MINI LAKES <ul style="list-style-type: none"> Add date of passing of By-law 9/13 	7B(5)(c) Site Front Yard (Minimum)	Fourth sentence of paragraph: Notwithstanding the above, this By-law recognizes those accessory buildings or structures which existed prior to the date of passing of this By-law <u>December 19, 2012</u> that are within the front yard or have a front yard less than 2.0 metres.
		7B(5)(d) Site Side Yard (Minimum)	Third sentence of paragraph: Notwithstanding the above, this By-law recognizes those accessory buildings or structures which existed prior to the date of passing of this By-law <u>December 19, 2012</u> that have a side yard less than 0.6 metres.
		7B(5)(e) Site Rear Yard (Minimum)	Third sentence of paragraph: Notwithstanding the above, this By-law recognizes those accessory buildings or structures which existed prior to the date of passing of this By-law <u>December 19, 2012</u> that have a rear yard less than 0.6 metres.
	<ul style="list-style-type: none"> for clarification of lot coverage 	7B(5)(h) Site Coverage (Maximum)	<p>The coverage of a site by all buildings and structures, including accessory buildings or structures, shall not exceed 35%, with the exception of open sided carports and uncovered decks not exceeding 0.6 m in height. Notwithstanding the above, this By law recognizes those buildings or structures including accessory buildings or structures, which existed prior to the date of passing of this By-law that have a coverage which exceeds 35%.</p> <p><u>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.</u></p> <p>Notwithstanding the above, this By-law recognizes those buildings or structures including accessory buildings or structures, which existed prior to <u>December 19, 2012</u> that have a coverage which exceeds 35%.</p>

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Other Provisions

#	DESCRIPTION	By-law Reference	Proposed Amendment to By-law	
13	MINI LAKES <ul style="list-style-type: none"> increase in recreation building from 500 square metres to 1,100 square metres 	7B(6)(e) Building Floor Area (Maximum)	laundromat variety store recreation building	100 square metres 150 square metres 500 square metres <u>1,100 square metres</u>

Minimum Distance Separation

#	DESCRIPTION	By-law Reference	Proposed Amendment to By-law	
14	MINIMUM DISTANCE SEPARATION <ul style="list-style-type: none"> Provincial Policy requires inclusion of MDS in zoning by-laws Additional definitions have been added to support MDS implementation Definitions are consistent with MDS Guidelines 	3 (<u> </u>) General Provisions	<u>MINIMUM DISTANCE SEPARATION – MDS I AND II</u> <p>(a) <u>MDS I – NEW NON-FARM USES</u> <u>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.</u></p> <p>(b) <u>MDS II – NEW OR EXPANDING LIVESTOCK FACILITIES AND MANURE STORAGE FACILITIES</u> <u>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.</u></p>	

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Minimum Distance Separation

#	DESCRIPTION	By-law Reference	Proposed Amendment to By-law
14	MINIMUM DISTANCE SEPARATION	2() Definitions	<u>"LIVESTOCK",</u> 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() Definitions	<u>"LIVESTOCK BARNs",</u> 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() Definitions	<u>"LIVESTOCK FACILITIES",</u> include all livestock barns and manure storages, as well as all unoccupied barns and unused manure storages on a lot.
		2() Definitions	<u>"MANURE STORAGE",</u> 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.
	Estate Residential 8(3) Zone Requirements	(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.
	Estate Residential 9(3) Zone Requirements	(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.
	Rural Residential 10(3) Zone Requirements	(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.

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Housing and Agricultural Regulations

#	DESCRIPTION	By-law Reference	Proposed Amendment to By-law
15	DWELLING SIZE <ul style="list-style-type: none"> Removal of minimum dwelling unit size as it is not necessary to regulate 	3(5)(e) Dwelling Unit Area (Minimal)	(i) A dwelling unit consisting of a single dwelling—90 square metres. (ii) Any other dwelling unit—40 square metres for a bachelor dwelling unit plus an additional 10 square metres for each bedroom.
16	TEMPORARY RESIDENCE DURING CONSTRUCTION <ul style="list-style-type: none"> New provision would remove the need for minor variance approval for temporary residence during construction 	3() General Provisions	<u>TEMPORARY RESIDENCE DURING CONSTRUCTION</u> (a) <u>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.</u> (b) <u>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.</u>

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Housing and Agricultural Regulations

#	DISCUSSION	By-law Reference	Proposed Amendment to By-law	
17	SECOND UNITS • definition expanded	2(66)(iv) Definitions	(a) “Accessory Dwelling Unit”	Means a dwelling unit accessory to a permitted non-residential use <u>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.</u>
	• allows dwelling units in basement or cellar	3(5) Dwelling Units	(c) LOCATION WITHIN BASEMENT OR CELLAR	(i) No dwelling unit shall be located in its entirety within a basement. () No part of any dwelling unit shall be located within a basement of a non-residential building. () No habitable room shall be located within a cellar <u>unless it has a floor to ceiling height of at least 1.95 m.</u>
	• allows accessory apartments in A Zone in a single detached dwelling	5(2) Permitted Uses Agricultural Zone	<u>An accessory apartment in a single detached dwelling on a lot in accordance with Section 5(3).</u>	
		5(3)(e) REDUCED LOT REQUIREMENTS	<u>Add “an accessory apartment within a single detached dwelling on a lot in accordance with Section 3(1.1)” as a permitted use to Section 5(3)(e)(ii) and 5(3)(e)(v)2.a)</u>	
	• provides regulations for accessory apartments in main dwelling	5(3) Requirements Agricultural Zone	(g) <u>ACCESSORY APARTMENTS</u>	
			<u>LOT AREA (MAXIMUM)</u>	<u>0.4 ha</u>
			<u>FLOOR AREA (MAXIMUM)</u>	<u>45% of the Floor Area of the Principal Dwelling but no more than 100 m². 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, including Cellars and Basements with a floor to ceiling height of at least 1.95 m. Floor Area does not include stairs, landings, cold cellars, garages and carports.</u>
			<u>SERVICING</u>	<u>The accessory apartment must connect to the existing well and septic which services the main dwelling</u>
			<u>ACCESSORY BUILDINGS</u>	<u>Accessory apartments are not permitted in a detached building or structure</u>

Table of Proposed Changes

Housing and Agricultural Regulations

#	DISCUSSION	By-law Reference	Proposed Amendment to By-law
17	SECOND UNITS	8(2) Permitted Uses	<u>An accessory apartment in a single detached dwelling on a lot in accordance with Section 8(3).</u>
	<ul style="list-style-type: none"> allows accessory apartment in ER1 Zone 	Estate Residential Type 1 Zone	
	<ul style="list-style-type: none"> provides regulations for accessory apartment in main dwelling 	8(3) Requirements	<p><u>(j) ACCESSORY APARTMENTS</u></p> <p><u>LOT AREA (MINIMUM)</u> <u>0.8 ha</u></p> <p><u>FLOOR AREA (MAXIMUM)</u> <u>45% of the total Floor Area of the Principal Dwelling but no more than 100 m², with a maximum of 55 m² above grade. 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, including Cellars and Basements with a floor to ceiling height of at least 1.95 m. Floor Area does not include stairs, landings, cold cellars, garages and carports.</u></p> <p><u>SERVICING</u> <u>The accessory apartment must connect to the existing well and septic which services the main dwelling</u></p> <p><u>ACCESSORY BUILDINGS</u> <u>Accessory apartments are not permitted in a detached building or structure</u></p>
	<ul style="list-style-type: none"> allows accessory apartment in ER2 Zone 	9(2) Permitted Uses	<u>An accessory apartment in a single detached dwelling on a lot in accordance with Section 9(3).</u>
		Estate Residential Type 2 Zone	
	<ul style="list-style-type: none"> provides regulations for accessory apartment in main dwelling 	9(3) Requirements	<p><u>(j) ACCESSORY APARTMENTS</u></p> <p><u>LOT AREA (MINIMUM)</u> <u>0.4 ha</u></p>
		Estate Residential Type 2 Zone	

Table of Proposed Changes

Township of Puslinch Housekeeping Amendments
February 18, 2016 Version

Housing and Agricultural Regulations

#	DISCUSSION	By-law Reference	Proposed Amendment to By-law	
17	SECOND UNITS	9(3) Requirements Estate Residential Type 2 Zone	<u>FLOOR AREA</u> <u>(MAXIMUM)</u>	<u>45% of the total Floor Area of the Principal Dwelling but no more than 100 m², with a maximum of 55 m² above grade. 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, including Cellars and Basements with a floor to ceiling height of at least 1.95 m. Floor Area does not include stairs, landings, cold cellars, garages and carports.</u>
			<u>SERVICING</u>	<u>The accessory apartment must connect to the existing well and septic which services the main dwelling</u>
			<u>ACCESSORY BUILDINGS</u>	<u>Accessory apartments are not permitted in a detached building or structure</u>
18	FARM HELP DWELLINGS • new provisions would allow for a secondary dwelling accessory to a farm as-of-right if the farm is at least 35 ha in size	5(2) Requirements Agricultural Zone 5(3) New subsection	() <u>SECONDARY DWELLING ACCESSORY TO A FARM</u> () <u>REGULATIONS FOR ESTABLISHMENT OF A SECONDARY DWELLING ACCESSORY TO A FARM</u>	
			<u>LOT AREA</u> <u>(MINIMUM)</u>	<u>35.0 ha</u>
			<u>LOCATION</u>	<u>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.</u>
			<u>TYPE OF RESIDENTIAL DWELLING</u>	<u>A second residential dwelling unit may be traditionally constructed, prefabricated, modular or a mobile home.</u>
		2(73.1) Definitions	<u>FARM</u>	<u>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.</u>

Table of Proposed Changes

Township of Puslinch Housekeeping Amendments
February 18, 2016 Version

Housing and Agricultural Regulations

#	DISCUSSION	By-law Reference	Proposed Amendment to By-law	
18	FARM HELP DWELLINGS <ul style="list-style-type: none"> addition and removal of definitions to support new regulations 	2(73.2) Definitions	<u>FARM BUILDING CLUSTER</u>	<u>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.</u>
		2(65) Definitions	(f) “Agricultural Service Dwelling”	Means a temporary dwelling to provide sleeping accommodation and sanitary facilities for seasonal farm workers and such temporary dwelling may include facilities for cooking.
		2(65) Definitions	(f) <u>“Secondary Dwelling Accessory to a Farm”</u>	<u>Means a dwelling to provide for farm help.</u>

Bed and Breakfast Establishments

#	DISCUSSION	By-law Reference	Proposed Amendment to By-law	
19	BED & BREAKFAST ESTABLISHMENT <ul style="list-style-type: none"> Use is currently not permitted in any zone Would be permitted in the A Zone 	5(2) Permitted Uses Agricultural Zone	<u>An accessory bed and breakfast establishment in accordance with Section 3.(1.1).</u>	
		2(23) Definitions	(23) <u>“BED AND BREAKFAST ESTABLISHMENT (B&B)”</u>	<u>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.</u>

Table of Proposed Changes

Bed and Breakfast Establishments

#	DISCUSSION	By-law Reference	Proposed Amendment to By-law
19	BED & BREAKFAST ESTABLISHMENT <ul style="list-style-type: none"> General provisions added to regulate number of rooms and other requirements 	3(1.1) General Provisions	<u>ACCESSORY BED AND BREAKFAST ESTABLISHMENT (B&B)</u> <u>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:</u> (a) <u>No more than 5 guest rooms shall be provided in a B&B;</u> (b) <u>Any exterior stairways required for a B&B shall be located in a side or rear yard; and</u> (c) <u>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.</u>
	<ul style="list-style-type: none"> Addition of B&B to list of uses not considered home occupations 	3(9) Home Occupations	(g) None of the following <u>(xi) Bed and Breakfast Establishment</u> uses shall be considered home occupations except where such uses are specifically permitted herein
	<ul style="list-style-type: none"> Parking requirements added 	3(16) General Provisions	(b) PARKING SPACE REQUIREMENTS FOR RESIDENTIAL USES (MINIMA) (iii) <u>Bed and Breakfast Establishments</u> <u>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</u>

Map Change

#	DISCUSSION	By-law Reference	Proposed Amendment to By-law
20	MAP CHANGE	Schedule 'A'	A map change to remove kennel zoning (A-2) from the severed lands of B47/15 (Watson) located at Part Lot 10, Concession 4.

Table of Proposed Changes

Donna Tremblay

From: james seeley < >
Sent: March-30-16 4:19 PM
To: Admin; james seeley
Subject: Please provide to all of Council

There is a lot of talk of razing one or more of our ball diamonds due to the cost of installing new lights at two diamonds. The latest I have heard is that they will replace the lights in Aberfoyle and remove them in Morriston.

It still disgust me that we donate money to a private pond annually for the benefit of the property owners that most are likely in the top 2% of wage earners in Canada yet we can't get lights at diamonds that are available to EVERY tax payer. I get that the grant was cut in half this year (25k from 50K). If you restored the grant level then redirected that money to public lands not PRIVATE you could have the lights paid for in 8 years. The lights at Morriston at least 38 years old so that's a pretty decent run. Here we have a diamond (Morriston) that the Township inherited, IT DIDN'T COST YOU A DIME, and you're worried about an investment of 180K???

Council owes to this community to improve parks and recreational activities not let them degrade.

I don't care how much it cost to replace both sets of lights at the diamonds our community deserves it, we pay high taxes for minimum services, we can afford this.

Maybe it's time to lobby the County for a bigger piece of the tax pie. Why is Puslinch one of the lowest, because we are a huge cash cow for them that is why.

Maybe it's time to be part of the City of Guelph.....

Sent from Mail for Windows 10

Attention: Members of council for the Township of Puslinch

March 31, 2016

Dear Donna Tremblay,

I have nothing but good words and praise for the office staff at the township of Puslinch. You and your colleagues have always been very respectful, helpful and gracious. I would like to thank-you very much for the immediate attention you gave to my letter regarding cyclists on Watson Rd. I am very appreciative even though some council members laughed at it.

Mr. Robinson of the Wellington Advertiser wrote about my concerns throughout his article, however, I'm not sure if his concern is for the cyclists or the motorists. I am concerned for the well-being of both the cyclists and the motorists.

Councilor Matthew Bulmer made a ridiculous comparison when he compared a tractor to a cyclist. There is a big difference in size. I mean, if you can't see a tractor on the road, you really shouldn't be driving. I wasn't making reference to slow moving vehicles; there is already a sign for that. Of course, you can see a big tractor from far away, though I'm not sure the same can be said about cyclists.

Councilor Ken Roth states "I don't know if it's even possible to close a road to bicyclists?" Yes, it is possible and there is a rather simple solution and that would be to post signs that say no cycling. Those cyclists who chose not to obey the signs (and get caught) can pay the fine (albeit more than a user fee would cost).

The ignorance towards the use of these signs by council members surprises me. I have seen 'no cyclists' signs in other townships and municipalities. Other municipalities put these signs up because the road is too dangerous for cycling. The township was able to re-route traffic for fixing the railroad tracks, so why is it unable to re-route cyclists for the well-being of both drivers and cyclists?

I'm interested in knowing, does the rotary club have to get permission for their cycling route?

Mayor Dennis Lever suggesting a non-resident user fee is also ridiculous. Suggesting that it is actually worth it to pay money to be able to ride on certain roads might actually increase the amount of cycling traffic. I'm not surprised that my letter was passed over with little concern, especially after a suggestion like that one. If an 82% increase in "break and enters" in our township as reported by OPP was passed over with no concern (nothing posted in the Wellington Advertiser or otherwise to raise awareness throughout the township) then why would trying to prevent a serious accident be of any concern?

Sincerely,

Diane Greene

Donna Tremblay

From: hugh.fielding <hugh.fielding@sympatico.ca>
Sent: April-11-16 9:31 PM
To: Karen Landry; Donna Tremblay
Subject: Fwd: Special event for Puslinch!

Please include in April 20 Council Pkg.
S.

Sent from my Samsung device

----- Original message -----

From: vince klimkosz
Date: 04-11-2016 8:45 PM (GMT-05:00)
To: Susan Fielding <hugh.fielding@sympatico.ca>
Subject: Special event for Puslinch!

6.3(a)

Good Evening, I was hoping to email you to see if you can add a couple items to the Agenda for next council meeting. Hope this works, I can only email it to you, as this computer does not have any Microsoft Word on it.

The Optimist Club of Puslinch has come up with a new event to be held in the Township this fall, We are proposing a Adult Spelling Bee. Optimist Joel Porter has taken on leadership of this event and would like ask permission to use the Main Large hall on Oct 22. 2016. We would like to request the need the hall for the afternoon. This would be a fund raiser for the Optimist Club of Puslinch. The club will not be serving any alcoholic beverages at this event. We would also like to ask to have this event listed on the Township Website, and we hope to draw a large local crowd to this event. If it is possible in any way, would the sign be available the week before the event to promote it? Our club would really appreciate the consideration Council is willing to give with this request, and would like to invite any questions to be submitted to Vince Klimkosz, Optimist President, via telephone or email Thank you for your time and consideration with this request.

Ps, I have cc'd Joel Porter as well to keep him in the loop.

Thank you for your time and consideration,

Donna Tremblay

From: hugh.fielding <hugh.fielding@sympatico.ca>
Sent: April-11-16 9:29 PM
To: Karen Landry; Donna Tremblay
Subject: Fwd: Aberfoyle Fall Fair 2016

Please include in April 20 council pkg. S.

Sent from my Samsung device

----- Original message -----

From: vince klimkosz
Date: 04-11-2016 8:55 PM (GMT-05:00)
To: Susan Fielding <hugh.fielding@sympatico.ca>
Subject: Aberfoyle Fall Fair 2016

6.3(b)

Greetings from the Aberfoyle Agricultural Society

Our fall fair is quickly coming up and we have a special request for Friday Evening of our Fall Fair. Each year the Aberfoyle Fall Fair does a special show on Friday Evening for kids and youth of the community. We would like to request the use of the flat outdoor ice area this year to put on a local musical talent show, ribbon cutting to open the fair and a majician/special performance for the kids. We plan to be set up Friday afternoon starting at Noon, and have everything cleared out by Friday night at Midnight. We would be ending the show before 11pm to respect neighbors and the Noise Bylaw. Last year we had rain and were unable to properly run the event on the Ball Diamond surface due to inclement weather. If there are any questions or concerns, could you please get a hold of Vince Klimkosz, via ! or email

Thank you for considering this request.

Vince Klimkosz

Donna Tremblay

From: Karen Landry
Sent: April-12-16 2:57 PM
To: Donna Tremblay
Subject: FW: Nestle Waters Canada - Aberfoyle PTTW Renewal Application

For Council please

From: Simard,Andreanne,GUELPH,NWNA-CA Corp Natural Resource Mgmt
[\[mailto:Andreanne.Simard@waters.nestle.com\]](mailto:Andreanne.Simard@waters.nestle.com)
Sent: April-11-16 2:43 PM
To: Karen Landry
Subject: Nestle Waters Canada - Aberfoyle PTTW Renewal Application

Hello Karen –

Nestlé Waters Canada has submitted a Permit to Take Water (PTTW) renewal application for the Aberfoyle source with the Ontario Ministry of Environment and Climate Change (MOECC). The renewal application requests no increase to the current water taking limit over a ten year period.

Nestlé Waters Canada's Aberfoyle factory has operated sustainably for the last 15 years. Over this time, Nestlé Waters Canada has built a robust data-driven source monitoring program to ensure the sustainability of the water. Water withdrawals are highly regulated and Nestlé Waters employs third-party experts using sound scientific methodologies to manage for long-term sustainability.

In the next few weeks, MOECC will publish the application on the Ontario [Environmental Registry](#) (EBR) for public review and comment. Following the standard 30 day regulatory consultation period, MOECC will review the comments in accordance to the *Environmental Bill of Rights*. Based on these results, MOECC will make a decision on whether the Aberfoyle source PTTW will be renewed.

To supplement MOECC's technical and rigorous evaluation process, Nestlé Waters Canada will continue to host conversations across the Puslinch community with local municipal officials and environmental authorities. We look forward to building a shared understanding of the scientific practices used to ensure long-term water sustainability.

In a separate process, with the same focus on water stewardship, we have applied for a pump test to evaluate a potential supplementary well in Elora (Middlebrook source). This test aims to ensure that the source can be operated in a sustainable manner and meets our internal requirements.

Please contact me if you have any questions or comments.

We look forward to hearing from you,

Andreanne

Andreanne Simard, Ph.D.
Natural Resource Manager
Nestle Waters Canada
 101 Brock Rd S
 Guelph, ON N1H 6H9

RE: Invoice Number- 000966

Dear Township of Puslinch,

I just received the above invoice and would like to express my displeasure with the fees I have been charged.

I have applied for a burn permit application in the past and was not aware that this application needing to be renewed on an annual basis. I was under the impression that it was a one-time fee.

In addition, the invoice has three trucks documented at a fee of \$450/truck. However, only 1 truck was utilized during the process.

Is it possible to have this case reviewed by the township board counsel during your next meeting? I would like the board to discuss potential options to eliminate this invoice or reduce the total cost.

Kindest Regards,

Paul Leombruni

RECEIVED
APR 12 2016
Township of Puslinch

Donna Tremblay

From: Karen Landry
Sent: April-01-16 4:59 PM
To: Donna Tremblay
Subject: FW: UPDATED: Notification of posting of turtle recovery documents on the Species at Risk Public Registry

Next IG please

From: EEP Ontario / SAR Ontario (EC) [<mailto:ec.eeponario-sarontario@ec.ca>]
Sent: April-01-16 9:33 AM
To: EEP Ontario / SAR Ontario (EC)
Subject: UPDATED: Notification of posting of turtle recovery documents on the Species at Risk Public Registry

Below please find an updated email with the correct link for Northern Map Turtle. We apologize for any confusion this may have caused.
Thank you.

Under the federal *Species at Risk Act* (SARA); the Spotted Turtle is listed as Endangered; the Blanding's Turtle (Great Lakes/St. Lawrence population), Spiny Softshell, and Eastern Musk Turtle are listed as Threatened, and the Northern Map Turtle and Snapping Turtle are listed as Special Concern. One or more of these turtles are known to occur within your jurisdiction.

Environment and Climate Change Canada would like to inform you that the following documents are now available for review on the Species at Risk Public Registry (www.sararegistry.gc.ca) for a 60-day public comment period:

- Recovery Strategy for Blanding's Turtle – Great Lakes/St. Lawrence population (*Emydoidea blandingii*): http://www.sararegistry.gc.ca/document/default_e.cfm?documentID=2900
- Recovery Strategy for the Spiny Softshell (*Apalone spinifera*) in Canada: http://www.sararegistry.gc.ca/document/default_e.cfm?documentID=2902
- Recovery Strategy for the Eastern Musk Turtle (*Sternotherus odoratus*) in Canada: http://www.sararegistry.gc.ca/document/default_e.cfm?documentID=2901
- Recovery Strategy for the Spotted Turtle (*Clemmys guttata*) in Canada: http://www.sararegistry.gc.ca/document/default_e.cfm?documentID=2899
- Management Plan for the Northern Map Turtle (*Graptemys geographica*) in Canada: http://www.sararegistry.gc.ca/document/default_e.cfm?documentID=2898
- Management Plan for the Snapping Turtle (*Chelydra serpentina*) in Canada: http://www.sararegistry.gc.ca/document/default_e.cfm?documentID=2908

You may notice blacked out portions of the documents as you review them. Due to the threat of illegal collection for turtles, we have removed references to specific locations throughout the public documents.

If you would like summaries of the recovery documents or hard copies of any full documents, or if you have any questions or comments, please contact Victoria Leck of my staff at 416-739-4254 or Victoria.Leck@canada.ca.

Following the 60-day public comment period, we will finalize the documents based on a review of all input received. Once finalized, the documents can be amended at any time if significant new information is brought forward.

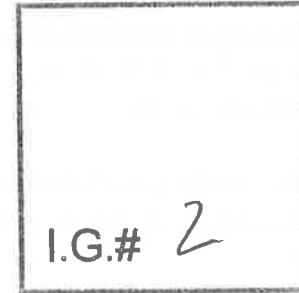
Your input can help to improve the recovery documents. We look forward to receiving your response and hearing your thoughts about these recovery documents.

Sincerely,

Carole Lemay
Regional Director
Canadian Wildlife Service – Ontario

Donna Tremblay

From: Hon. Ted McMeekin <minister@mah.gov.on.ca>
Sent: April-04-16 3:45 PM
To: Admin
Subject: A Message from Minister McMeekin



April 4, 2016

Dear Mayor Dennis Lever,

I am pleased to announce that the government introduced the proposed Municipal Elections Modernization Act, 2016 in the Legislature today. These proposed changes to the *Municipal Elections Act, 1996* will help to ensure that the rules governing how municipal leaders are elected are clear and reflect how modern campaigns and elections should be run. The amendments are a result of the review conducted following the 2014 municipal election, including province-wide consultation that ran from May to July 2015.

