



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
2015 COUNCIL MEETING

AGENDA

DATE: Wednesday, February 4, 2015
CLOSED MEETING: 12:30 P.M.
REGULAR MEETING: 1:00 P.M.

≠ Denotes resolution prepared

1. Call the Meeting to Order
2. Disclosure of Pecuniary Interest & the General Nature Thereof.

≠ AA CLOSED MEETING – 12:30 P.M.

(a) Confidential Report from Karen Landry, CAO/Clerk, 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 – taxation

≠ 3. Adoption and Receipt of Minutes of the Previous Meeting.

- (a) Council Meeting – January 21, 2015
- (b) Closed Council Meeting – January 21, 2015
- (c) Operating Budget Meeting – January 28, 2015 *

***To be distributed under separate cover on Monday, February 2, 2015.**

4. Business Arising Out of the Minutes.

5. PUBLIC MEETINGS

***note this meeting will be held on February 11, 2015 at 7:00 p.m. Municipal Complex, 7404 Wellington Rd 34.**

- (a) Notice of Public Meeting – February 11, 2015
- (b) Report PD-2015-002 – Public Meeting – Rezoning Application File D14/HAM- Bill and Lisa Hamilton- Part Lot 20, Concession 6, municipally known as 7652 Wellington Road 34



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6. **COMMUNICATIONS**

1. **Morrison By-Pass**

- (a) Correspondence from The Honourable Michael Chong, MP, Wellington-Halton Hills dated January 8, 2015.

2. **Morrison Community Safety Zone**

- (a) Correspondence from Mr. Yasir Naqvi, Minister of Community Safety and Correction Services dated January 13, 2015

3. **CBM Aggregates – Licence No. 48576 (Tikal Pit)
Lot 21, Concession 9 – Victoria Road**

- (a) Report Dance Environmental Inc. regarding Tikal Pit, Puslinch Township: Biological Monitoring dated November 4, 2014.
(b) Report from MTE Engineers regarding CBM Aggregates – Tikal Pit – Monitoring Reduction Part Lot 21, Concession 9, Township of Puslinch, County of Wellington dated November 10, 2014.
(c) Report from MTE Engineers regarding CBM Aggregates – Tikal Pit – Monitoring Results Summary Part Lot 21, Concession 9, Township of Puslinch, County of Wellington dated December 12, 2014.

Mr. Stan Denhoed, Harden Environmental Services Ltd. and Mr. Greg Scheifele, GWS Ecological & Forestry Services Inc. have both advised that they concur with MTE Consultants Inc. that continued groundwater monitoring of the site can cease.

4. **University of Guelph - Mill Creek Pit – Licence No. 5738
Lots 21-24, Conc. 2 – 7115 Concession 2**

- (a) Correspondence from Dufferin Aggregates regarding December 2014 monthly monitoring report dated January 13, 2015.

Mr. Stan Denhoed, Harden Environmental Services Ltd. has reviewed the report and is satisfied that there are no exceedences at this time based on the December 2014 report.



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≠ 5. **Mini Lakes**

- (a) Correspondence from County of Wellington, Planning and Development Department regarding Proposed Removal of Holding Symbol, Part of Lot 21 & 22, Concession 8, Mini Lakes Residents Association dated January 23, 2015.

Staff will prepare a Report for the February 18th Council meeting to advise on the status of items (i)(ii) and (iii) noted in the above correspondence.

6. **2014 Audit**

- (a) Correspondence from BDO Canada LLP regarding Audit of the Financial Statements of the Corporation of the Township of Puslinch for the year ended December 31, 2014.

≠ 7. **Intergovernmental Affairs**

- (a) Various correspondence for review.

7. **DELEGATIONS/PRESENTATIONS**

- ≠ 1. 1:05 p.m. – Mr. Art Zymerman, Puslinch Lake Conservation Association, regarding grant request.
- ≠ 2. 1:25 p.m. – Mr. Dave Hamilton regarding proposed site alteration Application - 7827 Wellington Road 36, Puslinch
- ≠ 3. 1:45 p.m. – Mr. Jeremy DeVries regarding approval of current and future commercial fill operations in the Township.
- ≠ 4. 2:05 p.m. – Mr. Marc Reid regarding 7827 Wellington Road 36, site alteration/fill permits.

8. **REPORTS**

1. **Puslinch Fire and Rescue Services**

None.



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2. **Finance Department**

None.

3. **Administration Department**

None.

4. **Planning and Building Department**

- ≠ (a) Report PD-2015-003 - Site Alteration Agreement Marc & Andrea Reid – 7827 Wellington Road 36 L04/REI

5. **Roads & Parks Department**

None.

6. **Recreation Department**

- ≠ (a) Report REC-2015-002 – Update Shinny Hockey and Sticks and Pucks Pilot Program at Optimist Recreation Centre

9. **NOTICES OF MOTION**

Councillor Bulmer – update on proposed Notice of Motion

10. **COMMITTEE MINUTES**

None.

11. **MUNICIPAL ANNOUNCEMENTS**

- (a) Mayor Lever Budget Meeting Dates

12. **UNFINISHED BUSINESS**

13. **BY-LAWS**

- (a) A by-law to constitute and appoint a Committee of Adjustment - Planning and Development Advisory Committee for the Township of Puslinch.



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- (b) A by-law to adopt terms of reference for the Recreation Committee, appoint members to the Recreation Committee and repeal by-law 50/11;
- (c) A by-law to amend By-law 31/12 being the Site Alteration By-law;
- (d) A by-law to amend the Township's Procedure By-law;

≠ 14. **CONFIRMING BY-LAW**

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

≠ 15. **ADJOURNMENT**



MINUTES

DATE: Wednesday, January 21, 2015

TIME: 7:00 P.M.

The January 21, 2015 Regular Council Meeting was held on the above date and called to order at 7:00 p.m. in the Council Chambers, Aberfoyle.

1. ATTENDANCE:

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

STAFF IN ATTENDANCE:

1. Donna Tremblay, Deputy Clerk
2. Mary Hasan, Director of Finance/Treasurer
3. Don Creed, Director of Public Works and Parks
4. Steve Goode, Fire Chief

OTHERS IN ATTENDANCE

1. Aldo Salis
2. Kevin Johnson
3. Kathy White
4. Doug Smith
5. Kyle Davis
6. Don McKay

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

None.

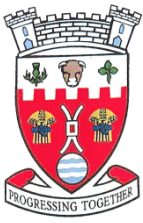
3. ADOPTION OF THE MINUTES:

Resolution No. 2015-019: Moved by Councillor Stokley and
Seconded by Councillor Fielding

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

- Council Meeting – January 7, 2015 – as amended by Amending Resolution No. 2015-008 by replacing \$18.17 and \$1,876.66 with \$18.78 and \$1,836.28 respectively;
- Capital Budget Council meeting – January 14, 2015.

CARRIED



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

None.

5. **PUBLIC MEETINGS:**

None.

6. **COMMUNICATIONS:**

1. **CBM Puslinch Pit aka Mast Pit
Licence No. 17600
4313 Sideroad 25S**

(a) Correspondence from Ground Water Science Corp. regarding November 2014 monitoring report update dated December 29, 2014.

Mr. Stan Denhoed, Harden Environmental Services Ltd. has advised that he has reviewed the monthly monitoring report and that the data shows that there have not been any exceedences of the water thresholds and he does not have any concerns.

2. **University of Guelph - Mill Creek Pit – Licence No. 5738
Lots 21-24, Conc. 2**

(a) Correspondence from Dufferin Aggregates regarding November 2014 monitoring report update dated December 12, 2014.

Mr. Stan Denhoed, Harden Environmental Services Ltd. has advised that he has reviewed the monthly monitoring report and that the data shows that there have not been any exceedences and he does not have any concerns

3. **Shinny Hockey**

(a) Correspondence from Dan Blair regarding Shinny Hockey at Optimist Recreation Centre dated January 10, 2015.

Resolution No. 2015-020: Moved by Councillor Stokley and
Seconded by Councillor Fielding

That Council receive the correspondence from Dan Blair regarding Shinny Hockey at Optimist Recreation Centre dated January 10, 2015; and

That staff review Mr. Blair's comments when reporting back to Council on the Shinny Hockey and Sticks and Pucks Pilot program.

CARRIED



4. **Intergovernmental Affairs**

(a) Various correspondence for review.

Resolution No. 2015-021: Moved by Councillor Fielding and
Seconded by Councillor Stokley

That the correspondence items listed on the Council Agenda for January 21, 2015 Council meeting be received.

CARRIED

7. **DELEGATIONS/PRESENTATIONS**

1. Mr. Brett Hoy, Mindful RemedEase, regarding donation request.

Mr. Hoy made a presentation to those in attendance with respect to the history of the organization and the programs in which the donation monies would be applied to. Councillor Fielding advised Mr. Hoy that it would be beneficial for his group to contact the COP Committee who is also involved in supporting and promoting mental health in the Township.

Resolution No. 2015-022: Moved by Councillor Stokley and
Seconded by Councillor Fielding

That Council receive the presentation from Mr. Brett Hoy, Mindful RemedEase, regarding a donation request; and

That the request be deferred to the January 28, 2015, Operating Budget Meeting for consideration.

CARRIED

2. Mr. Kyle Davis, Risk Management Official, Wellington County Municipalities regarding Comments on Halton-Hamilton Source Protection Region Proposed Updated Source Protection Plan dated November 18, 2014

Mr. Davis provided those in attendance with a summary of his Memorandum dated January 9, 2015, which provided an update on the comments submitted by the Wellington County municipalities to the Halton-Hamilton Source Protection Region on May 30, 2014. Mr. Davis advised that the current public comment period is the second public comment for the Halton-Hamilton Source Protection Plan since May 2014 and that the second public comment period has been provided due to updated technical work that is unrelated to the Township of Puslinch and County of Wellington. Mr. Davis advised that since submission of the May 2014 comments, that a number of the comments were addressed in the Proposed Updated Plan.

Resolution No. 2015-023: Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Council receive the presentation from Mr. Kyle Davis, Risk Management Official, Township of Puslinch Wellington County Municipalities regarding comments on Halton-Hamilton Source Protection Region Proposed Updated Source Protection Plans dated November 18, 2014; and

That staff forward their comments to Halton-Hamilton Source Protection Region.

CARRIED



8. REPORTS:

1. Puslinch Fire and Rescue Services

(a) Puslinch Fire and Rescue Services Response Report for December, 2014.

Resolution No. 2015-024: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Council receive the Puslinch Fire and Rescue Services Response report for December, 2014.

CARRIED

2. Finance Department

None.

3. Administration Department

(a) Report ADM-2015-001 – 2014 Municipal Election – Accessibility Report

Resolution No. 2015-025 Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Report ADM-2015-01 regarding 2014 Municipal Election - Accessibility Report be received.

CARRIED

(b) Report ADM-2014-024 – Committees of Council

Council requested that staff provide orientation for all committee members. Council requested that the orientation also include specialized training for committee chairing. Karen Landry, CAO/Clerk advised that staff would look into providing information and orientation for committees.

Councillor Bulmer requested that staff review the wording of the Recreation Committee Mandate as the present wording indicates that staff is to provide their concerns to committee members. Ms. Landry advised that this was not the intent and the wording would be reviewed and revised.

Council requested that staff include an attendance requirement for all committee members. Council advised that should a member miss more than 3 meetings in one calendar year that this member will be requested to step down from the respective committee.

Councillor Bulmer requested that with respect to the Procedural By-Law that Closed Meeting items be listed as a separate meeting with its own Agenda. Karen Landry CAO/Clerk advised that staff will move the closed meeting agenda items further up in the items on the Agenda.



Resolution No. 2015-026 Moved by Councillor Fielding and
Seconded by Councillor Stokley

That Report ADM-2014-024 regarding Committee Governance Review be received;
and

That the terms of reference attached as Schedule "C1, C2, C3 and C6" to Report ADM-2014-024 for the following committees be approved:

- Recreation Committee
- Heritage Committee
- Property Standards Committee; and
- Badenoch Community Centre Board

That Council enact a By-law to amend its Procedural By-law to further define when and how notice of Council, Committee and Board meetings will be given; and

That the Audit Committee and Fire and Rescue Services Committee be dissolved; and

That staff upon completion of the Recreation and Parks Master Plan report back to Council on the outcomes and impacts on the affected advisory committees; and

That Council direct staff to table a Committee Governance Review report at the final meeting of the outgoing Council in 2018, and at the first business meeting of the 2018-2022 Township Council.

CARRIED

(c) Report ADM-2014-028 – Committees of Council – Committee of Adjustment and Planning Advisory

Councillor Bulmer requested that the terms of reference for the Planning and Development Advisory Committee be revised to include that this Committee will be the commenting authority on Zoning By-Law amendments.

Resolution No. 2015-027 Moved by Councillor Roth and
Seconded by Councillor Stokley

That Report ADM-2014-028 regarding Committee Governance Review – Committee of Adjustment and Planning Advisory Committee be received; and

That the terms of reference attached as Schedule "B3" to Report ADM-2014-028 for a combined Planning Advisory and Committee of Adjustment Committee to be known as the Planning and Development Advisory Committee be adopted as amended; and

That the Planning and Advisory Committee be dissolved; and

That Council enact a By-law to amend the Site Alteration By-law to establish a notification and approval process in accordance with Report ADM-2014-028 for Site Alteration applications that are equal to or exceed 1,000 cubic metres.

CARRIED



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Resolution No. 2015-028 Moved by Councillor Stokley and
Seconded by Councillor Fielding

That Council hereby appoints representatives to the following
Committees/Organizations as follows:

Committee	Member	Term
Community Oriented Police	Councillor Stokley	2016
Emergency Management (Alternate to Mayor)	Councillor Roth	2016
Friends of Mill Creek	Councillor Roth	2016
Puslinch Lake Conservation Association	Councillor Fielding	2016
Waterloo Wellington Community Futures (Community Economic Development)	Councillor Fielding	2016
Wellington Farm & Home Safety Association	Mayor Lever	2016
Planning & Development Advisory Committee	Councillor Roth	2016
Badenoch Committee	Councillor Bulmer	2016
Recreation Committee	Councillor Stokley	2016
Well Protection Committee	Councillor Bulmer	2016

CARRIED

Resolution No. 2015-029 Moved by Councillor Stokley and
Seconded by Councillor Fielding

That Council adopt the Mayor's Absence Schedule as follows:

Member	Term
Councillor Bulmer	January 2015 to March 2015
Councillor Roth	April 2015 to June 2015
Councillor Stokley	July 2015 to September 2015
Councillor Fielding	October 2015 to December 2015
Councillor Roth	January 2016 to March 2016
Councillor Stokley	April 2016 to June 2016
Councillor Fielding	July 2016 to September 2016
Councillor Bulmer	October 2016 to December 2016
Councillor Stokley	January 2017 to March 2017
Councillor Fielding	April 2017 to June 2017
Councillor Bulmer	July 2017 to September 2017
Councillor Roth	October 2017 to December 2017
Councillor Fielding	January 2018 to March 2018
Councillor Bulmer	April 2018 to June 2018
Councillor Roth	July 2018 to September 2018
Councillor Stokley	October 2018 to November 2018

CARRIED

4. Planning and Building Department

(a) Chief Building Official Report – December 2014.



Resolution No. 2015-030 Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Council receive the Chief Building Official Report for December, 2014.

CARRIED

5. Roads & Parks Department

None.

6. Recreation Department

(a) Report REC-2015-01 – Costing of Sound Study alternatives for the Optimist Recreation Centre.

Resolution No. 2015-031 Moved by Councillor Fielding and
Seconded by Councillor Stokley

That Report REC-2015-001 regarding Costing of Additional Sound Study Alternatives for the ORC be received; and

That should Council proceed with a further sound study, that funding of the sound study be considered during operating budget deliberations on January 28, 2015.

A recorded vote was requested.

<u>Recorded Vote</u>	Yes	No	Conflict	Absent
Councillor Bulmer	√			
Councillor Roth		√		
Mayor Lever		√		
Councillor Stokley	√			
Councillor Fielding	√			
Total:	3	2		

CARRIED

9. NOTICE OF MOTION:

Councillor Bulmer – Councillor Bulmer will work with staff with respect to a Site Alteration By-Law, Zoning By-Law and Interim Control By-Law.

10. COMMITTEE MINUTES

None.

11. MUNICIPAL ANNOUNCEMENTS

Puslinch Soccer Annual General Meeting

Councillor Stokley advised that he attended the Puslinch Soccer AGM on Thursday, January 20, 2015. Councillor Stokley advised that registration for the 2013/2014 season was up and that the club anticipates another increase for the upcoming season. Councillor Stokley advised that the club has been making inquiries with respect to use of the



additional land behind the community centre property for training purposes and Councillor Stokley has advised the group to send a letter to the CAO with respect to their request.

Township Fill Applications

Councillor Fielding expressed concerns about inquiries she has received with respect to fill applications in the Township. Karen Landry, CAO/Clerk advised that information will be coming to Council at the next meeting with respect to this matter.

Duff's Church

Councillor Fielding advised that she will be speaking at the Duff's Church Appreciation Event on Sunday, January 25, 2015.

Morrison By-Pass Coalition

Mayor Lever advised that he has recently attended 2 coalition meetings, one with Councillor Stokley, 2 members of the coalition and Michael Chong and another with 2 members of the coalition and Liz Sandals, MPP. Mayor Lever that advised that both Mr. Chong and Ms. Sandals have offered their support.

12. CLOSED MEETING:

Council recessed from 9:37 p.m. to 9:40 p.m.

Council was in closed session from 9:41 p.m. to 9:57 p.m.

- (a) Confidential Report ADM-2014-026 – Citizen Appointments to Advisory Committees of Council - personal matters about an identifiable individual including municipal or local board employees - Appointment of Individuals to the Various Committees and Boards.

Resolution No. 2015-032: Moved by Councillor Stokley and
Seconded by Councillor Fielding

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

- (a) Confidential Report ADM-2014-026 – Citizen Appointments to Advisory Committees of Council - personal matters about an identifiable individual including municipal or local board employees - Appointment of Individuals to the Various Committees and Boards.

CARRIED

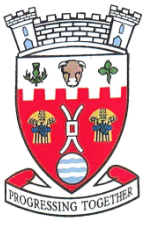
Resolution No. 2015-033: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Council move into open session.

CARRIED

Resolution No. 2015-034: Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Confidential Report ADM-2014-026 regarding Citizen Appointments to Advisory Committees of Council - personal matters about an identifiable individual including municipal or local board employees - Appointment of Individuals to the Various Committees and Boards, be received; and



That staff proceed as directed.

CARRIED

Resolution No. 2015-035: Moved by Councillor Stokley and
Seconded by Councillor Fielding

That Council hereby appoints the following members to the Puslinch Heritage Committee from December 31, 2014 to November 30, 2018, or until such time as a successor has been appointed:

1. Mary Tivy
2. John Levak
3. Cameron Tuck
4. John Arnold

And that Council supports the recommendation of the Puslinch Historical Society to appointment Barb Jefferson, as a member of the Puslinch Heritage Committee as contained in their correspondence dated November 18, 2014, for the term of December 31, 2014 to November 30, 2018, or until such time as a successor has been appointed; and

That this resolution be circulated to the Puslinch Historical Society.

CARRIED

Resolution No. 2015-036: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Council appoints Dianne Paron, to the Well Protection Committee for the term December 31, 2014 to November 30, 2018, or until such time as a successor has been appointed.

CARRIED

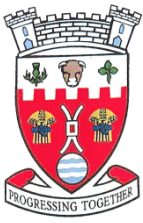
13. **BY-LAWS:**

- (b) A by-law to amend Zoning By-law 19/85 (LEL Farms Ltd.) – Part of Lot 6 &7, Concession 4, Township of Puslinch
- (c) A by-law to amend Zoning By-Law 19/95 (Con-Cast Pipe Inc.) – 229 Brock Road South (Wellington Rd. 46)
- (d) A by-law to appoint John Maddox of JGM Consulting as its Closed Meeting Investigator

Resolution No. 2015-037: Moved by Councillor Fielding and
Seconded by Councillor Stokley

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

- (a) By-law **04/15** being a by-law to amend Zoning By-law 19/85 (LEL Farms Ltd.) – Part of Lot 6 &7, Concession 4, Township of Puslinch



- (b) By-law **05/15** being a by-law to amend Zoning By-Law 19/95 (Con-Cast Pipe Inc.) – 229 Brock Road South (Wellington Rd. 46)
- (c) By-law **06/15** being a by-law to appoint John Maddox of JGM Consulting as its Closed Meeting Investigator

CARRIED

14. CONFIRMING BY-LAW

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

Resolution 2015-038: 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:

- (a) By-Law 07/15 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 21st day of January, 2015.

CARRIED

15. ADJOURNMENT:

Resolution No. 2015-039 Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Council hereby adjourns at 10:02 p.m.

CARRIED

Dennis Lever, Mayor

Karen Landry, CAO/Clerk



THE TOWNSHIP OF PUSLINCH NOTICE OF THE PUBLIC MEETING

TAKE NOTICE that the Council of the Township of Puslinch will hold a **Public Meeting** on **Wednesday the 11th of February, 2015 at 7:00 pm** in the Council Chambers at 7404 Wellington Road 34, to consider a proposed Zoning By-law Amendment pursuant to the requirements of Section 34 of the Planning Act, R.S.O., 1990, as amended. The file number assigned to this application is **D14/HAM**.