The Bill includes provisions that would support fair, modern elections by:

- providing municipalities with the option to use ranked ballots as an alternative to the current method starting in 2018
- providing a framework to regulate third party advertising
- updating campaign finance rules
- increasing accessibility of the election for candidates and voters
- shortening the campaign period

For more information and background on the Bill you may visit:
www.ontario.ca/municipalelections

For a copy of the proposed Municipal Elections Modernization Act, 2016 and to monitor the status of the Bill through the legislative process, please visit the Legislative Assembly of Ontario website:
www.ontla.on.ca/web/bills/bills_detail.do?locale=en&Intranet=&BillID=3873

If you have questions please contact: mea.info@ontario.ca

You can also contact your regional Municipal Services Office:

Eastern Municipal Services Office

General Inquiry: 613-545-2100
Toll Free: 800-267-9438

Central Municipal Services Office

General Inquiry: 416-585-6226
Toll Free: 800-668-0230

Northeastern Municipal Services Office

General Inquiry: 705-564-0120
Toll Free: 800-461-1193

Northwestern Municipal Services Office

General Inquiry: 807-475-1651

Toll Free: 800-465-5027

Western Municipal Services Office

General Inquiry: 519-873-4020

Toll Free: 800-265-4736

Thank you for working with the government to make sure that our local elections continue to be fair and transparent and that the rules are responsive to the changing needs of Ontario's communities.

Best regards,

Ted McMeekin

Minister

4 avril 2016

Madame la Présidente ou Monsieur le Président du Conseil,

J'ai le plaisir d'annoncer que le gouvernement a déposé aujourd'hui le projet de Loi de 2016 sur la modernisation des élections municipales à l'Assemblée législative. Les modifications proposées à la *Loi de 1996 sur les élections municipales* contribueront à faire en sorte que les règles qui applicables à l'élection des dirigeants municipaux soient claires et simples et correspondent à la façon dont les campagnes et élections modernes devraient se dérouler. Les amendements proposés résultent de l'examen réalisé à la suite des élections municipales de 2014, y compris une consultation à l'échelle de la province qui s'est tenue entre mai et juillet 2015.

Le projet de loi comprend les dispositions suivantes, qui favoriseraient des élections équitables et modernes:

- permettre aux municipalités d'utiliser le scrutin préférentiel au lieu du système actuel à compter de 2018
- fournir un cadre de réglementation de la publicité faite par des tiers
- moderniser les règles du financement des campagnes électorales
- améliorer l'accessibilité au cours des élections pour les candidates et candidats et pour les électrices et électeurs
- réduire la durée de la campagne électorale.

Vous trouverez de plus amples renseignements sur le projet de loi à l'adresse:

Pour obtenir une copie du projet de Loi de 2016 sur la modernisation des élections municipales et pour suivre l'avancement du projet de loi dans le processus législatif, veuillez consulter le site Web de l'Assemblée législative de l'Ontario:

www.ontla.on.ca/web/bills/bills_detail.do?locale=fr&Intranet=&BillID=3873

Si vous avez des questions n'hésitez pas à nous écrire à l'adresse: mea.info@ontario.ca

Vous pouvez aussi communiquer avec le Bureau des services aux municipalités de votre région:

Bureau des services aux municipalités de l'Est

Renseignements généraux: 613-545-2100

Appels sans frais: 800-267-9438

Bureau des services aux municipalités du Centre

Renseignements généraux: 416-585-6226

Appels sans frais: 800-668-0230

Bureau des services aux municipalités du Nord-Est

Renseignements généraux: 705-564-0120

Appels sans frais: 800-461-1193

Bureau des services aux municipalités du Nord-Ouest

Renseignements généraux: 807-475-1651

Appels sans frais: 800-465-5027

Bureau des services aux municipalités de l'Ouest

Renseignements généraux: 519-873-4020

Appels sans frais: 800-265-4736

Nous vous remercions de collaborer avec le gouvernement pour veiller à ce que nos élections locales continuent de se dérouler de manière équitable et transparente et que les règles répondent à l'évolution des besoins des collectivités ontariennes.

Veuillez agréer, Madame la Présidente ou Monsieur le Président du Conseil, l'expression de mes sentiments les meilleurs.

Le ministre,

Ted McMeekin

April 4, 2016

Legislative Changes to the *Municipal Elections Act, 1996* (MEA)

Today the Government of Ontario introduced legislative changes to the *Municipal Elections Act, 1996* (MEA) in the Legislative Assembly. The MEA sets out rules for electors and candidates, and roles for municipal clerks and councils in municipal and school board elections in Ontario. Bills generally are not publicly available until posted on Hansard, which is often the day after introduction. We will provide the link on our website as soon as it is available.

If passed, the legislation would change the campaign period, and rules for election financing including third party advertising and union and corporate donations. Municipal governments would also be given the option of using ranked ballot elections for future elections. Ranked balloting allows voters to rank more than one candidate. Municipal governments would hold public consultations before ranked ballot elections are conducted but not necessarily need to have a referendum.

Based on Minister McMeekin's statement, the changes introduced today build on consultations by the Ministry of Municipal Affairs and Housing (MMAH) in 2015. At that time, AMO provided information to members on the use of ranked ballot voting, and made a formal submission to MMAH in July 2015.

Some of the key highlights we know include:

- **Shortening the municipal election campaign.** Candidates would be able to register between May 1 and the fourth Friday in July;
- **Third party advertising,** while permitted will include registration rules, contribution, and spending limits;
- **Campaign finance rules.** The legislation aims to make rules easier to follow for voters, candidates and contributors, and gives municipalities the option to ban corporate and union donations;
- **Increasing accessibility** for electors and candidates with disabilities by requiring clerks to prepare accessibility plans and distribute to the public prior to voting day; and,
- **Improving the voter's list** by making it easier for the clerk to add or change information.

AMO is encouraged that this legislative update appears to have taken our advice on many items. Once the Bill is available, we will do a detailed review. Some of the changes will require regulatory and technical guidance and we expect to be part of that further work. Watch for future analysis and we will keep you updated on the Bills progress through the legislature.

AMO Contact: Craig Reid, Senior Advisor, E-mail: creid@amo.on.ca, 416.971.9856 ext. 334.

MUNICIPAL SUMMIT

Municipalities working together for OMB reform

You are invited to attend the
Municipal Summit on OMB Reform - Process and Power
Municipal Representatives For OMB Reform

4

I.G.#

- Saturday, May 14, 2016
 - 9 am to 4 pm
- Markham Civic Centre, 101 Town Centre Blvd., Markham

9:00AM – 9:45AM	Registration (Elected Officials Only) - FREE
9:45AM – 10:00AM	Opening Remarks
10:00AM – 12:00AM	Round Table Discussion
ROUND TABLE DISCUSSION INVITED SPEAKERS	
<ul style="list-style-type: none">• John Chipman – Author “<i>Law Unto Itself</i>”, former editor of the Ontario Municipal Board Reports• Helen Cooper – Former Mayor of Kingston, Chair of the Ontario Municipal Board, AMO President• Leo Longo – Senior Partner Aird & Berlis LLP, member A&B Municipal and Land Use Planning Group• Val Shuttleworth – Chief Planner for York Region, leads Planning and Economic Development Branch• Joe Vaccaro – CEO of the Ontario Home Builders Association (BILD)	
12:00AM – 1:30AM	Breakout Session with lunch provided Individual group discussions of various OMB Reform Issues; Identify preferred actions and/or solutions
1:30PM – 1:45PM	Break
1:45PM – 2:45PM	Summary Moderated discussion on breakout session results; Next steps
2:45PM – 3:00PM	Closing Remarks - Working Group Chair
3:00PM – 4:00PM	Post-Summit Networking Attendees and Organizers

We look forward to your attendance – Together we will make a difference!

Please RSVP your attendance by **May 10** to: TMrakas@aurora.ca

For further information, please contact:

Tom Mrakas - Councillor, Town of Aurora – (1) 289-879-2176

Please distribute these links to your constituents and colleagues:

- Facebook page: <https://www.facebook.com/OMBreform/>
- Petition: <http://www.gopetition.com/petitions/omb-reform1.html>

Approved by the Working Group for the Municipal Task Force for OMB Reform

April 04, 2016

VIA Email

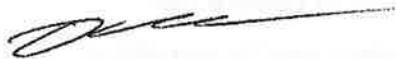
To: Southwestern Ontario Municipalities

RE: MEMORANDUM - OPAL Request for Resolution

Please find attached the resolution approved by the Council of the Town of Tillsonburg at their Regular Council meeting held on March 29, 2016.

Should you have any questions or concerns regarding this matter, please do not hesitate to contact me.

Sincerely,



Donna Wilson
Town Clerk

Attachment: Resolution of Town of Tillsonburg Council

TS/DW

CORPORATE OFFICE

200 Broadway, Tillsonburg, Ontario, N4G 5A7, Telephone # (519) 842-6428, Fax # (519) 842-9431

Web: www.town.tillsonburg.on.ca

Moved By: Councillor Esseltine

Seconded By: Councillor Stephenson

WHEREAS the Town of Tillsonburg supports Oxford County's Sustainability Plan including the Zero Waste objective by 2025;

AND WHEREAS Tillsonburg stands united with Oxford County in declaring the county and its municipalities unwilling hosts to garbage from areas beyond their municipal boundaries;

AND WHEREAS all local governments need to take responsibility for waste created within their borders while avoid the exportation of waste to other municipalities;

AND WHEREAS any and all regulations, practices and best available technologies shall be used to reduce the generation of waste and ultimately to ensure the elimination of the movement of waste across municipal borders and its resulting impact on the health of area residents and the environment;

THEREFORE be it resolved, That the Town of Tillsonburg endorses the material as presented by the Oxford People Against Landfill (OPAL) delegation on March 14, 2016;

THAT the Town strongly encourages the Province and other private and public sector partners to ensure waste generation is minimized and stays within the municipal area where it is generated, and finally;

THAT a copy of this Resolution be forwarded to Premier Kathleen Wynne, Minister Glen Murray (MOECC), MPP Ernie Hardeman, Southwestern Ontario municipalities, the County of Oxford, and OPAL.

Motion Carried

CORPORATE OFFICE

200 Broadway, Tillsonburg, Ontario, N4G 5A7, Telephone # (519) 842-6428, Fax # (519) 842-9431

Web: www.town.tillsonburg.on.ca



TOWN OF LAKESHORE

419 Notre Dame St.
Belle River, ON N0R 1A0

March 11, 2016

Via Email

To: All Municipalities in the Province of Ontario

RE: ONTARIO MUNICIPAL BOARD SIMPLIFIED PROCESS

Please find attached the resolution approved by the Council of the Town of Lakeshore at their Regular Council meeting held on March 8, 2016

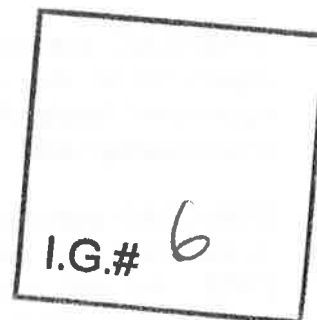
Should you have any questions or concerns regarding this matter, please do not hesitate to contact me.

Yours truly,

Mary Masse
Clerk

Attachment: Resolution of Lakeshore Council

MM/km





TOWN OF LAKESHORE

419 Notre Dame St.
Belle River, ON N0R 1A0

Councillor Wilder moved and Councillor McKinlay seconded:

WHEREAS municipalities in Ontario invest a significant amount of time and resources into developing and updating their Official Plan; and

WHEREAS the Official Plan of a municipality in Ontario, is ultimately reviewed and approved by the Province of Ontario; and

WHEREAS it is within the legislative purview of a Municipal Council to approve Official Plan amendments or Zoning By-law changes that better the community or fit within the vision of their Official Plan; and

WHEREAS it is also within the legislative purview of a Municipal Council to deny Official Plan amendments or Zoning By-law changes that do not better the community or do not fit within the vision of their Official Plan; and

WHEREAS planning decisions of a Municipal Council may be appealed to the Ontario Municipal Board ("OMB"), an unelected, appointed body that is not accountable to the taxpayers of that municipality; and

WHEREAS there is a significant expenditure of time and resources associated with defending decisions of a Municipal Council to the OMB, the full cost of which is borne by that municipality and ultimately the taxpayers of that municipality;

NOW THEREFORE BE IT HEREBY RESOLVED THAT that the Government of Ontario be requested to establish a simplified process within the OMB ("OMB Simplified Process"), whereby planning decisions of a Municipal Council, made on the basis of upholding their Official Plan, may be appealed at no cost to that municipality; and

BE IT FURTHER RESOLVED THAT that the Government of Ontario be requested to require the OMB to uphold any planning decisions of a Municipal Council, if they are made on the basis of upholding their Official Plan, unless through the OMB Simplified Process, they are

*found to be contrary to the processes and rules set out in legislation;
and*

BE IT FURTHER RESOLVED THAT a copy of this Motion be sent to the Honourable Kathleen Wynne, Premier of Ontario, the Honourable Ted McMeekin, Minister of Municipal Affairs and Housing, the Honourable Patrick Brown, Leader of the Progressive Conservative Party, the Honourable Andrea Horwath, Leader of the New Democratic Party, and all MPPs in the Province of Ontario; and

BE IT FURTHER RESOLVED THAT a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.

Motion Carried Unanimously

**Ministry of Community Safety
and Correctional Services**

Policy and Strategic Planning
Division

**Office of the
Assistant Deputy Minister**

25 Grosvenor Street
9th Floor
Toronto ON M7A 1Y6

Tel: 416 212-4437
Fax: 416 212-4020

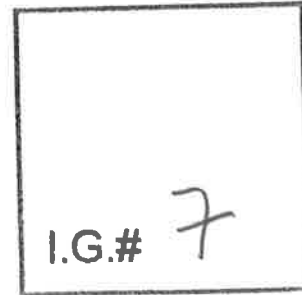
**Ministère de la Sécurité communautaire
et des Services correctionnels**

Division des politiques et de la
planification stratégique

**Bureau du sous-ministre
adjoint**

25, rue Grosvenor
9^e étage
Toronto ON M7A 1Y6

Tél. : 416 212-4437
Télééc. : 416 212-4020



DATE: April 7, 2016

SUBJECT: Extension of closing date for written submissions on the Strategy for a Safer Ontario

On February 12, 2016, we announced the launch of consultations for the Strategy for a Safer Ontario, the province's new blueprint for effective, sustainable, and community based policing.

As part of these province-wide consultations, MCSCS sought your input into the development of the Strategy and invited representatives from your organization to attend regional consultation sessions to discuss:

- Community Safety and Well-Being plans, a new integrated and collaborative approach to community safety,
- Improving interactions between police and vulnerable Ontarians, including enhancing frontline responses to those in crisis,
- Modernizing what police do,
- Enhancing accountability and oversight of police services, and
- Training and education requirements for police officers.

The Ministry values your input and participation on this important initiative. We have heard from a number of organizations that they would like more time to provide written submissions. To this end, **MCSCS is extending the deadline for submissions from April 8th, 2016 to April 29th, 2016**. Input on the Strategy can be submitted via the online discussion document available at <https://www.ontario.ca/page/strategy-safer-ontario-public-discussion-paper> and/or electronically to MCSCSinput@ontario.ca.

Thank you in advance for your time and input. We look forward to hearing from your organization.

Sincerely,

Original Signed

Debbie Conrad
Assistant Deputy Minister



RECEIVED

APR 11 2016

Township of Puslinch

CITY IN MOTION

Hamilton's Transportation Master Plan

Notice of Public Information Centre #4 (PIC)

The City of Hamilton is undertaking a review and update of the citywide Transportation Master Plan (TMP) in accordance with the Municipal Class Environmental Assessment (as amended 2011) process.

When?

On **Tuesday, April 26th 2016** two (2) identical sessions will be held communicating the project materials.

Where?

City Hall Council Chambers (mezzanine level)
70 Main Street West

What will we be talking about?

- Highlights and findings of ongoing work
- Sharing what has been heard from the public
- Continued public engagement
- Getting your feedback on the study direction

Stay up-to-date

www.hamilton.ca/TMP

Session 1

Part 1: 2:00pm-3:30pm
Display Boards Review

Part 2: 3:30-4:00pm
Presentation

Session 2

Part 1: 6:00pm-7:30pm
Display Boards Review

Part 2: 7:30-8:00pm
Presentation

Contact:

Steve Molloy
Project Manager
City of Hamilton
T: (905) 546-2424 x2975
E: tplanning@hamilton.ca



CLERK'S DEPARTMENT

TO	
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Council Agenda	Apr. 20/16
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APR 08 2016

Township of Puslinch



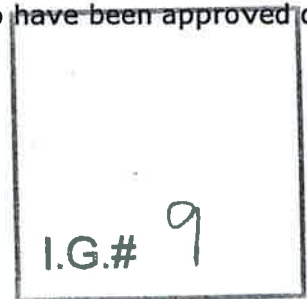
**Certificate with respect to approval of
a draft plan of condominium subdivision
by The Corporation of the City of Guelph**


I, Tina Agnello, Deputy City Clerk of The Corporation of the City of Guelph, hereby certify that the Notice of Decision of a Draft Plan of Condominium Subdivision, (23CDM15508) for Part Lot "B", Concession 2, Division "E", Guelph Township, Parts 1 & 2, 61R20428, municipally known as 158 Fife Road, 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 24th day of March, 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 25th day of March, 2016.

Dated this 29th day of March, 2016.

CLERK'S DEPARTMENT	
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Council Agenda	April 20/16
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Deputy City Clerk

Certified copy to:

Michael Wiltmer, City of Guelph
Assessment Commissioner, Municipal Property Assessment Corporation
Black, Shoemaker, Robinson and Donaldson Ltd., Applicant
Marann Homes Ltd., Owner

City Hall
1 Carden St
Guelph, ON
Canada
N1H 3A1

Copies to:

List attached hereto



Contains 100% post-consumer fibre

T 519-822-1260
TTY 519-826-9771

guelph.ca

**Distribution list with respect to the approval of draft plan of
condominium subdivision by The Corporation of the City of Guelph for
23CDM15508**

Brad Boulton, Bell Canada
Karissa Vergeer, 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
Program Manager-Zoning, City of Guelph
City Solicitor, City of Guelph
Director of Finance, City of Guelph
General Manager of Planning Services, City of Guelph
Steve Gill, Guelph Police Services
City Engineer, City of Guelph
Program Manager, Open Space Planning
Fire Chief, City of Guelph
Economic Development, City of Guelph
Randy Harris, City of Guelph
Sylvia Kirkwood, City of Guelph
Park Planner, City of Guelph



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

March 30, 2016

Grand River Watershed Municipal Clerks:



RECEIVED

APR 04 2016

Township of Puslinch

Re: Grand River Conservation Authority (GRCA) comments on Ministry of the Environment and Climate Change (MOECC) Draft Excess Soil Policy Framework

On March 24, 2016, the Members of GRCA directed that the attached report be circulated to all Member municipalities. It was felt that this joint concern would be of interest to GRCA watershed municipalities, which are facing many of the same issues in dealing with excess soil and large fill sites.

While generally supportive of the Provincial direction, the Members noted support for two of the proposed actions specifically:

1. MOECC to work with partner ministries to develop a new regulation under the *Environmental Protection Act* requiring larger and/or riskier source sites to develop and implement excess soil management plans certified by a Qualified Person and made available to MOECC and local authorities.
9. Ministry of Municipal Affairs and Housing and Ministry of Resources and Forestry to explore, with partners, legislative and non-legislative ways to improve compliance and enforcement with *Municipal Act* and *Conservation Authorities Act* requirements.

If you have any questions regarding the report, or the GRCA position on this issue, please contact Fred Natolochny at 1.519.623.2763 extension 2229.

Yours sincerely

Helen G. Jowett, CHRP, MBA
Chair, Grand River Conservation Authority

CLERK'S DEPARTMENT	
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Grand River Conservation Authority

Report number: GM-03-16-33

Date: March 24, 2016

To: Members of the Grand River Conservation Authority

Subject: Proposed Excess Soil Management Policy Framework

Recommendation:

THAT Report GM- 03-16-33 - Proposed Excess Soil Management Policy Framework be received as information;

AND THAT this report be forwarded to the Ministry of the Environment and Climate Change through Environmental Registry Number 012-6065 to provide comment on the proposal.

Summary:

The Province of Ontario has posted “Proposed Excess Soil Management Policy Framework” on Ontario’s Environmental Registry (ER posting number 012-6065). Comment on the posting is due by March 26th, 2016. The proposed policy framework lays out a more comprehensive plan to deal with excess soil resulting from development and infrastructure projects. The general intent is to shift responsibility to generating sites, recognize excess soil as a resource whenever possible, and to treat the material as a waste where it is warranted. The responsibilities for management and oversight are being identified, with specific recommendations for policy and actions required, including review, modification and introduction of new regulations where required.

Report:

Background

The Ministry of Environment and Climate Change has taken the lead role in an inter-ministerial review of the provincial position in the handling of excess soil. Excess soil, or fill material, has become an issue in and around the Greater Toronto Area. The GRCA has been dealing with this issue, along with our member municipalities for some time now. GRCA has a guide for staff use when considering large fill proposals. Initial discussions with municipalities in 2011 resulted in a guide being approved for staff use in 2012. Conservation Ontario has an active group monitoring this issue, which GRCA is part of, and they have coordinated the position of Conservation Authorities when providing input to the province. In addition the GRCA sits in a Large Fill group with the City of Hamilton. Staff have engaged with various other municipalities to address specific questions or issues.

The Province had issued “Management of Excess Soil – A Guide for Best Management Practices” in January 2014 in response to increased concerns from municipalities, conservation authorities and others. This paper was a guidance document that made recommendations, such as having a soil management plan, and employing “qualified persons” but did not address legislative deficiencies that allow for continued operation of some sites without adequate and appropriate supervision. Comments

at the time suggested that the guide was not adequate and that a further review should be undertaken as voluntary compliance was not an effective management tool.

Following release of the Provincial guide, staff reviewed the GRCA guideline and provided an update to the Board that was approved in 2014. As there was little change in the tools available, we refined, but did not materially change the guide staff use in reviewing permit applications.

Conservation Ontario and certain conservation authorities have been providing comments to the provincial review of this issue, including written comments and attendance at listening sessions. The province posted a proposed policy framework to the Environmental Bill of Rights on January 26th, 2016 inviting comments by March 26th 2016. Staff intend to work with Conservation Ontario to get comments submitted, and to submit comments directly from the GRCA as well.

Proposed Excess Soil Management Policy Framework Review

The proposed policy framework very closely reflects the comments provided to the province over the past few years. There is a clear direction to place responsibility on the owners of source sites. Where possible, re-use is encouraged, where the soil quality is compromised, such as that from some brownfield sites, excess may be declared “waste” and treated accordingly. These new directions will require some new and some changes to existing regulation. Additional record keeping has been identified as a key component of the soil management system to achieve transparency with the management of the material throughout the transfer from source site, through potential intermediate storage sites to the eventual deposition site. In addition, a new regulation is required to identify a “Qualified Person” who would be responsible for determining the soil quality, ensuring a soil management plan is developed and that the plan is implemented. Responsibility for the material would remain with the source site during the entire process. That would allow for tracking and assigning responsibility for soil that is not appropriately handled.

The Conservation Ontario Large Fill working group has suggested that an excess soil management plan could be linked to building permits and Planning Act approvals to provide greater provincial and municipal overview. Environmental Compliance Certificates for interim storage and for soil treatment sites or facilities may be required for temporary storage to promote remediation of soil to protect the environment and public health.

The framework recommends review of the Municipal Act to remove restrictions on municipal site alteration regulations that currently do not allow application of municipal site alteration bylaws where conservation authority regulations are applied. This is a key recommendation supported by conservation authorities as this provision has led to considerable conflict with municipalities as issues considered by conservation authorities do not cover the full suite of concerns from a municipal perspective.

In addition, the province will consider amendments to various other pieces of legislation that may be beneficial, such as allowing excess soil in aggregate licensed areas under certain circumstances, and developing an educational program for the industry and ways to improve compliance and enforcement with Conservation Authorities Act requirements.

There is a renewed emphasis to consider excess soil as a resource and to plan for re-use whenever possible. This may include municipal re-use strategies, or soil banking for future use. Market based mechanisms for re-use are being considered in the proposed framework.

Comments

The proposed framework has incorporated the majority of the comments provided to the province by Conservation Ontario and the GRCA. Staff are particularly pleased with the commitment to review the Municipal Act and Conservation Authorities Act exclusion which has led to a disjointed management scheme. In addition, we believe that identifying the source site as a responsible party, with regulations and provincial intent to administer the process, will allow for a coordinated and comprehensive program to track and use excess soil.

The priorities and timelines suggested are attached to this report.

One area that was not addressed is the lack of commitment on the part of the province to consider funding for monitoring and compliance activities that are required of conservation authorities. While this issue is broader than excess soil management, it is a contributory component of program delivery costs.

Staff recommend that the following key points be presented to the Province to consider when developing a work plan to implement the proposed Excess Soil Management Policy Framework:

- The Grand River Conservation Authority supports the proposed initiative to address the issue of excess soil movement in a comprehensive policy framework.
- There should be a clear delineation of the responsibility for management of excess soil, from source site to final deposition, with appropriate guidelines and enforcement procedures.
- There should be a single point of responsibility for administration and monitoring of excess soil management, and the responsible party should be able to consider all potential impacts (environmental, social, economic).
- Monitoring and compliance are required to provide confidence in the system.
- Costs for administration, monitoring and enforcement of the Conservation Authorities Act need to be considered and means for recovery of costs identified in the strategy.

Financial implications:

Not applicable

Other department considerations:

Resource Planning, Engineering, and Natural Heritage staff are involved in the review and administration of applications and violations involving large fill operations.