THE LAND SUBJECT to the application is municipally known as 7652 Wellington Road 34, Concession 9, Part Lot 20, Township of Puslinch. The subject lands are shown on the inset map.

THE PURPOSE AND EFFECT of the application is to amend the Township of Puslinch's Zoning By-law 19/85 to rezone the lands from Agricultural (A) Zone to a site specific Agricultural (A-_) Zone to permit a landscaping contractor's yard.

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.

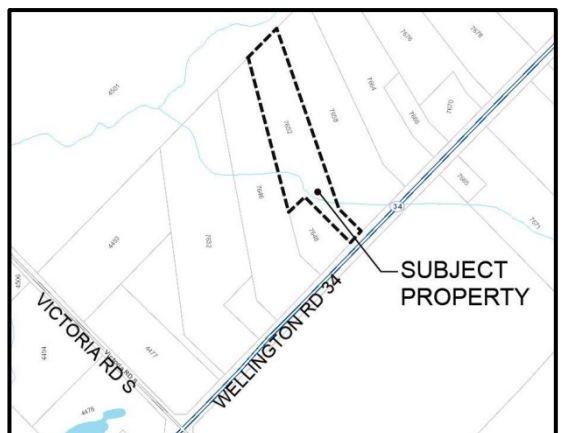
REQUEST FOR NOTICE OF DECISION regarding the Zoning By-law amendment must be made in written format to the Township Clerk at the address shown below.

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 as of the date of this notice.

Key Map:

Dated at the Township of Puslinch on this
12th day of January, 2014.

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





REPORT PD-2015-002

INFORMATION REPORT

FROM: Kelly Patzer, Development Coordinator

DATE: February 4, 2015

SUBJECT: Public Meeting - Rezoning Application File D14/HAM
Bill & Lisa Hamilton – Part Lot 20, Concession 9, municipally known as
7652 Wellington Road 34

BACKGROUND:

1. Purpose of Report

This report is to advise Council and the Public of the application for a Zoning By-law Amendment located at 7652 Wellington Road 34. The proposed amendment seeks to rezone a portion of the property from Agricultural (A) Zone to a site specific Agricultural (A_) Zone to permit an existing landscaping contractor's yard. The Natural Environment (NE) Zone on the property will remain unchanged.

2. Application

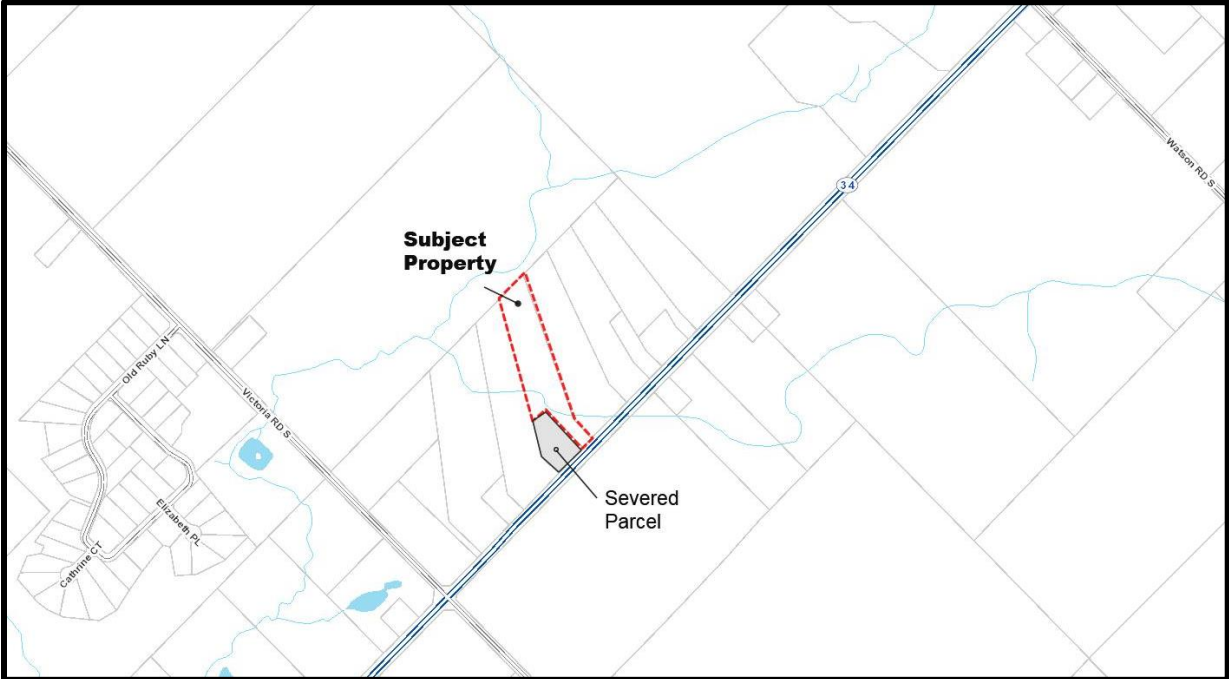
The proposed zoning amendment seeks to legalize an existing landscaping business located on the subject property without the main use of a residential dwelling. The existing activities have been conducted on the property for a number of years. The application includes the existing uses of a landscape contractor's yard with workshop, administrative office, shade house, outdoor storage and the growing of plants, shrubs and trees for commercial purposes, and the proposed uses of a single detached dwelling, barn and accessory use.

The property was subject to County of Wellington consent file B62/11, which severed the original property into two parcels and resulted in the existing house being on the severed parcel, and the two accessory buildings with landscaping business on the retained parcel. It was the owner's intent at the time of severance to build a house on the retained parcel.

A Planning Justification Report (Attachment "D") has been submitted as part of the application package. The application if approved would be subject to Site Plan Approval for staff to complete a technical review of site design, landscaping, stormwater management, building requirements, hydrogeology etc.

3. Location & Site Characteristics

The subject site, known municipally as 7652 Wellington Road 34, is located on the north side of Wellington Road 34, east of Brock Road and west of Watson Road S (see photos below). The parcel is approximately 3.62 ha (8 acres). The location is surrounded by existing rural residential and agricultural parcels and the rehabilitated Tikal Pit to the south.



APPLICATION CHRONOLOGY:

1. Planning Advisory Committee:

The Planning Advisory Committee at its meeting held on November 24th, 2014 recommended Zoning By-law Amendment Application #D14/HAM, as filed by Black, Shoemaker, Robinson & Donaldson Ltd. on behalf of Bill & Lisa Hamilton, proceed to Council for a Public Meeting.

2. Notice:

November 28, 2014: Notice of a Complete Application was mailed to property owners within 120 metres of the subject property and all required agencies.

December 2014: Notice Sign posted on the property explaining the proposed application and providing Township contact information.

January 16, 2015: Notice of a Public Meeting was published in The Wellington Advertiser.

February 11, 2015: Public Meeting to be held at Township of Puslinch

3. Staff, Agency & Public Circulation Comments:

The application was circulated for review November 28, 2014 to the Township's consultants and External Agencies for comments. The comments provided to date by the commenting agencies from the first submission circulation are attached as a separate document titled Attachment "A" - Consolidation of First Submission Comments.

The Township has received comments from the public, both in support of and against the application. Public comments are attached as a separate document titled Attachment "B" – Public Comments. A number of emails have been received from one resident and are available in the file for review. The resident, in addition to the emails, has submitted a letter as an official letter in opposition to the application which has been included in the attachment.

4. Applicant Response to First Submission Comments:

The Township received a second submission from the applicant in response to the staff/agency and public comments provided. Please see Attachment "C" – Applicant Response Letter.

APPLICABLE LEGISLATION & REQUIREMENTS:

1. County of Wellington Official Plan

The Official Plan designates the subject property as Secondary Agricultural. Section 6.5.4 of the Plan allows for small scale commercial, industrial and institutional uses in Secondary Agricultural Areas provided that:

- a) appropriate sewage and water systems can be established;
- b) the proposed use is compatible with surrounding uses;
- c) the use requires a non-urban location due to:
 - market requirements;
 - land requirements;
 - compatibility issues.
- d) the use will not hinder or preclude the potential for agriculture or mineral aggregate operations;
- e) the use will be small scale and take place on one lot and large scale proposals or proposals involving more than one lot will require an official plan amendment.

2. Township of Puslinch Zoning By-Law

The subject lands are zoned Agricultural (A) Zone. Permitted uses under the A Zone include:

- an agricultural use;
- an intensive agricultural use;
- a single detached dwelling;
- a home occupation;
- a retail farm sales outlet accessory to an agricultural use;
- existing churches, schools, community halls and nursing homes;
- a wayside pit;
- forestry and woodlots;
- open space and conservation areas;
- a fish and wildlife management area;
- a public use.

Home Occupations, under Section 3(9) of the by-law are to meet the following criteria:

No home occupation shall be permitted anywhere within the zoned area except in accordance with the following provisions:

- (a) A home occupation shall be accessory to a single dwelling occupied by the owner or tenant thereof as his principal residence and located within a zone in which a home occupation is specifically listed as a permitted use.
- (b) 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.
- (c) Not more than 25 per cent of the total dwelling unit area of any dwelling unit shall be used primarily for a home occupation and any area so used shall be over and above the minimum dwelling unit area required hereby for such dwelling unit.
- (d) A home occupation may occur within an accessory structure in the Agricultural (A) Zone.
- (e) The home occupation shall be clearly incidental and secondary to the main residential use to which it is accessory and shall not change the residential character of the dwelling.
- (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.
- (g) None of the following uses shall be considered home occupations except where such uses are specifically permitted herein:
 - automotive use
 - hospital
 - veterinarian's clinic
 - restaurant
 - refreshment room
 - truck terminal
 - salvage yard
 - variety store
 - undertaker's establishment

but may include a **service trade** as defined by this By-Law so long as it remains compatible with the surrounding areas.

Service Trade is defined under the by-law as an establishment, other than an automotive use, that provides a non-personal service or craft to the public, including, but not necessarily restricted to, a printer's shop, a plumber's shop, a tinsmith's shop, a painter's shop, a carpenter's shop, an electrician's shop, a welding shop, a blacksmith's shop, a merchandise service shop, a battery storage and recharging shop, a well driller's establishment, a furrier's shop, an upholsterer's shop, a bakery, a dairy, a catering establishment, an egg grading station, a machine shop, or a monument engraving shop.

Open Storage is defined under Section 3 (15) of the by-law and is to abide by the following regulations as listed in the by-law:

(i) Open storage shall be accessory to a permitted or existing non-residential use or home occupation carried on in an enclosed building or portion thereof on the same lot.

(ii) No open storage area shall be permitted in any required front yard or exterior side yard, except in the case of an agricultural use or the outside display and sale of goods and materials in conjunction with a permitted commercial use.

(iii) No open storage shall be located closer than two metres to any lot line; however, firewood may be stored closer than two metres to a lot line so long as it does not exceed 1.5 metres in height.

(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 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.

(v) Any open storage accessory to a home occupation shall be fully enclosed by an opaque wall, fence or other barrier not less than 2 metres in height so that no part of such open storage is visible from any adjacent lot or street, except that this provision shall not apply to any open storage located on a lot where on the main use is an agricultural use.

(vi) Any open storage area shall be maintained as landscaped open space or provided and maintained with a stable surface, treated so as to prevent the raising of dust or loose particles and drained, except that this provision shall not apply to any open storage area located on a lot where on the main use is an agricultural use.

(vii) Notwithstanding Paragraph (vi) of this Clause, no open storage area shall be considered part of any landscaped open space required hereby.

(viii) No parking spaces or loading spaces required by this By-Law shall be used for open storage purposes.

CONCLUSION:

Once all relevant information, reports and comments have been reviewed and completed, a final Recommendation Report will be brought forward to Council with any associated amending By-law which will summarize all agency and public comments and assess the merits of the application.

Attachment “A”
Consolidation of First Submission
Staff & Agency Comments



PLANNING AND DEVELOPMENT DEPARTMENT
GARY A. COUSINS, M.C.I.P., DIRECTOR
T 519.837.2600
T 1.800.663.0750
F 519.823.1694

COUNTY OF WELLINGTON

ADMINISTRATION CENTRE
74 WOOLWICH STREET
GUELPH, ON N1H 3T9

January 6, 2015

Kelly Patzer, Development Coordinator
Township of Puslinch
7404 Wellington Road 34
Guelph, ON N1H 6H9

Dear Ms. Patzer:

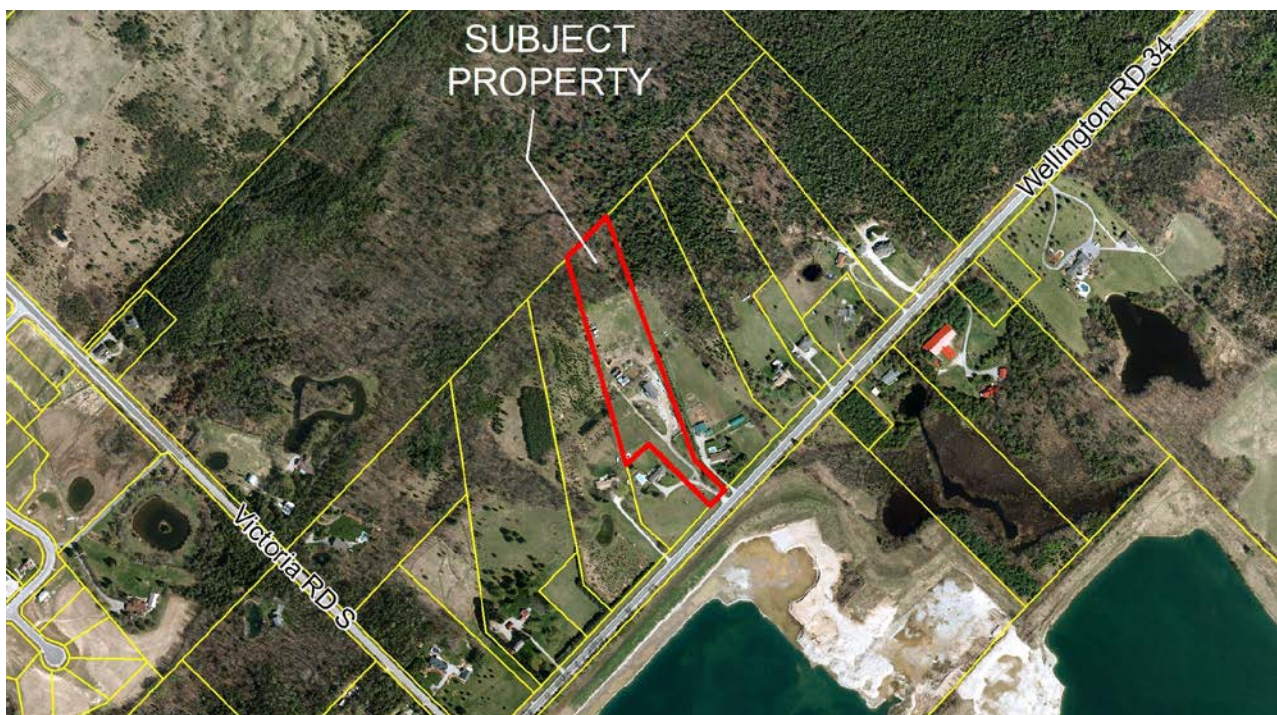
Re: First Circulation
Zoning By-law Amendment – Application D14/HAM
Hamilton – Proposed Landscape Contractor's Yard
7652 Wellington Road 34 (Part of Lot 20, Concession 9)

Thank you for circulating the above-noted rezoning request to the County for review. These comments are based on a site visit and a review of the information provided by the applicant.

Introduction

The land subject to the proposed zoning by-law amendment (Application D14/HAM) is located east of Victoria Road South, on the north side of Wellington Road 34 at Part Lot 20, Concession 9 (see Figure 1). The property has 30 m (98 ft) frontage on Wellington Road 34 and has a total lot area of 3.26 hectares (8.1 acres).

Figure 1 Property Location



According to the application, the subject lands are currently occupied by a storage barn and shop totaling 284 sq. m (3,060 sq. ft.). Surrounding land uses include rural residential, agricultural, large natural areas, and aggregate operations (Tikal Pit).

Proposal

The purpose of the proposed amendment is to rezone a portion of the subject property (currently Agricultural) to an appropriate site-specific agricultural zone that would legalize an existing landscape business. The Natural Environment (NE) Zone at the rear of the property would remain unchanged.

Previous Planning Applications

We note this property was the subject of a severance application initiated in 2011 (B62/11) which had the effect of separating an existing home from the remainder of the property. There were two conditions of approval that relate to the rezoning request:

Condition 8 Zoning Compliance

Zoning compliance was required as a condition of approval to address the existence of accessory buildings without a main use (residential dwelling). An application for minor variance (A2/2012) was submitted to the Township to allow for “an accessory building to remain temporarily without a single family dwelling”. The minor variance was approved with the following conditions:

1. That the accessory building is removed or a permit for a single family dwelling is received within 6 months of the Minor Variance approval.
2. That a security deposit in the amount of \$20,000.00 be submitted to and held by the Township of Puslinch.

Current Status: There is no dwelling on the retained lands of the severance. The Planning Justification Report includes a landscape contractor’s yard and a single detached dwelling as proposed standalone uses.

Condition 9 Minimum Distance Separation 1 (MDS1) Compliance

MDS1 compliance for the barn on the subject property could only be achieved through removal of the barn (otherwise the application would have failed). The owner obtained a Change of Use Permit (0066/2012) to remove horse stalls to convert the barn to an accessory building.

Current Status: At the time of our site visit for the rezoning application (December 8, 2014) we observed one horse on the property. We also note that the Planning Justification Report includes a barn as one of the proposed uses in the zone change. We would not be supportive of including a barn as a permitted use for this application as it would negate the previous MDS1 clearance for the residential lot.

County Official Plan

According to Schedule A7 (Puslinch) of the Official Plan, the property is designated SECONDARY AGRICULTURAL, CORE GREENLANDS and GREENLANDS. The property also falls within the Mineral Aggregate Overlay. The landscape business appears to be well-removed from the Core Greenlands designation.

Section 6.5.4 of the Plan allows for small scale commercial, industrial and institutional uses in Secondary Agricultural Areas provided that:

- a) appropriate sewage and water systems can be established;
- b) the proposed use is compatible with surrounding uses;
- c) the use requires a non-urban location due to:
 - market requirements;
 - land requirements;
 - compatibility issues.
- d) the use will not hinder or preclude the potential for agriculture or mineral aggregate operations;
- e) the use will be small scale and take place on one lot and large scale proposals or proposals involving more than one lot will require an official plan amendment.

Planning Policy Review

In support of the planning application, the proponent has filed a Planning Justification Statement prepared by Black, Shoemaker, Robinson & Donaldson Limited (BSR&D). While the report states that the purpose of the proposed amendment is to “recognize existing activities on the property”, no details of the existing activities on the property are included in the report.

The BSR&D report provides a review of the relevant provincial policies and states that the proposed landscape business meets the intent of the Provincial Policy Statement. The report considered County policies for the Secondary Agricultural designation which provide for small scale commercial uses subject to specific criteria. The report concludes that the business activities will not generate negative impacts associated with noise, traffic emissions, parking, or outdoor storage and the surrounding properties. No details were provided to demonstrate how this would be accomplished.

Public and Agency Comments

At the time of writing these comments, we have received comments in opposition from neighbouring property owners Edward and Karen Dailous. We have also received Grand River Conservation Authority comments of no objection to the application. Comments of the County Engineering Services Department will be provided under separate cover.

Matters to be Addressed by Applicant

While the applicant has provided a planning policy review, they will also need to provide sufficient information and site details to address policy conformity and any comments and concerns raised by the Township, its peer review consultants, and other review agencies. Matters to address include, but are not limited to:

- provision of additional information such as
 - the specific nature of the business operation,
 - the number of on-site staff,
 - type of equipment on the property,
 - hours of operation,
 - lighting,
 - noise generated by the use, and
 - the extent and type of outdoor storage;
- the compatibility of the proposed use and potential impacts on surrounding properties;
- the appropriateness of the proposed use based on existing site services or expansions to same;
- and any other concerns raised by Council, the Planning Advisory Committee, and the public.

We trust that these preliminary comments are of assistance to the Township.

Yours truly,

A handwritten signature in black ink, appearing to read 'Sarah Wilhelm', with a long horizontal flourish extending to the right.

Sarah Wilhelm, BES, MCIP, RPP
Senior Planner



Harden Environmental Services Ltd.
4622 Nassagaweya-Puslinch Townline Road
R.R. 1, Moffat, Ontario, L0P 1J0
Phone: (519) 826-0099 Fax: (519) 826-9099

Groundwater Studies
Geochemistry
Phase I / II
Regional Flow Studies
Contaminant Investigations
OMB Hearings
Water Quality Sampling
Monitoring
Groundwater Protection
Studies
Groundwater Modeling
Groundwater Mapping
Permits to Take Water
Environmental Compliance
Approvals

Our File: 1426

Puslinch File: D14/HAM

December 10, 2014

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

Attention: Ms. Karen Landry
CAO/Clerk

Dear Ms. Landry;

Re: Hamilton – Zoning By-law Amendment

The only comments I have in regards to this application are related to the nature of the proposed outdoor storage.

- 1) What products will be stored out-of-doors and will there be an impervious pad beneath these products?
- 2) Will heavy equipment be used to stockpile materials and load/unload the materials?

Sincerely,

Harden Environmental Services Ltd.