Prepared by:

Fred Natolochny
Supervisor of Resource Planning

Approved by:

Nancy Davy
Director of Resource Management

6.0 PRIORITIES AND TIMELINE

The actions outlined in the proposed framework will be prioritized based on feedback heard through consultation. The Ministry would work with its partner ministries, industry and qualified persons to follow through on a number of actions over the next year and into the future, including the following potential actions which are either already underway or would be initiated in the near future:

PROPOSED ACTION	Currently Underway	Short-term (2016)	Longer-term
1. MOECC to work with partner ministries to develop a new regulation under the EPA requiring larger and/or riskier <i>source sites</i> to develop and implement excess soil management plans certified by a Qualified Person and made available to MOECC and local authorities.		X	
2. MMAH and MOECC, could require proof of an Excess Soil Management Plan for issuance of certain building permits.			X
3. MMAH and MOECC, to promote linking requirements for <i>excess soil management</i> to applicable Planning Act approvals through guidance			X
4. MOECC to work with Qualified Persons on <i>excess soil management</i> guidance.	X		
5. MOECC to clarify when waste approvals apply to <i>excess soil processing sites</i> and prescribe requirements for temporary storage sites.		X	
6. MMAH with MOECC to consider approaches that would encourage municipalities to identify appropriate areas (e.g. industrial) for <i>excess soil</i> storage and processing to encourage local re-use, to be achieved through ongoing updates to the provincial land use planning framework, including the coordinated review of provincial plans.	X		
7. MMAH and MNRF to consider amendments to legislation to remove restrictions on site alteration by-laws in conservation authority regulated areas.	X		
8. MMAH and MOECC to develop educational materials respecting receiving sites, including larger (commercial) sites, to inform municipalities in the development or updating of by-laws.		X	
9. MMAH and MNRF to explore, with partners, legislative and non-legislative ways to improve compliance and enforcement with Municipal Act and Conservation Authorities Act requirements.	X		
10. MNRF to consider requiring record keeping for fill being brought to licensed and permitted aggregate sites, through the current review of the Aggregate Resources Act	X		
11. OMAFRA and MOECC, to develop best-practice guidance for farmers to limit impacts of the importation of soil onto farmland.	X		
12. MOECC to develop approaches and standards for re-use of <i>excess soil</i> that provide for environmental protection and sustainable re-use of <i>excess soil</i> .		X	X
13. MOECC to develop clear guidance to inform requirements on testing of <i>excess soil</i> .			X
14. MOECC to develop guidance for smaller, lower risk source or receiving projects or sites.			X

PROPOSED ACTION	Currently Underway	Short-term (2016)	Longer-term
15. MMAH with MOECC to identify opportunities to encourage municipalities to develop soil re-use strategies as part of planning for growth and development (e.g. official plans, master planning) through ongoing updates to the provincial land use planning framework, including the coordinated review of provincial plans.	X		
16. MOECC to develop guidance for the consideration of <i>excess soil</i> in the environmental assessment processes that govern large infrastructure and other development projects.			X
17. Province to support pilot projects identifying opportunities and procedures for <i>excess soil</i> re-use		X	
18. MOECC to integrate and align various aspects of provincial policy including Regulation 347 (Waste) and O. Reg. 153/04.		X	
19. Province, including MOECC, MTO and MEDEI, to review and update existing guidance for provincial projects (e.g. transportation and infrastructure) to ensure alignment.			X
20. MOECC to develop a stakeholder group (and potential sub-working groups) to provide input on proposed policies, technical matters, guidance and implementation, including coordination with external programs.		X	
21. Industry and MOECC will jointly investigate approaches to program delivery, e.g. like the UK CL:AIRE model, that promote market-based mechanisms to encourage the reuse of excess soil.		X	



Grand River Conservation Authority

Minutes - Annual General Meeting

Date: February 26, 2016
Time: 9:30 am
Location: Auditorium
Grand River Conservation Authority
400 Clyde Road, Box 729
Cambridge, ON N1R 5W6



Members Present	Les Armstrong, Bruce Banbury, Robert Bell, Elizabeth Clarke, Bernie Corbett, Susan Foxton, Guy Gardhouse, Helen Jowett, Geoff Lorentz, Cindy Lunau, David Neumann, Joe Nowak, Vic Prendergast, Wayne Roth, Mike Salisbury, Pat Salter, Shirley Simons, George Stojanovic, Warren Stauch, Chris White, George Wicke
Members Absent	Brian Coleman, Kelly Linton, Jane Mitchell, Fred Morison, Sandy Shantz
Staff	Karen Armstrong, Dave Bennett, Dwight Boyd, Nancy Davy, Joe Farwell, Samantha Lawson, Keith Murch, Jack Griffin, Sonja Radoja, Tracey Ryan, George Sousa, Lisi Stocco, Sara Wilbur, Martin Keller, Bev Parrott, Dave Schultz, Matt Amy, Nathan Munn, Crystal Allan, Sandra Cooke, Fred Natolochny
Others	Ray Martin, Cambridge Times; Brian May, MPP, Cambridge; Ken Seiling, Chair, Region of Waterloo; Bill Mackie, Chair, Kettle Creek

Conservation Authority, Grant Hughes and Robert Putnam, Belwood
Lake Cottagers' Association

1. Call to Order

The Meeting was called to order by the Chair at 9:30 a.m.

2. Roll Call and Certification of Quorum – 13 Members constitute a quorum (1/2 of Members appointed by participating Municipalities)

The Secretary-Treasurer called the roll and certified a quorum with 21 Members present.

3. Chair's Remarks

The Chair welcomed visitors, members and staff and introduced Bryan May, MP, Cambridge; Ken Seiling, Chair, Regional Municipality of Waterloo and Bill Mackie, Chair, Kettle Creek Conservation Authority. The Chair then made the following remarks:

On January 25, Helen Jowett, Joe Farwell and Keith Murch presented the draft Budget to City of Hamilton council. George Stojanovic also attended. He thanked staff for their very thorough presentation.

On February 12, 2016 the Heritage Day Workshop and Celebration was held. Members in attendance included Helen Jowett, Shirley Simons, Sue Foxton, Warren Stauch, Elizabeth Clarke, Jane Mitchell and Pat Salter.

On February 17, 2016 Guy Gardhouse, Joe Farwell and Keith Murch presented the draft Budget to the Township of Amaranth council.

On March 5, 2016 Grand River Conservation Authority (GRCA) will host a Managing Trees on Your Property Workshop at the Administration Centre in Cambridge. GRCA forestry staff together with experts from Pollination Guelph and the Invasive Plan Council of Ontario will cover various topics. Registration is free and can be done on the GRCA website.

Also on March 5, 2016 GRCA staff will participate in a Sharing Experiences Workshop at the Puslinch Community Centre. The Workshop is organized by local Conservation Authorities and environmental organizations and will feature a keynote address by Gord Miller, Ontario's former Environmental Commissioner. Registration is free and can be done on-line at www.conservationhamilton.ca

Each of the members has been provided with a copy of the 2016 publication "Your Guide to Grand River Parks". Members were encouraged to use the Membership Pass given to them to visit GRCA parks.

4. Review of Agenda

There were two additional reports circulated on the addendum to the Agenda: a copy of the Pre-Budget Submission from Conservation Ontario to the Federal Minister of Finance, which has been added to C.A.O.'s report, and the late starter Current Watershed Conditions report.

Moved By Bruce Banbury

Seconded By Les Armstrong

THAT the agenda for the Annual General Meeting be approved as amended.

Carried

5. Declarations of Pecuniary Interest

There were no declarations of pecuniary interests made in relation to the matters to be dealt with.

6. Minutes of the Previous Meeting - January 22, 2016

There were no questions or comments with respect to the Minutes of the previous meeting.

Moved By Susan Foxton

Seconded By Bernie Corbett

THAT the minutes of the General Membership Meeting of January 22, 2016 be approved as circulated.

Carried

7. Business Arising from Previous Minutes

There was no business arising from the minutes of the previous meeting.

8. Hearing of Delegations

8.1 Hearing of Delegations

The Chair advised the members that Grant Hughes, Belwood Lake Cottagers' Association wished to take the place of Keith McKee with permission of the members. The members approved having Grand Hughes appear as a delegate before them.

Grant Hughes thanked the members for allowing him to speak. He introduced Robert Putnam and indicated that they represented the Belwood Lake Cottagers' Association. He provided background information with respect to Ministry of Environment and Climate Change (MOECC) inspections of cottage lot septic systems at Conestogo and Belwood Lakes. He said that MOECC wants every septic system certified and this is an expensive process. The cottagers have objected and have been meeting since last summer. GRCA is involved because it is the landowner. He said cottagers do not want to pollute the lakes. He took the opportunity to thank Samantha Lawson, Property Manager and her staff for their assistance in dealing with MOECC.

Sue Foxton said it is legislated that all municipalities inspect septic systems and not just at lakes. Grant Hughes responded that the first thing the Ministry wanted to conduct inspections was a cheque.

Helen Jowett thanked the delegate for recognizing GRCA staff's assistance.

9. Presentations

9.1 New Website - GRCA and Lake Erie Source Protection Region

The Chair introduced David Schultz, former Manager of Communications and George Sousa, Manager of Manager of Information Systems and Technology.

David Schultz advised the members that development of the new website began two years ago. Throughout the process staff have learned about what people want from the GRCA's website. Staff worked with eSolutions which is a firm that many municipalities work with. He displayed the various menus and the prominent search box working through Google. He indicated that GRCA shares the website with the Grand River Conservation Foundation and it has approximately 1,000 subscribers.

George Sousa spoke of the services that the new website provides indicating that the most popular is up to date information on the river, through the river data section. A valuable addition is information on how to read the various charts which was prepared by David Schultz. Another popular service is the online

permit application. He displayed the online store, translator and mapping. He indicated that the new website meets 2021 objectives pursuant to the Accessibility for Ontarians with Disabilities Act.

David Schultz referred to the Source Protection Planning section of the website and said that staff tried to make it helpful to landowners to see if their property was in an affected area and what impact it has.

Mike Salisbury said he realizes how significant the new website is and that everything GRCA does as far as what the public wants is "topnotch". He referred to a recent presentation with respect to recent GIS mapping and the level of detail. He asked whether that level of detail is or will be available in the "Map Your Property" section of the website. George Sousa said that staff are in the process of having the program reviewed by planners at municipalities for their input and then the information will be made available.

Helen Jowett said that she felt the new website would generate significant interest.

10. Correspondence

Mike Salisbury said he is very aware of the phragmites issue and asked if GRCA has an initiative that it is undertaking in the watershed in this regard. Joe Farwell said that this problem goes well beyond GRCA and is shared by municipalities, etc. throughout the Province.

Nancy Davy confirmed that the Natural Heritage group is working on a pilot project at Taquanyah which has a large area of phragmites. She said that will cost approximately \$50,000 to treat a very small area. Mike Salisbury said he perceives that this is one of the greatest threats to the diversity of the watershed and asked if this is accurate. Nancy Davy agreed that it is very invasive.

Moved By Susan Foxton

Seconded By Geoff Lorentz

THAT Correspondence from Denise Holmes, Township of Melancthon, dated February 5, 2016 to Keith Murch, Grand River Conservation Authority, re: 2016 Budget and correspondence from Dick Hibma, Chair, Conservation Ontario to the Honourable Kathleen Wynn, Premier, dated January 21, 2016 re: Control of Invasive Species: Phragmites australis in Ontario be received as information.

Carried

- 10.1 Correspondence from Denise Holmes, Township of Melancthon, dated February 5, 2016 to Keith Murch, Grand River Conservation Authority, re: 2016 Budget
- 10.2 Correspondence from Dick Hibma, Chair, Conservation Ontario to the Honourable Kathleen Wynn, Premier, dated January 21, 2016 re: Control of Invasive Species: *Phragmites australis* in Ontario

11. 1st and 2nd Reading of By-Laws

The Chair read the recommendation.

Keith Murch referred the members to the report under Item 12 (m) and explained the changes in the By-law. He then explained the first, second and third reading and asked that questions be held until the report was reached.

Resolution 2016-22

Moved By Elizabeth Clarke

Seconded By Vic Prendergast

THAT By-law 1-2016 be read a first and second time.

Carried

12. Reports:

12.1 GM-02-16-11 Chief Administrative Officer's Report

Joe Farwell referred to Item 5 – 2016 Pre-Budget Submission to the Standing Committee on Finance and Economic Affairs. He said Conservation Ontario is continuing to remind Provincial and Federal governments of the Conservation Authorities' role. He reminded the members of the role of Conservation Authorities regulations in reducing flood damages. He advised the members that the Chair and Keith Murch will be attending Queen's Park with representatives of Conservation Ontario and other Conservation Authorities on March 10, 2016.

Bernie Corbett asked whether the circumstances set out in the Conservation Areas Update section of the report would affect revenues. Joe Farwell said that they are expected to have an impact.

Resolution 2016-23

Moved By George Stojanovic

Seconded By Warren Stauch

That Report GM-02-16-11 - Chief Administrative Officer's Report be received as information.

Carried

12.1.1 2016 Pre-Budget Submission to the Federal Minister of Finance

12.2 GM-02-16-12 Cash and Investment Status

There were no questions or comments with respect to this report.

Resolution 2016-24

Moved By Susan Foxton

Seconded By Geoff Lorentz

THAT Report GM-02-16-12, Cash and Investment Status, be received for Information.

Carried

12.3 GM-02-16-13 Financial Summary for the Period Ending January 31, 2016

There were no questions or comments with respect to this report.

Resolution 2016-25

Moved By Joe Nowak

Seconded By Vic Prendergast

THAT Report GM-02-16-13, Financial Summary, be received for Information

Carried

12.4 GM-02-16-14 Weighted Voting - 2016 Budget and General Levy

Keith Murch pointed out that the members were receiving this report for information. He explained that once a year a special process is undertaken for voting on approval of the Budget and General Levy. He referred to the Chart entitled, in part, "Weight of Votes by Members" and said that the municipalities that pay a higher levy have a higher percentage vote.

Resolution 2016-26

Moved By Les Armstrong

Seconded By Shirley Simons

THAT Report GM-02-16-14 - Weighted Voting - 2016 Budget and General Levy be received as information.

Carried

12.5 GM-02-16-15 2016 Budget and General Levy

Approval of 2016 Budget and General Levy included under Item 14 - General Business

Bernie Corbett indicated that Haldimand County would like to have a response from the Province following Hamilton's actions with respect to its Local Agreement for levy apportionment. Keith Murch said that one Conservation Authority has decided to stop following the Local Agreement and the Province has not yet provided direction.

12.6 GM-02-16-16 Development, Interference with Wetlands and Alterations to Shorelines

There were no questions or comments with respect to this report.

Resolution 2016-27

Moved By Guy Gardhouse

Seconded By Elizabeth Clarke

THAT Report GM-02-16-16, Development, Interference with Wetlands and Alterations to Shorelines, be received for information.

Carried

12.7 GM-02-16-17 Environmental Assessments

There were no questions or comments with respect to this report.

Resolution 2016-28

Moved By Robert Bell

Seconded By Bruce Banbury

THAT Report GM-02-16-17 - Environmental Assessments be received as information.

Carried

12.8 GM-02-16-18 Clear Condition for First Right of Refusal and Amendments to Order in Council and Instrument No. 135796, County of Haldimand

There were no questions or comments with respect to this report.

Resolution 2016-29

Moved By Bernie Corbett

Seconded By Vic Prendergast

THAT staff be authorized to clear the condition of First Right of Refusal and proceed with amendments to the Order in Council and Instrument No. 135796 on lands legally described as Parts 3,4,5,6 and 7 on Plan 18R-1435, Parts 1 and 2 on Plan 18R-1671, in the Town of Caledonia, County of Haldimand.

Carried

12.9 GM-02-16-19 Designation of POA Officer

There were no questions or comments with respect to this report.

Resolution 2016-30

Moved By Elizabeth Clarke

Seconded By Joe Nowak

THAT Grand River Conservation Authority designate Craig Bolton as a Provincial Offences Officer.

Carried

12.10 GM-02-16-20 Contribution Agreement for Funding under the Canada 150 Community Infrastructure Program

There were no questions or comments with respect to this report.

Resolution 2016-31

Moved By David Neumann

Seconded By Pat Salter

THAT the Grand River Conservation Authority enter into a Contribution Agreement for funding under the Canada 150 Community Infrastructure Program for the Renovation of Kay Marston Pavilion in the amount of \$83,250;

AND THAT the Grand River Conservation Authority enter into a Contribution Agreement for funding under the Canada 150 Community Infrastructure Program for the Renovation of Apps' Mill Nature Centre in the amount of \$137,531;

AND THAT the Grand River Conservation Authority enter into a Contribution Agreement for funding under the Canada 150 Community Infrastructure Program for the Rehabilitation of FWR Dickson Nature Trail and Boardwalks in the amount of \$93,500.

Carried

12.11 GM-02-16-21 Grassland Habitat Project on the Morton Property

George Stojanovic said he found it interesting that this developer is from Oakville. He asked whether this type of compensation has been done before. Crystal Allan answered that GRCA had one such arrangement at Conestogo Lake in 2012. George Stojanovic asked whether the developer's "hands are tied" if they cannot arrange compensation. He said the area is about 20 acres and this may be an opportunity to leverage the development and receive more than \$65,000. He said GRCA should look for opportunities to receive financial benefits from the developer because this is a significant bonus for the developer.

Elizabeth Clarke said she was curious about the five year term of the Memorandum of Understanding (MOU). Crystal Allan said that the term is dictated by the regulation.

George Wicke asked if GRCA will partner with the developer whereby GRCA will do the work and the developer will pay the costs. Crystal Allan responded in the affirmative.

Sue Foxton asked whether there is any restriction on how much GRCA can charge. Crystal Allan indicated that she did not know the answer. Sue Foxton said she wanted the matter deferred. She asked if GRCA can cost-recover under the *Conservation Authorities Act*. Keith Murch responded that GRCA is allowed to charge fees for certain activities. Sue Foxton asked if GRCA can charge more because the value of the developer's land will be millions of dollars. Crystal Allan

said that under the regulation, the proposal goes above and beyond what is required. The developer is taking 8.5 hectares and legislation said that the same amount of land should be restored, but staff asked for a ratio of 1.5 to 1.

Nancy Davy suggested that the members permit staff to proceed with this particular proposal and then look into the members' questions for a future application. Sue Foxton said that the members will set a precedent by agreeing to the proposal today. Helen Jowett reminded the members that the recommendation is to receive the report for information.

George Stojanovic asked whether GRCA will be entering into the MOU based upon the report. Helen Jowett answered that the report speaks to entering into the MOU.

Joe Farwell suggested that the members refer this matter back to staff who can look into the members' questions.

The proposed motion was withdrawn.

12.12 GM-02-16-22 Afforestation Services for Spring 2016

Bernie Corbett asked what prequalification involves and what afforestation means.

Dave Bennett answered that pre-qualification involves a formal request to tree planting companies for information about their capabilities, equipment, etc. He indicated that GRCA goes through this process each year and once a company is pre-qualified it is given the opportunity to submit a bid. Bernie Corbett asked what afforestation is. Dave Bennett said that it involves reforestation and is a more natural project as opposed to landscaping, therefore a different type of company is pre-qualified and allowed to bid.

Resolution 2016-32

Moved By Susan Foxton

Seconded By Vic Prendergast

THAT Grand River Conservation Authority accepts the bids for afforestation services with Bartram Woodlands Ltd. in the amount of \$12,480.00, Black River Tree Planting in the amount of \$55,520.00, and Brinkman & Associates Reforestation Ltd. in the amount of \$47,950.00, (excluding taxes).

12.13 GM-02-16-23 Proposed By-law 1-2016

Recommended motions are included under first, second and third reading of By-laws.

Keith Murch confirmed that the third reading of the By-law would be undertaken later in the meeting, and the report is open for discussion and questions. He noted that page 135 of the agenda details the changes that are being recommended and said that this report is generally presented once each year.

Geoff Lorentz noted that the changes are minor and staff indicated that the by-law is reviewed each year, however, the report says it is reviewed “periodically”. He believes that it has been three years since the by-law was last updated and thinks the report should be presented every two years whether there are amendments or not. Keith Murch said that staff are constantly accumulating amendments and some have to be made more quickly than others. Geoff Lorentz said he does not like “periodically” and he wants the by-law to be reviewed every two years.

George Stojanovic suggested the recommendation be amended to read “a minimum of two years”. Keith Murch said this would be very easy for staff to do.

Cindy Lunau suggested that the recommendation should read “at least every two years”. She referred to Section 44 of the by-law and rules of debate. She noted that it says the members should rise to speak but they are not doing so now. Cindy Lunau suggested Section 44 be amended to delete the requirement to rise when addressing the Chair.

Geoff Lorentz said the sound system in the GRCA’s Auditorium/Boardroom is deficient and if a person does not have a loud voice they cannot be heard. Helen Jowett asked Dave Bennett to investigate the sound system issue.

Resolution 2016-33

Moved By Geoff Lorentz

Seconded By Chris White

THAT the Grand River Conservation Authority By-laws are reviewed by the Board at least every two years.

Carried

Resolution 2016-34

Moved By Cindy Lunau

Seconded By Shirley Simons

THAT Section 44 of the By-law be amended to say "Every Member wishing to speak to a question or Motion shall, upon recognition by the Chair, address the Chair."

Carried

12.14 GM-02-16-24 Per Diems and Honorariums for 2016

There were no questions or comments with respect to this report.

Resolution 2016-35

Moved By Susan Foxton

Seconded By Joe Nowak

THAT Report GM-02-16-24 - Per Diems and Honorariums for 2016, be received as information.

Carried

12.15 GM-02-16-25 Grand River Watershed Flood Warning System

Dwight Boyd indicated that the annual Flood Coordinator's meeting was held on February 17, 2016. The program included a review of the flood fan-out system test, a discussion with respect to the role of the Municipal Flood Coordinators, a presentation related to the revised flood fan-out procedure and a presentation with respect to the Township of Woolwich Aizan voice dialer system used to warn residents. Municipal Police, Ontario Provincial Police and Environment Canada representatives attended the meeting. There were approximately 85 people in attendance. The Flood Warning System test was run on February 10, 2016. While all municipalities received the test message, there were three that did not acknowledge receipt.

Resolution 2016-36

Moved By Susan Foxton

Seconded By George Wicke

THAT Report GM-02-16-25 - Grand River Watershed Flood Warning System be received as information.

Carried

12.16 GM-02-16-26 Current Watershed Conditions

Dwight Boyd conducted a PowerPoint presentation indicating that:

- Since the report was prepared another weather event had occurred on February 24 and 25, 2016 in the form of precipitation to the extent of 20 to 25 millimetres. Precipitation for the month of February, 2016 is now close to long term average.
- As of the last snow survey on February 16, 2016 the amount of water in the snowpack was below the long term average.
- The average temperature in February, 2016 has been above the long term average.
- The level of Lake Erie is well above the long term average – the level of Lake Erie dropped in the month of February, 2016 and is currently on a downward trend.
- With the early snow melt and loss of snowpack upstream of the large reservoirs, the reservoir levels are being kept above their normal operating levels for this time of year.
- Environment Canada is predicting above average temperatures for most of Canada for the February to April, 2016 period.

Resolution 2016-37

Moved By David Neumann

Seconded By Vic Prendergast

THAT Report GM-02-16-26, Current Watershed Conditions, be received for information.

12.16.1 Report - GM-02-16-26 - Attached

13. Committee of the Whole

Not required.

14. General Business

There was no General Business.

14.1 Report of the Audit Committee

Chris White indicated to the members that everything is in order and there was nothing unusual found during the audit.

Bernie Corbett asked if the auditors made any comments or recommendations. Chris White said that there only comment was that staff was very helpful and they did not make any recommendations.

The Chair read the recommendation.

Resolution 2016-38

Moved By Elizabeth Clarke

Seconded By Chris White

THAT the Report of the Audit Committee of the Grand River Conservation Authority be received, approved and attached to the Minutes of this meeting.

Carried

14.2 Approval of Financial Statements and Report of the Auditor

The Chair read the recommendation.

Resolution 2016-39

Moved By Shirley Simons

Seconded By Vic Prendergast

THAT the Financial Statements of Grand River Conservation Authority as at December 31, 2016 and the Report of the Auditors thereon be received, approved and placed on file;

AND THAT copies be made available to all member municipalities, Grand River Conservation Authority Members and the Ontario Ministry of Natural Resources and Forestry.

Carried

14.3 Appointment of Auditors

The Chair read the recommendation.

Resolution 2016-40

Moved By Geoff Lorentz

Seconded By Shirley Simons

THAT KPMG, Chartered Professional Accountants, are appointed as Grand River Conservation Authority Auditors for the year ended December 31, 2016 at a fee not to exceed \$ 35,000.

Carried

14.4 Presentation of Budget Estimates for the Current Year

The Chair read the recommendation. Keith Murch confirmed that there were still 21 members in attendance at the meeting.