A handwritten signature in black ink, appearing to read 'S. Denhoed', is written over a light blue rectangular background.

Stan Denhoed, P.Eng., M.Sc.
President

Kelly Patzer

From: Greg Scheifele <gwsefs@sympatico.ca>
Sent: December-01-14 10:56 AM
To: Kelly Patzer
Cc: Steve Conway; Nathan Garland; Robert Kelly; ardyne.farmd@sympatico.ca; ONTUGLLandsINQ@uniongas.com; Executivevp.lawanddevelopment@opg.com; lindad@wellington.ca; rowcentre@bell.ca; Amanda Pepping; aherreman@grandriver.ca; Don Creed; Steve Goode; Sarah Wilhelm; Aldo Salis; Stan Denhoed
Subject: RE: D14/HAM - Zoning By-law Amendment Circulation

Follow Up Flag: Follow up
Flag Status: Flagged

Kelly,

I have no concerns with this zone change application.

Regards,

Greg

From: Kelly Patzer [<mailto:kpatzer@puslinch.ca>]
Sent: November-28-14 12:29 PM
To: Amanda Pepping; Stan Denhoed; Greg Scheifele; Aldo Salis; Sarah Wilhelm; Steve Goode; Don Creed; 'aherreman@grandriver.ca'
Cc: Steve Conway; Nathan Garland; Robert Kelly; ardyne.farmd@sympatico.ca; ONTUGLLandsINQ@uniongas.com; Executivevp.lawanddevelopment@opg.com; lindad@wellington.ca; rowcentre@bell.ca
Subject: D14/HAM - Zoning By-law Amendment Circulation

Hello,

Please find attached the first circulation for Bill & Lisa Hamilton Zoning By-law Amendment located at 7652 Wellington Road 34.

Regards,

Kelly Patzer
Development Coordinator
Township of Puslinch
(519) 763-1226 ext 226



January 9, 2015
Our File: 115006-1

Township of Puslinch
RR 3, 7404 Wellington Road 34
Guelph, ON N1H 6H9

Attention: Ms. Kelly Patzer
Development Coordinator

Re: D14/HAM – 7652 Wellington Road 34,
Zoning Bylaw Amendment

Dear Ms. Patzer,

We have reviewed the application and information submitted in support of Zoning Bylaw Amendment D14/HAM. Based on the change from an agricultural use to the proposed use of a landscaping contractor's yard, we have the following questions/comments.

1. Intended Use/Occupancy:

-Additional details regarding the intended use of the property and buildings is necessary (eg. number of employees, hours employees are onsite, nature of use of buildings, type of equipment operated/stored, outdoor storage requirements, etc.).

2. Fire Requirements:

-An onsite fire supply is required for a building exceeding 200m². The 2100 sq. ft. (195 m²) size reported is quite close to the limit. We suggest that the Township consult with the fire department or request confirmation of building size.

3. Servicing Requirements:

-The application indicates that a private well is available but does not indicate whether the site has a septic system.
-Given the change in use of the building we expect that washroom facilities, and accordingly a septic system, will be required.

4. Parking Requirements:

-To support the change in use, parking requirements of 1 space per 20m² of floor area will apply (14 spaces total).
-One loading space may also be required.

5. Access Requirements:

-Wellington Road 34 is a County Road therefore we defer to the county for review of for impacts related to traffic/access. No issues are anticipated.



6. Environmental Requirements:

-Fuel storage tanks are depicted on the site plan. The applicant should provide details regarding the nature of the tanks, refuelling procedures and spill management procedures.

Yours truly,

GM BLUEPLAN ENGINEERING LIMITED

Per:

A handwritten signature in black ink, appearing to read 'Amanda Pepping', is written over a light blue grid background.

Amanda Pepping, P.Eng.



PLAN REVIEW REPORT: Township of Puslinch
Kelly Patzer, Development Coordinator

DATE: December 22, 2014

YOUR FILE: D14/HAM

GRCA FILE: D14-HAM – 7652 Wellington Road 34

RE: Zoning By-law Amendment D14/HAM
7652 Wellington Road 34
Bill & Lisa Hamilton

GRCA COMMENT: *

The Grand River Conservation Authority (GRCA) has no objection to the zoning by-law amendment to permit a landscape contractor's yard as a site specific provision under the Agricultural Zone to recognize existing uses.

BACKGROUND:

1. Resource Issues:

Information currently available at this office indicates that the subject property contains a portion of the Provincially Significant Mill Creek Puslinch Wetland Complex, floodplain, and the allowances adjacent to these features.

2. Legislative/Policy Requirements and Implications:

It is our understanding that purpose of this application is to recognize the existing uses on the property. It is our further understanding that no changes to the Natural Environment Zone are proposed. Based on this understanding, we do not anticipate any negative impacts on the natural heritage or natural hazard features on the property. Consequently, the GRCA has no objection to the zoning by-law amendment.

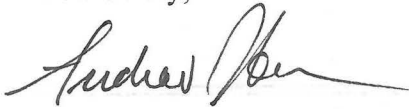
Due to the presence of the above-noted features, portions of the subject lands are regulated by the GRCA under Ontario Regulation 150/06 - Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation. Any future development within the regulated area on the subject lands will require prior written approval from GRCA in the form of a permit pursuant to Ontario Regulation 150/06.

3. Additional Information/Suggestions provided in an advisory capacity:

This application is a minor zoning by-law amendment application and the applicable plan review fee is \$380.00. With a copy of this correspondence, the applicant will be invoiced in the amount of \$380.00 for our review of this application.

Should you have any questions or require additional information, please contact me at 519-621-2763 ext. 2236.

Yours truly,



Andrew Herreman
Resource Planner
Grand River Conservation Authority

** These comments are respectfully submitted to the Committee and reflect the resource concerns within the scope and mandate of the Grand River Conservation Authority.*

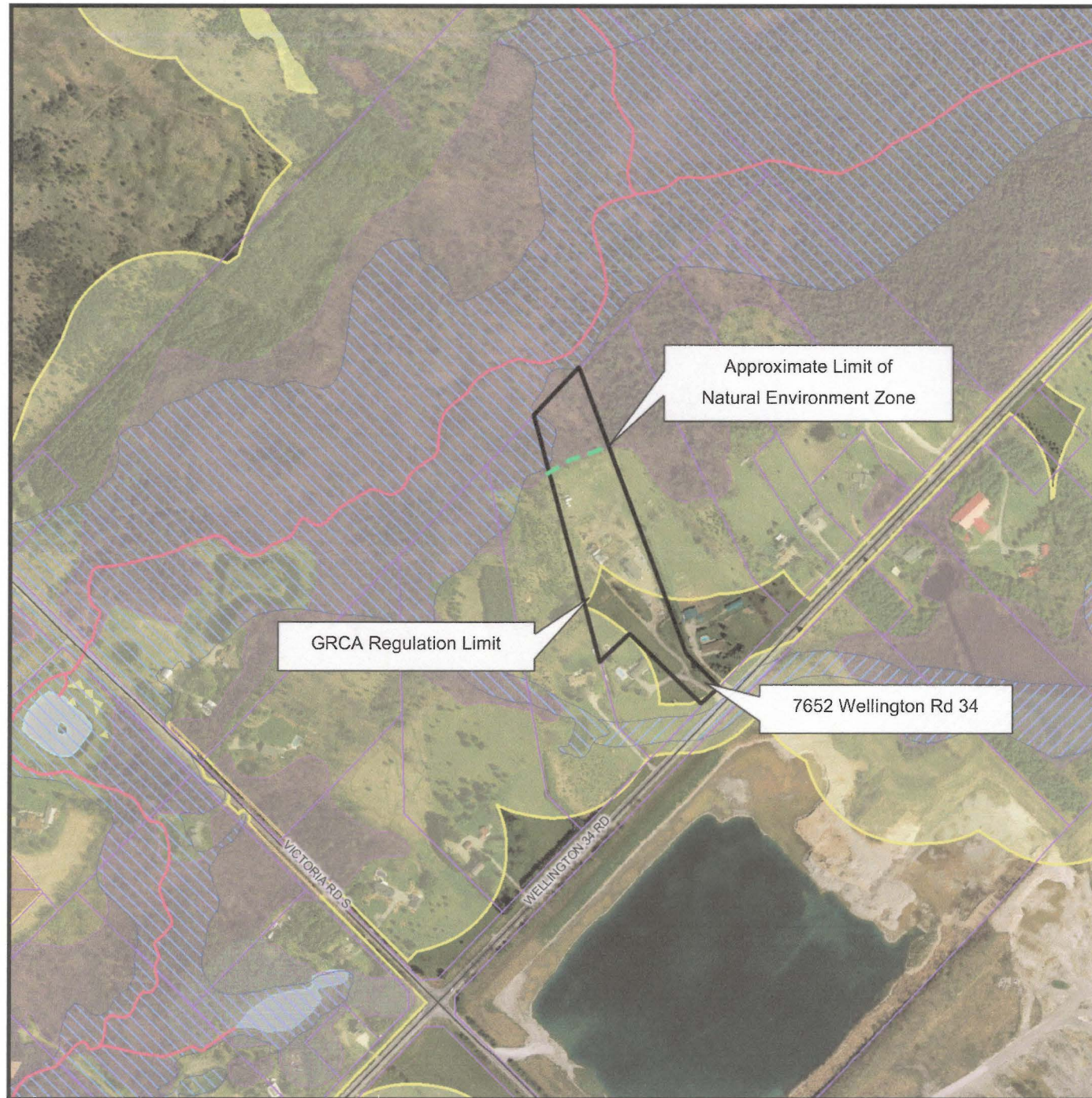
c.c. Bill & Lisa Hamilton – 7652 Wellington Road 34, R.R.#3 Guelph, N1H 6H9
BSR&D c/o Brian Beatty – 351 Speedvale Avenue West, Guelph, ON N1H 1C6
Aldo Salis, Wellington County
Karen Landry, Township of Puslinch (email)



D14/HAM

LEGEND

- WATERSHED BOUNDARY (GRCA)
- UTILITY LINE (NRVIS)
- ROADS-ADDRESSED (MNR)
- RAILWAY (NRVIS)
- CLASSIFIED STREAMS - NEW (NRVIS)
- COLD WATER
- COOL WATER
- UNKNOWN
- WARM WATER
- PARCELS-ASSESSMENT (MPAC)
- FLOODPLAIN-SPECIAL POLICY AREA (GRCA)
- FLOODPLAIN (GRCA)
- ENGINEERED
- APPROXIMATE
- ESTIMATED
- WETLAND (GRCA)
- SLOPE VALLEY (GRCA)
- STEEP
- OVERSTEEP
- SLOPE EROSION (GRCA)
- STEEP
- OVERSTEEP
- TOE
- WETLAND (NRVIS)
- PROVINCIALLY SIGNIFICANT
- LOCALLY SIGNIFICANT
- UNEVALUATED
- PARKS (GRCA)
- REGULATION LIMIT 2014 (GRCA)
- DRAINAGE-POLY (NRVIS)
- 2010 ORTHO (ONT)



GRCA Disclaimer

This map is for illustrative purposes only. Information contained herein is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.

The source for each data layer is shown in parentheses in the map legend. For a complete listing of sources and citations go to:

<http://grims.grandriver.ca/docs/SourcesCitations1.htm>

0 80 160 240 320 m.

NAD 1983, UTM Zone 17 Scale 1:7,061



Kelly Patzer

From: Robert Kelly
Sent: January-12-15 3:08 PM
To: Kelly Patzer
Subject: RE: Engineering Comments for D14/HAM

Kelly,

At this time there are no additional comments for the proposal as the buildings on the site are existing. If the application is approved the property must be subject to a Site Plan Control Agreement to ensure that the sites compatibility with the surrounding residential uses is maintained in addition to addressing the concerns raised by the Township Engineer.

Robert Kelly, CBCO RASDT
Chief Building Official

Township of Puslinch
Ph: (519)763-1226 ext 216
rkelly@puslinch.ca

This message (and any associated files) is intended only for the use of the individual or entity to which it is addressed. The content of the message may contain information that is confidential, subject to copyright and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient you are notified that any dissemination, distribution, copying or modification of this message is strictly prohibited. If you have received this message in error, please notify the sender immediately, advising of the error and delete this message without making a copy. (Information related to this email is automatically monitored and recorded and the content may be required to be disclosed by the Township to a third party in certain circumstances). Thank you.

From: Kelly Patzer
Sent: January-12-15 2:45 PM
To: Robert Kelly
Subject: Engineering Comments for D14/HAM

Hi Robert,

Attached are comments from Amanda. Do you have anything further to add for Building Comments? I am sending the response tomorrow to Brian Beatty, BSRD.

Thanks,

Kelly Patzer
Development Coordinator
Township of Puslinch
(519) 763-1226 ext 226

Attachment “B”
Public Comments

Kelly Patzer

From: Kelly Patzer
Sent: December-04-14 1:29 PM
To: 'A G JONES'
Subject: RE: 7652 Wellington Rd 34 concerned neighbour

Thank you for your comments Patricia.

The application has been circulated for staff and agencies for comments as well. You will receive notice of a Public Meeting that will be scheduled for early in the New Year where you may also attend to voice your concerns to the applicant. After that there will be a Council Meeting where a staff report will go to Council for the decision. You would also have the opportunity to speak to the application if you wish at the Council Meeting.

Regards,

Kelly Patzer
Development Coordinator
Township of Puslinch
(519) 763-1226 ext 226

From: A G JONES [mailto:ag_jones@sympatico.ca]
Sent: December-04-14 12:13 PM
To: Kelly Patzer
Subject: 7652 Wellington Rd 34 concerned neighbour

My concern is one about noise levels. I have already experienced a disturbing amount of noise over the last few years and am worried with a full scale operation this will increase. It seems that whenever I decide to sit outside in the warmer months the

maybe rad or just relax they start up their machines , which are very noisy and go on and on for quite a long time. Then there are their trucks early in the morning when the workers come in to get their assignments. This starts at a very early hour. Sometimes shortly after 0630hrs and is extremely annoying. Being the first resident to build along this stretch, I have lived in the peace of the Puslinch countryside for 46 years and enjoy the quiet. It seems with this zoning change it will no longer be possible.

Patricia R Jones

Kelly Patzer

From: karen dailous <qhorses34@gmail.com>
Sent: January-13-15 1:46 PM
To: Susan Fielding; Matthew Bulmer; Kelly Patzer
Subject: Fwd: Regarding Hamilton file D/14

this was forwarded to me and sarah wilheim at the county...re Hamiltons....7652 Wellington Rd 34

----- Forwarded message -----

From: A G JONES <ag_jones@sympatico.ca>
Date: Tue, Jan 13, 2015 at 9:22 AM
Subject: Regarding Hamilton file D/14
To: "sarahw@wellington.ca" <sarahw@wellington.ca>
Cc: "qhorses34@gmail.com" <qhorses34@gmail.com>

I live at 7664 Wellington Rd 34east. Next door but one to the proposed zoning change.

I am righting to express my concerns regarding the proposed change to the property at 7752 Wellington Rd 34east.

As practically the first resident to live on this stretch of road, we built in 1968, I have enjoyed many years of peace and quiet in the country side. This is no longer the case since the landscaping business has been operating at the above address. No longer can I enjoy sitting on my deck in the warm months as the noise from their machines is unbearable. It goes on and on for hours. They start very early in the morning with their trucks arriving presumably to get their orders for the day. I am often wakened shortly after 630am by truck tailgates banging and their reverse alarms beeping endlessly. Their comings and goings continue on throughout the day and often long into the evening. This is a RESIDENTIAL area and it should remain so. If it becomes a permanent landscaping contractor's yard it can only get worse. And what's to stop other residents from also operating businesses from their residences. Don't say that they wouldn't be given permission because I am certain that no permission has been given in this case. I understand he also recently obtained a land severance. I was given to believe that this was denied so what changed? And is he allowed to have the barn on the severed land? I thought not.

The owner has long taken matters into his own hands and appears to do just what he likes. He obviously has no regard for the other residents in the area. The peace of the countryside has been broken. The noise from this operation is much, much worse than when the gravel pit on the opposite side of the road was operating.

I am also concerned about the increase in traffic flow that it will bring. This is already a busy stretch of road and there several young children living along here.

There is also the question of property value which I am sure will be affected. Why would the township even consider putting a commercial operation in the middle of so many expensive properties and risk other tax payers losing money on their properties. It makes no sense.

Let's keep our countryside for the people who enjoy the peace and quiet and let business be conducted elsewhere.

Patricia R Jones
ag_jones@sympatico.ca

--

Karen

January 1st, 2015-01-01

To: Mayor Dennis Lever

Kelly Patzer, Matthew Bulmer, Susan Fielding, Ken Roth, Wayne Stokley, Karen Landry

From: Edward and Karen Dailous

7658 Wellington Road 34, Puslinch, On. N0B 2J0

Re: Hamilton Property, 7652 Wellington Road 34, Puslinch, On.

RECEIVED

JAN 05 2014

Township of Puslinch

Dear Mayor, Councillors and Staff,

Firstly I would like to say I have been a proud and happy resident of Puslinch since 1968 and have loved the Township, its residents and beautiful countryside. Over the years there have been so many changes, some good and some not so good. The one thing that disturbs me is the loss of agricultural and farming lands many of which are right in the middle of residential agricultural property. I lived on a farm in Puslinch for many years and in 1980 moved to the current address and our permanent/retirement home. I operate a small horse breeding private endeavour. I have had horses since I was two and had intended on being a vet., but a horrible car accident years ago put an end to that dream so I breed horses of quality calibre and enjoy this part of my life.

We lived quietly, minding our own business until 5 years ago when the property at 7652 Wellington Road 34 when our quiet country life of relaxation ceased. We have had to put up with the noise of heavy equipment, tail gates banging, backup beepers, huge loaders, a construction size earth roller, truck traffic coming and going etc. It has been going on almost 7 days a week and has taken our life style to that of living beside a construction site. Most days in the summer you can't enjoy sitting outdoors.

Our concerns were brought to the forefront in October 2012 when the Hamiltons applied of a severance to build a house at the rear of the severed property. According to by-laws and the county, they were given 6 months to build a residence on property as they continued to use the property for business with buildings and no house. Well, 6 months came and went and they applied for an extension...long story stord, it has been 2 years and 3 months, they are still using the property as they always did, no residence! According to the Township and County they did not meet their conditions of the severance, but now we come to find out they still received their severance. I am confused....can't understand how this happened.

So, now on to the next saga in this property....an application for re zoning... and attached is our official *opposition to this proposal.*

Regards,


Karen Dailous

OFFICIAL LETTER OF OPPOSTION

January 1st/2015

Re: D14- Hamilton Property – 7652 Wellington Rd.34, Puslinch, On.

To: Dennis Lever, Kelly Patzer, Matthew Bulmer, Susan Fielding, Ken Roth, Wayne Stokley and Karen Landry.

From: Edward and Karen Dailous, 7658 Wellington Rd 34, Puslinch, On.

This is our official letter of opposition regarding the proposed re zoning of the above property to allow for a landscape/contractors yard.

Since the Hamiltons moved to 7652 Wellington Rd.34, our neighbours, our life as we knew it would change 100%. We have had to put up with constant noise, usually 7 days a week, truck and vehicle traffic, construction size equipment (not lawnmowers and landscape equipment you would think) being operated, back up beepers, earth/stone separating machine operation etc.

Even on weekends if there was not employees or others making noise the children operated some of the equipment and so the noise continued. The eldest son would operate a large loader moving around stuff in the yard.

Over the years there has been soil, gravel, wood chips and equipment dumped off, loaded and un loaded. Dump trucks have dropped off loads of product then it is either moved around or loaded up again. This means truck tail gates slamming, back up beepers and more in and out traffic.

The noise never stops....friends who have come to visit and even neighbours have asked how we put up with it???? We have and raise horses and last year a mare was startled in the field by a loud bang of a tailgate she jumped and stepped on her new foal, injuring its leg to a tune of \$2500 vet bill.

The buildings as stated in the" Puslinch notice" says buildings are used for storage, not 100% true. The back building is a small barn housing two horses, as of December they are still there. The large shop might house storage but also has a fully equipped mechanics shop with hydraulic lift and every morning a gray ford PU would come and a man would be working in the garage on something, sometimes late at night, not the owners.

Our quiet peaceful way of life is no longer!!! We live in a strip of small acreage properties and we do not see the need to place a noisy business beside us. There is land in Puslinch available for such a noisy on going business and landscaping has nothing to do with what the Hamiltons do. When we think of landscaping we think of lawnmowers, weed eaters etc. Not heavy construction size equipment that there has been no peace from. You can hear it in the house, in the barn and forget sitting outside on a nice summer day....you can't.

We planted large cedar trees along the property line and the Hamiltons did put a small berm which does nothing other than flood our back path with water in the spring.

Not to mention, with all this equipment there must be oil, fuel and other fluids being leaked onto the property, which at the rear is a protected wetlands. The millcreek at the rear of the property has had it's banks damaged by the Hamilton kids driving their four wheelers etc through the stream, also dumping/throwing junk around the stream.

All of a sudden, in October, when they applied for this re zoning and knowing there might be an on site appraisal of the property.....equipment started leaving to go to a temporary yard they have and the noise has stopped. Does not take a rocket scientist to figure out they are just working the system yet again to get what they want they it will all come back and the noise will start again and we will be faced with an even worse situation.