The Secretary-Treasurer confirmed the results of the weighted vote as follows:

The Secretary-Treasurer confirmed the results of the weighted vote as follows:

<u>Member</u>	<u>Municipality/Group</u>	<u>Weight</u>	<u>Present</u>	<u>In Favour</u>	<u>Opposed</u>
Les Armstrong	Region of Waterloo	5.0%	5.0%	5.0%	
Sue Foxton	Region of Waterloo	5.0%	5.0%	5.0%	
Helen Jowett	Region of Waterloo	5.0%	5.0%	5.0%	
Geoff Lorentz	Region of Waterloo	5.0%	5.0%	5.0%	
Jane Mitchell	Region of Waterloo	5.0%			

Joe Nowak	Region of Waterloo	5.0%	5.0%	5.0%	
Wayne Roth	Region of Waterloo	5.0%			
Sandy Shantz	Region of Waterloo	5.0%			
Warren Stauch	Region of Waterloo	5.0%	5.0%	5.0%	
Elizabeth Clarke	Region of Waterloo	5.0%	5.0%	5.0%	
Bernie Corbett	Haldimand & Norfolk Counties	1.1%	1.1%	1.1%	
Fred Morison	Haldimand & Norfolk Counties	1.1%			
Cindy Lunau	Region of Halton	2.8%	2.8%	2.8%	
George Stojanovic	City of Hamilton (adjusted)	2.8%	2.8%	2.8%	
Bruce Banbury	County of Oxford	1.0%	1.0%	1.0%	
David Neumann	City of Brantford	4.8%	4.8%	4.8%	
Vic Prendergast	City of Brantford	4.8%	4.8%	4.8%	
Bob Bell	City of Guelph	8.7%	8.7%	8.7%	
Mike Salisbury	City of Guelph	8.7%	8.7%	8.7%	
Guy Gardhouse	Group 1:	1.2%	1.2%	1.2%	
Pat Salter	Group 2:	1.6%	1.6%	1.6%	
George Wicke	Group 3:	0.5%	0.5%	0.5%	
Kelly Linton	Twp of Ctr Wellington	3.3%			
Chris White	Group 5:	4.0%	4.0%	4.0%	
Brian Coleman	County of Brant	1.8%			
Shirley Simons	County of Brant	1.8%	1.8%	1.8%	
		100.0%	78.8%	78.8%	0.0%

	Weighted Vote Result			100.0%	

Resolution 2016-41

Moved By Les Armstrong

Seconded By Warren Stauch

THAT the 2016 Budget of Grand River Conservation Authority of \$31,007,391 be approved;

AND THAT the member municipalities be assessed for payment of:

Matching Levy: \$871,073

Non-Matching Levy: \$8,937,927

Capital Levy: \$1,000,000

Total General Levy: \$10,809,000

AND THAT each member municipality's share of the 2016 General Levy be calculated using "Modified Current Value Assessment" with an adjustment for the City of Hamilton which is based on a "local agreement" with the municipality and its four Conservation Authorities.

Carried

14.5 Provision for Borrowing (Pending Receipt of Municipal Levies)

The Chair confirmed that this recommendation is made every year, just to allow short-term financing for cash flow purposes, if required.

Resolution 2016-42

Moved By Bernie Corbett

Seconded By Shirley Simons

WHEREAS it may be necessary for Grand River Conservation Authority (hereinafter called the "Authority") to borrow money, on an interim basis, to meet the Authority's financial obligations while awaiting payment of levies by participating municipalities designated as such under The Conservation Authorities Act, RSO 1990 (hereinafter called "Participating Municipalities");

THEREFORE BE IT RESOLVED:

THAT the Authority be authorized to borrow, on an interim basis, a sum or sums not exceeding in the aggregate One Million Dollars (\$1,000,000) from the Authority's bank at the said bank's minimum lending rate established from time to time, until the Authority has received payment of levies from Participating Municipalities;

AND THAT the Chair or Vice-Chair together with the Chief Administrative Officer or Secretary-Treasurer of the Authority be and they are hereby authorized to execute for and on behalf of the Authority, a promissory note or notes for the sum to be borrowed pursuant to this Resolution and to affix thereto the corporate seal of the Authority;

AND THAT the amount borrowed pursuant to this Resolution, together with interest thereon, be a charge upon the whole of the money received or to be received by the Authority by way of levies collected from Participating Municipalities when such moneys are received;

AND THAT the Chair or Vice-Chair or the Chief Administrative Officer or Secretary-Treasurer of the Authority be and is hereby authorized and directed to apply, in payment of the moneys borrowed pursuant to this Resolution together with interest thereon, all of the moneys received by the Authority by way of levies collected from Participating Municipalities.

Carried

15. Appointments to Committees

15.1 Appointment of Special Recognition Committee

The Chair called for volunteers.

Resolution 2016-43

Moved By Joe Nowak

Seconded By Robert Bell

That the following Members be appointed to the Special Recognition Committee until the next Annual General Meeting: Warren Stauch, Cindy Lunau, Pat Salter, Shirley Simons and Susan Foxton.

Carried

15.2 Appointment of Audit Committee

Keith Murch confirmed that the Terms of Reference stipulate that this committee consists of the Chair and Vice-chair, plus five additional Members. The Chair called for five volunteers.

Resolution 2016-44

Moved By Susan Foxton

Seconded By Les Armstrong

That the following Members be appointed to the Audit Committee until the next Annual General Meeting: Helen Jowett (Chair), Chris White (Vice-chair), Elizabeth Clarke, Vic Prendergast, David Neumann, George Stojanovic and Guy Gardhouse.

Carried

16. 3rd Reading of By-Laws

Keith Murch confirmed that, once approved, By-law 1-2016 will be in force today.

Resolution 2016-45

Moved By Susan Foxton

Seconded By Chris White

THAT By-law 1-2016, as amended, be read third time and adopted by the General Membership, to take effect on February 26, 2016;

AND THAT By-law 1-2014 be repealed on February 26, 2016;

AND THAT a copy of By-law 1-2016 be forwarded to the Ministry of Natural Resources and Forestry.

Carried

17. Other Business

George Wicke agreed with Geoff Lorentz that something has to be done about the meeting room so that people can hear others. He also said that the meeting was being conducted so quickly that he did not have an opportunity to vote in two instances.

18. Closed Meeting

None

19. Next Meeting

**19.1 General Membership Meeting – Thursday, March 24, 2016 – 9:30 a.m. –
Administration Centre**

20. Adjourn

The meeting was adjourned at 11:25 am.

Moved By Bernie Corbett

Seconded By Shirley Simons

THAT the General Membership Meeting be adjourned.

Carried

21. Grand River Source Protection Committee Meeting (if required)

Chair

Secretary-Treasurer



Puslinch Fire and Rescue Service

Monthly Report

March 2016

Significant Events/ Incidents/Trends

Emergency Preparedness Week

Emergency Preparedness Week (EP Week) is an annual event that takes place each year during the first full week of May. This national event is coordinated by Public Safety Canada, in close collaboration with the provinces and territories and partners.

Is Your Family Prepared”?

Know the Risks

- **Severe weather**
- **Power failures**
- **Floods or drought**
- **Transportation accidents (both on the road and rail)**
- **Water and energy emergencies**
- **Health emergencies**

Make a Plan

- **Educate all the members of your immediate family**
- **Your plan should be shared with responsible neighbours and this establishes your network of support in the event of disasters**
- **Review your plan periodically to ensure it is still a viable one**

Get a Kit

- **You should be prepared to be stay in place for 72 hours before outside help arrives**
- **Build or buy a 72 hour home emergency kit**
- **Don’t forget to consider your pets and any considerations or requirements for special need family members**

A basic kit should not be limited to but could include:

Water (2 litres/person/day), flashlights, first aid kit, extra car keys, important personal papers,

Non-perishable foods, toiletries, blankets, medications, playing cards and games,

A can opener, flashlight & extra batteries.....

More information can be obtained at the Township of Puslinch website

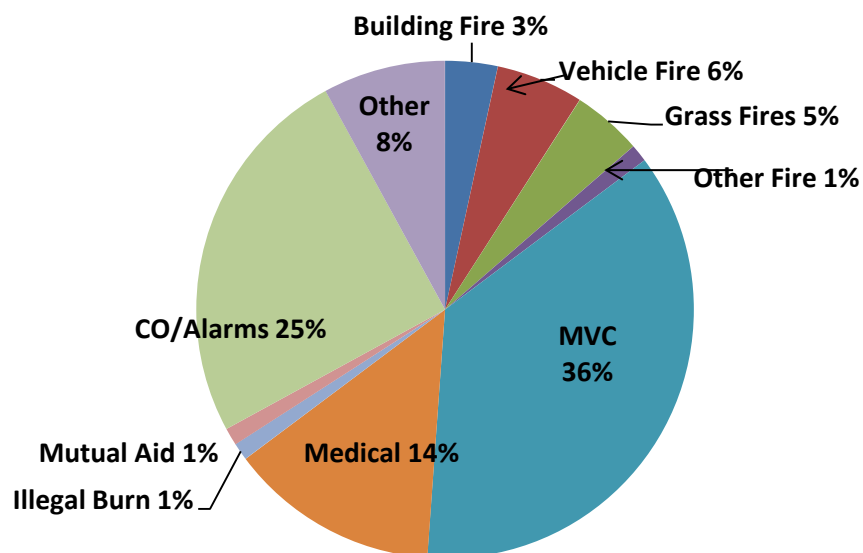
www.Puslinch.ca

Or the County website, www.wellington.ca

May 2-6 **Puslinch Fire & Rescue Services** will have information and a 72 hour kit on display at the Township Municipal Offices.

REPORT MONTH:**2016 March**

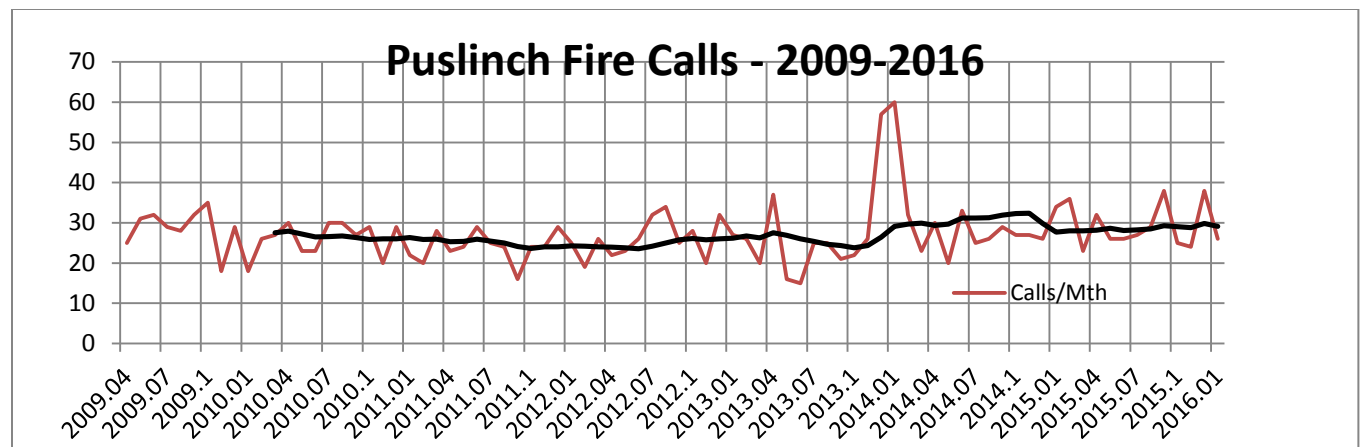
		Monthly Total	2016 YTD	2015 YTD	2014 YTD	\$ Loss Monthly	\$ Loss YTD
FIRE:	Structure	1	3	5	4	\$2000	\$3,123,000
	Vehicular	3	5	6	4	\$0	\$65,000
	Grass and Bush	2	4	0	0		
	Other	0	1	0	1		
			2016 YTD	2015 YTD	2014 YTD		
	Motor Vehicle Collisions	11	32	41	64		
	Medical Assist	3	12	19	13		
	Mutual Aid	0	1	2	4		
	Carbon Monoxide	4	9	4	2		
	Automatic Alarm	8	13	11	10		
	Burning Complaints	1	1	2	5		
	Incorrect Page	0	0	0	3		
	Other	7	7	3	5		
			2016 YTD	2015 YTD	2014 YTD		
TOTALS:		Monthly 40	88	93	115		
Estimated Total Dollar Loss Due to Fire		\$0	\$3,188,000	\$68,500	\$335,000		

2016 YTD Emergency Calls

Prevention & Public Education

2016 March

Activity:	Monthly Total	2016 YTD
Inspections	1	6
Water Tank Inspection	1	25
Investigations	1	3
Emergency Planning	0	2
Public Education Volunteer	0	4
Public Education Paid	3	5
Meeting	3	5
Home Safe Home Campaign	0	0



Professional Development

Activity	Month	Day
Ladders	April	12 & 15
Medical	April	19 & 20
Tanker Operations	April	26 & 27
Trench Rescue Awareness	May	3 & 4
Incident Command	May	10 & 11
Positive Pressure Attack	May	24 & 25
Medical	May	31
	June	01



Duff Church Luncheon



Ontario Firefighters Association – Barn Fire Presentation



Tractor Trailer Rollover Highway 401 on ramp



Motor Vehicle Fatality – County Road 32 and Laird Road



Township of Puslinch

Final Report to Members of Council
April 20, 2016



Tel: 519 824 5410
Fax: 519 824 5497
www.bdo.ca

BDO Canada LLP
512 Woolwich Street
Guelph ON N1H 3X7 Canada

April 20, 2016

Members of Council
Township of Puslinch
7404 Wellington Road 34
Guelph, Ontario
N1H 6H9

Dear Sir/Madam:

We are pleased to present the results of our audit of the financial statements of the Township of Puslinch for the year ended December 31, 2015. The purpose of our report is to summarize certain aspects of the audit that we believe to be of interest to Council and should be read in conjunction with the draft consolidated financial statements and our draft audit report which is included as Appendix A.

Our audit, and therefore this report, will not necessarily identify all matters that may be of interest to the Council in fulfilling its responsibilities.

This report has been prepared solely for the use of the Council and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

We wish to express our appreciation for the co-operation we received during the audit from the Municipality's management and staff who have assisted us in carrying out our work. We look forward to meeting with you to discuss the contents of this report and any other matters that you consider appropriate.

Yours truly,

Sally J. Slumskie, CPA, CA
Partner through a professional corporation
BDO Canada LLP



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STATUS OF THE AUDIT

As of the date of this final report, we have substantially completed our audit of the 2015 financial statements pending the completion of the items highlighted below. These items will need to be completed prior to issuance of our audit report on the consolidated financial statements.

COMPLETION OF AUDIT

- Receipt of signed Management representation letter
- Subsequent events review through to financial statement approval date

FINANCIAL STATEMENTS

- Approval of consolidated financial statements by the Members of Council

We conducted our audit in accordance with Canadian generally accepted auditing standards. The objective of our audit was to obtain reasonable, not absolute, assurance about whether the consolidated financial statements are free from material misstatement. The scope of the work performed was substantially the same as that described in our Planning Letter to the Council dated February 16, 2016.

INDEPENDENCE

At the core of the provision of external audit services is the concept of independence. Canadian generally accepted auditing standards require us to communicate to Council at least annually, all relationships between BDO Canada LLP and its related entities and the Township and its related entities, that, in our professional judgment, may reasonably be thought to bear on our independence with respect to the audit of the Municipality.

Our annual letter confirming our independence is provided in Appendix B. We know of no circumstances that would cause us to amend our previous communication to you in our planning letter.

MATERIALITY

Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

For the audit of the Township of Puslinch for the year ended December 31, 2015, final materiality was \$120,000, based on 2% of budgeted total expenses.



AUDIT FINDINGS

As part of our ongoing communications with you, we are required to have a discussion on our views about significant qualitative aspects of the Township's accounting practices, including accounting policies, accounting estimates and financial statement disclosures. A summary of the key discussion points are as follows:

Litigation Proceedings

We have discussed with the municipality's management and they have indicated that there are no uninsured claims outstanding against the municipality.

Significant accounting policies, estimates and judgments

Significant accounting policies have been disclosed in the financial statements.

There have been no changes to the accounting policies in 2015.

Significant accounting estimates include:

Taxation revenue estimate

Amounts have been estimated for taxable events that have occurred but have not yet been assessed. The estimate was based on trend analysis by year for supplemental taxation billings and write-offs for the last 3 years and knowledge of potential reassessments including the aggregate pits reassessment.

Amortization estimate

Amortization has been estimated based on the useful lives of the assets as determined by Council. There have been no changes in useful lives of assets.

UNADJUSTED DIFFERENCES

We have disclosed all significant unadjusted differences identified through the course of our audit engagement. Each of these items has been discussed with Management.

MANAGEMENT REPRESENTATIONS

During the course of our audit, management made certain representations to us. These representations were verbal or written and therefore explicit, or they were implied through the financial statements. Management provided representations in response to specific queries from us, as well as unsolicited representations. Such representations were part of the evidence gathered by us to be able to draw reasonable conclusions on which to base our audit opinion. These representations were documented by including in the audit working papers memoranda of discussions with management and written representations received from management.

A copy of the management representation letter which summarizes the representations we have requested from management has been presented in Appendix D.



FRAUD DISCUSSION

Canadian generally accepted auditing standards require us to discuss fraud risk with the Members of Council on an annual basis. As an update to the letter sent to the Members of Council during the planning of our audit, we have prepared the following comments:

Required Discussion	BDO Response	Council Response
Knowledge of actual, suspected or alleged fraud.	Currently, we are not aware of any actual, suspected or alleged fraud.	If you are aware of any instances of actual, suspected or alleged fraud affecting the Municipality, please contact us directly.

AUDITORS' RESPONSIBILITIES FOR DETECTING FRAUD

We are responsible for planning and performing the audit to obtain reasonable assurance that the consolidated financial statements are free of material misstatements, whether caused by error or fraud.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error, because fraud may involve collusion as well as sophisticated and carefully organized schemes designed to conceal it.

The scope of the work performed was substantially the same as that described in our Planning Letter to Council dated February 16, 2015.

INTERNAL CONTROL MATTERS

During the course of our audit, we performed the following procedures with respect to the Municipality's internal control environment:

- Documented operating systems to assess the design and implementation of control activities that were relevant to the audit.
- Discussed and considered potential audit risks with management.
- Test the operating effectiveness of controls in the payroll transaction stream.

The results of these procedures were considered in determining, the extent and nature of substantive audit testing required.

We are required to report to you in writing, significant deficiencies in internal control that we have identified during the audit. A significant deficiency is defined as a deficiency or combination



We are required to report to you in writing, significant deficiencies in internal control that we have identified during the audit. A significant deficiency is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

During the course of our audit, we did not become aware of any significant weaknesses in the design or implementation of internal controls. Since an audit is not designed to detect all weaknesses in internal controls, there may be weaknesses which our procedures did not detect.

MANAGEMENT LETTER

During the course of our audit, we identified matters which may be of interest to management. We have submitted to management a letter on internal controls and other matters that we feel should be brought to their attention.

The comments and concerns expressed herein did not have a material effect on the Municipality's financial statement and, as such, our opinion thereon was without reservation. However, in order for the Municipality to ensure the safeguarding of its assets and the accuracy of its records, we believe our comments and concerns should be taken into consideration by management. Our comments are not intended to reflect upon the honesty or competence of the Municipality's employees.

The key matters we have identified are discussed below:

Title	Matter Identified	Year Identified	Action Taken
Security and Grading Deposits	Liabilities include significant older security and grading deposits. Management and Council have adopted a policy to recognize deposits over 10 years old as revenue and to transfer the money to a reserve. We recommend that management periodically review all deposits to determine the status.	2014	Addressed in 2015
Review of Capital Asset Policy	The current capital asset policy is very general and broad. This may lead to incorrect classification of assets and inappropriate useful life estimates. We recommend that the capital asset policy be reviewed to ensure that the correct useful lives are being attached to the different asset classes.	2014	To be addressed in 2016
Purchase Orders	The municipality currently does not use a purchase order system. We recommend that a purchase order system be implemented that requires all non-routine purchases to have a purchase order approved in advance.	2014	Not yet addressed

Procurement Policy	The existing procurement policy allows purchasing up to \$10,000 with limited authorization. We recommend that the procurement policy be reviewed and lower threshold be considered.	2014	To be addressed in 2016
Invoice and Timesheet Sign offs	A master authorization list for payroll and purchases indicating who is authorized to sign off on invoices and timesheets for approval does not exist. We recommend that a policy be implemented that contains a list of authorized individuals, as well as their levels of authorization.	2014	Not yet addressed
Lack of Segregation of Duties Over Cash Collection	Segregation of duties is lacking surrounding cash handling. We recommend that receipts are issued for all transactions.	2014	Addressed in 2015
Recreation Revenue	Segregation of duties is lacking in the recreation revenue process. We recommend prenumbered contracts be put in place, so that any missing contracts can be identified. The facility booking module in Keystone can be used to track the recreation bookings instead of using an excel spreadsheet.	2014	Addressed in 2015
Payroll Pay Frequency	The Township currently pays employees on a weekly basis. In order to improve efficiencies, we recommend implementing bi-weekly payroll for employees.	2014	To be addressed in 2017
Employee Timesheets	Timesheets are not consistently completed and approved for all employees across the various departments. We recommend that a consistent timesheet policy be implemented across all departments in order to allow for consistency in regards to how timesheets are being completed and approved.	2014	Not yet addressed
Financial Reporting	Currently, many financial reports are produced outside of the accounting system (Keystone) using excel. We recommend that Keystone report generating capabilities be reviewed and implemented for items such as accounts payable and bank reconciliations.	2014	Not yet addressed
Asset Management Plan	Capital asset management plans are becoming increasingly critical. As a value added service, BDO has agreed to provide a "peer review" of your plan/process in the upcoming months.	2014	Addressed in 2015
Tangible Capital Assets	The capital asset module in Keystone is being used to track assets, which does not easily record disposals of assets or perform capital asset forecasting. It is recommended the Township look at other capital asset programs, including CityWide.	2015	Not yet addressed



BDO PUBLICATIONS

The municipality applies Public Sector Accounting Standards. We have included in Appendix E our PSAB Update publication which will provide you with details on recent changes to Public Sector Standards.

- Public Sector Accounting Standards (PSAS) Update 2015

APPENDIX A

Draft Financial Report

Independent Auditor's Report

To the Members of Council, Inhabitants and Ratepayers
of the Corporation of the Township of Puslinch

We have audited the accompanying financial statements of the Corporation of the Township of Puslinch, which comprise the statement of financial position as at December 31, 2015, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the municipality's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the municipality's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Corporation of the Township of Puslinch as at December 31, 2015 and the results of its operations, changes in net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Professional Accountants, Licensed Public Accountants

April 20, 2016
Orangeville, Ontario

DRAFT



Tel: 519 824 5410
Fax: 519 824 5497
www.bdo.ca

BDO Canada LLP
512 Woolwich Street
Guelph ON N1H 3X7 Canada

APPENDIX B Independence Update

April 20, 2016

Members of Council
Township of Puslinch
7404 Wellington Road 34
Guelph, Ontario
N1H 6H9

Dear Sir/Madam:

We have been engaged to audit the financial statements of the Township of Puslinch for the year ended December 31, 2015.

Canadian generally accepted auditing standards (GAAS) require that we communicate at least annually with you regarding all relationships between the Municipality and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence.

We are aware of the following relationships between the municipality and us that, in our professional judgment, may reasonably be thought to bear on our independence.

We provided assistance in the preparation of the financial statements, including adjusting journal entries. These services created a self-review threat to our independence since we subsequently expressed an opinion on whether the financial statements presented fairly, in all material respects, the financial position, results of operations and cash flows of the organization in accordance with Canadian Public Sector Accounting Standards.

We, therefore, required that the following safeguards be put in place related to the above:

- Management created the source data for all the accounting entries;
- Management reviewed advice and comments provided and undertook their own analysis considering the municipality's circumstances and generally accepted accounting principles;
- Management reviewed and approved all journal entries prepared by us, as well as changes to financial statement presentation and disclosure; and
- Someone other than the preparer reviewed the proposed journal entries and financial statements.

We hereby confirm that we are independent with respect to the Municipality within the meaning of the Rules of Professional Conduct of the Institute of Chartered Accountants of Ontario as of April 20, 2016.



This letter is intended solely for the use of the Council, Management and others within the Township and should not be used for any other purposes.

Yours truly,

Sally J. Slumskie, CPA, CA
Partner through a professional corporation
BDO Canada LLP



APPENDIX C

Unadjusted Differences

SUMMARY OF UNADJUSTED DIFFERENCES

The following is a summary of uncorrected misstatements noted during the course of our audit engagement:

	Increase (Decrease)			
	Assets	Liabilities	Equity	Net Income
Tax write-off calculation	\$ (13,334)	\$	\$	\$ (13,334)
Facility scheduler final step not completed		(7,500)		7,500
Total	(13,334)	(7,500)		(5,834)
Effect of Prior Year's Reversing Errors				
Total Unadjusted Differences	\$ (13,334)	\$ (7,500)	\$	\$ (5,834)

APPENDIX D

Representation Letter

Township of Puslinch
7404 Wellington Road 34
Guelph Ontario N1H 6H9

April 20, 2016

BDO Canada LLP
Chartered Professional Accountants
77 Broadway
Orangeville, Ontario L9W 1K1
Canada

Dear Sir/Madam:

This representation letter is provided in connection with your audit of the statement of financial position as at December 31, 2015, and the statement of operations and accumulated surplus, statement of changes in net financial assets and cash flows for the year then ended of Township of Puslinch for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position as at December 31, 2015 and the results of operations and cash flows for those dates in accordance with Canadian public sector accounting standards.