Understanding that a severance was allowed to them even though they did not meet with time lines and conditions we know that if this re zoning happens our retirement home will be hell to live in. I had spoken to a councillor at Puslinch and also the County office, they both informed me that Hamiltons had not met with the conditions as outlined. It was granted! There is no residence on the severed parcel which they have continued to use as if there was no severance. Why have by laws with conditions when a few residents seem to be able to skate around every one. That is what worries us about this re zoning, they will do whatever and whenever they wish.

We ask that you please consider the lives of other residents living beside such property and we have a right for a peaceful way of life. Keep agricultural lands, especially this small, as residential and move noisy business venues to an appropriate area. We moved here for a reason, if we thought we were going to have this happen we would never, ever have moved here. Our son and his wife were looking to stay here in the future but they have changed their minds. We deserve as Puslinch puts it..."conservation of environment", and an enjoyable peaceful way of life. As we get older and we are both suffering from cancer there are days when we would like to run away from our home to get some quiet time.

We will attend on February 11th re this issue at Puslinch Township office.

Thank you and hoping you consider the impact of this on others.

Regards,

A handwritten signature in cursive script, appearing to read "Edward and Karen Dailous". The signature is written in dark ink on a white background.

Edward and Karen Dailous

cc. Ministry of the Environment, Aldo Salis,-Wellington County, Sarah Wilhelm-Wellington County, Andres Herrman-GRCA, Stacey Tormey-MOECC and Michael Henley-Barrister and Solicitor, Miller-Thomson

January 24, 2015

Karen Landry
CAO/Clerk
Township of Puslinch
7404 Wellington Rd #34
Guelph, ON N1H 6H9

Re; Application D14/HAM

Attention;

Karen Landry, CAO/Clerk,

I am writing to show my support for the Hamilton's application for zoning amendment, reference #D14/HAM.

I believe the Hamilton's proposed project will greatly benefit my community and would like to express my full support.

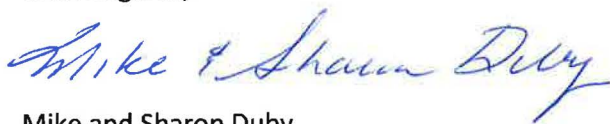
As a direct neighbour and OFA member I feel it is our responsibility to promote this kind of entrepreneurship and use of our agricultural land. Between here and the township office we see several fellow members of our community that show this same type of land use (i.e. snow removal, fencing, landscape, construction, trucking, school bus drivers, gravel, automotive and small industrial companies). In addition, we have members that raise horses, donkeys, grow hay, trees and so much more.

Moving to this country community and finding that all these neighbours equally share the passion for a good strong and prosperous community to live and raise their families, has been a great experience.

Bill and Lisa, have been what I would say, "the neighbours that everyone wished they would have"! They have been nothing but supportive, kind, respectful and always willing to step in and give you a hand. Truly great people and great neighbours.

There is no justification against this proposed zoning amendment. Please proceed with the approval for the following amendment, #D14/HAM.

With Regards;



Mike and Sharon Duby

Attachment “C”
Applicant Response Letter

Background

We applied for a severance with the sole intention of building a new home for our family and having my parents live in the existing house. Unfortunately, my father passed away during this process. Personal circumstances now make this plan unworkable. The reason this application is coming forward is to prevent the demolition of my workshop.

Responses to Edward and Karen Dailous letter dated January 1, 2015:

1. "Since the Hamiltons moved to 7652 Wellington Rd.34"

We have lived at this property for approximately 10 years. During this 10 year period we have received exactly 1 phone call from this neighbour complaining about noise. We are aware of several letters and complaints to the Township. We have voluntarily spent significant time and money (building burms and planting tress) trying to appease them with no success. It's worth noting that we have an excellent relationship with our neighbour on the other side of our property.

2. "Even on weekends if there was not employees....."

We have never had employees working on site – never. During the workweek, employees would pick up or drop off material. Rarely would this ever occur on a weekend and we have always adhered to the Puslinch noise bylaw. We have never had any bylaw enforcement actions during the 10 years we have lived here.

3. "The eldest son would operate..."

My son would operate a loader after school or on weekends, 95% of which was for personal purposes.

4. "...backup beepers..."

Backup beepers are essential for safety and no different than the backup beeper heard twice daily when Karen Dailous parks her school bus.

5. "The buildings as stated in the ..."

The back barn was used to house our 2 horses. One of the conditions for severance was the removal of the stalls (completed) and the removal of livestock. We sold the horses in 2013 but they ended up being returned to us later in the year. We have subsequently sold them again and are waiting for the new owners to build a proper facility this year.

The larger shop does indeed have a hoist where I work. There are no employees working in this shop. The gray Ford pickup belongs to a friend, and he has been at this shop at night and in the morning for personal reasons.

6. "...the Hamiltons did put a small berm which does nothing other than flood..."

I have never seen any flooding nor has any flooding been brought to my attention. The berm was built in an attempt to appease our neighbour.

7. "...there must be oil, fuel"

I take both the environment and equipment maintenance seriously. I do nothing to damage to the environment where I live and am offended by the suggestion otherwise. I, nor my children, do not dump or throw junk in the stream.

8. "...equipment started leaving to go to a temporary yard..."

I do not have a temporary yard and sadly I don't possess the knowledge to "work the system"

9. "We ask that you please consider the lives of other residents..."

It is important to us to maintain positive relationships with all of our neighbours and feel we have done this with nearly everyone, with the exception of the Dailouses. On Saturday January 10, 2015 at 9:00pm the police were dispatched to our house to investigate a noise complaint regarding our children's hockey game on our outdoor rink roughly 400 feet from their house. We are at a loss on how to satisfy their requirements.

Responses to Patricia R Jones email dated January 13, 2015:

1. We have lived and operated at current location for roughly 10 years and have never had a complaint from Patricia Jones, either directly or through the Township during this time.
2. We would never have tailgates banging at 6:30 am nor do we plan on doing anything like that. We will adhere to any requirements of the Township's noise bylaw.

Response to County of Wellington

1) Condition 9 – MSD1 Compliance

The reference to a “barn” will be changed to storage shed. There is no intention of having animals in a barn on the property

2) Matters to be Addressed by Applicant

(a) Specific Nature of Business Operation

- Storage of Material (gravel, topsoil, mulch, paving stones, natural rock)
- Equipment maintenance
- Equipment Storage

(b) Number of on-site staff

- 1 – mainly for equipment maintenance

(c) Type of Equipment on Property

- Backhoe, Loader, skid steer, small trucks, small tractors, various small landscaping items (lawnmowers, trimmers.....)

(d) Lighting

- 2 existing yard lights

(e) Noise Generated by the use

- Delivery trucks 2-3 times per week
- Loader\Backhoe\skid steer to load trucks or move material

(e) Extent and type of outdoor storage

- Natural materials will be stored outside (gravel, topsoil, mulch, stone)
- Generally not more than 2-3 truck loads at any one time

(f) compatibility

- Similar to many small scale businesses operating in the area
- Burms and trees have been created to screen

(g) site servicing

- No expansion of site servicing is planned

Response to BluePlan Engineering

1. Intended Use\Occupancy

- Buildings are to be used for maintenance and storage
- 1 employee Monday-Friday during normal business hours
- Outdoor storage for natural materials – gravel, topsoil, mulch, stone

2. Fire Requirements

- Will comply with requirements

3. Servicing Requirements

- No washrooms facilities were planned for at the present time

4. Parking Requirements

- The requirements will be met

5. Environmental Requirements

- No fuel storage tanks are planned and will be removed from the site plan

Response to Harden

1 Outdoor Storage

- Products to be stored outside include gravel, topsoil, mulch and stone
- There is no plan for an impervious pad

2 Equipment

- Unloading\loading equipment will include a loader, backhoe or skid steer

Attachment “D”

Planning Justification Report

**Prepared by Black, Shoemaker, Robinson &
Donaldson Ltd.**



PLANNING JUSTIFICATION STATEMENT

Application for Zoning By-law Amendment, Township of Puslinch

(Special Provisions in an Agricultural Zone for Landscape Contractor Yard)

Bill & Lisa Hamilton

Background:

The subject property is located south of the City of Guelph in the rural area of the Township of Puslinch. The 8± acre (3.258 ha.) parcel abuts the north side of Wellington Road 34 a couple hundred meters east of the intersection with Victoria Road South. The legal description of the property is Lot 20, Concession 9, Part 2 of Registered Plan 61R-11799. The existing structures on the property include a one storey metal clad building used as a shop for the landscape business along with what used to be a former one storey barn used as a stable now used for storage.

The proposed amendment to include special zoning provisions in agricultural for the landscape business is to recognize existing activities on the property. Consistency of the zoning by-law amendment application with the County of Wellington Official Plan and Township Zoning By-law can be considered by reviewing the documents and specific references to the small scale commercial uses as permitted activities in Secondary Agricultural areas in the Township.

Provincial Policy Statement (PPS):

The PPS generally references the opportunities and appropriateness of secondary uses in rural, agricultural districts which shall be limited in scale, and criteria for the uses shall be included in municipal planning documents as recommended by the Province, or based on municipal approaches which achieve the same objective. The intent of the provincial policy is to permit secondary uses in agricultural districts providing the opportunity and flexibility for uses which meet certain compatibility criteria and determined to be complimentary to agricultural activities and secondary in nature.

Wellington County Official Plan (OP):

The majority of the parcel is designated Secondary Agricultural in the Wellington County OP with a small area of Greenland in the northern portion of the property. All uses permitted in the Prime Agricultural area are allowed in the Secondary Agricultural OP designation. Section 6.5 Secondary Agricultural Areas, subsections 6.5.3 Permitted Uses and 6.5.4 Commercial, Industrial & Institutional in the OP, identify secondary uses that may be allowed subject to appropriate sewage and water systems, surrounding land use compatibility, small in scale and not hinder potential agricultural or mineral aggregate operations.

Small scale businesses in the rural area are not intended to be significant employment generators with the potential for off-site impacts through incompatibility of uses. However, when they do not require the level of servicing or proximity to major transportation facilities, and are self-contained they can blend and be compatible with the surrounding rural environment.

Township of Puslinch Zoning By-law No. 19/85, as Amended:

The property is currently zoned Agricultural – (A) along with a small northerly portion of Natural Environment – (NE) Zone in the Township of Puslinch Zoning By-law, No. 19/85, September, 2012 Consolidation. The proposed amendment application identifies special provisions and requirements to permit landscape related business activities on the property.

In summary, the application meets the policy intent at the local and county level in addition to site compatibility with the adjacent properties. The business activities will not generate negative impacts associated with noise, traffic emissions, parking, or outdoor storage and the surrounding properties and natural environment lands will not be impacted. Special provisions for landscape contractor's yard uses have been granted in the past through amendments to the Zoning By-law in the Township's Secondary Agricultural designated area and Agricultural Zone within the rural area.

Section A – Special Provisions

7652 Wellington Road #34,
RR#3, Guelph, N1H 6H9

“

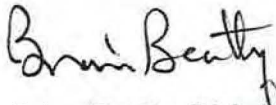
A-__ (LANDSCAPE BUSINESS)

In addition to the uses permitted under subsection 5(2) and notwithstanding any provisions of this By-law to the contrary, the land zoned A __ on Schedule 'A' may also be used for a landscape business:

(i) Uses Permitted

- A landscape contractor's yard including a work shop, administrative office, shade house, outdoor storage, and the growing of plants, shrubs and trees for commercial purposes;
- A single detached dwelling, barn and accessory use;

(ii) The retail sale of goods or materials from the subject property shall not be permitted."



Brian Beatty, BAA, MURPI

Planner

Black, Shoemaker, Robinson & Donaldson Limited

351 Speedvale Avenue, W.,

Guelph, Ontario

N1H 1C6

September, 2014

6.1(a)

Hon. Michael Chong, M.P.
Wellington-Halton Hills



L'hon. Michael Chong, député
Wellington-Halton Hills

RECEIVED

JAN 15 2015

Township of Puslinch

January 8, 2015

Mr. David Sweet, M.P.
Ancaster-Dundas-Flamborough-Westdale
59 Kirby Avenue, Unit 3
Dundas, Ontario
L9H 6P3

Dear David,

Recently, I met with the Morriston Bypass Coalition, a group representing local governments, businesses and associations, who wish to see the Province of Ontario approve a long planned bypass for Highway 6 around the village of Morriston. I am supportive of the Coalition's position on the Morriston bypass.

As this bypass will positively impact businesses and communities in your riding, I have enclosed a copy of the Coalition's presentation for your information. While the decision to approve this project is the responsibility of the Province of Ontario, your support will be important in building a consensus on this issue.

Your support for this initiative would be greatly appreciated by all involved. If you have any questions, please do not hesitate to contact me.

Regards,

Michael Chong

CLERK'S DEPARTMENT	
TO	No attachment
Copy	
Please Handle	
For Your Information	
Council Agenda	Feb 15
File	

cc: Mr. Ted Arnott, M.P.P., Wellington-Halton Hills

✓ cc: Mayor Dennis Lever and Council, Township of Puslinch

cc: Mr. Rory McAlpine, V.P., Government & Industry Relations, Maple Leaf Foods Inc.

cc: Mr. John B. Challinor II, Director of Corporate Affairs, Nestlé Waters Canada

6.219)

**Ministry of Community Safety
and Correctional Services**

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



Office of the Minister

Bureau du ministre

25 Grosvenor Street
18th Floor
Toronto ON M7A 1Y6
Tel: 416-325-0408
Fax: 416-325-6067

25, rue Grosvenor
18^e étage
Toronto ON M7A 1Y6
Tél. : 416-325-0408
Télééc. : 416-325-6067

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JAN 19 2015

MC-2014-5231

JAN 13 2015

Mr. Ted Arnott, MPP
Wellington-Halton Hills
181 St. Andrew Street, 2nd Floor
Fergus ON N1M 1P9

RECEIVED
JAN 20 2015
Township of Puslinch

Dear Mr. Arnott: *Ted*

I am writing to advise you that the current Community Safety Zone located in the Village of Morriston, Township of Puslinch, has been extended an additional 230 metres to align with the 50 km/h speed limit zone. This extension should better serve the public safety needs of the community.

As Minister of Community Safety and Correctional Services, I am permitted to enact an order designating parts of a provincial highway as a Community Safety Zone where public safety is of special concern on that part of the highway.

Sincerely,

Yasir Naqvi
Minister

CLERK'S DEPARTMENT	
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Council Agenda	<i>Feb/15</i>
File	



6-3(a)

November 4, 2014.

DE-371

Colin Evans
CBM St. Mary's Cement Inc.

Subject: Tikal Pit, Puslinch Township: Biological Monitoring

CLERK'S DEPARTMENT	
10 S.D. & G.S. - in 2014/2015 - cease monitoring	
Copy	
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For Your Information	
Council Agenda	FEB 4/15
	E13/CBM

Colin:

In response to the question about the level of biological monitoring required in 2015 and onward we offer the following comments:

1. There is a twelve year continuous monitoring record (2003 to 2014, inclusive);
2. During that time period any changes in ecological conditions could be explained by weather conditions in the preceding time period; and
3. No unexplained changes in amphibians, fish or birds have been observed during the 12 year monitoring period.

In view of the completion of extraction and that substantial progress has been made toward final rehabilitation at the site, it is our opinion that biological monitoring is not necessary in 2015 and onward.

If there are any questions about this letter please contact me.

Ken Dance, M.Sc.
President
Dance Environmental Inc.
807566 Oxford Rd. 29
R.R. #1, Drumbo, ON
N0J 1G0
Tel: 519-463-6156



6.3(b)

November 10, 2014
MTE File No: 33865-100

Mr. Colin Evans
Lands Manager
CBM St. Mary's Cement Inc.
55 Industrial Road
Toronto, ON M4G 3W9

CLERK'S DEPARTMENT	
TO	S.D & G.S. - in agreement with letters. Cease monitoring
Copy	
Please Handle	
For Your Information	
Council Agenda	FEB 4/15
File	E13 CBM

Dear Mr. Evans

**Re: CBM Aggregates – TIKAL Pit – Monitoring Reduction
Part Lot 21, Concession 9, Township of Puslinch
County of Wellington**

As per your request, MTE Consultants Inc. (MTE) offers the following regarding groundwater monitoring for 2015 and onwards at the TIKAL pit located on Part Lot 21, Concession 9 in the Township of Puslinch, County of Wellington (hereby referred to as the 'Site'). CBM operates a gravel pit at the Site and commenced below-water-table extraction, as permitted on the Site plans, in 2006. At the end of the 2011 season, extraction ceased as the aggregate reserve was exhausted and rehabilitation of the Site began. At the time of writing this letter, final rehabilitation of the Site has been substantially completed.

MTE has been conducting a continuous groundwater monitoring program since 2004 during which time the following observation have been made:

- Groundwater elevations have fluctuated seasonally with the range in groundwater elevations during extraction operations being within the range of values observed during non-extraction periods;
- Groundwater elevation fluctuations are attributed to climatological changes (i.e. reduced precipitation) and not to below-water-table extraction;
- The creation of a pit pond from below-water-table extraction has resulted in:
 - Increased groundwater temperatures down-gradient of the pit pond. Groundwater temperature impacts appear to have stabilized; and
 - A generally flattening of the groundwater table around the pit pond; however, groundwater flow patterns remain predominately to the southwest which is consistent with historical patterns.
- Groundwater and surface water samples have not shown any petroleum hydrocarbon impacts as a result of below-water-table extraction activities; and



- Below-water-table extraction does not appear to have affected the TIKAL pond or the Whittle Pond.

With the conclusion of extraction activities at the Site, the groundwater system appears to have stabilized and is expected to function naturally in the future as has been observed since 2011. In consideration of the completion of extraction and substantial rehabilitation, MTE is of the opinion that groundwater monitoring is not necessary in 2015 and onwards.

We trust that the above information meets your current needs. Should you have any questions or require additional information, please do not hesitate to contact us at (519)743-6500.

Respectfully Submitted,

MTE CONSULTANTS INC.

Mike Ellenor H.BES.
Environmental Scientist

Peter A. Gray, P. Geo., QEP(ONTARIO)
Sr. Hydrogeologist, VP Environmental



MDE:clt

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6.3(c)



December 12, 2014
MTE File No: 33865-100

Mr. Colin Evans
Lands Manager
CBM St. Mary's Cement Inc.
55 Industrial Road
Toronto, ON M4G 3W9

CLERK'S DEPARTMENT	
TO S.D & A.S. - In Agreement with letters - case monitoring	
Copy	
Please Handle	
For Your Information	
Council Agenda	FEB 4/15
File	E13/CBM

Dear Mr. Evans:

**Re: CBM Aggregates – TIKAL Pit – Monitoring Results Summary
Part Lot 21, Concession 9, Township of Puslinch
County of Wellington**

As per your request, MTE Consultants Inc. (MTE) offers the following monitoring results summary for the TIKAL pit located on Part Lot 21, Concession 9 in the Township of Puslinch, County of Wellington (hereby referred to as the 'Site'). CBM operates a gravel pit at the Site and commenced below-water-table extraction, as permitted on the Site plans, in 2006 which continued until 2011 at which time the aggregate reserve was exhausted.

MTE has conducted a continuous groundwater monitoring program since 2004 which was used evaluate the impacts (if any) of extraction on the shallow groundwater system and neighbouring wetlands from below-water-table extraction activities. The following briefly summarizes the groundwater monitoring program and provides an interpretation of the effects from below-water-table extraction at the Site:

- Groundwater elevations were collected from eight observation wells, one borehole standpipe, one mini-piezometer, and three staff gauges. Groundwater levels were collected manually at a frequency of minimum once per month from March to December with weekly visits occurring during the summer months.
- Groundwater elevations and temperatures were collected at one observation well down-gradient – relative to the shallow groundwater flow direction – every eight hours using an automatic data logger.
- Surface water elevations and temperatures were collected at one staff gauge established in the pit pond every eight hours using an automatic data logger.
- Annual groundwater and surface water sampling for general chemistry, petroleum hydrocarbons, and benzene, toluene, ethyl-benzene, and xylenes (BTEX).

- Based on the monitoring data collected prior to, during, following extraction, below-water-table extraction at the TIKAL Pit had the following effects:
 - Groundwater elevations fluctuated seasonally with the range in groundwater elevations during extraction operations being within the range of values observed during non-extraction periods;
 - Groundwater elevation fluctuations are attributed to climatological changes (i.e. reduced precipitation) and not to below-water-table extraction;
 - The creation of a pit pond from below-water-table extraction has resulted in:
 - Increased groundwater temperatures down-gradient of the pit pond. Groundwater temperature impacts appear to have stabilized and are interpreted to extend less than 250 m down gradient in a area where there are no groundwater users/receptors; and
 - A generally flattening of the groundwater table around the pit pond; however, groundwater flow patterns remain predominately to the southwest which is consistent with historical patterns.
 - Groundwater and surface water samples have not shown any petroleum hydrocarbon impacts as a result of below-water-table extraction activities; and
 - Below-water-table extraction does not appear to have affected the TIKAL pond or the Whittle Pond.

With the conclusion of extraction activities at the Site, the groundwater system appears to have stabilized and is expected to function naturally in the future as has been observed since 2011. We trust that the above information meets your current needs. Should you have any questions or require additional information, please do not hesitate to contact us at (519)743-6500.

Respectfully Submitted,

MTE CONSULTANTS INC.



Mike Ellenor H.BES.
Environmental Scientist



Peter A. Gray, P.Geo., QE_{ESA}
Sr. Hydrogeologist, VP Environmental

MDE:plw

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6.4(a).