We confirm that:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated January 21, 2015, for the preparation of the financial statements in accordance with Canadian public sector accounting standards; in particular the financial statements are fairly presented in accordance therewith.
2. Significant assumptions used by us in making accounting estimates, including those measured at fair value are reasonable.
3. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian public sector accounting standards.
4. All events subsequent to the date of the financial statements and for which Canadian public

sector accounting standards require adjustment or disclosure have been adjusted or disclosed.

5. The financial statements of the municipality use appropriate accounting policies that have been properly disclosed and consistently applied.

Information Provided

6. We have provided you with:
 - access to all information of which we are aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
 - additional information that you have requested from us for the purpose of the audit; and
 - unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
7. We are responsible for the design, implementation and maintenance of internal controls to prevent, detect and correct fraud and error, and have communicated to you all deficiencies in internal control of which we are aware.
8. The minute books of the municipality are a complete record of all meetings and resolutions of Council throughout the year and to the present date.
9. We have disclosed to you all significant matters contained in the minutes of all meetings and resolutions of Council throughout the year and to the present date.
10. All transactions have been recorded in the accounting records and are reflected in the financial statements.
11. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.
12. We have identified to you:
 - guarantees;
 - indemnifications against damages, liabilities, costs, charges or expenses suffered or incurred by officers or directors as a result of their service, and/or by any subsidiaries; and
 - non-monetary transactions and transactions for no consideration.
13. We have disclosed to you the identity of the entity's related parties and the related party relationships and transactions of which we are aware.

14. We are aware of the environmental laws and regulations that impact our municipality and we are in compliance. There are no known environmental liabilities or contingencies that have not been accrued for or disclosed in the financial statements.

Fraud and Error

15. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud, and have determined such risk to be low.
16. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
17. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators, or others.
18. We have reviewed and approved all journal entries recommended by the auditors during the audit.
19. The effects of unadjusted misstatements are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. A list of the uncorrected misstatements is attached to the representation letter.

Existence, Completeness and Valuation of Specific Financial Statement Balances

20. All assets, wherever located, to which the municipality had satisfactory title at the year end, have been fairly stated and recorded in the financial statements. There are no liens or encumbrances on the municipality's assets.
21. All financial instruments have been appropriately recognized and measured in accordance with Canadian public sector accounting standards. Significant assumptions used in arriving at fair value of financial instruments are reasonable and appropriate in the circumstances.
22. Where the value of any asset has been impaired, an appropriate provision has been made in the financial statements or has otherwise been disclosed to you.

General Representations

23. The nature of all material uncertainties have been appropriately measured and disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
24. There were no direct contingencies or provisions (including those associated with guarantees or indemnification provisions), unusual contractual obligations nor any substantial commitments, whether oral or written, other than in the ordinary course of business, which would materially affect the financial statements or financial position of the municipality, except as disclosed in the financial statements.
25. We have informed you of all outstanding and possible claims, whether or not they have been discussed with legal counsel. Since there are no outstanding or possible claims, no disclosure is required in the financial statements.
26. We confirm that there are no derivatives or off-balance sheet financial instruments held at year end that have not been properly recorded or disclosed in the financial statements.
27. We have disclosed to you all significant customers and/or suppliers of the municipality who individually represent a significant volume of business with the municipality. We are of the opinion that the volume of business (sales, services, purchases, borrowing and lending) done by the municipality with any one party is not of sufficient magnitude that discontinuance would have a material negative effect on the ongoing operations of the municipality.
28. There have been no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
29. We confirm that operating segments are appropriately identified and disclosed in accordance with Canadian public sector accounting standards.
30. No significant matters, other than those disclosed in the financial statements, have arisen that would require a restatement of the comparative financial statements.
31. We have disclosed to you our assessment of the entity's ability to continue operating as a going concern. Our assessment and plans for the future are as follows:

The municipality will be able to continue as a going concern as it will have cash flows from the tax revenues generated and through the budget process always set costs at a level of revenue the municipality expects to generate.

Yours truly,

Signature

Position

Signature

Position

ASSURANCE AND ACCOUNTING PUBLIC SECTOR ACCOUNTING STANDARDS (PSAS) UPDATE 2015

Introduction

During 2015, the Public Sector Accounting Board (PSAB or the "Board") made several changes to the CPA Canada Public Sector Accounting Handbook (PSA Handbook) including the issuance of six new Handbook Sections. The Board also undertook new projects and advanced the progress of existing projects that propose future changes to the PSA Handbook. These current and proposed changes will be discussed in this publication.

Standards Effective April 1, 2014

Liability for Contaminated Sites

Section PS 3260, *Liability for Contaminated Sites*, became effective for years beginning on or after April 1, 2014. That means entities with December 31, 2015 year ends will be applying it for the first time to their upcoming year end financial statements. This standard provides guidance on what is considered contamination, when an entity becomes responsible for contamination, when environmental obligations meet the definition of a liability, how environmental liabilities should be measured given the uncertainties and the disclosures required for the financial statements. Previous PSAS Update publications have discussed this standard so it will not be covered again here in detail. However, for a comprehensive look at the requirements of this standard and how to apply it, please refer to our publication "[Contaminated Sites — A Practical Approach to Section PS 3260](#)."

Standards Effective January 1, 2017

Amendments to the Introduction

The PSA Handbook was originally written primarily to address the financial reporting needs of governments in Canada. However, now that government organizations who previously followed Part V of the CPA Handbook — Accounting have adopted the PSA Handbook, their needs must be considered as well. To address this, the Board began a project to update terminology in the PSA Handbook to clarify standards and guidance that is applicable to public sector entities. As part of this project, the Board amended the Introduction to Public Sector Accounting Standards to clarify the applicability of the PSA Handbook for various public sector entities.

The main amendments to this Section are:

- The introduction of the term "public sector entity", which is defined as a government, government component, government organization or government partnership.
- The introduction of the term "government component", which is defined as an integral part of a government, such as a department, ministry or fund. It is not a separate entity with the power to contract in its own name and that can sue and be sued.
- The definition of a government organization has been amended to state that it is any organization controlled by a government that is a separate entity with the power to contract in its own name and that can sue and be sued.
- Definitions for each type of government organization and government partnership are now included in this Section. Previously these definitions were scattered throughout various Sections of the PSA Handbook.

- The definition of each type of government organization has been amended to clarify that they are separate legal entities that have the power to contract in their own name and that can sue and be sued.
- The definition of a government partnership has also been amended to clarify that it is not a government organization.
- Guidance has been added to explain what GAAP is to be followed by government components and government partnerships as this guidance was not previously provided in the PSA Handbook:
 - Government components follow the guidance for governments in the PSA Handbook.
 - Government partnerships between two or more public sector entities normally follow the standards for governments in the PSA Handbook. However, when these standards do not meet the needs of the users of their financial statements, the government partnership considers following International Financial Reporting Standards (IFRS) in Part I of the CPA Canada Handbook.
 - Government business partnerships between two or more public sector entities follow IFRS.
 - Government partnerships or government business partnerships with one or more private sector partners follow the GAAP that their partners determine is most appropriate for the partnership.

Since the amendments to this Section introduced a definition of government components as well as guidance on what GAAP government partnerships and government business partnerships should be following, this may result in some government components, government partnerships and government business partnerships needing to adopt a different GAAP from what they are currently following. As a result, specific guidance on effective dates and transition has been provided:

- Government components and government partnerships that adopt the PSA Handbook should do so for fiscal periods beginning on or after January 1, 2017. Earlier adoption is permitted. The adoption of these standards should be accounted for by retroactive application with restatement of prior periods in accordance with Section PS 2125, *First-time Adoption*.
- Government partnerships and government business partnerships that determine standards applicable to publicly accountable enterprises (i.e. International Financial Reporting Standards) are most appropriate for their partnership should do so for fiscal periods beginning on or after January 1, 2017. Earlier adoption is permitted.

Government components, government partnerships and government business partnerships that expect to change their basis of accounting should disclose this fact in their financial statements in the periods preceding the period the change becomes effective.

Standards Effective April 1, 2017

Related Party Disclosures

During 2015, the Board issued two new Sections PS 2200, *Related Party Disclosures*, and PS 3420, *Inter-entity Transactions*. Prior the issuance of these two Sections the PSA Handbook did not include a standard dealing with related party transactions. The reason two standards were developed instead of only one is because related party transactions can occur with individuals and entities both inside and outside of a government's reporting entity. However, the Board believes that generally issues of recognition and measurement would not arise for related party transactions that are not part of the same government reporting entity. These types of related party transactions would be recognized at the exchange amount according to their substance and the individual accounting standards applied for reporting purposes. Disclosures about these related party transactions would be sufficient for users to understand the effect of those transactions on an entity's financial position and changes in financial position. So these types of transactions are excluded from new Section PS 3420, which provides recognition and measurement guidance for related party transactions that occur between entities within the government's reporting entity. New Section PS 2200 then provides guidance on disclosure requirements for related party transactions.

Section PS 2200 defines a related party and a related party transaction as follows:

Related party - A related party exists when one party has the ability to exercise control or shared control over the other. Two or more parties are related when they are subject to common control or shared control. Related parties also include key management personnel and close family members.

Related party transaction - A transfer of economic resources or obligations between related parties, or the provision of services by one party to a related party. These transfers are related party transactions whether or not there is an exchange of considerations or transactions have been given accounting recognition. The parties to the transaction are related prior to the transaction. When the relationship arises as a result of the transaction, the transaction is not one between related parties.

The standard does not require disclosure of key management personnel compensation arrangements, expense allowances or other similar payments routinely paid in exchange for services rendered. Additionally the standard does not require disclosure of all related party transactions. Instead, disclosure is generally only required when:

- A transaction occurs between related parties at a value different from that which would have been arrived at if the parties were unrelated; and
- Transactions and events between related parties have or could have a material financial effect on the financial statements.

Determining which items to disclose is based on an assessment of the terms and conditions underlying the transactions, the financial materiality of the transactions, relevance of the information to the decisions of users, and the need for the information to enable users' understanding of the financial statements and for making comparisons to other entities. When it is determined that information about related party transactions needs to be disclosed in the financial statements, the disclosure would include the following, aggregating items that are similar in nature:

- Information about the nature of the relationship with related parties involved in related party transactions;
- The types of related party transactions that have been recognized;
- The amounts of the transactions recognized classified by financial statement category;
- The basis of measurement used;
- The amount of outstanding balances and the terms and conditions attached to them;
- Contractual obligations with related parties, separate from other contractual obligations;
- Contingent liabilities involving related parties, separate from other contingent liabilities; and
- The types of related party transactions that have occurred for which no amount has been recognized.

Section PS 2200 is effective for fiscal years beginning on or after April 1, 2017, but earlier adoption is permitted. This Section must be applied prospectively.

Inter-entity Transactions

As previously mentioned, related Section PS 3420 provides guidance on how to account for and report transactions between public sector entities that comprise a government's reporting entity from the perspective of both the provider and the recipient.

Under this Section, the transfer of assets or liabilities is recognized by both the provider and the recipient. The provider removes the assets or liabilities from its financial statements and any difference between the net proceeds received and the carrying amounts transferred is accounted for as a revenue or expense in the statement of operations. The recipient recognizes assets or liabilities in its financial statements when the items satisfy the definition and recognition criteria for an asset and liability in Section PS 1000, *Financial Statement Concepts*.

When there is a policy of cost allocation and recovery for the provision of goods and services, the provider reports all revenues and expenses on a gross basis and the recipient reports expenses on a gross basis.

When there is no policy for allocating costs, the recipient may choose to recognize these costs when they would otherwise have been purchased and a reasonable estimate of the amount involved can be made. In this case, the recipient recognizes these items as revenues and expenses.

Under Section PS 3420 transactions are measured at the carrying amount, other than in the following situations:

Situation	Then Measured At:
Transactions are undertaken on similar terms and conditions to those adopted if the entities were dealing at arm's length	Exchange amount
Assets or liabilities are transferred for nominal or no consideration	Provider – measures at the carrying amount Recipient – measures at the carrying amount or fair value
Transactions are allocated costs and recoveries	Exchange amount
Transactions are unallocated costs	The carrying amount, fair value or other amount dictated by policy, accountability structure or budget practice

Inter-entity transactions are disclosed in accordance with the requirements of Section PS 2200.

Section PS 3420 is effective for fiscal years beginning on or after April 1, 2017, but earlier adoption is permitted. If application of Section PS 3420 results in a change of accounting policy Section PS 2120, *Accounting Changes*, applies. Per paragraph PS 2120.13, when a change in an accounting policy is made to conform to a new Public Sector Accounting Standard the new standard may be applied retroactively or prospectively.

Assets

Section PS 3210, *Assets*, was issued during 2015 and provides additional guidance on the definition of assets. Assets are defined as economic resources controlled by a government as a result of past transactions or events and from which future economic benefits are expected to be obtained.

This new Section provides additional guidance on what is meant by economic resources, control, past transactions or events, and future economic benefits. This guidance will be helpful in determining whether an item meets the definition of an asset. It may also result in public sector entities reassessing whether items meet the definition of an asset upon adoption of this Section.

Section PS 3210 requires public sector entities to disclose major categories of assets that are not recognized in their financial statements (i.e. intangibles, crown lands, heritage assets, etc.).

This Section is effective for fiscal years beginning on or after April 1, 2017, but earlier adoption is permitted.

Contingent Assets

During 2015, Section PS 3320, *Contingent Assets*, was issued in the PSA Handbook. Prior to this the PSA Handbook included a definition of contingent liabilities, but did not include a definition of contingent assets. This new Section provides a definition of contingent assets as:

Possible assets arising from existing conditions or situations involving uncertainty. That uncertainty will ultimately be resolved when one or more future events not wholly within the public sector entity's control occurs or fails to occur. Resolution of the uncertainty will confirm the existence or non-existence of an asset.

Section PS 3320 requires disclosure of contingent assets in the financial statements when the occurrence of a confirming future event is likely.

This new Section may result in public sector entities performing a reassessment of items that meet the definition of a contingent asset and additional information being disclosed upon adoption of this Section.

Section PS 3320 is effective for fiscal years beginning on or after April 1, 2017, but earlier adoption is permitted.

Contractual Rights

Before Section 3380, *Contractual Rights*, was issued in 2015 the PSA Handbook included a definition of contractual obligations, but did not define contractual rights. This new Section provides a definition of contractual rights as:

Rights to economic resources arising from contracts or agreements that will result in both an asset and revenue in the future.

This Section also requires that information about a public sector entity's contractual rights be disclosed in the financial statements. This disclosure would include a description about the nature, extent and timing of the contractual rights. Since an entity may have many contractual rights, professional judgment will be required in determining what to disclose. Factors to consider include, but are not limited to, contractual rights to revenue that is abnormal in relation to the financial position or usual business operations of the entity and contractual rights that will govern the level of a certain type of revenue for a considerable period into the future.

This Section is effective for fiscal years beginning on or after April 1, 2017, but earlier adoption is permitted.

Standards Effective April 1, 2018

Restructurings

Section PS 3430, *Restructuring Transactions*, was issued in 2015. This new Section provides guidance on accounting for restructuring transactions. Previously, no such guidance existed in the PSA Handbook. As public sector entities are entering into these types of transactions more often, guidance was needed to ensure these transactions are accounted for on a consistent basis.

Restructuring activities include, but are not limited to:

- Amalgamations of entities or operations within the government reporting entity;
- The amalgamation of local governments;
- Annexation or boundary alteration between neighbouring local governments;
- Transfers of operations or programs from one entity to another; and
- Shared service arrangements entered into by local governments in a region.

Section PS 3430 provides a definition of a restructuring transaction as:

A transfer of an integrated set of assets and / or liabilities, together with related program or operating responsibilities without consideration based primarily on the fair value of the individual assets and liabilities transferred.

The key characteristics of restructuring transactions are:

- Their non-purchase nature;
- Transfers of an integrated set of assets and/or liabilities that are not random or unrelated; and
- Transfers of program or operating responsibilities related to the assets and liabilities transferred.

The key distinction between a restructuring transaction and an acquisition is that a restructuring transaction's non-purchase nature is reflected by the absence of consideration that is primarily based on the fair value of the individual assets and liabilities transferred.

Under Section PS 3430 the individual assets and liabilities transferred in a restructuring transaction would be derecognized by the transferor and recognized by the recipient at their carrying amounts with applicable adjustments. The increase in net assets or net liabilities resulting from recognition and derecognition of individual assets and liabilities received from all transferors, and transferred to all recipients in a restructuring transaction would be recognized as revenue or as an expense. In addition:

- Any costs incurred related to the restructuring would be expensed when incurred;
- The accounting policies and circumstances of the recipient at the restructuring date would determine the initial classification of the individual assets and liabilities received in the restructuring transaction;
- The net effect of a restructuring transaction is presented as a separate revenue or expense item in the statement of operations;
- Financial position and results of operations prior to the restructuring date would not be restated; and
- A transferor and a recipient need to disclose sufficient information to enable financial statement users to assess the nature and financial effects of a restructuring transaction on their financial position and operations. Disclosure of information about the transferred assets, liabilities and related operations prior to restructuring date is encouraged but not required.

This Section only applies to new restructuring transactions that occur in fiscal years beginning on or after April 1, 2018. Earlier adoption is permitted.

Standards Effective April 1, 2019

Financial Instruments, Foreign Currency, Financial Statement Presentation and Portfolio Investments

During 2015, the Board delayed the effective date for Sections PS 3450, *Financial Instruments*, and PS 2601, *Foreign Currency Translation*. These Sections are now applicable for fiscal years beginning on or after April 1, 2019, for public sector entities that did not previously apply the CPA Canada Handbook – Accounting prior to adopting the PSA Handbook. Therefore, public sector entities that meet this criteria, such as governments, will apply these Sections for the first time for their March 31, 2020 year ends (for governments with calendar year ends, December 31, 2020 will be the first year end affected). At the same time public sector entities adopt these two Sections, they must also adopt Section PS 1201, *Financial Statement Presentation*, Section PS 3041, *Portfolio Investments*, and the effective interest method outlined in paragraph .25 of Section PS 3050, *Loans Receivable*. For more details on these standards please refer to our publication "[A Guide to Accounting for Financial Instruments in the Public Sector](#)".

Projects on the Go

The Board currently has a number of projects in progress which propose future changes to the PSA Handbook. The following provides a brief discussion of these projects.

Statement of Principles — Revenue

Currently, the PSA Handbook does not include a standard on overall revenue recognition. As a result, many public sector entities need to consult other sources of GAAP when accounting for types of revenues for which the PSA Handbook does not provide guidance. The Board believes guidance in this area is needed as there is diversity in practice. As a result, a new revenue standard was proposed in a Statement of Principles issued August 2013. This proposed standard would focus on two main areas of revenue:

- Exchange transactions; and
- Unilateral (non-exchange) transactions.

The proposed standard would define exchange transactions as transactions where goods or services are provided for consideration. These transactions create performance obligations for a public sector entity arising directly from a payment or promise of consideration by a payor.

A performance obligation is defined as an enforceable promise to provide goods or services to a payor as a result of exchange transactions.

Revenue from an exchange transaction would be recognized as the public sector entity satisfies the performance obligation. An exchange transaction would be evaluated to identify goods and services that are distinct and would be accounted for as a separate performance obligation. An example of an exchange transaction is a user fee charged by a municipality for providing water services.

According to the proposed definition, unilateral revenues increase the economic resources of a public sector entity without a direct transfer of economic resources to the payor. The right to the economic resources is attributable to legislation grounded on a constitutional authority, or delegated constitutional authority, and an event entitling the public sector entity to recognize revenue.

Unilateral revenues are unique to the public sector as the authority to enact legislation is unique to governments. Unilateral revenues do not necessarily entitle the payor to a specific public service or benefit. Instead, the public sector entity's right to the revenue results from its constitutional powers that allow it to impose the unilateral revenue. A public sector entity would recognize unilateral revenues when it has authority to the revenues and can identify a past event that gives it a right to those revenues. Tax revenue collected by a municipality is an example of unilateral revenue.

As a result of responses received on this Statement of Principles the Board is currently undertaking further research on these issues and the project timeline has been extended. An Exposure Draft is expected to be issued in the third quarter of 2016.

Statement of Principles — Retirement Obligations

The PSA Handbook does not include a standard on retirement obligations, and as a result there are currently inconsistencies in how public sector entities account for these obligations. In August of 2014, the Board issued a Statement of Principles which proposes exposing a new Section on retirement obligations associated with tangible capital assets controlled by a public sector entity.

Under the proposed standard, retirement obligations associated with tangible capital assets can result from legal, constructive and equitable obligations. Retirement obligations associated with tangible capital assets include post-retirement operation, maintenance and monitoring costs.

Recognition of retirement costs would be accomplished by increasing the carrying amount of the related tangible capital asset or a component thereof and then expensing this amount in a rational and systematic manner. A present value technique may be the best method of estimating the liability. Depending on the nature of the re-measurement and whether the asset remains in productive use, subsequent re-measurement of the liability could result in either a change in the carrying amount of the related tangible capital asset or a component thereof, or an expense.

The issuance of this standard would result in complete and consistent reporting of existing retirement obligations associated with controlled tangible capital assets in public sector entities.

The Board is currently deliberating comments received on the Statement of Principles and an Exposure Draft is expected to be issued in the second quarter of 2016.

Statement of Principles — Improvements to Not-for-Profit Standards

The Accounting Standards Board (AcSB) which develops accounting standards for private sector not-for-profit organizations (NPOs) and PSAB which establishes accounting standards for public sector entities, including government NPOs, have been working together to improve not-for-profit standards to better meet the needs of users.

During 2015, the AcSB approved the creation of a "Not-for-profit Organizations Advisory Committee" to assist with its standards improvements initiatives, as well as to provide input on other standard-setting matters of interest to private sector NPOs. In addition, the AcSB approved three projects relating to private sector NPO standards.

During 2015, PSAB approved an Exposure Draft proposing withdrawal of Section PS 4260, *Disclosure of Related Party Transactions by Not-for-Profit Organizations*, and amendments to the transitional provisions in Section PS 2200, *Related Party Disclosures*, for NPOs applying the PSA Handbook including the PS 4200 series of Sections. PSAB also discussed a project plan to improve standards for not-for-profit organizations.

As these projects could have a significant impact on accounting for public sector NPOs we would encourage NPOs to watch them closely. The latest information on these projects can be found on the Financial Reporting and Assurance Standards Canada (FRAS Canada) website or by clicking [here](#).

Exposure Draft — Financial Instruments

The Board released an Exposure Draft in October 2014 that proposed clarifications to the scope and added some new guidance and transitional provisions to Section PS 3450, *Financial Instruments*. The amendments to Section PS 3450 were originally expected to be released in the Handbook in the fall of 2015; however, due to the implementation date for Section PS 3450 being delayed to April 1, 2019 the Board has deferred consideration of the amendments proposed in the Exposure Draft until a later date.

Post Implementation Review — Government Transfers

The Board undertook a post-implementation review of Section PS 3410, *Government Transfers*, in November 2014. The purpose of this review is to help the Board assess any implementation challenges encountered by stakeholders in applying Section PS 3410 and the nature, extent and cause of any ongoing issues. This is the first post-implementation review undertaken by PSAB. Such reviews consider whether the standard has been implemented and achieved the intended objectives. The Board is currently reviewing the comments received from respondents and plans to release a Feedback Statement in the first quarter of 2016 with the results of their findings.

Project — Employment Benefits

The Board has approved a new project on Employee Benefits. This project was identified as the top priority in PSAB's 2014 Project Priority Survey. The project will review existing Sections PS 3250, *Retirement Benefits*, and PS 3255, *Post-employment Benefits, Compensated Absences and Termination Benefits*. Since these Sections were originally issued many years ago, new types of pension plans have been introduced and there have been changes in the related accounting concepts. The first part of this project will involve looking at issues such as deferral of experience gains and losses, discount rate, shared risk plans, multi-employer defined benefit plans and vested sick leave benefits. Other improvements to existing guidance will also be considered. The next stage will involve determining how to account for new types of pension plans. The Board plans to issue a new comprehensive Handbook Section on employment benefits that will replace the two existing Sections. Currently the Board is putting together a task force of volunteers to undertake this project and it is expected that an Invitation to Comment will be issued in the second quarter of 2016.

Public Sector Accounting Discussion Group

In 2013, the Board established the Public Sector Accounting Discussion Group (PSADG) as a regular public forum at which issues arising on the application of the PSA Handbook can be discussed. The group meets three times a year and consists of members that include preparers, auditors and users of government and government organization financial reports. The group's purpose is to assist the Board regarding issues arising on the application of the PSA Handbook and to gather information to advise the Board on priorities and possible agenda items for its consideration. While the group does not issue any authoritative guidance or interpretations, as only the Board has the ability to do so, the group's meeting summaries provide meaningful insights on the application of the standards that can be used as a resource. These meeting summaries are available on the FRAS Canada website or by clicking [here](#). During 2015, the PSADG discussed topics including:

- Presentation of budget information;
- Shared risk retirement benefit arrangements;
- Statements of recommended practice;
- Standard setting in the public interests;
- The term net debt;
- Remediation obligations;
- Gas tax agreements;
- Contractual obligations;
- Acquisition and development of software associated with cloud computing; and
- Vacation paid in the year of retirement.