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

January 13, 2015

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

E13/MIL	File
Feb 4 11 5.	Council Agenda
	For Your Information
	Please Handle
	Copy
S.D. - COMMENTS FOR	TO
CLERK'S DEPARTMENT	

RECEIVED

JAN 14 2015

Township of Puslinch

NO EXCEEDANCES

Attention: Ms. Sutherland

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

Please find enclosed the required monitoring data for the month of December 2014. As indicated, there were no exceedances to report in this month.

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

Sincerely,

Ron Van Ooteghem
Site Manager

C.c.

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

Monthly Reporting
Mill Creek Aggregates Pit
December 2014

Date	DP21 (mASL)	Threshold Value (mASL)	Exceedance
4-Dec-14			
12-Dec-14	305.85	305.58	NO
18-Dec-14	305.88	305.58	NO

Date	BH13 (mASL)	DP21 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
4-Dec-14	305.96				
12-Dec-14	305.94	305.85	0.59	0.09	NO
18-Dec-14	305.95	305.88	0.59	0.09	NO

Date	DP17 (mASL)	Threshold Value (mASL)	Exceedance
4-Dec-14			
12-Dec-14	305.31	305.17	NO
18-Dec-14	305.30	305.17	NO

Date	BH92-12 (mASL)	DP17 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
4-Dec-14	305.56				
12-Dec-14	305.52	305.31	0.21	0.04	NO
18-Dec-14	305.45	305.30	0.15	0.04	NO

Date	DP3 (mASL)	Threshold Value (mASL)	Exceedance
4-Dec-14			
12-Dec-14	304.88	304.54	NO
18-Dec-14	304.89	304.54	NO

Date	DP6 (mASL)	DP3 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
4-Dec-14	305.76				
12-Dec-14	305.74	304.88	0.85	0.55	NO
18-Dec-14	305.71	304.89	0.87	0.55	NO

Date	DP2 (mASL)	Threshold Value (mASL)	Exceedance
4-Dec-14			
12-Dec-14	304.14	303.55	NO
18-Dec-14	304.22	303.55	NO

Date	BH92-27 (mASL)	DP2 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
4-Dec-14	305.07				
12-Dec-14	305.13	304.14	0.99	0.34	NO
18-Dec-14	305.15	304.22	0.93	0.34	NO

Date	DP1 (mASL)	Threshold Value (mASL)	Exceedance
4-Dec-14			
12-Dec-14	304.41	303.96	NO
18-Dec-14	304.39	303.96	NO

Date	BH92-29 (mASL)	DP1 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
4-Dec-14	305.48				
12-Dec-14	305.55	304.41	1.14	0.19	NO
18-Dec-14	305.56	304.39	1.17	0.19	NO

Date	DP5C (mASL)	Threshold Value (mASL)	Exceedance
4-Dec-14			
12-Dec-14	303.24	302.84	NO
18-Dec-14	303.26	302.84	NO

Date	OW5-84 (mASL)	DP5C (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
4-Dec-14	304.11				
12-Dec-14	304.06	303.24	0.82	0.25	NO
18-Dec-14	304.08	303.26	0.82	0.25	NO

Note: Dec 4, 2014 - DP21, DP17, DP3, DP2, DP1, DP5C were frozen.

Monthly Reporting Mill Creek Aggregates Pit December 2014														
								Max. Allowable as per PTTW- Main Pond						
Total Monthly Precipitation (mm):		17.6		Waterloo-Wellington Airport (December Actual)				(Imperial Gallons)			per minute	(Litres)		
Total Monthly Normal Precipitation (mm):		71		Waterloo-Wellington Airport (30-year Normal)				2,500				11,365		
								1,800,000			per day	8,183,000		
Date	Below Water Table Extraction (wet tonnes)	Below Water Table Extraction (wet tonnes)	Phase 2	Phase 4	Water Pumped from Main Pond (gals)	Water Pumped from Active Silt Pond (gals)	Main Pond Level (mASL)	Exceedance Y/N (BELOW 305.5 mASL)	Phase 2 Pond Level (mASL)	Exceedance Y/N (BELOW 305.0 mASL)	Phase 3 Pond Level (mASL)	Exceedance Y/N (BELOW 303.85 mASL)	Phase 4 Pond Level (mASL)	Exceedance Y/N (BELOW 304.5 mASL)
1-Dec-14	0	0			0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
2-Dec-14	0	0			0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
3-Dec-14	0	0			0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
4-Dec-14	0	0			0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
5-Dec-14	0	0			0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
6-Dec-14	0	0			0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
7-Dec-14	0	0			0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
8-Dec-14	0	0			0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
9-Dec-14	0	0			0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
10-Dec-14	0	0			0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
11-Dec-14	0	0			0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
12-Dec-14	0	0			0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
13-Dec-14	0	0			0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
14-Dec-14	0	0			0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
15-Dec-14	0	0			0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
16-Dec-14	0	0			0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
17-Dec-14	0	0			0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
18-Dec-14	0	0			0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
19-Dec-14	0	0			0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
20-Dec-14	0	0			0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
21-Dec-14	0	0			0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
22-Dec-14	0	0			0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
23-Dec-14	0	0			0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
24-Dec-14	0	0			0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
25-Dec-14	0	0			0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
26-Dec-14	0	0			0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
27-Dec-14	0	0			0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
28-Dec-14	0	0			0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
29-Dec-14	0	0			0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
30-Dec-14	0	0			0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
31-Dec-14	0	0			0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
Total	0	0			-	-								
Avg./ day	0.0	0.00			-	-	306.65	NO	306.30	NO	305.43	NO	305.48	NO

Note: Staff Gauges removed on December 18, 2014

6.5(a)



COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT
GARY A. COUSINS, M.C.I.P., DIRECTOR
T 519.837.2600
T 1.800.663.0750
F 519.823.1694

ADMINISTRATION CENTRE
74 WOOLWICH STREET
GUELPH ON N1H 3T9

January 23, 2015

Karen Landry, CAO/ Clerk
Township of Puslinch
R. R. 3 (Aberfoyle)
Guelph, Ontario N1H 6H9

Dear Ms. Landry:

**Re: Proposed Removal of Holding Symbol
Part of Lot 21 & 22, Concession 8
Mini Lakes Residents Association**

Thank you for circulating the application to remove the holding symbol with respect to a portion of the above-noted property. It is our understanding that the owners have requested the removal of the Holding ('h-1') Zone for one site within the Mini Lakes community.

In order to remove the holding provision from the subject land, Section 4(6)(a) of the Zoning By-law 19/85 (as approved by the Ontario Municipal Board) states that:

"Council may remove the 'h-1' symbol by amendment to this By-law, subject to the requirements of Section 36 of The Planning Act, when satisfied that:

- (i) the sewage treatment and water supply services have been completed to provide for year-round operation of those services; and
- (ii) a development agreement between the owners of the land and the Township addressing occupation of the units, operation and maintenance of the services and financial arrangements has been registered on title of the lands; and
- (iii) where a site is being converted from seasonal to year-round use, an occupancy permit has been issued by the Chief Building Official permitting the year-round occupation of the dwelling unit on the site."

This office has no objection to the removal of the holding symbol for the subject site, provided Council is satisfied that the above requirements have been met. If an amending by-law is approved, we would appreciate a copy for our files.

Yours truly,

Sarah Wilhelm, B.E.S., MCIP, RPP
Senior Planner

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 OF THE TOWNSHIP OF PUSLINCH**

(To remove the Holding Symbol for part of the Mini Lakes property in Aberfoyle pursuant to Section 34 and Section 36 of *The Planning Act*, R.S.O., 1990, as amended).

WHEREAS the County of Wellington Official Plan contains policies relating to the use of Holding Zone provisions pursuant to Section 36 of *The Planning Act*, R.S.O., 1990 as amended;

AND WHEREAS the lands affected by this By-law are presently subject to Holding Zone provisions, namely ('h-1') pursuant to the Township of Puslinch Zoning By-law Number 19/85 as amended;

AND WHEREAS the subject holding provisions preclude the use of the affected land for year-round residential occupancy until such a time as the Holding Zone symbol has been removed;

AND WHEREAS the requirements for the removal of the Holding Zone from part of the subject property have been addressed to Council's satisfaction.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH ENACTS AS FOLLOWS:

- 1) THAT By-law 19/85 is amended by removing the Holding Zone symbol ('h-1') from a specific part of the lands described as Part of Lot 21, Concession 8, known as the Mini Lakes property, more specifically defined as the sites listed on Schedule "A" which forms part of this By-law.
- 2) That all other applicable provisions of Zoning By-law 19/85, as amended, shall continue to apply to the lands affected by this By-law.
- 3) That this By-law shall come into effect on the date of final enactment by Council pursuant to the requirements of *The Planning Act*, R.S.O., 1990 as amended.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS ___ DAY OF FEBRUARY, 2015

MAYOR

C.A.O./CLERK

Schedule "A"
EXPLANATORY NOTE
By-Law No. _____

The Holding Zone symbol (h-1) shall be removed from site 380.

This is schedule "A" to By-law No. ____
Passed this ____ day of January, 2015

MAYOR

C.A.O./CLERK

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

EXPLANATORY NOTE

BY-LAW NUMBER _____

The purpose of this By-law is to remove the current holdings Symbol ('h-1') which applies to part of the subject property which is described as Part of Lot 21, Concession 8 known as the Mini Lakes Country Club owned by the Mini Lakes Residents Association.

The current zoning of the subject lands is **Mini Lakes (ML 'h-1') Holding Zone**. The holding zone was established by the Ontario Municipal Board on March 28, 2000 to ensure the orderly conversion of the Mini lakes property from a seasonal recreational/residential trailer park to a permanent residential adult lifestyle community.

Pursuant to Zoning By-law No. 19/85 as amended, the holding provisions may be removed from the subject land, or part of the subject land, when Council is satisfied that a development agreement between the land owner and the Township has been established and the new sewage and treatment and water supply services have been completed. These matters have now been addressed, and the owners are seeking to remove the Holding symbol from 1 dwelling site within the park.

Once the 'h-1' symbol has been removed from a dwelling site, it may be used for year round residential occupancy subject to the Townships building standards and applicable regulations of the Mini Lakes (ML) Zone.

The attached **Appendix 1** is the interim - as built plan of the Mini Lakes property, which highlights the dwelling site (as listed on Schedule "A") where the Holding symbol is to be removed in accordance with this By-law.

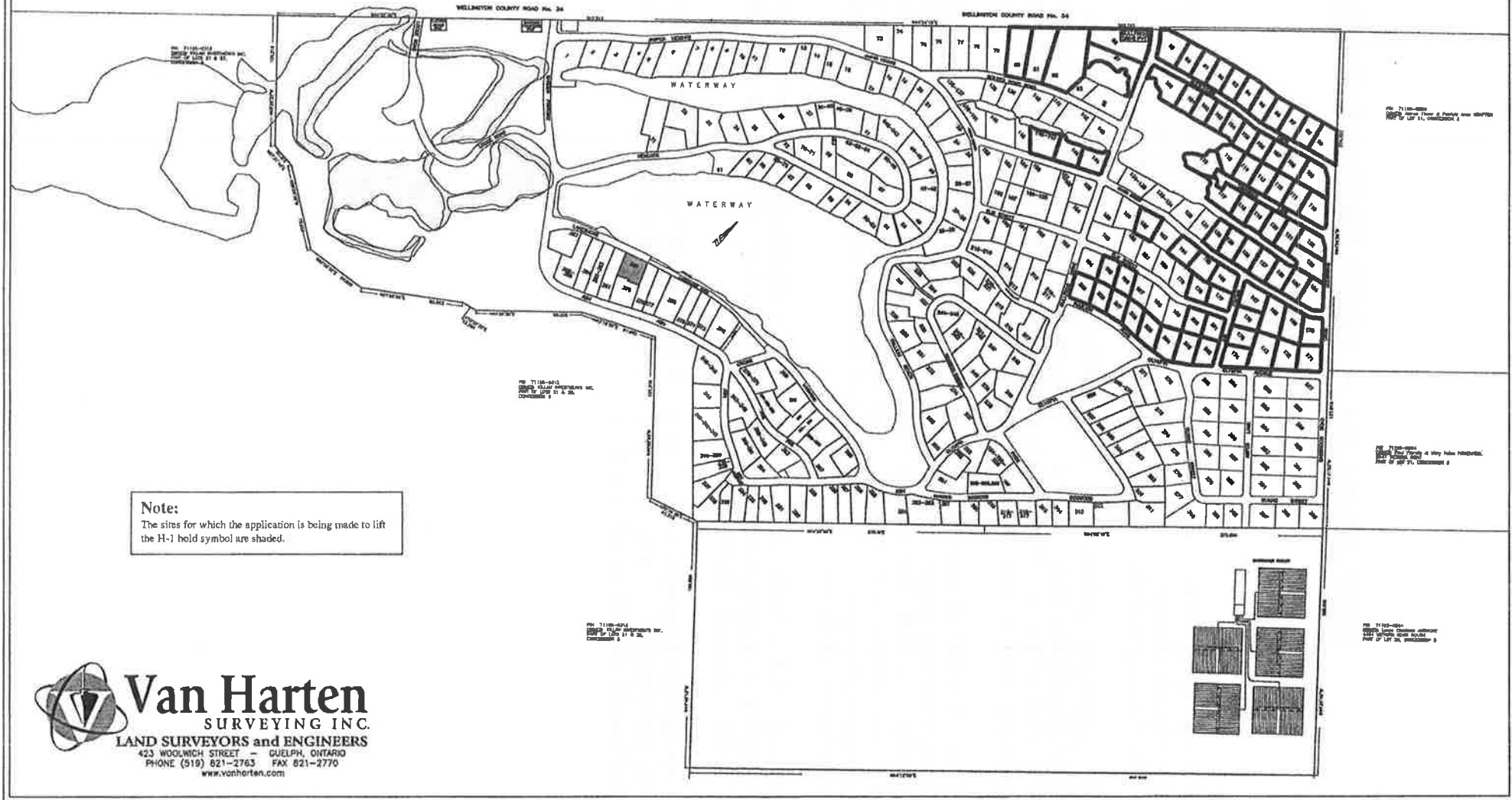
Mini Lakes Residents Association
Sketch for Rezoning Application

Part Lots 21 and 22, Concession 8, Township of Puslinch
NOVEMBER 7, 2014

SCALE 1 : 3000



VAN HARTEN SURVEYING INC.



Note:
The sites for which the application is being made to lift the H-1 hold symbol are shaded.

Van Harten
SURVEYING INC.
LAND SURVEYORS and ENGINEERS
423 WOOLNICH STREET - GUELPH, ONTARIO
PHONE (519) 821-2763 FAX 821-2770
www.vanharten.com

6.6(a)



Tel: 519 941 0681
Fax: 519 941 8272
www.bdo.ca

BDO Canada LLP
77 Broadway
Orangeville ON L9W 1K1 Canada

RECEIVED

JAN 28 2015

Township of Puslinch

January 12, 2015

Mayor and Council
The Corporation of the Township of Puslinch
7404 Wellington Road 34
Guelph Ontario N1H 6H9

Dear Sir/Madam:

Re: Audit of the Financial Statements of The Corporation of the Township of Puslinch
For the year ended December 31, 2014

We are pleased to present our audit plan for the audit of the financial statements of The Corporation of the Township of Puslinch for the year ending December 31, 2014.

Our report is designed to highlight and explain key issues which we believe to be relevant to the audit including audit risks, the nature, extent, timing and results of our audit work and the terms of our engagement. This report forms a significant part of our overall communication strategy with the Mayor and Council and is designed to promote effective two-way communication throughout the audit process. It is important that we maintain effective two-way communication with the Mayor and Council throughout the entire audit process so that we may both share timely information. The audit process will conclude with a Council meeting and the preparation of our final report to the Mayor and Council.

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

Terms of Reference

Our overall responsibility is to form and express an opinion on the financial statements. These financial statements are prepared by management, with oversight by those charged with governance. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities. The scope of our work, as confirmed in our engagement letter is set out below.

Engagement Objectives

- Forming and expressing an audit opinion on the financial statements.
- Present significant findings to the Mayor and Council including key audit and accounting issues, any significant deficiencies in internal control and any other significant matters arising from our work.
- Provide timely and constructive management letters. This will include deficiencies in internal control identified during our audit.
- Consult regarding accounting and reporting matters as requested throughout the year.

Independence

At the core of the provision of external audit services is the concept of independence. We are communicating matters that, in our professional judgment, may reasonably be thought to bear on our independence for the forthcoming audit of the municipality.

In determining which relationships to report, we have considered the applicable legislation and relevant rules of professional conduct and related interpretations prescribed by the appropriate provincial institute/ordre covering such matters as the following:

- holding of a financial interest, either directly or indirectly in a client;
- holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- economic dependence on a client; and
- provision of services in addition to the external audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters.

We are not aware of any relationships between the municipality and us that, in our professional judgment, may reasonably be thought to bear on our independence to date.

Audit Team

In order to ensure effective communication between the Mayor and Council and BDO Canada LLP, we briefly outline below the key members of our audit team and the role they will play:

- Sally Slumskie - Engagement Partner
- Thomas DiCarlo - Engagement Manager
- Angela Nichol - InCharge
- Krista Hall - Staff Accountant

Audit Strategy

Our overall audit strategy involves extensive partner and manager involvement in all aspects of the planning and execution of the audit and is based on our overall understanding of the municipality.

We will perform a risk based audit which allows us to focus our audit effort on higher risk areas and other areas of concern for management and the Mayor and Council.

To assess risk accurately, we need to gain a detailed understanding of the municipality's business and the environment it operates in. This allows us to identify, assess and respond to the risks of material misstatement.

To identify, assess and respond to risk, we obtain an understanding of the system of internal control in place in order to consider the adequacy of these controls as a basis for the preparation of the financial statements, to determine whether adequate accounting records have been maintained and to assess the adequacy of these controls and records as a basis upon which to design and undertake our audit testing.

Based on our risk assessment, we design an appropriate audit strategy to obtain sufficient assurance to enable us to report on the financial statements.

We choose audit procedures that we believe are the most effective and efficient to reduce audit risk to an acceptable low level. The procedures are a combination of testing the operating effectiveness of internal controls (when appropriate), substantive analytical procedures and other tests of detailed transactions.

Having planned our audit, we will perform audit procedures, maintaining an appropriate degree of professional skepticism, in order to collect evidence to support our audit opinion.

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.

Judgments about materiality are made in light of surrounding circumstances and include an assessment of both quantitative and qualitative factors and can be affected by the size or nature of a misstatement, or a combination of both.

For purposes of our audit, we have set preliminary materiality at \$100,000 for the municipality.

Our materiality calculation is based on the municipality's preliminary results. In the event that actual results vary significantly from those used to calculate preliminary materiality, we will communicate these changes to the Mayor and Council as part of our year end communication.

We will communicate all corrected and uncorrected misstatements identified during our audit to the Mayor and Council, other than those which we determine to be "clearly trivial". Misstatements are considered to be clearly trivial for purposes of the audit when they are inconsequential both individually and in aggregate.

We will encourage management to correct any misstatements identified throughout the audit process.

Risks and Planned Audit Responses

Based on our knowledge of the municipality's business, our past experience, and knowledge gained from management and the Mayor and Council, we have identified the following significant risks; those risks of material misstatement that, in our judgment, required special consideration.

Significant risks arise mainly because of the complexity of the accounting rules, the extent of estimation and judgment involved in the valuation of these financial statement areas, and the existence of new accounting pronouncements that affect them. We request your input on the following significant risks and whether there are any other areas of concern that the Mayor and Council has identified. We have also provided a brief summary of how we plan to audit these significant risks.

Financial Statement Areas With Significant Risks	Proposed Audit Procedures
<ul style="list-style-type: none"> • Revenue 	<ul style="list-style-type: none"> • Review revenue recognition policy for consistency with the professional standards.
<ul style="list-style-type: none"> • Capital assets and amortization 	<ul style="list-style-type: none"> • Assess the reasonableness of the assumptions utilized through discussions with management, comparisons to industry and where possible, by agreeing to supporting documentation and historical trends.

Auditor's considerations of possible fraud and illegal activities

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

- Identifying and assessing the risks of material misstatement due to fraud;
- Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- Responding appropriately to fraud or suspected fraud identified during the audit.

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.

During the audit, we will perform risk assessment procedures and related activities to obtain an understanding of the entity and its environment, including the municipality's internal control, to obtain information for use in identifying the risks of material misstatement due to fraud and make inquiries of management regarding:

- Management's assessment of the risk that the financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- Management's process for identifying and responding to the risks of fraud in the municipality, including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- Management's communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in the municipality; and
- Management's communication, if any, to employees regarding its view on business practices

and ethical behaviour.

In response to our risk assessment and our inquiries of management, we will perform procedures to address the assessed risks, which may include:

- Inquiry of management, the Mayor and Council, and others related to any knowledge of fraud, suspected fraud or alleged fraud;
- Perform disaggregated analytical procedures and consider unusual or unexpected relationships identified in the planning of our audit;
- Incorporate an element of unpredictability in the selection of the nature, timing and extent of our audit procedures; and
- Perform additional required procedures to address the risk of management's override of controls including:
 - ◆ Testing internal controls designed to prevent and detect fraud;
 - ◆ Testing the appropriateness of a sample of adjusting journal entries and other adjustments for evidence of the possibility of material misstatement due to fraud;
 - ◆ Reviewing accounting estimates for biases that could result in material misstatements due to fraud, including a retrospective review of significant prior years' estimates; and
 - ◆ Evaluating the business rational for significant unusual transactions.

Audit Timing

The following schedule outlines the anticipated timing of the audit of the financial statements of the municipality.

• Review of predecessor's audit working papers	• January 13, 2015
• Interim audit fieldwork	• January 27, 2015
• Year-end audit fieldwork	• February 9, 2015
• Review of draft financial statements with Treasurer, CAO/Clerk and member of Council	• February 23, 2015
• Finalization of financial statements	• February 27, 2015
• Presentation to Council	• March 4, 2015

As part of the year-end Audit Committee meeting, we will provide the Mayor and Council with a copy of our draft audit opinion, discuss our findings, including significant estimates utilized by management, accounting policies, financial statement disclosures, and significant transactions completed during the year. We will also report any significant internal control deficiencies identified during our audit and reconfirm our independence.

The Mayor and Council plays an important role in the audit planning process and we look forward to meeting with you to discuss our audit plan as well as any other matters that you consider appropriate.

Yours truly,



Sally J. Slumskie, CPA, CA

Partner through a corporation

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants

January 20, 2015

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

I.G.# 1

RECEIVED
JAN 26 2015
Township of Puslinch

Dear Ms. Landry:

**RE: The GTA West Study Fact Sheet
Stage 2 of the GTA West Transportation Corridor Planning and Environmental
Assessment Study**

The Ontario Ministry of Transportation (MTO) is undertaking Stage 2 of the Environmental Assessment (EA) Study for the GTA West Transportation Corridor. Building on the recommendations from Stage 1, the EA Study will identify the route, determine interchange locations and complete the preliminary design for a new transportation corridor within the Route Planning Study Area. The new transportation corridor will include: a 400-series highway, transitway and potential goods movement priority features.

The GTA West Project Team has prepared an information "fact sheet" for council members that provides a concise summary of the work that has been completed to date, including an overview of the study, key information presented at the PICs, as well as the status of the study process and schedule. More detailed information is also available on the project website (www.gta-west.com).

We would appreciate your passing this information on to your council members on our behalf and look forward to your continued participation in this study.

Sincerely,



Mr. Patrick Puccini, P. Eng.
GTA West Project Team Member
AECOM
1-877-522-6916
project_team@gta-west.com

CLERK'S DEPARTMENT	
TO	Council
Copy	
Please Handle	
For Your Information	
Council Agenda	Feb 115

Encl.

What is the Focused Analysis Area?

Orange Area

The **Focused Analysis Area (FAA)** is a zone surrounding the short list of route alternatives. Properties located within the FAA could be directly impacted by the GTA West transportation corridor, be impacted by ancillary uses, or if refinements are made to the route alternatives.

Green Areas

MTO will continue to review development applications, but it is anticipated that development processes may proceed for these lands.



Note: The Focused Analysis Area is preliminary and subject to refinement during subsequent phases of the study as more detailed information becomes available.

The GTA West Study

Stage 2 of the Environmental Assessment (EA) Study for the GTA West Transportation Corridor was initiated in February 2014. Building on the recommendations from Stage 1, the EA Study continues with a focus on identifying the route and developing the preliminary design for a new transportation corridor within the Route Planning Study Area.

Overview of Stage 1 and 2

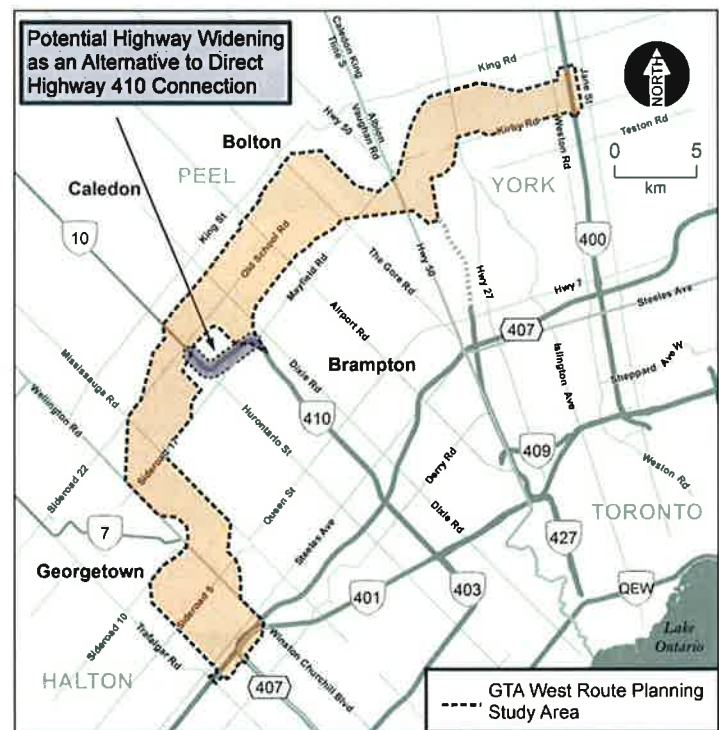
Stage 1 was completed in November 2012. It recommended:

- Optimizing the existing transportation network;
- Improving non-roadway transportation modes such as transit and rail;
- Widening existing highways ; and
- A new transportation corridor.

Even with optimizing the existing transportation network, widening existing highways, and transit expansion projects identified in Metrolinx' Regional Transportation Plan, additional road capacity was determined to be needed.

Stage 2 focuses on the recommendation for a new transportation corridor:

- Extending from Highway 400 in the east to the Highway 401/407 ETR interchange area in the west; and
- Including a 400-series highway, transitway, and potential goods movement priority features



Consultation

The project team is actively engaging stakeholders through:

- **Community Workshops:** The introductory workshops were held in summer 2014 to seek input on key issues, features, and route location alternatives. The next round of workshops will be held in spring/summer 2015 with a focus on the evaluation process. There will be a total of four rounds of workshops.
- **Advisory Groups:** These groups meet regularly to provide feedback on study findings and provide insight on potential issues and opportunities. The advisory groups include:
 - Greenbelt Transportation Advisory Group (GTAG)
 - Community Advisory Group (CAG)
 - Municipal Advisory Group (MAG)
 - Regulatory Agency Advisory Group (RAAG)
 - Municipal Executive Advisory Group (MEAG)
- **Public Information Centres:** The second round of PICs will be held in Fall/Winter 2015 to present the preferred route alternative. A total of 3 rounds of PICs will be held.
- **First Nations and Métis:** The project team is engaging with First Nations and Métis communities with interest in the study area.

Next Steps

- Evaluate the short list of route alternatives and interchange locations
 - Community Workshop #2 (Spring 2015)
 - Meetings with Advisory Groups (Throughout 2015)
- Present the preferred route at PIC #2 (Fall/Winter 2015)
- Present the preliminary design of the preferred route at PIC #3 (Winter/Spring 2017)

PIC displays can be downloaded from the project website (www.gta-west.com).

We welcome your input at any time during the study.

Contact the GTA West Project Team:

Website: www.gta-west.com

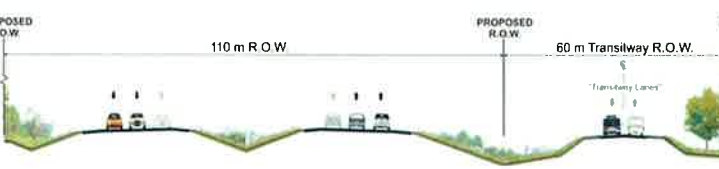
Email: project_team@gta-west.com

Toll-Free: 1-877-522-6916

Twitter: @GTAWestStudy

The New Corridor

The new corridor is anticipated to be a 4- to 6-lane highway with freeway-to-freeway connections at Highway 401/407 ETR, Highway 410, Highway 427, and Highway 400. A separate adjacent transitway is also included. Transitway stations will be located at interchanges and connection points.



Public Information Centre – Round 1

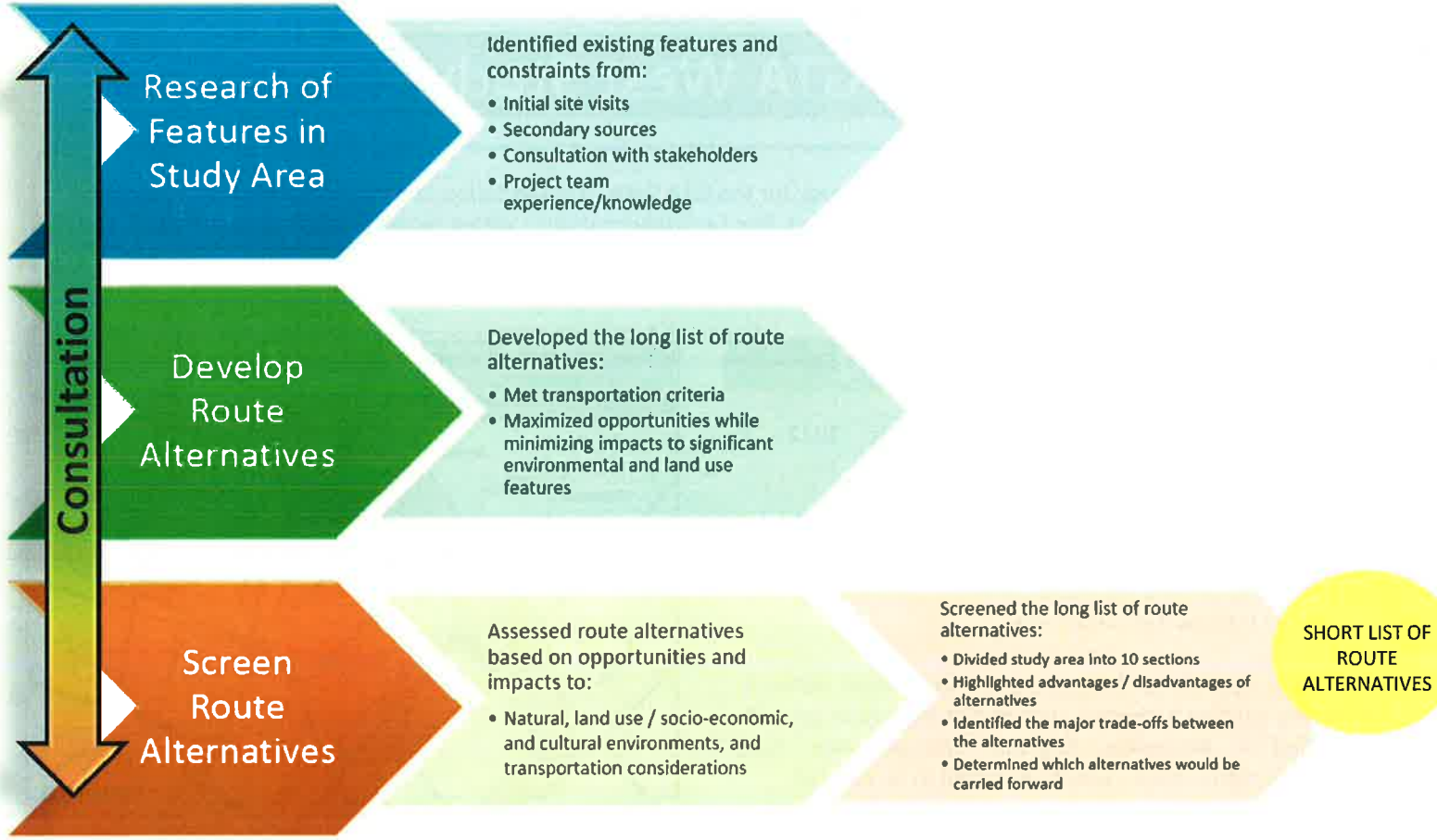
The purpose of Public Information Centre (PIC) Round 1 was to present:

- Study background and process;
- Existing conditions within the study area;
- Development and screening of the long list of route alternatives;
- Identification of the short list of route alternatives and potential interchange locations;
- The Focused Analysis Area; and
- Factors and criteria for evaluating the short list of route alternatives.

The first round of PICs were held:

- November 27, 2014 – Mold-Masters Sportsplex, Georgetown
- December 2, 2014 – Chateau Le Jardin Centre, Vaughan
- December 4, 2014 – Brampton Fairgrounds, Caledon

Route Development and Screening Process



Screening of Interchange Locations

Interchanges will be required at existing/planned freeways (e.g. Highway 401/407ETR, 410, 427, and 400) and at some arterial crossing roads.

Initially all existing/planned crossing roads and provincial freeways were considered as potential interchange locations. The potential interchange locations were then screened based on the following principles:

- Minimize impacts to significant natural features, functions, systems and communities
- Minimize impacts to existing and planned (approved under Official Plans) population and employment areas
- Efficiently address the transportation problems and opportunities

Crossing roads not identified for interchanges will be either overpasses, underpasses, or truncated at the corridor, based on transportation benefits and impacts to natural, socio-economic (land use) and cultural features.

The Transitway

The recommendations from Stage 1 include a transitway within the corridor. The transitway will be a dedicated roadway for buses with stations at interchanges and connection points throughout the corridor. The transitway can accommodate two-way bus rapid transit service, with provisions for future conversion to a light rail system.

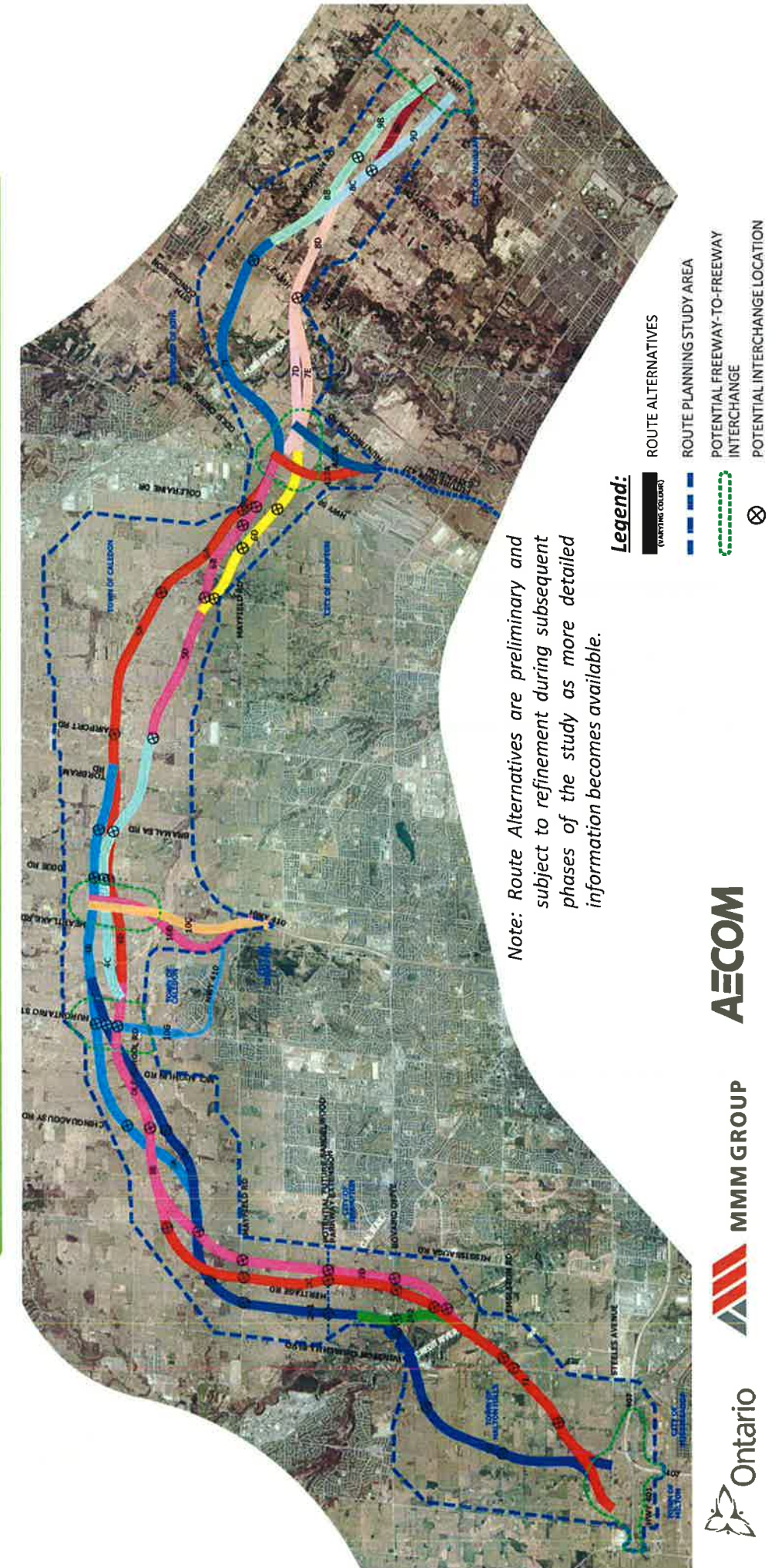
Goods Movement Priority Features

Goods movement is the transportation of products from the location of their manufacture, harvest or other origin to their final destination. Stage 1 identified the need for improved goods movement (connections and reliability) in the study area. A few of the goods movement priority features being considered include:

- Truck only lanes / Combined truck / transit lanes;
- Intelligent Transportation Systems (ITS) features;
- Longer speed change lanes;
- Enhanced design to accommodate Long Combination Vehicles;
- Truck only interchange ramps, where warranted by truck volumes;
- Truck parking facilities; and
- Enforcement features (weigh and inspection stations), including automated weigh stations.

Alternative Goods Movement Features will be assessed and incorporated once the preferred route is selected/determined.

Short List of Route Alternatives and Potential Interchange Locations



January 15, 2015

Mr. Dennis Lever
Mayor
Township of Puslinch
RR 3 7404 Wellington Rd 34 W
Guelph, ON N1H 6H9

RECEIVED

JAN 23 2015

Township of Puslinch I.G.# 2

Dear Mr. Lever,

Re: Request for Support to Save Canada Post

Over a year ago, Canada Post Corporation announced a plan to change public postal service as we know it, and the government endorsed this plan. As a result, the corporation has dramatically hiked postage rates and is planning on eliminating door-to-door delivery, closing and downsizing post offices, reducing post office hours, and destroying thousands of decent jobs in communities throughout our country.

These major changes will be bad for seniors, people with mobility issues, charities, small businesses and many other people who rely on public postal service.

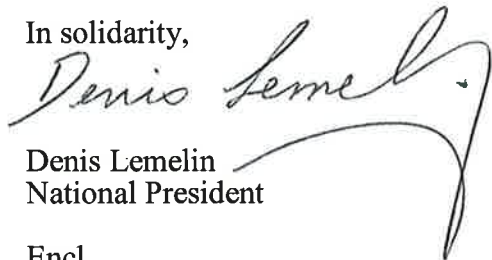
The Canadian Union of Postal Workers wants the federal government to reverse the Canada Post plan, and to look instead for ways to increase service and revenues in areas like postal banking, as other postal administrations have done. At the very least, we think the government should properly consult with the public about what kind of postal service they need before allowing Canada Post to make such major changes.

CUPW has attached a fact sheet with more information about Canada Post's plan.

The union has also attached a resolution that it would like your municipality to consider passing. To date, over 400 municipalities and municipal organizations have passed resolutions opposing Canada Post plan for cuts, or calling for a halt to door-to-door delivery cuts until there is proper consultation. CUPW hopes you will think about joining and building on these efforts by passing our or your own resolution.

Thank you very much for considering this request. Thanks as well if your municipality passed an earlier resolution in support of postal banking or improving the Canadian Postal Service Charter. If you would like an electronic version of the resolution, please contact Brigitte Klassen at bklassen@cupw-sttp.org. Please call me at 613-236-7238 if you have any questions or concerns.

In solidarity,



Denis Lemelin
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, National Union Representatives, Regional Union Representatives, Specialists

/bk cope 225

SAVE CANADA POST - STOP THE CUTS

WHEREAS Canada Post and the Conservatives are taking an axe to long-treasured postal services – killing good jobs, eliminating door-to-door delivery, drastically increasing postage rates and closing, downsizing and reducing hours at post offices:

WHEREAS Canada Post did not properly consult on these changes, effectively eliminating any opportunity for input from the people who will be most affected; and

WHEREAS closing and downsizing post offices, reducing post office hours, and eliminating door-to-door delivery will reduce service and eliminate thousands of jobs in communities throughout our country.

WHEREAS Canada Post offers a public service that needs to be protected;

BE IT RESOLVED THAT the (name of municipality) write a letter to the Minister responsible for Canada Post that calls on the government to reverse the changes to services announced by Canada Post, and to look instead for ways to increase service and revenues in areas such as postal banking.

BE IT FURTHER RESOLVED THAT (name of municipality) ask the Federation of Canadian Municipalities to request that the federal government consult with the public about what kind of postal service they need before allowing Canada Post to make such major changes to public postal service.

MAILING INFORMATION

Please send your resolution to: Lisa Raitt, Minister of Transport, Place de Ville, Tower C, 29th Floor, 330 Sparks Street, Ottawa, Ontario, K1A 0N5.

Please send copies of your resolution to: Denis Lemelin, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3

Your Member of Parliament. You can get your MP's name, phone number and address by calling 1-800 463-6868 (at no charge) or going to the Parliament of Canada website:
<http://www.parl.gc.ca/common/index.asp?Language=E>.