We would encourage public sector entities to keep up to date on topics discussed at these meetings.

Conclusion

As we head closer to the end of the year, now is the time to discuss with your BDO advisor how the changes made to the PSA Handbook and the proposed changes affect your organization.

The information in this publication is current as of October 15, 2015.

This publication has been carefully prepared, but it has been written in general terms and should be seen as broad guidance only. The publication cannot be relied upon to cover specific situations and you should not act, or refrain from acting, upon the information contained therein without obtaining specific professional advice. Please contact BDO Canada LLP to discuss these matters in the context of your particular circumstances. BDO Canada LLP, its partners, employees and agents do not accept or assume any liability or duty of care for any loss arising from any action taken or not taken by anyone in reliance on the information in this publication or for any decision based on it.

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The Corporation of the
Township of Puslinch
Financial Statements
For the year ended December 31, 2015

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The Corporation of the Township of Puslinch
Financial Statements
For the year ended December 31, 2015

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Independent Auditor's Report

**To the Members of Council, Inhabitants and Ratepayers
of the Corporation of the Township of Puslinch**

We have audited the accompanying financial statements of the Corporation of the Township of Puslinch, which comprise the statement of financial position as at December 31, 2015, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the municipality's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the municipality's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Corporation of the Township of Puslinch as at December 31, 2015 and the results of its operations, changes in net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Professional Accountants, Licensed Public Accountants

April 20, 2016
Orangeville, Ontario

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The Corporation of the Township of Puslinch
Statement of Financial Position

December 31	2015	2014
Assets and Liabilities		
Financial assets		
Cash (Note 1)	\$ 3,473,845	\$ 4,861,071
Temporary investments (Note 2)	2,008,537	-
Taxes receivable	732,326	1,153,412
Trade and other receivable	249,493	218,850
	<u>6,464,201</u>	<u>6,233,333</u>
Liabilities		
Accounts payable and accrued liabilities	380,131	414,640
Grading deposits	134,908	202,908
Security deposits	1,617,417	1,533,534
Deferred revenue (Page 23)	632,280	721,938
Long-term liabilities (Note 5)	345,000	451,000
	<u>3,109,736</u>	<u>3,324,020</u>
Net financial assets	3,354,465	2,909,313
Non-financial assets		
Prepaid expenses	-	102,079
Tangible capital assets (Note 3)	19,399,686	19,902,735
	<u>19,399,686</u>	<u>20,004,814</u>
Accumulated surplus (Note 7)	\$22,754,151	\$ 22,914,127

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

The Corporation of the Township of Puslinch
Statement of Operations and Accumulated Surplus

For the year ended December 31	2015	2015	2014
	Budget	Actual	Actual
	(Note 10)		
Revenue			
Taxation	\$ 3,418,832	\$ 3,479,014	\$ 3,471,397
Fees and user charges	291,185	441,023	479,370
Grants (Note 11)	496,645	525,840	554,295
Other income (Note 9)	788,069	884,436	846,748
Obligatory reserve fund revenue recognized	533,762	491,743	796,139
	<u>5,528,493</u>	<u>5,822,056</u>	<u>6,147,949</u>
Expenses			
General government	1,105,734	1,077,196	1,232,166
Protection services	1,091,009	1,172,240	1,045,767
Transportation services	2,796,459	2,684,581	2,871,231
Recreation and cultural services	585,925	524,870	561,278
Planning and development	492,254	523,145	438,036
	<u>6,071,381</u>	<u>5,982,032</u>	<u>6,148,478</u>
Annual surplus (deficit) (Note 10)	(542,888)	(159,976)	(529)
Accumulated surplus, beginning of year	22,914,127	22,914,127	22,914,656
Accumulated surplus, end of year	\$ 22,371,239	\$22,754,151	\$ 22,914,127

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

The Corporation of the Township of Puslinch
Statement of Changes in Net Financial Assets

<u>For the year ended December 31</u>	2015 Budget (Note 10)	2015 Actual	2014 Actual
Annual surplus (deficit) (Page 5)	\$ (542,888)	\$ (159,976)	\$ (529)
Acquisition of tangible capital assets	(1,246,040)	(1,176,243)	(1,033,187)
Amortization of tangible capital assets	1,642,478	1,642,480	1,742,149
Loss (gain) on sale of tangible capital assets	-	(18,878)	125,261
Proceeds on disposal of tangible capital assets	-	55,690	1,854
	396,438	503,049	836,077
Change in prepaid expenses	-	102,079	(102,079)
Increase (decrease) in net financial assets	(146,450)	445,152	733,469
Net financial assets, beginning of the year	2,909,313	2,909,313	2,175,844
Net financial assets, end of the year	\$ 2,762,863	\$ 3,354,465	\$ 2,909,313

The Corporation of the Township of Puslinch
Statement of Cash Flows

For the year ended December 31	2015	2014
Cash provided by (used in)		
Operating activities		
Annual surplus (deficit)	\$ (159,976)	\$ (529)
Items not involving cash		
Amortization of tangible capital assets	1,642,480	1,742,149
Deferred revenue recognized	(532,963)	(817,770)
Loss (gain) on sale of capital assets	(18,878)	125,261
	<u>930,663</u>	<u>1,049,111</u>
Changes in non-cash working capital balances		
Taxes receivable	421,086	47,356
Trade and other receivable	(30,643)	220,353
Accounts payable and accrued liabilities	(34,509)	(269,815)
Grading deposits	(68,000)	(55,202)
Security deposits	83,883	48,040
Prepaid expenses	102,079	(102,079)
Deferred revenue received	443,305	379,699
	<u>917,201</u>	<u>268,352</u>
	<u>1,847,864</u>	<u>1,317,463</u>
Capital transactions		
Cash used to acquire tangible capital assets	(1,176,243)	(1,033,187)
Proceeds on sale of tangible capital assets	55,690	1,854
	<u>(1,120,553)</u>	<u>(1,031,333)</u>
Financing activities		
Repayment of long-term liabilities	(106,000)	(101,000)
Net change in cash and cash equivalents	621,311	185,130
Cash and cash equivalents, beginning of year	<u>4,861,071</u>	<u>4,675,941</u>
Cash and cash equivalents, end of year	<u>\$ 5,482,382</u>	<u>\$ 4,861,071</u>
Cash and cash equivalents are comprised of:		
Cash	\$ 3,473,845	\$ 4,861,071
Temporary investments	2,008,537	-
	<u>\$ 5,482,382</u>	<u>\$ 4,861,071</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

The Corporation of the Township of Puslinch

Summary of Significant Accounting Policies

December 31, 2015

Management Responsibility	The financial statements of the Corporation of the Township of Puslinch are the representations of management. They have been prepared in accordance with Canadian generally accepted accounting principles established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants as prescribed by the Ministry of Municipal Affairs and Housing.
Basis of Accounting	Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.
Use of Estimates	The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty and actual results could differ from management's best estimates as additional information becomes available in the future.
Post-Employment Benefits	The contributions to the Ontario Municipal Employees Retirement System ("OMERS"), a multi-employer defined benefit plan are expensed when contributions are due.

The Corporation of the Township of Puslinch

Summary of Significant Accounting Policies

December 31, 2015

Taxation and Related Revenue

Property tax billings are prepared by the Township based on assessment rolls issued by the Municipal Property Assessment Corporation. Tax rates are established annually by Township Council, incorporating amounts to be raised for local services. A normal part of the assessment process is the issue of supplementary assessment rolls, which provide updated information with respect to changes in property assessment. Once a supplementary assessment roll is received, the Township determines the taxes applicable and renders supplementary tax billings. Taxation revenue are recognized as revenue when the amounts are levied on the municipality's ratepayers.

Assessments and the related property taxes are subject to appeal. Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. For property taxes, the taxable event is the period for which the tax is levied. Taxes receivable are recognized net of allowance for anticipated uncollectable amounts.

The Township is entitled to collect interest and penalties on overdue taxes. These revenues are recorded in the period the interest and penalties are levied.

Revenue Recognition

Fees and user charges are recognized when the related service is provided.

Other income is recorded upon sale of goods or provision of service when collection is reasonably assured.

Investment income earned on surplus funds (other than obligatory reserve funds) are reported as revenue in the period earned. Investment income earned on obligatory reserve funds is recorded directly to each fund balance.

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur providing the transfers are authorized, and eligibility criteria have been met and reasonable estimates of the amounts can be made.

The Corporation of the Township of Puslinch

Summary of Significant Accounting Policies

December 31, 2015

Deferred Revenue	Revenue restricted by legislation, regulation or agreement and not available for general municipal purposes is reported as deferred revenue on the statement of financial position. The revenue is reported on the statement of operations in the year in which it is used for the specified purpose.										
Cash and Cash Equivalents	Cash and cash equivalents include all cash balances and short term highly liquid investments that are readily convertible into cash.										
County and School Board	The municipality collects taxation revenue on behalf of the school boards and the County of Wellington. The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the school boards and the County of Wellington are not reflected in these financial statements.										
Non-financial Assets	Tangible capital and other non-financial assets are accounted for as assets by the municipality because they can be used to provide services in future periods. These assets do not normally provide resources to discharge the liabilities of the municipality unless they are sold.										
Tangible Capital Assets	<p>Tangible capital assets are recorded at cost less accumulated amortization. Costs include all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Amortization is provided over the estimated useful life of the assets, using the straight-line method. The useful life of the assets is based on estimates made by Council. The following rates are used:</p> <table><tr><td>Buildings</td><td>40 years</td></tr><tr><td>Furniture and equipment</td><td>5 to 20 years</td></tr><tr><td>Roads</td><td>10 to 50 years</td></tr><tr><td>Bridges and structures</td><td>20 to 50 years</td></tr><tr><td>Vehicles</td><td>7 to 15 years</td></tr></table> <p>Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.</p>	Buildings	40 years	Furniture and equipment	5 to 20 years	Roads	10 to 50 years	Bridges and structures	20 to 50 years	Vehicles	7 to 15 years
Buildings	40 years										
Furniture and equipment	5 to 20 years										
Roads	10 to 50 years										
Bridges and structures	20 to 50 years										
Vehicles	7 to 15 years										
Intangible Assets	Intangible assets, art and historic treasures, and items inherited by right of the Crown, such as Crown lands, forests, water, and mineral resources, are not recognized in these financial statements.										

The Corporation of the Township of Puslinch
Notes to Financial Statements

December 31, 2015

1. Cash

	2015	2014
Unrestricted	\$ 2,400,660	\$ 4,152,603
Restricted	1,073,185	708,468
	<u>\$ 3,473,845</u>	<u>\$ 4,861,071</u>

The municipality has internally and externally restricted funds that are segregated and will be used only for specific purposes.

The municipality's bank accounts are all held at one financial institution.

2. Temporary Investments

	2015	2014
Term Deposit	\$ 2,008,537	\$ -

The term deposit earns interest at a rate of 1% and matures on February 29, 2016.

The Corporation of the Township of Puslinch
Notes to Financial Statements

December 31, 2015

3. Tangible Capital Assets

	2015							
	Land	Buildings	Furniture and equipment	Roads	Bridges and structures	Vehicles	Assets under construction	Total
Cost, beginning of year	\$ 1,229,008	\$ 4,354,478	\$ 1,032,209	\$ 37,686,531	\$ 6,638,555	\$ 2,984,305	\$ 77,872	\$ 54,002,958
Additions	-	22,462	67,687	635,009	155,904	273,242	21,939	1,176,243
Disposals	-	-	-	(966,971)	(26,187)	(187,687)	-	(1,180,845)
Transferred from assets under construction	-	-	13,608	-	-	-	(13,608)	-
Cost, end of year	1,229,008	4,376,940	1,113,504	37,354,569	6,768,272	3,069,860	86,203	53,998,356
Accumulated amortization, beginning of year	-	1,233,649	870,848	28,135,965	2,182,438	1,677,323	-	34,100,223
Amortization	-	106,979	44,130	1,137,610	154,389	199,372	-	1,642,480
Disposals	-	-	-	(938,481)	(26,187)	(179,365)	-	(1,144,033)
Accumulated amortization, end of year	-	1,340,628	914,978	28,335,094	2,310,640	1,697,330	-	34,598,670
Net carrying amount, end of year	\$ 1,229,008	\$ 3,036,312	\$ 198,526	\$ 9,019,475	\$ 4,457,632	\$ 1,372,530	\$ 86,203	\$ 19,399,686

The Corporation of the Township of Puslinch
Notes to Financial Statements

December 31, 2015

3. Tangible Capital Assets - (continued)

	2014							
	Land	Buildings	Furniture and equipment	Roads	Bridges and structures	Vehicles	Assets under construction	Total
Cost, beginning of year	\$ 1,229,008	\$ 4,190,584	\$ 988,229	\$ 38,569,769	\$ 6,361,239	\$ 3,036,217	\$ 42,906	\$ 54,417,952
Additions	-	163,894	52,328	456,594	312,513	-	47,858	1,033,187
Disposals	-	-	(10,000)	(1,339,832)	(46,437)	(51,912)	-	(1,448,181)
Transferred from assets under construction	-	-	1,652	-	11,240	-	(12,892)	-
Cost, end of year	1,229,008	4,354,478	1,032,209	37,686,531	6,638,555	2,984,305	77,872	54,002,958
Accumulated amortization, beginning of year	-	1,128,113	841,565	28,128,722	2,049,868	1,530,872	-	33,679,140
Amortization	-	105,536	39,283	1,248,287	150,680	198,363	-	1,742,149
Disposals	-	-	(10,000)	(1,241,044)	(18,110)	(51,912)	-	(1,321,066)
Accumulated amortization, end of year	-	1,233,649	870,848	28,135,965	2,182,438	1,677,323	-	34,100,223
Net carrying amount, end of year	\$ 1,229,008	\$ 3,120,829	\$ 161,361	\$ 9,550,566	\$ 4,456,117	\$ 1,306,982	\$ 77,872	\$ 19,902,735

The Corporation of the Township of Puslinch
Notes to Financial Statements

December 31, 2015

4. Bank Indebtedness

The Township has undrawn credit of \$1,500,000 for operating. Interest is calculated at the bank's prime rate. This facility is secured by a current borrowing by-law.

5. Long-term Liabilities

The balance of long-term liabilities reported on the statement of financial position is made up of the following:

	<u>2015</u>	<u>2014</u>
Debenture payable, County of Wellington, variable interest at 3.85% to 5.00%, repayable in variable annual instalments (2015 - \$106,000, 2014 - \$101,000), due July 2018.	\$ 345,000	\$ 451,000

Principal payments for the next 3 fiscal years are as follows:

2016	\$ 110,000
2017	116,000
2018	119,000
	<u>\$ 345,000</u>

The Corporation of the Township of Puslinch
Notes to Financial Statements

December 31, 2015

6. Pension Agreements

The municipality makes contributions to OMERS, which is a multi-employer plan, on behalf of 17 members of its staff. This plan is a defined benefit plan which specifies the amount of the retirement to be received by the employees based on the length of service and rates of pay. Employees and employers contribute jointly to the plan. The employer amount contributed to OMERS for 2015 by the Township of Puslinch was \$116,823 (2014 - \$108,890). The contribution rate for 2015 was 9.0% to 15.9% depending on age and income level (2014 - 9.0% to 15.9%).

OMERS is a multi-employer plan, therefore any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the municipality does not recognize any share of the OMERS pension surplus or deficit. The last available report for the OMERS plan was December 31, 2014. At that time the plan reported a \$7.1 billion actuarial deficit (2013 - \$8.6 billion actuarial deficit), based on actuarial liabilities of \$76.9 billion (2013 - \$73.0 billion) and actuarial assets of \$69.8 billion (2013 - \$64.4 billion). Ongoing adequacy of the current contribution rates will need to be monitored as the severe decline in the financial markets may lead to increased future funding requirements.

7. Accumulated Surplus

Accumulated surplus consists of individual fund surplus and reserves as follows:

	2015	2014
Invested in tangible capital assets		
Tangible capital assets at cost less amortization	\$19,399,686	\$ 19,902,735
Capital assets financed by long-term liabilities and to be funded in future years	(345,000)	(451,000)
Total invested in capital assets	19,054,686	19,451,735
General surplus (Note 10)	239,670	626,661
Barber's Beach street lighting area	829	(1,554)
Cambridge fire area	1,087	4,153
	19,296,272	20,080,995
Reserves and reserve funds (Note 8)	3,457,879	2,833,132
Accumulated surplus	\$22,754,151	\$ 22,914,127

The Corporation of the Township of Puslinch
Notes to Financial Statements

December 31, 2015

8. Reserves and Reserve Funds Set Aside for Specific Purpose by Council

	2015	2014
Reserves		
Working funds	\$ 158,901	\$ 350,133
Contingencies	109,089	99,293
Current purposes	505,695	396,751
Capital purposes	<u>2,684,194</u>	<u>1,986,955</u>
Reserves and reserve funds set aside for specific purpose by Council	<u>\$ 3,457,879</u>	<u>\$ 2,833,132</u>

9. Other Income

	2015	2015	2014
	Budget	Actual	Actual
Penalties and interest on taxation	\$ 188,356	\$ 176,907	\$ 194,660
Investment income	56,239	72,822	72,199
Licenses, permits and rents	304,150	374,646	335,617
Donations	-	8,221	-
Provincial aggregates levy	214,164	215,182	213,037
Other	<u>25,160</u>	<u>36,658</u>	<u>31,235</u>
	<u>\$ 788,069</u>	<u>\$ 884,436</u>	<u>\$ 846,748</u>

The Corporation of the Township of Puslinch
Notes to Financial Statements

December 31, 2015

10. Budgets

The budget adopted by Council was not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Standards). The budget was prepared on a modified accrual basis while Public Sector Accounting Standards now require a full accrual basis. The following is a reconciliation of the budget approved by Council.

For comparative purposes, budget amounts reported on the Statement of Operations and Accumulated Surplus have been adjusted for amortization and loss on sale of tangible capital assets.

	2015 Budget	2015 Actual	2014 Actual
Annual surplus (deficit) (Page 5)	\$ (542,888)	\$ (159,976)	\$ (529)
Amortization of tangible capital assets	1,642,478	1,642,480	1,742,149
Change in other surpluses	-	683	251
	1,099,590	1,483,187	1,741,871
Net transfers (to) from reserves	252,450	(624,747)	(761,163)
Tangible capital assets acquisitions, disposals and write-down	(1,246,040)	(1,139,431)	(906,072)
Debt principal repayments	(106,000)	(106,000)	(101,000)
	-	(386,991)	(26,364)
Prior year general surplus	-	626,661	653,025
General surplus (Note 7)	\$ -	\$ 239,670	\$ 626,661

The Corporation of the Township of Puslinch
Notes to Financial Statements

December 31, 2015

11. Grants

	2015 Budget	2015 Actual	2014 Actual
Operating			
Province of Ontario			
Ontario Municipal Partnership Fund (OMPF)	\$ 404,600	\$ 404,600	\$ 402,700
Conditional - General government	57,878	64,662	16,250
- Transportation	-	-	44,923
- Protection	15,000	15,000	27,740
Unconditional - Recreation and cultural	5,167	4,729	5,167
- Protection	1,500	1,849	30
	<u>484,145</u>	<u>490,840</u>	<u>496,810</u>
Government of Canada			
Conditional - Recreation and cultural	-	-	22,485
Other Municipalities			
Unconditional - General government	12,500	35,000	35,000
Total grants	<u>\$ 496,645</u>	<u>\$ 525,840</u>	<u>\$ 554,295</u>

The Corporation of the Township of Puslinch

Notes to Financial Statements

December 31, 2015

12. Operations of School Boards and the County of Wellington

During the year, the following taxation revenue was raised and remitted to the school boards and the County of Wellington:

	2015	2014
School boards	\$ 6,121,852	\$ 6,004,788
County of Wellington	12,844,209	12,235,382
	<u>\$18,966,061</u>	<u>\$ 18,240,170</u>

13. Commitments

The Township has entered into an agreement for fire services totaling \$123,500 annually from January 1, 2016 to December 31, 2016.

The Township has entered into an agreement for information technology services totaling \$25,440 annually from January 1, 2016 to December 31, 2016.

The Township has committed to spend approximately \$31,753 on capital projects in 2016 and beyond on various protection and transportation capital projects.

14. Contingent Liabilities

The Township has been served with various claims as a result of accidents and other incidents. The Township is not aware of any possible settlements in excess of its liability insurance coverage. The outcomes of these claims are not determinable at this time. Should any liability be determined and not covered by insurance, it will be recognized in the period when determined.

The Corporation of the Township of Puslinch

Notes to Financial Statements

December 31, 2015

15. Segmented Information

The Township of Puslinch is a diversified municipal government institution that provides a wide range of services to its citizens such as recreational and cultural services, planning and development, fire, and transportation services. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government

This item relates to the general operations of the municipality itself and cannot be directly attributed to a specific segment.

Protection to Persons and Property

Protection is comprised of fire protection, and bylaw enforcement. The fire department is responsible for providing fire suppression services, fire prevention programs, training and education. The by-law enforcement department works to ensure that citizens and their property are protected by ensuring the Township's bylaws are being adhered to. This department also includes services related to source water protection and other transfers made to the Grand River Conservation Authority, Conservation Halton and Hamilton Conservation Authority.

Transportation

Transportation is responsible for providing the municipality with road maintenance, winter control services, street light maintenance, parking lots and equipment maintenance.

Recreational and Cultural Services

This service area provides public services that contribute to the provision of recreation and leisure services and the maintenance of parks and open space.

Planning and Development

This department provides a number of services including Township planning, maintenance and enforcement of building and construction codes and review of all property development plans through its application process.

The accounting policies of the segments are the same as those described in the summary of significant accounting policies. Amounts that are directly attributable to a number of segments have been allocated on a reasonable basis as follows:

Taxation and payments-in-lieu	Allocated to those segments that are funded by these amounts based on the net surplus for the year
OMPF Grants	Allocated to segments based on the net surplus for the year
Provincial Aggregate Levy	Allocated to segments based on the net surplus for the year

The Corporation of the Township of Puslinch
Notes to Financial Statements

December 31, 2015

15. Segmented Information (continued)

For the year ended December 31	General Government	Protection Services	Transportation Services	Recreational and Cultural Services	Planning and Development	2015 Total
Revenue						
Taxation	\$ 556,642	\$ 765,382	\$ 1,809,088	\$ 313,111	\$ -	\$ 3,479,014
Fees and user charges	7,705	193,301	-	132,842	107,175	441,023
Specific grants	99,662	16,849	-	4,729	-	121,240
OMPF grant	64,736	89,012	210,392	36,414	-	404,600
Provincial aggregate levy	34,429	47,340	111,895	19,366	-	215,182
Other revenue	262,370	38,624	4,949	7,665	355,646	669,254
Obligatory reserve fund revenue recognized	38,110	1,642	444,512	7,479	-	491,743
	1,063,654	1,152,150	2,580,836	521,606	462,821	5,822,056
Expenses						
Salaries and benefits	738,868	431,551	540,683	216,940	310,725	2,238,767
Interest on debt	19,405	-	-	-	-	19,405
Materials and supplies	134,008	347,830	550,137	150,389	66,190	1,248,554
Contracted services	127,414	135,045	193,494	51,370	146,230	653,553
Other transfers	32,625	155,514	-	1,000	-	189,139
Rents and financial expenses	2,087	586	-	4,674	-	7,347
Amortization	22,789	101,714	1,417,479	100,497	-	1,642,479
Loss (gain) on sale of tangible capital assets	-	-	(17,213)	-	-	(17,213)
	1,077,196	1,172,240	2,684,580	524,870	523,145	5,982,031
Annual surplus (deficit)	\$ (13,542)	\$ (20,090)	\$ (103,744)	\$ (3,264)	\$ (60,324)	\$ (159,975)

The Corporation of the Township of Puslinch
Notes to Financial Statements

December 31, 2015

15. Segmented Information (continued)

For the year ended December 31	General Government	Protection Services	Transportation Services	Recreational and Cultural Services	Planning and Development	2014 Total
Revenue						
Taxation	\$ 728,993	\$ 659,565	\$ 1,839,841	\$ 242,998	\$ -	\$ 3,471,397
Fees and user charges	6,779	226,625	-	134,050	111,916	479,370
Specific grants	26,250	27,770	44,923	27,652	25,000	151,595
OMPF grant	84,567	76,513	213,431	28,189	-	402,700
Provincial aggregate levy	44,738	40,477	112,909	14,913	-	213,037
Other revenue	288,281	29,499	3,895	5,338	306,698	633,711
Obligatory reserve fund revenue recognized	54,561	(25,904)	676,932	90,550	-	796,139
	1,234,169	1,034,545	2,891,931	543,690	443,614	6,147,949
Expenses						
Salaries and benefits	695,427	420,735	509,227	221,493	272,643	2,119,525
Interest on debt	24,219	-	-	-	-	24,219
Materials and supplies	181,627	303,371	538,886	178,330	62,130	1,264,344
Contracted services	273,184	77,317	175,721	54,081	103,263	683,566
Other transfers	32,925	144,364	-	1,000	-	178,289
Rents and financial expenses	2,289	652	-	8,184	-	11,125
Amortization	22,495	99,328	1,522,136	98,190	-	1,742,149
Loss on sale of tangible capital assets	-	-	125,261	-	-	125,261
	1,232,166	1,045,767	2,871,231	561,278	438,036	6,148,478
Annual surplus (deficit)	\$ 2,003	\$ (11,222)	\$ 20,700	\$ (17,588)	\$ 5,578	\$ (529)

The Corporation of the Township of Puslinch
Schedule of Deferred Revenue

For the year ended December 31, 2015

	Opening	Contributions Received	Investment Income	Revenue Recognized	Ending
Obligatory Reserve Funds					
Development charges	\$ 304,632	\$ 158,950	\$ 3,346	\$ (230,558)	\$ 236,370
Federal gas tax	176,131	203,528	2,797	(253,706)	128,750
Recreational land	199,955	21,665	2,182	(7,479)	216,323
	680,718	384,143	8,325	(491,743)	581,443
Other					
Recreation	20,199	42,781	-	(20,199)	42,781
Building permits	21,021	8,056	-	(21,021)	8,056
	\$ 721,938	\$ 434,980	\$ 8,325	\$ (532,963)	\$ 632,280

DRAFT

To: Mayor and Members of Township of Puslinch Council
From: Kyle Davis, Risk Management Official
Date: April 1, 2016
Subject: **Source Protection Contract Position**

Recommendations

Be it resolved that Council hereby receives the report for information

Background

For 2016, it is recommended that a contract staff position be funded to assist in administering the source protection program. In 2016, all source protection plans will be effective. The Halton-Hamilton Source Protection Plan became effective on December 31, 2015. The Grand River Source Protection Plan will become effective on July 1, 2016. Development application screening is the most immediate work impact that occurs upon effective date of the source protection plan. With all plans becoming effective in 2016, the development review workload will increase compared to 2015.