Brad Woodside, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3

/bk cope 225

Save Canada Post.ca

Canada Post has announced a plan to:

1. Attack the public postal network.

Canada Post plans to use more private post offices while streamlining the public postal network. This means closing and downsizing public post offices, as well as reducing their hours. Canada Post has closed about 40 urban and 75 rural post offices since 2012. This is the largest number of closures we have seen since the Conservatives closed about 1,500 rural and urban post offices in the eighties and nineties. More closures are expected. The corporation is also reviewing all urban offices to see if they can be made smaller and operated with fewer workers. In addition, it is dramatically reducing hours of service in rural communities.

2. Introduce huge postage rate hikes.

On March 31, 2014, the price of buying one stamp increased by 59% while the price of buying a book or coil of stamps increased by 35%. The price for pre-sorted and incentive letters increased by 15% and metered mail increased by 19%. These sudden and dramatic increases are unfair,

unreasonable and bad for the corporation's business. It would have been wiser and more reasonable for Canada Post to adopt gradual increases to keep up with rising costs.

3. Make our country the first in the world to eliminate door-to-door delivery.

Canada Post plans on taking away door-to-door delivery from over five million Canadian households and replacing it with community mailbox (CMB) delivery. There is a great deal of opposition to this plan, which will create huge problems for many Canadians, especially seniors and people with mobility issues. According to a recent poll, sixty per cent of people oppose the delivery cuts. In spite of this, Canada Post is determined to wipe out home mail delivery within a five year period. So far, Canada Post has announced its plans to convert more than a million households. The bulk of conversions will occur after the 2015 federal election. The federal government fully supports this major cut to public postal service.

4. Destroy 6000 to 8000 decent jobs.

Canada Post would need fewer employees if it goes to community mailbox delivery. It expects to eliminate 6000 to 8000 positions. Closing and downsizing post offices and reducing post office hours will also reduce the number of jobs in communities throughout the country. Our communities and our economy cannot afford to lose thousands of decent paying jobs.

The future of Canada Post

Canada Post and the Conservatives should consult on their plan to change public postal service as we know it. The public owns Canada Post. They have a right to input. This has not really happened in any meaningful way. Canada Post engaged in some discussions, but they were completely inadequate. The corporation held invite-only meetings in 46 communities and conducted a largely online public consultation on its future, focusing on cut. Since this time, over 400 municipalities and municipal organizations have passed resolutions or sent letters protesting the cuts or asking for a halt until there is meaningful consultation. Moreover, many thousands of Canadians have signed petitions and sent messages to their Members of Parliament (MPs). People have asked their federal representatives to tell Canada Post to stop the cuts and consider alternatives such as postal banking. Cutting might help Canada Post with its money problems in the short-term but it is not a good long-term strategy and it certainly won't improve the future of postal service in our country. The corporation should be following the lead of other postal administrations by innovating and introducing new revenue-generating services.

For more information, go to:

**Save
Canada
Post.**

Postal banking

The Canadian Union of Postal Workers (CUPW) believes that our country needs improved financial and banking services and that Canada Post is well placed to fulfill this need. Moreover, the union thinks that adding financial and banking services at Canada Post will help the corporation preserve public postal service and generate revenue. CUPW is not alone. Close to two-thirds of Canadians support Canada Post expanding revenue-generating services like bill payments, insurance and banking, according to a poll from April 2014. Many municipalities like the idea too. About 600 municipalities have passed resolutions endorsing the addition of financial and banking services at our public post office. Not only that, three former Canada Post Presidents have spoken favourably about the corporation getting more involved in financial services (i.e. Michael Warren, Andre Ouellet and Moya Greene). In recent years, Canada Post has even conducted studies on postal banking that appear to indicate that getting into financial services would be “a win-win strategy” and a “proven money-maker” for the corporation. This positive assessment was obtained through an Access to Information (ATI) request. Unfortunately, 701 of 811 pages of the ATI request were redacted. To date, Canada Post President Deepak Chopra has refused to release the 811 pages in their entirety.

Learn more. Check out *Why Canada Needs Postal Banking* at <https://www.policyalternatives.ca/publications/reports/why-canada-needs-postal-banking>



Ontario
LEGISLATIVE ASSEMBLY

ERNIE HARDEMAN, M.P.P.
Oxford

January 14, 2015

Mayor Dennis Lever
Township of Puslinch
7404 Wellington Rd 34 RR 3
Guelph, ON
N1H 6H9

Dear Mayor Lever,

As you may know, over the last few months my caucus colleagues and I have raised concerns about the provincial Ice Storm Assistance Program.

We are particularly concerned about the length of time that it is taking to deliver funds that were supposed to provide emergency assistance. While we all understand the need for accountability with taxpayer's dollars it seems that there have been unnecessary delays in creating the program and the paperwork. It's clear that this delay has not been the fault of municipalities.

I understand that municipalities are facing budget pressures and need the applications for the Ice Storm Assistance Program to be processed efficiently.

As the process moves forward if you have any concerns or I can be of assistance please feel free to contact me at ernie.hardeman@pc.ola.org or (416) 325-1239.

Sincerely,

Ernie Hardeman, MPP
Oxford
PC Critic for Municipal Affairs and Housing

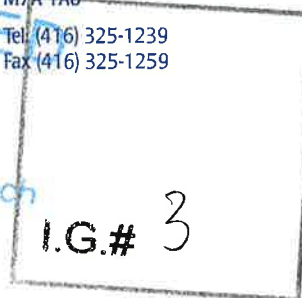
Queen's Park Office:
Room 413, Legislative Bldg.
Toronto, Ontario
M7A 1A8

Tel. (416) 325-1239
Fax (416) 325-1259

Constituency Office:
12 Perry Street
Woodstock, Ontario
N4S 3C2

Tel. (519) 537-5222
Fax (519) 537-3577

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JAN 20 2015
Township of Puslinch





THE ROYAL CANADIAN LEGION
ONTARIO COMMAND

RECEIVED

JAN 13 2015

Township of Puslinch

DEAR VALUED SUPPORTER

I.G.# 4

Thank you for your pledge to the "Military Service Recognition Book", a project of The Royal Canadian Legion, Ontario Command.

This annual publication will help identify and recognize many of the Veterans of Ontario who served their country. As "Keepers of Remembrance", The Royal Canadian Legion strives to perpetuate the sacrifices that our soldiers and their families made for our freedom. The Military Service Recognition Book will serve as a reminder for generations to come, of the contributions our veterans made to the creation of our nation and the continuance of Canada as a protector of freedom.

Our organization is Canada's largest Veterans organization dedicated to serving them through advocacy, emergency assistance and providing free of charge assistance with pension applications. We are not affiliated with any level of government, nor do we receive funding from any level of government. Branches rely on membership dues, fundraising activities and donations. In Ontario, we have over 400 branches with over 200 Ladies' Auxiliaries made up of 130,000 plus men and women. Together they support their communities through countless hours of volunteer work to support sponsorships of youth activities such as track and field, soccer, hockey, Cadets, Boy Scouts and Girl Guides. Branches awarded more than \$500,000 in the past year in grants from poppy funds to ex-service and still serving personnel, and/or their dependents.

With the support of our Branches and Ladies' Auxiliaries, our Command disbursed \$460,000 last year through our Charitable Foundation to Hospitals, Long Term Care Homes and Volunteer Fire Services for much needed medical equipment and \$450,000 bursary awards to 700 students.

Your support for this project will ensure that we can continue to serve the communities of Ontario.

There will be 17,500 hard copies of this book printed and distributed free of charge in our communities throughout Ontario. Copies will be given by branches to public schools and libraries which can be used as a teaching tool. An electronic version of our publication will also be posted on our website at www.on.legion.ca.

Again, thank you for your sponsorship and support of this very worthwhile project.

Yours sincerely,

Bruce Julian
President
Ontario Command

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TO	
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For Your Information	
Council Agenda	Feb 4/15
File	AOI/CEN



LA LÉGION ROYALE CANADIENNE *DIRECTION ONTARIO*

CHER SUPPORTEUR APPRÉCIÉ

Je vous remercie pour votre engagement au « Livret Reconnaisant le Service Militaire », un projet de la Direction de l'Ontario de la Légion royale canadienne.

Cette publication annuelle permettra d'identifier et de reconnaître beaucoup d'anciens combattants ontariens qui ont servi leur pays. En tant que « gardiens de la mémoire », la Légion royale canadienne s'efforce de perpétuer les sacrifices que nos soldats et leurs familles ont faits pour notre liberté. Le Livret Reconnaisant le Service Militaire servira de rappel pour les générations à venir, des contributions de nos anciens combattants ont faits pour la création de notre nation, et la continuation du Canada en tant que protecteur de la liberté.

Notre organisation est la plus grande organisation d'anciens combattants au Canada dédié à leur service à travers le plaidoyer, l'aide d'urgence et de fournir gratuitement de l'assistance de charge avec les demandes de pension. Nous sommes affiliés avec aucuns niveaux de gouvernement, et nous ne recevons aucuns fonds de ceux-ci. Les succursales comptent sur les frais d'adhésion, les activités et les dons de collecte de fonds et des cotisations. En Ontario, nous avons plus de 400 succursales, avec au-delà de 200 groupes de Dames auxiliaires, composées de plus de 130 000 hommes et femmes. Ensemble, ils soutiennent leurs communautés à travers d'innombrables heures de bénévolat pour soutenir les commandites d'activités des jeunes tels que l'athlétisme, le soccer, le hockey, les cadets, les scouts et les guides. Les succursales ont accordé l'année dernière plus de 500 000 \$ en subventions provenant des fonds de pavot à l'ex-service tout en servant le personnel et / ou leurs dépendants.

Avec le soutien de nos succursales et des Dames auxiliaires, notre Direction a déboursé 460 000 \$ l'an dernier grâce à notre Fondation Charitable pour les hôpitaux, les maisons de soins de longue durée et les services de pompiers volontaires pour de l'équipement médical très nécessaire. La Direction a aussi présenté des bourses d'une valeur totale de 450 000 \$ à 700 étudiants.

Votre soutien pour ce projet fera en sorte que nous puissions continuer à servir les communautés de l'Ontario.

Il y aura 17 500 exemplaires de ce livret imprimés et distribués gratuitement dans nos collectivités partout en Ontario. Les copies données par les succursales aux écoles et bibliothèques publiques peuvent être utilisées comme un outil d'enseignement. Une version électronique de notre publication sera également affichée sur notre site Web au www.on.legion.ca.

Encore, merci pour votre parrainage et soutien envers ce projet très louable.

Cordialement,

Bruce Julian
Président
Direction Ontario

Advertiser's Checklist

Ensuring satisfaction, to you - our valued supporter.

If you have already made arrangements with our Telephone Representative to re-run your advertisement that we have on file, then please disregard this notice.

If you have purchased a 1/10-page (business card size) advertisement or larger, then please remember to...



- √ Include a business card or letterhead
- √ Include an image or logo you may want in your ad
- √ Compose your ad or message to your best advantage

Please DO NOT:

- X Staple, bend or write over logos or graphics
- X Send vinyl, reflective, high-gloss or holographic materials
- X Send more information or images reasonable for allocated ad space (see dimensions below)

Reminder:

- If you require your artwork to be returned to you, a proof of your ad or any other special instructions, please specify in writing.
- If you do not provide ad copy before press time, an advertisement will be created for you, including your business name, address and phone number.

IMPORTANT!

I have enclosed: My Artwork / Ad Info Payment

Advertisement Dimensions for Large Format Publication (8" x 10.75")

Size W x H (INCHES)

1/10 page	3.375 X 1.735	1/2 page	7 X 4.735
1/4 page	3.375 X 4.735	FULL PAGE	7 X 9.735

Please be sure digital images are at least 200 dpi in resolution (300 is preferred). A higher resolution gives a better print quality. We can accept files in Mac or PC format. However we cannot accept Publisher files. If an advertisement is sent in Word, please also include the photos (images) as a separate attachment. Please feel free to contact us with any questions or concerns.

To contact our Publication Department:

email: ONCL@fenety.com or call Tracy: **1-855-584-1374** • Fax: 1-800-631-2211
Ontario Command - The Royal Canadian Legion - Campaign Office
P.O. Box 8055, Station T CSC, Ottawa, ON K1G 3H6

Thank You Again For Your Support!

Liste de contrôle des annonceurs

Nous cherchons toujours à mieux servir nos précieux commanditaires.

Ne tenez aucun compte de cet avis s'il y eu un arrangement avec notre représentant téléphonique d'imprimer l'annonce que nous avons déjà dans nos dossiers.

Si vous avez acheté une annonce de format 1/10 de page (carte d'affaires), n'oubliez pas de:

- √ de nous faire parvenir une carte d'affaires (carte de visite) ou l'en-tête de lettre.
- √ de nous faire parvenir l'image ou le logo que vous voulez dans votre annonce.
- √ de composer votre annonce de la manière la plus avantageuse.



Nous vous prions de ne pas:

- X agraffer, plier ou écrire par-dessus les logos ou les représentations graphiques.
- X envoyer des documents en vinyle, brillants ou holographiques.
- X envoyer trop de renseignements ou d'images pour l'espace alloué.

Rappel:

- On vous demande de spécifier par écrit si vous désirez le retour d'illustrations, d'épreuve d'annonce ou toute autre directive.
- Si nous ne recevons pas une épreuve d'annonce avant la date limite, c'est entendu qu'une annonce sera créée pour vous. L'annonce comprendra le nom de votre entreprise, votre adresse et numéro de téléphone.

IMPORTANT!

Vous trouverez ci-inclus: Illustrations / renseignements pour l'annonce paiement

Dimensions des annonces pour une publication de format (8" x 10,75")
(horizontal x vertical)

1/10 page	3,375 X 1.735	1/2 page	7 X 4,735
1/4 page	3,375 X 4.735	PAGE ENTIÈRE	7 X 9,735

Assurez-vous que la résolution des photos (images) est d'au moins 200 dpi (de préférence 300 dpi). Plus ces chiffres sont élevés, plus la qualité est au rendez-vous. Nous acceptons des fichiers pour plate-forme Mac ou PC. Malheureusement, nous ne pouvons pas accepter les fichiers Publisher. Si votre annonce est écrite au format Word, n'oubliez-pas de nous faire parvenir les photos (images) comme pièces jointes séparées. Si vous avez des questions ou des préoccupations, veuillez nous contacter.

Pour contacter notre service de publication:

courriel: **ONCL@fenety.com** ou téléphonez Tracy: **1-855-584-1374** • Fax: 1-800-631-2211
Direction Ontario - Légion royale canadienne -Bureau de campagne
CP 8055, Succ T CSC, Ottawa, ON K1G 3H6

Merci encore pour votre appui à ce project historique.

**Ministry of
Municipal Affairs
and Housing**

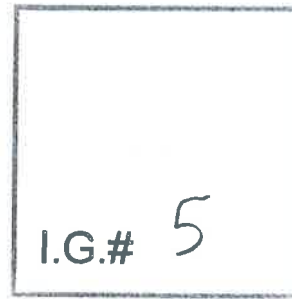
Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel. 416-585-7000
Fax 416-585-6470
www.ontario.ca/MAH

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tél. 416-585-7000
Télééc. 416-585-6470
www.ontario.ca/MAH



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Council Agenda	Feb 4/15.
Title	FOO/MUN.

13-4377

Dear Head of Council:

I am pleased to provide you with the requirements for the 2014 Municipal Performance Measurement Program (MPMP) in the attached Designation. This program contributes to improved delivery of municipal services across Ontario by providing a standardized set of efficiency and effectiveness measures for key service areas.

Two significant changes to the MPMP have been made this year. First, the amount of data municipalities are required to report has been reduced significantly since some of the data previously reported is no longer relevant or now collected elsewhere. Second, since data reported for the MPMP by each municipality is publically available from the Ministry of Municipal Affairs and Housing, municipalities will now be able to determine which MPMP measures to report to the public. This will reduce a potentially redundant burden for municipalities to publicize data that is already available elsewhere. For the assistance of municipalities, reporting templates will continue to be provided by the ministry.

For the 2014 year, all municipalities are required to report their data to the ministry by May 31, 2015, by including the data in Schedule 80D of their Financial Information Return (FIR). This schedule replaces the previous MPMP list of measures in Schedules 90-95 of the FIR.

The MPMP is a tool for comparison of results, which can help start a dialogue and advance local government priorities of efficiency and effectiveness in service delivery and accountability to the public. All MPMP data submitted by municipalities are and will continue to be made available to the public online at: <http://cscconramp.mah.gov.on.ca/fir/ViewSchedules.htm>. Multi-year MPMP reports by municipality are posted.

I invite municipalities to subscribe to the Municipal Information Data and Analysis System (MIDAS), AMO's web-based software tool for the municipal sector. Please email AMO directly at MIDASadmin@amo.on.ca to receive your MIDAS password.

The changes to the MPMP will help to reduce the reporting burden for municipalities. We will continue to work closely with the municipal sector to further modernize data collection and reporting tools.

Thank you for your ongoing work to achieve greater efficacy in providing public services through your participation in measuring and reporting municipal performance.

Sincerely,

A handwritten signature in black ink, appearing to read "Ted McMeekin". The signature is stylized with large, sweeping loops and a prominent initial "T".

Ted McMeekin,
Minister

Attachments

c: Chief Administrative Officer
Municipal Treasurer/Clerk-Treasurer
MPMP Advisory Committee Members

Schedule for 2014 Reporting Year

DESIGNATION

MUNICIPAL PERFORMANCE MEASUREMENT

Information designated by the Minister under Section 299 of the *Municipal Act, 2001* (the “Act”)

PROVISION OF DESIGNATED MUNICIPAL INFORMATION

Performance measurement information

1. (1) A municipality shall in respect of each municipal fiscal year provide to the Minister the performance measurement information designated in Schedule 80D of the municipality’s financial information return for the relevant municipal fiscal year (“Schedule 80D”). Schedule 80D forms part of this Designation.

(2) The information provided by a municipality under subsection (1) shall include performance measurement information for any local board of the municipality that provides a public utility, and any planning board, or transit commission of the municipality.

(3) This section does not require an entity described in clause (a), (b), (c) or (d) of subsection 299 (1) of the Act to provide performance measurement information directly to the Minister or to taxpayers.

Timing for provision and publication of information

2. A municipality shall provide the information required by section 1 to the Minister not later than five months after the last day of the fiscal year to which the information relates.

Financial information return

3. A municipality shall provide to the Minister the information required by section 1 by reporting that information in Schedule 80D and in any others schedules or lines in the

municipality's financial information return for the relevant municipal fiscal year that correspond to the service or function performance measurement categories designated in Schedule 80D.

Board or commission

4. (1) A board or commission of a municipality shall make available for review by a municipality any performance measurement information designated in Schedule 80D related to services or functions supplied in respect of the municipality by the board or commission in a fiscal year.

(2) In this subsection, "board or commission" means a local board that provides a public utility, a planning board, or transit commission.

Service or function not supplied

5. Despite section 1, if a municipality does not supply a service or function at any time in a fiscal year, the municipality is not required to provide or publish information related to that service or function designated in Schedule 80D for the fiscal year.

Definitions

6. In this Designation,

"Minister" means the Minister of Municipal Affairs and Housing;

"Ministry" means the Ministry of Municipal Affairs and Housing;

"supply" means supply pursuant to a statute, bylaw or resolution or an arrangement or agreement with any person or municipality, and "supplied" has a corresponding meaning.

In force

7. This Designation comes into force January 1, 2015 for the 2014 fiscal year.

Changes to the Municipal Performance Measurement Program (MPMP) for the 2014 Reporting Year – FAQs for Municipalities

Q. What changes are being made to the collection of data?

- A. Effective for the 2014 Financial Information Return (FIR), the following schedules will no longer exist:

PM90	PERFORMANCE MEASURES: MUNICIPAL INFORMATION
PM91	PERFORMANCE MEASURES: EFFICIENCY
PM92	PERFORMANCE MEASURES: EFFECTIVENESS
PM93	PERFORMANCE MEASURES: NOTES
PM94	PERFORMANCE MEASURES: QUESTIONS
PM95	PERFORMANCE MEASURES: CROSS BOUNDARY SERVICE

In their place, a new schedule, 80D: statistical data, will be provided to collect data needed to develop an established set of standardized performance measures. Submission of this schedule forms part of the FIR.

Q. Will municipalities still be required to report performance measures?

- A. No. There is no prescribed public reporting requirement. The ministry, however, encourages public reporting of performance measures. Municipalities will be able to determine what measures to report publically and whether to use the established MPMP measures or others they have developed. Municipalities are ultimately responsible for determining the measures that best communicate the efficiency and effectiveness of their service delivery.

At the same time, the ministry will make available public reporting templates and continue to provide multi-year reports for the MPMP measures based on data reported by municipalities.

Q. Why are these changes being made?

- A. The Minister's Letter to Heads of Council announcing the 2013 MPMP reporting requirements indicated that the ministry, working closely with the municipal sector, would be making adjustments to the administration of the MPMP.

The changes are based primarily on the following two factors:

- The need to streamline municipal report requirements. Only data demonstrated to be important to evidence-based decision making, and that is not available elsewhere using the same methodology, will be collected.
- The need to improve the level of completeness and accessibility of the data. Focusing on pertinent data points and not having schedules repopulated will simplify the collection process and better address data inconsistencies.

The performance measurement culture in the province has progressed. With improved information technology and a more open government, this simplified and streamlined approach is possible.