Overall, 2016 work for the program will include completion of threat activity verification, development review, continued administration of the septic inspection program, continued education and outreach including events and mailings, negotiation of risk management plans, reporting database set up and training, data transfer to the new database and file sharing systems, mandatory annual reporting, attendance and participation on various watershed and provincial working groups and continued coordination and administration of the program. The contract staff position would assist the shared Risk Management Official (RMO) in delivering and coordinating these tasks.

The contract position is proposed to be split 50% for the source protection program and 50% for the Township of Centre Wellington's Environmental Services Department. In their 2016 budget, the Township of Centre Wellington Council approved a half time contract position to support their Environmental Services Department. The 50% source protection portion of the contract is proposed to be split between six municipalities: Township of Centre Wellington, Guelph / Eramosa Township, Town of Erin, Township of Mapleton, Township of Puslinch and Township of Wellington North. The position would be housed at the Township of Centre Wellington, reporting to the shared Risk Management Official. The source protection portion of the contract position would be an eligible cost under the provincial Source Protection Municipal Implementation Fund (SPMIF). SPMIF has been extended by the Province until March 2017 and a number of additional eligible criteria have been added including equipment, training expenses and pooling of funds between municipalities.

Wellington Source Water Protection is a municipal partnership between Township of Centre Wellington | Town of Erin | Guelph / Eramosa Township | Township of Mapleton | Town of Minto | Township of Puslinch | Township of Wellington North | County of Wellington. The purpose of the *Clean Water Act* is to protect existing and future sources of drinking water.

The Township of Puslinch received \$60,000 in SPMIF funding. The SPMIF funding has been used in collaboration with the other Wellington County municipalities to implement the source protection program. Examples of SPMIF funded projects include the septic inspection program; field visits to commercial / industrial properties to verify whether threat activities trigger source protection requirements; education and outreach including Septic Social events, launch of a joint website, development of fact sheets and a five year communications plan; update of County Official Plan; development of a program database for tracking and reporting purposes; web based mapping and staff time.

The contract position would be for approximately seven months to the end of 2016, with the possibility of extension.

The contract position is for a Source Protection and Quality Management Technician, whose function will be to provide support and coordination for the Wellington Source Water Protection Program and the Township of Centre Wellington's Environmental Services Quality Management System. The job description and specification are currently being drafted and will be reviewed by all the participating municipalities prior to posting. The position will require experience related to the duties of the position, normally acquired through a Bachelor Degree of Environmental Science or Studies with at least two to three years of relevant experience. Knowledge and experience in municipal groundwater supply systems and related legislation is also a requirement and candidates with an equivalent combination of education and experience may be considered. Experience in a municipal, government or consulting work environment will be considered a strong asset.

Wellington Source Water Protection
Risk Management Office
7444 Wellington Road 21
Elora, ON, N0B 1S0
1-844-383-9800
sourcewater@centrewellington.ca
wellingtonwater.ca

Financial Impact

The source protection portion of the contract position is 50% of the salary and benefits. The source protection portion is proposed to be further shared between six Wellington County municipalities including the Township of Puslinch. Therefore, the financial impact to the Township of Puslinch for the seven month contract (30 weeks) is estimated to be approximately \$3,010. This is based on a total amount (salary and benefits - Employer Health Tax, Canada Pension Plan and Employment Insurance contributions and 4% vacation) of \$18,056 for 30 weeks that is then split six ways. This entire amount is eligible for funding via the Township of Puslinch's SPMIF funding. There is sufficient SPMIF funding available to fund this position.

Please note that if other municipalities do not choose to participate in the source protection contract position then the Township of Puslinch amount would increase proportionally. The salary and benefits for this position are comparable to what is being offered by other municipalities in Ontario for similar positions.

Consultation

The job description and specification are currently being drafted and will be reviewed by all the participating municipalities prior to posting. The 50% source protection portion of the contract is proposed to be split between six municipalities: Township of Centre Wellington, Guelph / Eramosa Township, Town of Erin, Township of Mapleton, Township of Puslinch and Township of Wellington North.

Communications Plan

The job will be posted publicly.

Conclusion:

For 2016, it is recommended that a contract staff position be funded to assist in administering the source protection program. The contract position is proposed to be split 50% for the source protection program and 50% for the Township of Centre Wellington's Environmental Services Department. The 50% source protection portion of the contract is proposed to be split between six municipalities: Township of Centre Wellington, Guelph / Eramosa Township, Town of Erin, Township of Mapleton, Township of Puslinch and Township of Wellington North. The position would be housed at the Township of Centre Wellington, reporting to the shared Risk Management Official.

The financial impact to the Township of Puslinch for the seven month contract (30 weeks) is estimated to be approximately \$3,010. This entire amount is eligible for funding via the Township of Puslinch's provincial SPMIF funding. There is sufficient SPMIF funding available to fund this position.

Attachment:

None



PLANNING REPORT for the TOWNSHIP OF PUSLINCH

Prepared by the County of Wellington Planning and Development Department

DATE: March 22, 2016
TO: Kelly Patzer, Development Coordinator
Township of Puslinch
FROM: Sarah Wilhelm, Senior Planner
County of Wellington
SUBJECT: **AMENDING BY-LAW D14/COL (Coles Label It!)**
Zoning By-law Amendment
6691 Ellis Road (Part Lot 8, Concession 2), 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 were no public or agency concerns raised during the circulation or at the public meeting. An amending by-law is enclosed for Council's consideration, which includes landscape buffering adjacent to Ellis Chapel. 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 15, 2016 we provided a policy review for Council's consideration. This report offers our planning opinion and draft amending by-law.

PROPOSAL

There are two parts to this rezoning request:

1. to allow a small scale commercial use (service trade, as defined); and
2. to ensure that any future home occupations would comply with existing By-law requirements.

This label making business was first established as a home occupation on the property. The business has evolved to a point where it will be relocated to the east side of the property as a stand-alone small scale commercial use.

CONSULTATION

A public meeting was held on March 3, 2016. No members of the public spoke or expressed interest in the proposed zoning by-law amendment. There were no agency concerns. The Township of Puslinch Heritage Committee requested an increased landscape buffer between the property and Ellis Chapel.

DRAFT AMENDING BY-LAW

We have attached a draft amending by-law for Council's review which would rezone a portion of the property from Agricultural (A) to Agricultural Site Specific (A-63) and Agricultural Site Specific (A-64). The A-63 Zone would permit a small scale commercial use on a one acre portion of the property adjacent to Ellis Chapel. We would consider the label making business a "Service Trade". To provide some flexibility in the future we have proposed a scoped Service Trade definition to allow for the following uses: a printer's shop, a plumber's shop, a painter's shop, a carpenter's shop, an electrician's shop, a welding

shop, a machine shop, or a monument engraving shop, which may include accessory administrative offices. In our opinion, these uses would generate similar traffic and limited off-site impacts. An agricultural use would also be permitted. The following service trade uses are not included in the definition for the property: a tinsmith's shop, a merchandise service shop, a battery storage and recharging shop, a well driller's establishment, a furrier's shop, a bakery, a dairy, a catering establishment, or an egg grading station.

We have also included regulations to ensure appropriate sight lines and buffering of the adjacent Ellis Chapel:

- Increased front yard depth of 60 m (197 ft)
- Planting strip of 3.0 m (9.8 ft) adjacent to Ellis Chapel
- Side yard setbacks of at least 3.0 m (9.8 ft), depending on building height
- Prohibition of outdoor storage

The scale of the business is controlled by a:

- A 1 acre zoned area
- Maximum building size of 465 m² (5,005 ft²)
- Maximum building height 8.0 m (26.2 ft)

The A-64 Zone deals with the balance of the property, which is where the business was first established as a home occupation. In 2006, the applicant obtained minor variance approval (A4/06) to increase the allowable number of employees for a home occupation who do not reside in the dwelling from one to three. Upon relocation of the business, the applicant would like to maintain the accessory building for personal use. The A-64 regulation will ensure that any future home occupations would comply with the existing by-law requirement limiting the number of non-occupant employees to one, notwithstanding the previous minor variance approval.

PLANNING OPINION

In our opinion, the proposed rezoning of the subject land to permit a small scale service trade 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

Brad Coles (Label It!)
Part of Lot 8, Concession 2
6691 Ellis Road, Township of Puslinch

Application D14/COL

Prepared by the

County of Wellington
Planning and Development Department

March 22, 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 8, Concession 2, from Agricultural (A) Zone to the **AGRICULTURAL SITE-SPECIFIC (A-63 ZONE and (A-64) ZONE**, as shown on Schedule "A" of this By-law.
2. That subsection 5(4) SPECIAL PROVISIONS is amended by adding the following new exceptions:

"(kkk) **A-63 (COLES – Label It!)
Part Lot 8, Concession 2**

Notwithstanding the uses permitted under Section 5(2) and any provisions of this By-law to the contrary, for the land zoned **A-63** on Schedule 'A' hereto, the following special provisions shall apply:

(i) Uses Permitted Restricted To

- (a) A service trade restricted to a printer's shop, a plumber's shop, a painter's shop, a carpenter's shop, an electrician's shop, a welding shop, a machine shop, or a monument engraving shop, which may include accessory administrative offices;
- (b) An agricultural use.

(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) | 0.4 ha |
| (b) | FRONT YARD DEPTH (MINIMUM) | 60 m |
| (c) | SIDE YARD (MINIMUM) EACH SIDE | Equal to one-half the building height, but not less than 3.0 m |
| (d) | GROSS FLOOR AREA (MAXIMUM) | 465 m ² |

- | | | |
|-----|---|---|
| (e) | BUILDING HEIGHT (MAXIMUM) | 8.0 m |
| (f) | LANDSCAPED OPEN SPACE (MINIMUM) | 25% |
| (g) | PLANTING STRIP – SIDE YARD
(MINIMUM) | 3.0 m |
| (h) | OUTDOOR STORAGE | Outdoor storage shall
not be permitted |

All other applicable regulations of the Zoning By-law shall be maintained.

"(III) **A-64 (Home Occupation)**
Part Lot 8, Concession 2

Notwithstanding any provisions of this By-law to the contrary or previous minor variance approval, for the land zoned **A-64** on Schedule 'A', at no time shall any home occupation employ more than one person who does not reside in the dwelling to which such home occupation is accessory. The land zoned **A-64** is subject to all applicable regulations of Zoning By-law 19/85, as amended."

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.

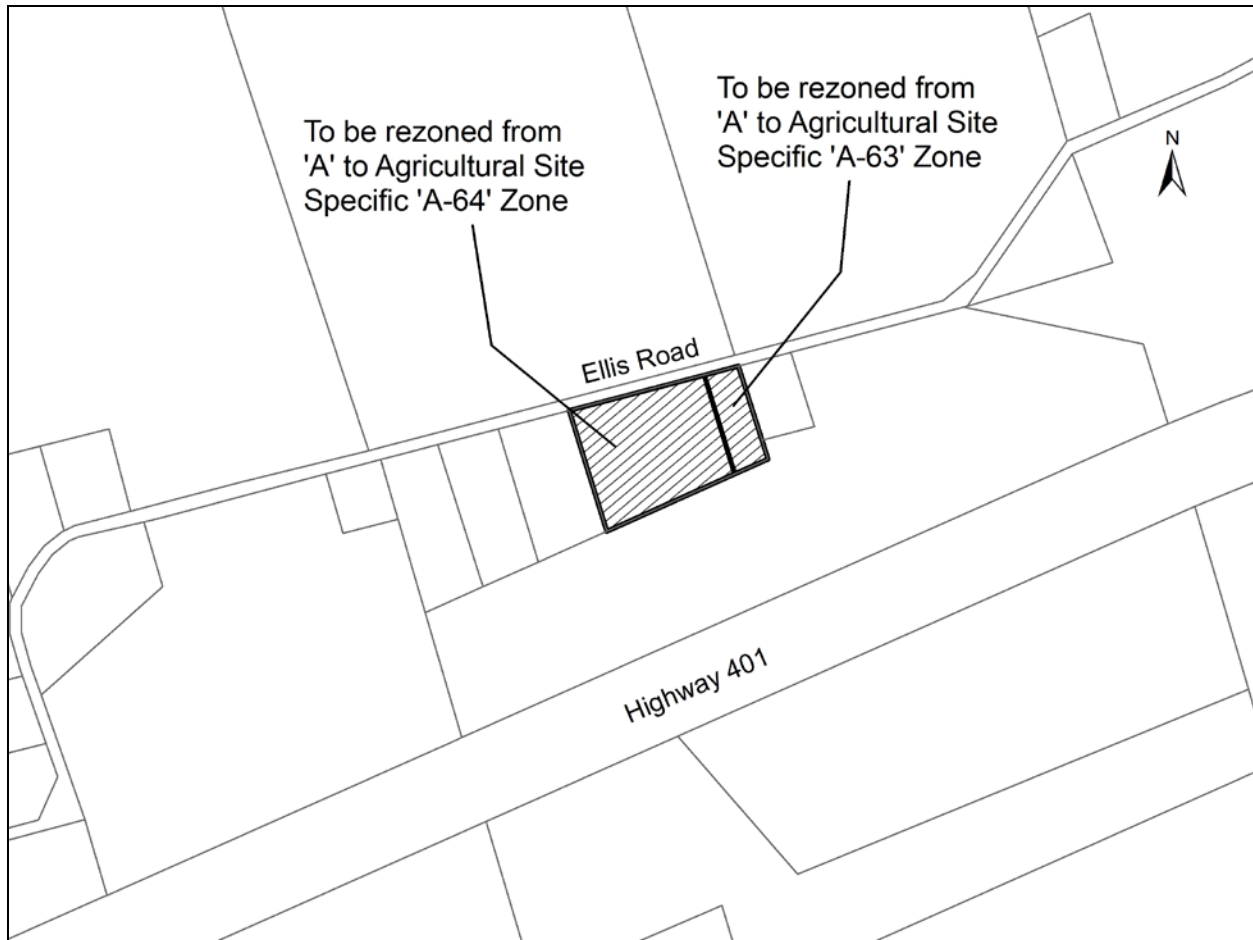
MAYOR

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

EXPLANATION OF BY-LAW NO. _____

By-law Number _____ amends the Township of Puslinch Zoning By-law 19/85 by rezoning Part of Lot 8, Concession 2 from Agricultural (A) to Agricultural Site-Specific (A-63) and (A-64). The purpose of the zone change is to allow for a small scale commercial label-making business on a portion of the property. The business has operated as a home occupation out of an accessory structure west of the dwelling on the property. In 2006, the applicant obtained minor variance approval (A4/06) to increase the allowable number of employees for a home occupation who do not reside in the dwelling from one to three. Upon relocation of the business, the applicant would like to maintain the accessory building for personal use.

There are two parts to this rezoning request:

1. to allow a small scale commercial use (service trade, as defined); and
2. to ensure that any future home occupations would comply with existing By-law requirements that no more than one employee who does not reside in the dwelling to which the home occupation is accessory notwithstanding minor variance approval for an increase to three.

Regulations related to the label-making business ensure appropriate sight lines and buffering of the adjacent Ellis Chapel (front yard setback, landscaping, planting strip, side yards and no outdoor storage). The scale of the business is controlled through a 1.0 acre zoning area, a maximum building size and height.

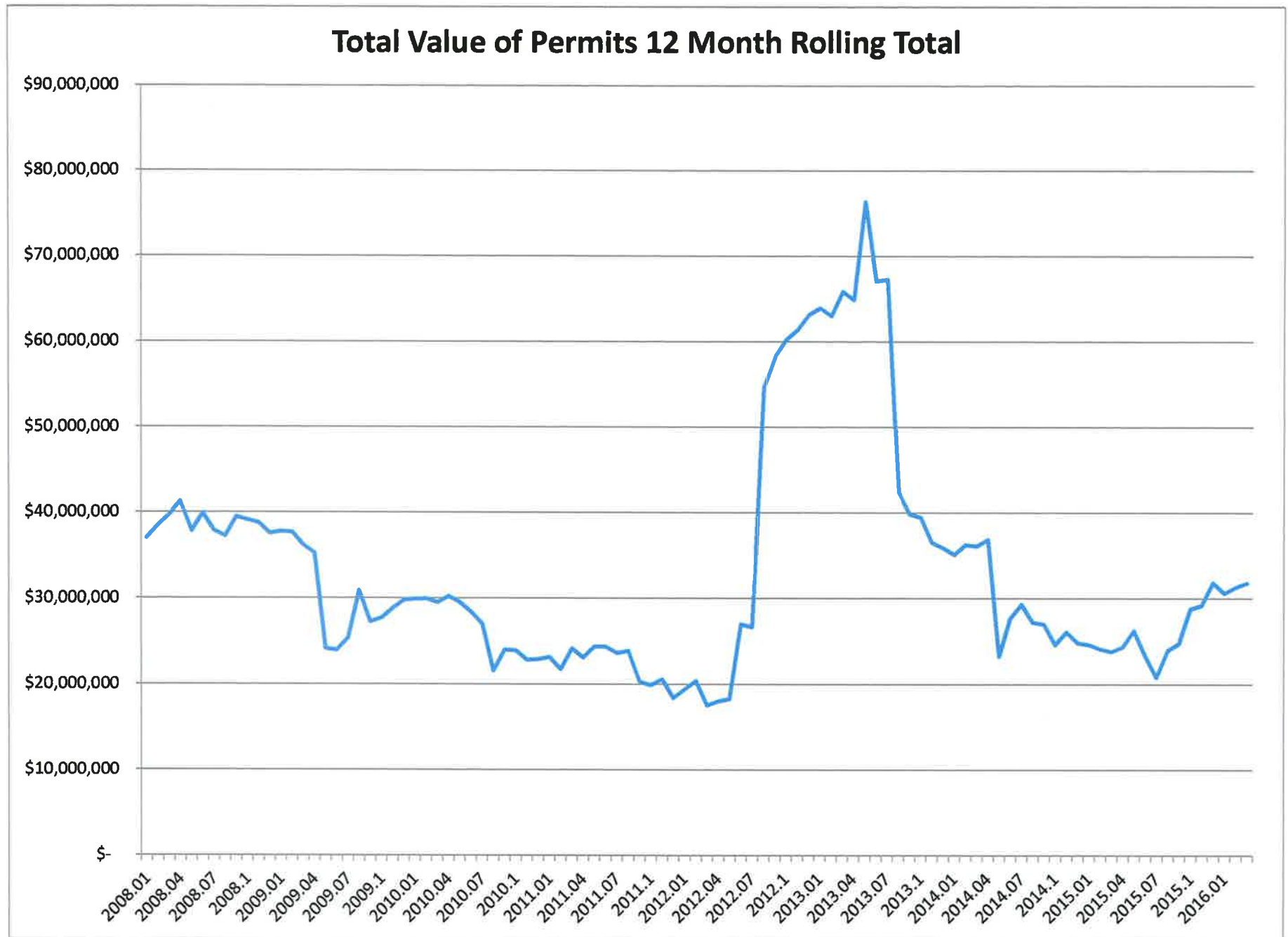


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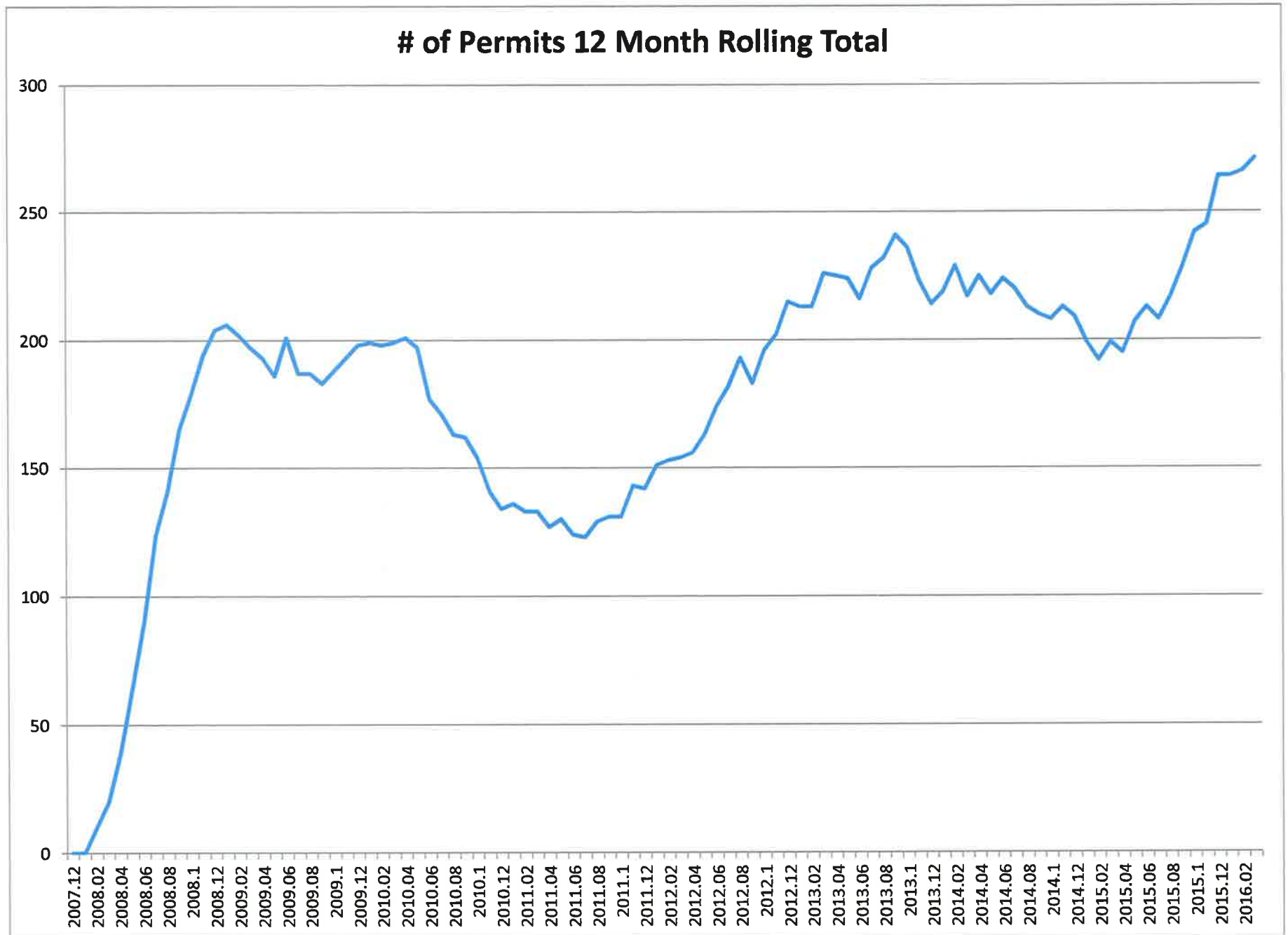
2016 BUILDING REPORT

	<u>VALUE OF CONSTRUCTION</u>		<u>PERMIT FEES COLLECTED</u>		<u>%</u>	<u>PERMITS</u>
	<u>2015</u>	<u>2016</u>	<u>2015</u>	<u>2016</u>	<u>CHANGE</u>	<u>ISSUED</u>
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	\$0.00	\$0.00	\$0.00	\$0.00	0%	
May	\$0.00	\$0.00	\$0.00	\$0.00	0%	
June	\$0.00	\$0.00	\$0.00	\$0.00	0%	
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%	
TOTALS TO DATE		\$4,840,500.00		\$56,572.42		36
2015 COMPARISON		\$4,860,000.00		\$49,583.95		29
Total % CHANGE		100%		114%		124%

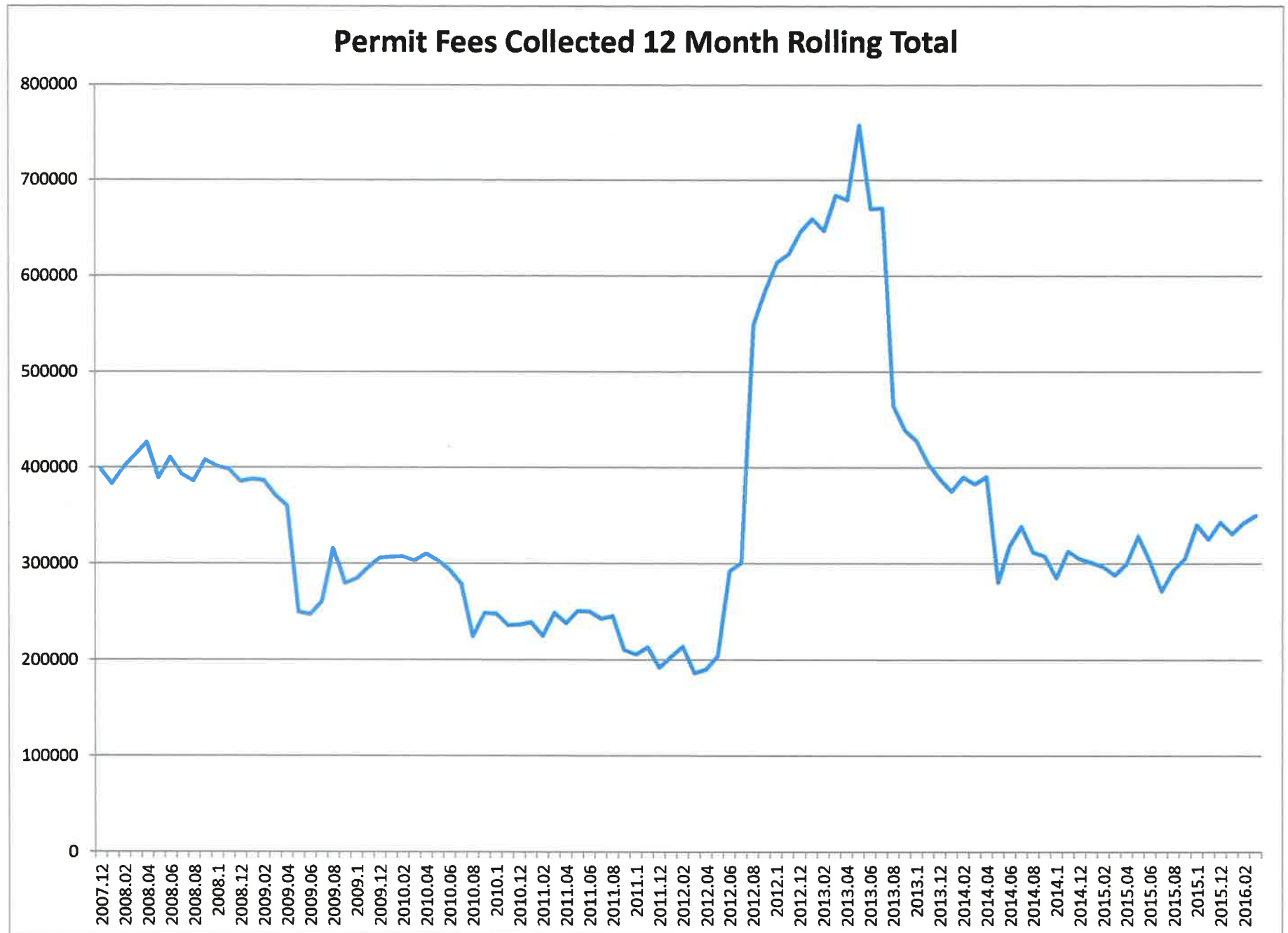
Note: The Graphs Below only Include Septic Permits in 2012 and beyond



Note: The Graphs Below only Include Septic Permits in 2012 and beyond



Note: The Graphs Below only Include Septic Permits in 2012 and beyond





MINUTES

MEMBERS PRESENT:

John Sepulis, Chair
Councillor Ken Roth
Deep Basi
Dennis O'Connor

MEMBERS ABSENT:

Dianne Paron

OTHERS IN ATTENDANCE:

Kelly Patzer – Development Coordinator
Sarah Wilhelm – County of Wellington
Karen Landry – CAO/Clerk
Marny Mason
Liz Nimmo
Wayne Hodges
Joan Hodges
Anna Vera
Javier Vera
Dave Hazelwood
Isabelle Hazelwood
Jay Wilson

Councillor Susan Fielding
Rev. Marcie Gibson
Jeff Buisman
Gerie McCauley
Mike McCauley
Sally Prior
Dave Prior
Doug Smith
Jessica Goyda
Stephen Goyda
John Lawrence
Joel Sypkes

1. - 5. COMMITTEE OF ADJUSTMENT

- See March 8, 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 Deep Basi, Seconded by Ken Roth
- That the minutes of the Tuesday February 9, 2016 Planning & Development Advisory Committee Meeting are hereby adopted as amended.

CARRIED

9. APPLICATIONS FOR SITE PLAN URBAN DESIGN REVIEW

- None

10. ZONING BY-LAW AMENDMENTS

- None

11. LAND DIVISION

11(a) Severance Application B13/16(D10/ONT) – 1543446 Ontario Ltd., Part Lot 16, Concession 3, municipally known as 6898 Wellington Road 34.

Proposed severance is 145 m frontage x 105 m = 1.5 hectares, vacant land for proposed rural residential use.

Retained parcel is 37.8 hectares with 360 m frontage on Wellington Road 34 and 760 m frontage on Wellington Rd 35, existing and proposed agricultural use with existing storage barn.

Moved by Ken Roth, Seconded by Dennis O'Connor that the following comments be forwarded to the County of Wellington Land Division Committee:

- No comments

CARRIED

12. OTHER MATTERS

12a) 2016 Zoning By-law Housekeeping

Moved by Dennis O'Connor, Seconded by Deep Basi that the following comments be received by staff for Zoning By-law 19/85 2016 Housekeeping Amendment:

Table of Proposed Changes #8:

- Define "Contractor's Yard"
- Outline screening requirements and outdoor storage for Contractor's Yard

Table of Proposed Changes #17 (edits):

- (g) Lot Area (~~maximum~~) (minimum)
- (g) Accessory Building - ... in or as a detached building or structure

Table of Proposed Changes #18:

- Second dwelling - remove "traditionally constructed"
- Investigate accessory building size permissions
- Bring clarity to encroachments to natural Environment Zone

CARRIED

13. CLOSED MEETING

- No matters

14. FUTURE MEETINGS

- Next Regular Meeting Tuesday April 12, 2016 @ 7:00 p.m.

15. ADJOURNMENT

Moved by Ken Roth and Seconded by Deep Basi,

- That the Planning & Development Advisory Committee adjourns at 9:24 p.m.

CARRIED



MINUTES

MEMBERS PRESENT:

John Sepulis, Chair
Councillor Ken Roth
Dennis O'Connor
Deep Basi

MEMBERS ABSENT:

Dianne Paron

OTHER STAFF IN ATTENDANCE:

Kelly Patzer – Development Coordinator
Sarah Wilhelm – County of Wellington
Karen Landry – CAO/Clerk
Marny Mason
Liz Nimmo
Wayne Hodges
Joan Hodges
Anna Vera
Javier Vera
Dave Hazelwood
Isabelle Hazelwood
Jay Wilson

Councillor Susan Fielding
Rev. Marcie Gibson
Jeff Buisman
Gerie McCauley
Mike McCauley
Sally Prior
Dave Prior
Doug Smith
Jessica Goyda
Stephen Goyda
John Lawrence
Joel Sypkes

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 speak to present the purpose and details of the application and 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 Ken Roth and Seconded by Deep Basi

That the minutes of the Committee of Adjustment meeting held Tuesday February 9th, 2016 be adopted.

CARRIED

4. COMMITTEE OF ADJUSTMENT – Applications for Minor Variance

- 4(a) **Minor Variance Application D13/VER – Anna & Javier Vera** – Property described as Part Lot 18, Concession 4, 6964 Concession 4, Township of Puslinch.

Requesting relief from provisions of Zoning By-Law #19/85, as amended, to allow a 28 metre frontage instead of 121.9 metres on the retained parcel of Wellington County severance application B117/15

- Kelly Patzer stated that the application for reduced frontage is a Township condition of County of Wellington severance application B117/15. The application was circulated to properties 60 metres from the subject property and required staff and agencies. No objections were received from circulated agencies or the public.
- Jeff Buisman of VanHarten Surveying, agent, presented the application and noted that the application for the proposed frontage applies to the retained parcel. The frontage on the severed parcel is 76 metres. The proposed severance was created this way to protect environmental features on the property and to have the property entrances close to each other for safe access onto Concession 4 Road.
- There were no questions or comments from the Public or Committee.

Moved by Dennis O'Connor and Seconded by Deep Basi

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:

1. A 28 metre minimum lot frontage; whereas, Section 5.3(b) of the by-law, Agricultural Zone, Zone Requirements, requires a minimum lot frontage of 121.9 metres for properties 4.0 hectares or greater in area.

The request is hereby Approved.

CARRIED

4(b) Minor Variance Application D13/WIL – Jay Alec Stirling Wilson – Property described as Part Lot 6, Concession 5, 4783 Wellington Road 32, Township of Puslinch.

Requesting relief from provisions of Zoning By-Law #19/85, as amended, to allow for the proposed 26 m frontage on the retained parcel of Wellington County severance application B115/15.

- Kelly Patzer stated that the application for reduced frontage is a Township condition of County of Wellington severance application B115/15. The application was circulated to properties 60 metres from the subject property and required staff and agencies. No objections were received from circulated agencies or the public.
- Jeff Buisman of VanHarten Surveying, agent, presented the application and noted that the reduced frontage applies to the retained parcel and noted that the parcel is 4.2 hectares in size. If it was under 4 hectares that the lot frontage minimum requirement would be 24.3 metres.
- There were no questions or comments from the Public or Committee.

Moved by Ken Roth and Seconded by Deep Basi

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:

1. A 26 metre minimum lot frontage; whereas, Section 5.3(b) of the by-law, Agricultural Zone, Zone Requirements, requires a minimum lot frontage of 121.9 metres for properties 4.0 hectares or greater in area.

The request is hereby Approved.

CARRIED

4(c) Minor Variance Application D13/SLO – Slood Construction Ltd. – Property described as Part Lot 7, Concession 9, 599 Arkell Road, Township of Puslinch.

Requesting relief from provisions of Zoning By-Law #19/85, as amended, to allow 5 parking spaces instead of the 11 that are required for a mixed use building of a professional office, retail/variety store and restaurant.

- Kelly Pater detailed that the minor variance is a result of a proposed intensification of the property at 599 Arkell Road. A restaurant and market store use is newly proposed on the main floor of the building and the second floor of the building is currently an office for a construction company. The site is able to accommodate 5 parking spaces for a total of the uses proposed.
- Kelly Patzer stated that the application was circulated to staff and neighbouring properties within 60 metres of the subject property. There were no objections from commenting staff and County Engineering noted that the Highway Traffic Act restricts parking on the right-of-way to permit snow removal from November through to March.
- Kelly Patzer noted the County Parking by-law states that “no person shall park a vehicle upon a highway between the hours of 2 and 6am of any day during the months of November through to March.
- Kelly Patzer indicated that the Township received 6 letters of opposition for the parking variance that stated the reduction of parking is not minor, noted concerns such as an increase in traffic, the potential increase in accidents from on-street parking, possible parking of customers on Boreham Drive and the increased use of the existing on-street parking.
- Kelly Patzer indicated that approximately 15 letters of support were received for the variance, noting that a reduction of parking is minor and believe the restaurant is a positive addition to the community as a local gathering establishment, and the community has been able to accommodate parking for special events at the church and historic uses of the subject property such as a General Store and Post Office.
- Kelly Patzer noted that a breakdown of required parking was provided by the agent and it showed that the barrier free parking space was added as a required parking space, the by-law includes a barrier free parking space within the total calculation of required parking spaces. Therefore, 10 spaces are required for the total of the proposed uses, not 11.
- Jeff Buisman of VanHarten Surveying, agent, presented the application. A restaurant, The Dirty Apron, is proposed in the existing building and the property can accommodate only 5 parking spaces. The building has existed a long time on the property and has been a cornerstone of the community, at one time being the Arkell Post Office.
- Jeff Buisman outlined the proposed business is a variety store type use of a grab and go market with prepared foods, ready-made meals, soups, stocks, sauces, pizza, and fresh meats where people in the community can pick up items to go. There is also an open kitchen/bistro area that will offer cooking classes and an 18-20 seat dining area that will be operating as a restaurant approximately three nights a week.
- Jeff Buisman presented the following parking calculation based on the combined uses for Section 3.16(c) of the Zoning By-law:

(iii) A business office: 135m ² /40m ² =	4 spaces
(xii) A retail/variety store =	1 space
(xiii) A restaurant - greater of:	
20 seats in dining room/4 =	5 spaces
26m ² per first floor plan/10 =	3 spaces
3.16(m) Barrier free parking =	<u>1 space</u>
Total =	11 spaces
- Jeff Buisman clarified that he misinterpreted the by-law, and a barrier free parking space is included in the total required parking, not in addition, therefore 10 spaces are required for the proposed use.
- Jeff Buisman noted that there are 2 employees in the existing office on the second floor, but if the application is approved and the restaurant/market store is able to open, the Slood Construction office is moving to a new location and there would no longer be any traffic to the site relating to the construction business. The upstairs would be used as storage and an office space for the restaurant and would not be a separate business.

- Jeff Buisman indicated that there are approximately 18-20 public parking spaces in Arkell and that old downtowns with commercial buildings generally do not have adequate parking.
- Jeff Buisman stated that a building permit for a redesigned septic has been approved and a Site Plan application is in process that proposes a new board fence along the property lines between the neighbouring residential properties. There will be a landscape buffer approximately 2.5 metres in width between the parking area and fence on the property line, greater than the required 1.5 metre landscape buffer in the C1 Zone.
- Jeff Buisman noted that the existing deck is being removed on the other side of the building.
- Jeff Buisman noted that historically the Arkell school house held concerts and parking was accommodated in the village and the Church uses the parking area at 599 Arkell on Sundays.
- Jeff Buisman concluded that the application meets the 4 tests of a minor variance. The reduction in parking is minor and will have a limited impact on the existing parking in Arkell, the community has a history of sharing public parking spaces and the office use and related traffic will be decreased; the intent and purpose of the zoning by-law is maintained as the proposed uses are permitted; the intent and purpose of the official plan is maintained as local commercial uses are permitted in the Hamlet areas and the variance is desirable as the building has been a meeting place in Arkell for many years and the use will contribute to the character and community spirit of Arkell.
- Marny Mason of 13 Boreham Drive, questioned how the letters of support relate specifically to parking and how the letters are weighted and believes that a 50% reduction in parking is not minor.
- John Sepulis indicated that the application is considered based on staff and public comments and the variance request.
- Sarah Wilhelm noted there is not a specific formula for variances and is often assessed if a request is minor in terms of impact. There is also case law that can have an impact on a decision.
- Marny Mason inquired if the parking calculation includes staff parking for the business and noted on-street parking is used for 3 or 4 other businesses who are concerned in a reduction of available parking for their customers.
- Marny Mason noted that some of the public parking spaces along the church are used by residents for mail pick-up and the remainder of the parking is often full. An additional business using the parking is a concern as it reduces the available parking for the community and is a safety concern for neighbours.
- David Prior of 835 Watson Rd. S. stated the business has an on-going application for a liquor licence and has filed a complaint to the Township regarding the landscaped area between 599 Arkell and his property and noted the landscape buffer should be 4.5 metres and that would further reduce the parking area.
- Sarah Wilhelm confirmed that a 4.5 metre landscaping buffer is not required.
- David Prior stated that he has not been advised by the Township that the Township does not agree with his interpretation of the Township's Zoning by-law requirements particularly as they related to the minimum landscaping buffer requirements.
- David Prior indicated that there are 4 home operated businesses within the vicinity who use the public parking and does not believe that best efforts have been made to achieve more parking on the property.
- David Prior remarked there have been discrepancies between the square footage of the restaurant between the liquor licence and parking calculation for the site plan.
- David Prior stated that the application for reduced parking is not minor and the impact will be negative on the community of Arkell.

- Jeff Buisman clarified that the restaurant is 18-20 seats and cooking classes will be held in the space when it is not a restaurant.
- John Sepulis indicated that the committee considers the application that is submitted and the report and comments submitted by staff to ensure the application is accurate.
- Gerie McCauley of 834 Watson Rd S. stated that when there were concerts at the old school house residents were putting rocks on the boulevard to prevent cars parking on their property. Arkell is a small community and Council and the Committee should ensure that the owners of 599 Arkell abide by the regulations of the by-law.
- Sally Prior of 835 Watson Rd S. noted there was not a representative here to speak on behalf of the church. The church requires 15 parking spaces and there are several events and meetings held at the church and the public parking is full during these times and she has no option but to walk around cars.
- Sally Prior noted there are only 4 public spaces available along Arkell Road to maintain required distances from driveways and stop signs, and three of the parking spaces along Arkell Road beside the church are not full spaces due to the mail boxes impeding the spaces and one space is reserved for the church reverend.
- Doug Smith of 570 Arkell Road, stated when there are cars parked in front of the super mail boxes on Arkell road Canada Post does not deliver the mail, and this happens approximately three times a week. The church and the existing businesses in the area already use all of the available parking.
- Doug Smith asked about the septic and garbage storage on the property.
- Doug Smith also referred to another construction business on Watson Road.
- John Sepulis stated the variance requested is for parking and the details of the site plan are addressed under a separate application process.
- Jessica Goyda of 859 Watson Rd S (co-owner of the proposed restaurant business) stated a septic permit has been issued for the property. She knows that there are concerns regarding the business which she does not take lightly and has made concessions to alleviate the concerns of the neighbours. Plans for exterior seating have been removed and a fence with landscaping is proposed adjacent to 835 Watson Road S. that will block light and give privacy.
- Jessica Goyda stated there is enough parking in the area for a variance reduction of 5 required spaces, and the impact of 5 additional cars is minimal and will not add congestion. There will be 18 seats in the restaurant and she does not anticipate customers would be parking on Boreham Drive.
- Jessica Goyda remarked that there are a lot of people who want to see this establishment come to life and not permitting the relief would result in the business not being able to open. There are sentimental ties to the building as her grandfather operated the store there years ago. She's hoping the establishment will bring to life a small town community feel and be a positive community impact.
- Michael McCauley of 834 Watson Rd. S. requested to see all public letters written regarding the application.
- Kelly Patzer stated that they would be posted with the agenda on the Township website.
- David Prior stated that no one was notified that the office use was leaving the property.
- Jessica Goyda stated that the office has just recently made arrangements to rent new space.
- Jessica Goyda indicated that due to negative feedback received regarding the proposed name of the restaurant that they are renaming the restaurant to "Union Market Square".

- Jeff Buisman indicated that the septic design required less staff to meet standards.
- Sally Prior stated that delivery trucks have been an issue on the property because they block sidewalks.
- Marny Mason stated that Council had previously noted that the development would not move forward if it did not meet all the by-laws yet the parking does not meet the by-law requirement.
- Kelly Patzer explained that a minor variance is an application that a property owner can make to vary the requirements of the by-law to bring a property into conformity with the by-law.
- Dave Hazelwood of 593 Arkell Road, asked what happens if the Slood office does not move out.
- John Sepulis stated that the office use is proposed within the minor variance.
- There were no further questions or comments from the public.
- Dennis O'Connor inquired if there are other septic designs that could be done to make more room on the property for parking.
- Jeff Buisman noted the septic design is already a small system.
- Karen Landry clarified that the septic permit had been issued meeting Ontario Building Code requirements.
- Ken Roth requested clarification if the office leaves would the parking requirement be reduced.
- Jeff Buisman noted the office use requires 4 parking spaces.
- Deep Basi asked if the property is wheelchair accessible and if there is a designated accessible parking space.
- Jeff Buisman stated that there will be an accessible parking space and the business will be accessible.
- John Sepulis asked if the parking could be extended to the west where there is a flat area.
- Jeff Buisman confirmed that the parking could not be extended because part of the septic system is in that area and it cannot be parked on top of.

Moved by Ken Roth and Seconded by Deep Basi

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:

Five (5) parking spaces for a mixed use building of a professional office, retail/variety store and restaurant, whereas Section 3.16(c), General Provisions, Parking Regulations, requires a total of ten (10) spaces for the mixed use building

The request is hereby Approved with the Following Conditions:

1. The minor variance to permit 5 parking spaces is conditional upon the applicant obtaining Site Plan Approval.

CARRIED

5. ADJOURNMENT

Moved by Dennis O'Connor and Seconded by Deep Basi

The Committee of Adjustment meeting adjourned at 8:34 p.m.

CARRIED

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 025/16

**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' of Zoning By-law 19/85 is hereby amended by rezoning Part of Lot 6, Concession 1, from Agricultural (A-43) Zone to the **AGRICULTURAL (A) ZONE**, as shown on Schedule "A" of this By-law.
2. That subsection 5(4)(qq)(i) SPECIAL PROVISIONS is amended as follows:

 "(qq) **A-43 (Accessory Dwelling Unit for Farm Help)
 Part Lot 6, Concession 1**

 (i) MINIMUM LOT AREA - 41.2 ha (101.8 ac)"
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, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20th DAY OF April, 2016.

Dennis Lever, Mayor

Karen Landry, C.A.O./Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO. 025/16

SCHEDULE "A"



This is Schedule "A" to By-law No. 025/16

Passed this 20th day of April, 2016.

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

EXPLANATION OF BY-LAW NO. 025/16

By-law Number 025/16 amends the Township of Puslinch Zoning By-law 19/85 by rezoning Part of Lot 6, Concession 1 from Agricultural Site Specific (A-43) to Agricultural (A) and amends the text of the A-43 Zone. This amending by-law relates to consent application B75/15 to sever a vacant rural residential lot from a farm parcel with two single detached dwellings (one for farm help), barns, manure storage and an accessory building. The purpose of the zone change is to:

- Remove the A-43 Zone from the severed parcel and replace it with the A Zone so that farm help will not be allowed on the new residential lot; and
- Reduce the minimum lot area of the A-43 Zone by the area of the severed parcel.

Existing Natural Environment (NE and NE-14) Zone boundaries are to remain unchanged.

14(b)

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 026/16

Being a by-law to authorize the entering into an Agreement with Her Majesty the Queen in Right of Canada regarding a Contribution Agreement for the Canada 150 Community Infrastructure Program ("CIP 150").

WHEREAS the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to enter into Agreements;

AND WHEREAS Council authorized the seeking of Federal Funding for the upgrading of heating, cooling and electrical systems to meet safety standards at the Puslinch Community Centre under the Canada 150 Infrastructure Program ("CIP 150") as outlined in Report FIN-2015-023 and Council Resolution 2015-229;

AND WHEREAS the Minister responsible for Federal Economic Development Agency for Southern Ontario has agreed to make a non-repayable contribution to the Township of Puslinch up to the maximum of twenty-four thousand five hundred sixty-seven dollars (\$24,567) in support of the Township of Puslinch's Eligible Costs of the project;

AND WHEREAS the Council for the Corporation of the Township of Puslinch deems it appropriate to enter into an Agreement with Her Majesty the Queen in Right of Canada regarding a Contribution Agreement for the Canada 150 Community Infrastructure Program ("CIP 150");

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 Her Majesty the Queen in Right of Canada as a represented by the Minister responsible for Federal Economic Development Agency for Southern Ontario with respect to a Contribution Agreement for the Canada 150 Community Infrastructure Program (CIP 150).
2. That the Director of Finance/Treasurer be authorized to execute the Contribution Agreement and any addendums, amendments or documentation which is necessary to carry out the provisions of this Agreement.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20th DAY OF APRIL, 2016.

Dennis Lever, Mayor

Karen Landry, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 027/16

Being a by-law to authorize the
entering into of an Agreement with
YMCA-YWCA of Guelph – 2016
Summer Camp

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 YMCA-YWCA of Guelph with respect to the provision of the Summer Camp;

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 YMCA-YWCA of Guelph for the Summer Camp from July 11, 2016 to August 26, 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 20th DAY OF April 2016.

Dennis Lever, Mayor

Karen Landry, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**BY-LAW NUMBER 028/16**

Being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Puslinch at its meeting held on April 20, 2016.

WHEREAS by Section 5 of the *Municipal Act, 2001*, S.O. 2001, c.25 the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS by Section 5, Subsection (3) of the *Municipal Act*, a municipal power including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Puslinch at its meeting held April 20, 2016 be confirmed and adopted by By-law;

NOW THEREFORE the Council of the Corporation of the Township of Puslinch hereby enacts as follows:

- 1) The action of the Council of the Corporation of the Township of Puslinch, in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council at said meeting are hereby adopted and confirmed.
- 2) The Head of Council and proper official of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action of the Council.
- 3) The Head of Council and the Clerk are hereby authorized and directed to execute all documents required by statute to be executed by them, as may be necessary in that behalf and the Clerk authorized and directed to affix the seal of the said Corporation to all such documents.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20th DAY OF April, 2016.

Dennis Lever, Mayor

Karen Landry, C.A.O./Clerk