Q. What was the process leading to these the changes?

Changes have been established under the guidance of the MPMP Advisory Committee, which includes the following organizations:

- The Association of Municipalities of Ontario
- The Association of Municipal Clerks and Treasurers
- The Municipal Finance Officers' Association
- The Ontario Municipal Benchmarking Initiative
- The Ontario Good Roads Association

Municipal practitioners for municipalities across the province have also been involved. The committee met four times over the past year to discuss the changes. Technical working groups in the service areas were also engaged.

Both the ministry and the MPMP Advisory Committee are confident that the changes offer a more efficient way to collect the data. With a renewed focus on using the data, the process is also more effective. The changes will strengthen the knowledge of Ontario's municipalities through critical data support and will help to improve evidence-based policy-making.

Q. Will I still be able to access the data?

- A. Municipalities will be able to continue to mine FIR data through the Municipal Information and Data Analysis System (MIDAS). MIDAS is a free web-based tool operated by the Association of Municipalities of Ontario (AMO).

All of the data reported in the FIR and the MPMP will continue to be provided publically on the FIR website. At the same time, detailed instructions and edit rules to enhance accuracy and completeness of reported data will be maintained.

Q. How will the changes reduce municipal reporting requirements?

- A. The changes reduce the amount of data reported. Data for a total of 26 measures, or over 25 per cent of all MPMP measures, will no longer be collected as that data is either available elsewhere or is no longer relevant. At the same time, the instructions have been simplified and the data requirements are now fully integrated into the FIR. This avoids having to re-enter data and better enables the merging of financial data with new data streams. In addition, the questions related to cross boundary services and whether municipalities provide certain services are no longer required, as these were deemed redundant.

Q. What are the next steps?

- A. The FIR schedules for 2014 will be released before the end of January 2015. The ministry will continue to work with the municipal sector to improve the data collection process.

For more information, please contact your local municipal service office.

Kern

INFRASTRUCTURE, DEVELOPMENT
AND ENTERPRISE

RECEIVED **CITY OF Guelph**

Making a Difference

File: 23CDM14510

JAN 16 2015

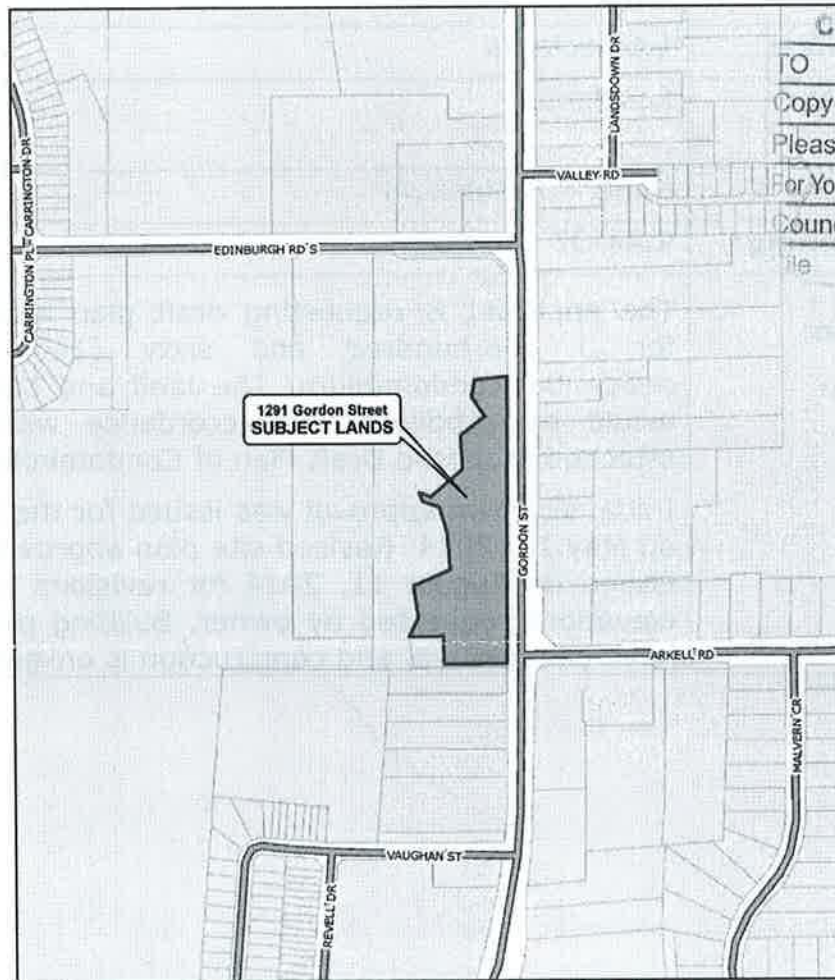
January 14, 2015

Township of Puslinch
NOTICE OF APPLICATION

PROPOSED DRAFT PLAN OF CONDOMINIUM

SUBJECT LANDS

1291 Gordon Street: The subject lands are located on the west side of Gordon Street, south of Edinburgh Road South and north of Arkell Road.



CLERK'S DEPARTMENT

TO	KP
Copy	
Please Handle	
For Your Information	✓
Council Agenda	Jan 28/15
File	23 CD 4th

IC # 6



SUBJECT LANDS
1291 Gordon Street

CITY OF Guelph
Making a Difference

Notice of Application

File: 23CDM14510

PURPOSE AND EFFECT OF APPLICATION

DETAILS OF PROPOSAL

Applicant:	Mr. Hugh Handy: GSP Group Inc. (on behalf of HIP Developments Inc./2274237 Ontario Inc.)
Address:	1291 Gordon Street, Guelph, Ontario
Legal Description:	PART OF LOT 6, CONCESSION 7, GEOGRAPHIC TOWNSHIP OF PUSLINCH, CITY OF GUELPH <i>and more specifically</i> PART 2, 3, 4, 5, 8 AND 9, PLAN 61R-20267
Property Size:	1.6 hectares
Existing Land Use:	Residential
Official Plan:	General Residential
Existing Zoning:	R.4A-37
Proposal Description:	<p>The applicant is requesting draft plan approval for a one-hundred and sixty (160) unit residential condominium. The land and building would be subdivided in accordance with the attached proposed Draft Plan of Condominium.</p> <p>Initial site plan approval was issued for the lands on May 26, 2014. Revised site plan approval was issued on August 11, 2014 for revisions to the elevations requested by owner. Building permits have been issued, and construction is on-going.</p>

To: Agencies and Departments

The City of Guelph is initiating the review of the condominium application from Mr. Hugh Handy/GSP Group Inc. for the property known as 1291 Gordon Street.

Please submit your comments by **February 17, 2015**. If you have any questions or require further information, please call Michael Witmer at 519.837.5616 ext: 2790, or email: michael.witmer@guelph.ca

If you have no comments or concerns regarding this application, **1291 Gordon Street: (File # 23CDM14510)**, please sign and submit this form to:



Michael Witmer

Infrastructure, Development and Enterprise

City of Guelph

Fax: 519.822.4632

Email: michael.witmer@guelph.ca

Agency

Representative (Please Print)

Representative (Signature)

Date

HAMILTON REGION CONSERVATION AUTHORITY

MINUTES

RECEIVED

JAN 14 2015

Township of Puslinch

Board of Directors Meeting

December 4, 2014

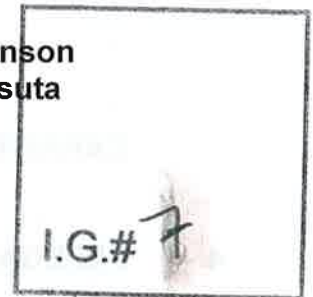
ADITHAM	File
Dec 4/15	Council Agenda
	For Your Information
	Please Handle
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	TO
CLERK'S DEPARTMENT	

Minutes of the Board of Directors meeting held on Thursday, December 4, 2014 at Woodend Auditorium, 838 Mineral Springs Road, Ancaster, Ontario at 7:00 p.m.

PRESENT: James Howlett, in the Chair
Chad Collins
Santina Moccio
Maria Topalovic

Aidan Johnson
Robert Pasuta

Richard MacDonald, Foundation Chair



REGRETS: Dan Bowman, Doug Conley, Lloyd Ferguson, and Duke O'Sullivan

STAFF PRESENT: Lisa Burnside, Grace Correia, Gord Costie, Chris Firth-Eagland, Sarah Gauden, Bruce Harschnitz, Tony Horvat, Darren Kenny, Judy Love, Don McDonnell, Sheila O'Neal, Scott Peck, Deb Rankin, and Beth Stormont - HCA Staff

OTHERS: Richard Leitner - Media
Daniel Nolan - Media

NOTE: For clarity purposes, the minutes are reported in the original agenda order.

1. CALL TO ORDER

The Chair called the meeting to order and welcomed everyone present. With deep regrets, James Howlett announced the sudden passing of Board member Brad Whitcombe. A moment of silence took place in Brad's honour.

The Hamilton Conservation Authority will contribute \$500,000 and the Hamilton Conservation Foundation will contribute \$250,000 bringing the total amount to \$4,750,000 for this exciting project.

James Howlett thanked the Heritage Green Community Trust and the City of Hamilton and indicated that this is a significant moment in the history of the Conservation Authority and in the history of Hamilton.

5. MEMBER BRIEFING

5.1 Citizen Award Presentations

James Howlett indicated the Conservation Awards Program recognizes individuals, community groups and organizations that have made a significant contribution to conservation in our watershed.

HCA staff recommend award nominees to the Conservation Awards Program Committee.

This year in the category of Citizen Award, two individuals are being recognized.

Our first Citizen Award recipient is Margaret Reid. Margaret Reid has volunteered with Friends of the Eramosa Karst (FOTEK) and currently is President. She has volunteered with the Tree Planting Day, leads guided hikes and coordinated the Nature Crawl.

Our second Citizen Award recipient is David Outerbridge. In 2005, David assisted Bruce Duncan pro bono to implement HCA's first governance policy. Since 2012, David has been assisting the HCA pro bono to revise its governance policies to reflect current and best practices.

James Howlett thanked Margaret and David for their dedication and contribution to our organization. Your contribution is part of the significant legacy HCA has built and continues to build for our community.

This year in the category of Stewardship Award, seven landowners are being recognized. Following is a list of award recipients:

- Bill Harris
- City of Hamilton for Veterans Memorial Park
- Deborah Herbert
- The Hodgson Family – Adrian, Christi, Sarah, Henrik, and Luke
- Steve and Lorraine Moir
- Sandra Root
- Andrea Sinclair and Martin Smith

- A gift-in-kind of a boat valued at \$5,900 was donated. Fifty Point staff will sell the boat on the Foundation's behalf and use the proceeds for improvements outlined in the Master Plan
- \$4,400 came in designated donations to the Foundation's Conservation Fund
- \$3,000 came in for the Hamilton-Halton Watershed Stewardship Program
- \$1,100 was donated for the education program
- The remaining \$2,800 came in from donations with pass renewals, monthly gifts, gifts to the Hermitage efforts and gifts to Westfield.
- Year-to-Date
 - Total Donations for our unaudited fiscal year - \$947,970

12. OTHER STAFF REPORTS/MEMORANDUMS

12.1 2015 Mileage Rate

Lisa Burnside presented the report. The rate of mileage compensation shall be subject to an annual adjustment based on the year-over-year change in the Consumer Price Index for Private Transportation in Ontario. An increase will take place only if the change would result in a minimum half cent increase in the rate. Staff will also monitor mileage rates from area Conservation Authorities to ensure our rate does not fall below the average.

As there are no inflationary or competitive reasons to increase the mileage rate, it is therefore recommended that the mileage rate of 53 cents per kilometre be maintained in 2015.

BD12,2054

MOVED BY: Chad Collins
SECONDED BY: Aidan Johnson

THAT the Board of Directors approve the following recommendations:

THAT the current mileage rate of 53 cents per kilometre remain unchanged for 2015.

CARRIED

12.2 2015 Fee Schedule

Gord Costie presented the report and answered Board members questions. The recommendations for 2015 continue with the trend of establishing fees that take into account the ever increasing cost of operating the HCA properties and providing excellent customer service. The impact of the increased fees is an overall average of 2%, estimated to be \$80,000. The adjustment cost is required

BD12,2056**MOVED BY: Chad Collins
SECONDED BY: Maria Topalovic****THAT the Board of Directors approve the following recommendations:****THAT the quotation for a new tractor loader - Kubota M6060 be awarded to Galer Farm Equipment for the amount totalling \$50,000 plus applicable taxes.****CARRIED****BD12,2057****MOVED BY: Santina Moccio
SECONDED BY: Robert Pasuta****THAT the Board of Directors approve the following recommendations:****THAT the quotation for a replacement tractor loader – Case 65C be awarded to Galer Farm Equipment for the amount totalling \$47,000 plus applicable taxes.****CARRIED****13.2 Approval of Construction Tender – Water Service, Meters & Backflow Valves – Fifty Point Conservation Area**

Tony Horvat presented the report and answered Board member's questions. Tony indicated that this work is required to comply with City of Hamilton by-law and to address an existing corroding water main. The work in this tender must be completed by March 2015 in order to not impact the boating and camping season in 2015. The low tender is within the budget available for the work necessary.

BD12,2058**MOVED BY: Chad Collins
SECONDED BY: Santina Moccio****THAT the Board of Directors approve the following recommendations:****THAT the tender for the construction of water services, meters, and backflow valves at Fifty Point Conservation Area be awarded to Cotton Inc., Niagara Falls for a total cost of \$202,693 including HST and a \$15,000 contingency sum.****CARRIED**

15. NEXT MEETING

The next meeting of the Board of Directors will be held on Thursday, January 15, 2015 at 7:00 p.m. at Woodend Auditorium, 838 Mineral Springs Road, Ancaster, Ontario.

16. ADJOURNMENT

On motion, the meeting adjourned.

From: dave hamilton

Date: January 21, 2015 at 9:06:11 AM EST

To: Subject: Puslinch-excessive fill dumping

To the residents of Puslinch

It has come to our attention that another fill dumping site has commenced here on Wellington Rd 36 just west of the 11th concession.

According to the plan before council this is to dump approximately 70000 metric tonnes of fill. Roughly calculated at 10m³ per truck this equates to approx 7000 truck loads.

This project has been given the go ahead by Conservation Halton and the work has commenced before any council approval.

Our Concerns,

- 1) where is this fill coming from? And is every load being tested for potential contaminants?
- 2) what is the logical and practical purpose of this fill being dumped?
- 3) what is the ongoing accountability of the parties involved? ie; landowner/broker/contractor if local water and precious significant wetlands become affected
- 4) What environmental impact studies have been done (if any?) and by whom?
- 5) who is responsible for the post road condition and repair?
- 6) if permits are issued, for what period?
- 7) the proximity of the entrance is just over the crest of a blind hill, has there been traffic studies in the interest of Public safety? Has the OPP and MTO done this? The route for truck traffic proposed is south off the 401 to Wellington rd 36(lights in Morriston) east 5km to dump site)
- 8) can this property be restored to agricultural rural land for farm use as it is currently zoned?
- 9) if approved, what measure would be put in place to stop the brokers and or contractors from buying farms in the township for the purpose of dumping fill? Instead of paying landowners to dump fill?
- 10) is the current bylaw designed to stop or curtail operations of fill dump sites within our township?

We recognize and appreciate the need for fill in the township from time to time, and also don't wish for anyone to not be able to enjoy the use of their property however, this appears to be only for financial gain. This area involved appears only to be a couple of acres on the plan with the topographical change in excess of 5m.

This note is to inform the residents of Puslinch that this is a precedent setting issue within our township and time is running out very quickly to voice your concerns to council before approval.

This has been an ongoing issue for landowners in the Uxbridge area, and the town of Erin is currently embattled in this now. The GTA is out of fill sites and this will be happening more and more in neighbouring townships in the future and although it's not happening in your front yard now, it soon will be!

Dave Hamilton
Puslinch resident

Pease address your concerns to council ASAP as this is going before council very very soon!!

<http://www.puslinch.ca/en/our-government/Council.asp>

Mayor Denis Lever

<tel:226-971-2067>

Councillor Mathew Bulmer

<tel:519-823-1695>

Councillor Susan Fielding

<tel:905-659-1050>

Councillor Ken Roth

<tel:519-763-7839>

Councillor Wayne Stokely

<tel:519-621-9346>

Sent from my iPhone

Wellington Road 36, Puslinch
January 28, 2015

Dear Neighbour,

Over the past two years we have worked with the township to obtain the proper permits to level out a section of our farm and ensure a safe, compliant and professional method for the improvement of our property was accomplished.

It has come to our attention that some concerns regarding these improvements have been raised, and circulated in a letter. I have visited each of your homes upon hearing about the letter in an effort to speak with you directly, and personally address any concern you may have. I hoped it might also be helpful to try and address in this letter all the concerns I am currently aware of.

Concerns regarding contaminated fill:

We have been working with the Town, Conservation and numerous Environmental engineers over the past 2 years to ensure that we are following the proper procedures and implementing the correct safeguards against contaminated fill being deposited on our property.

Soil reports of all material being brought in will be checked against a strict criteria developed by the aforementioned professionals, specializing in this field, before it will be accepted. Processes are in place to ensure that only material that has been approved can enter the property.

We have also installed wells throughout the project area that will be continually monitored by an environmental engineer and approved labs at least quarterly throughout the process and for a period afterwards as determined by the engineers and the Town.

Land use and restoration:

Our property has been a horse farm in the community for well over 30 years; we plan to keep it that way. We do not use pesticides (unless absolutely necessary to rejuvenate an area back to suitable pasture/hay/grass for the horses). Unlike cash crop farming (soya, corn, etc) where pesticide is used 3-5x per year.

Horse farming (raising, training, exercising, etc) requires large flat areas and is just one of many factors motivating this work.

We have been working with Halton Conservation to organize the planting of over 3,500 indigenous trees throughout the property. We plan (in connection with Halton Conservation) to plant trees around the leveled area as a wind break, provide shade, increase soil stabilization and aesthetics. Our goal is to make the area a natural extension of our existing, and well maintained, facilities. We are on a long term process of continuing to improve the property, and have received many compliments on the improvements we have already completed

Wellington Road 36, Puslinch
January 28, 2015

over the years. We are just entering our mid-30s and plan to live out our lives on this family run farm and believe the end result will not only be very beautiful but help ensure our family business remains viable long term. This is not being done for some short term financial gain.

Concern over a large "berm" or hill:

There are no plans for any kind of "berm"; there will be a 3:1 grade (or about 16-18 degree slope) from the west to east as you move toward the existing buildings, then a 1.5% grade until the grade matches that of the first building. This should not change the appearance of our property much, if at all, as viewed from the road. From the road moving south, we will tie into existing grades. Water movement will not change in any way. All water flow will remain the same as currently existing. These changes have been carefully planned by professionals and engineers specializing in their respected areas.

Property values:

The continued improvements and increased productivity of our farm should increase the overall value of it and therefore will, we trust, have a favourable impact on the neighbourhood.

Environmental Studies/Engineering Plans:

To date we have spent \$15,000 in professional engineering studies (which have been reviewed and approved by the town and conservation engineers) to plan this project and get to the stage where we can obtain the necessary permits. In addition we have posted a \$101,000.00 bond with the town to guarantee the process is done according to the approved plan. In addition our contractor is required to have a \$2 million dollar liability insurance policy to ensure that he conforms to the plan approved by both the city and the conservation authorities.

If you have any questions or have a concern that has not been addressed to your satisfaction here, please feel free to call upon us at any time by phone #416-564-4353 (marc's cell), or in person. We would be happy to provide anyone a tour of our facilities so you can see for yourselves the standards that we set for ourselves in maintaining our property.

Sincerely

Marc & Andrea Reid



REPORT PD-2015-003

TO: Mayor and Members of Council

FROM: Chief Building Official

DATE: February 4, 2015

SUBJECT: Site Alteration Agreement
Marc & Andrea Reid – 7827 Wellington Road 36
L04/REI

RECOMMENDATIONS

That Report PD-2015-03 regarding Site Alteration Agreement – Marc & Andrea Reid – 7827 Wellington Road 36 be received; and

That Council enact a By-law to authorize the entering into of an agreement as outlined in Report PD-2015-03 with Marc & Andrea Reid – 7827 Wellington Road 36 upon submission of required securities and the Halton Conservation Authority permit.

DISCUSSION

Purpose

The subject property 7827 Wellington Rd 36 as shown on Schedule “A” and “B” attached to this Report is an agricultural property that is an active farm. The owners of the property wish to import fill to allow for more efficient farming of the existing uneven land on the western portion of the property. The property has a horse operation and the owners must find farming efficiencies to increase the productivity of these fields. The site is located on the south side of Wellington Rd 36 and west side of Concession Rd 11; with a legal description of Part lot 31 Concession 10. It has a lot area of approximately 39.2 Hectares.

The applicants are requesting Council to enter into a Site Alteration Agreement attached as Schedule “C” to authorize the Chief Building Official to proceed with issuing a Site Alteration Permit.

Background

The applicants sought to obtain a site alteration permit for the levelling of a farm field in order to improve the efficiency of farming the land. In order to make this necessity fiscally possible the applicant is seeking to import approximately 69,500 m³ of soils.

The amount of proposed imported fill requires in addition to a site alteration permit, that the applicant enter into a Site Alteration Agreement with the Township, where securities are provided to the Township and the agreement is registered on title of the subject property.

In accordance with the provisions of By-law 31/12, all requirements have been met and reviews completed by the Township's consultants and outside agencies including GM BluePlan, Harden Environmental, GWS, Halton Conservation, County of Wellington Roads and Planning.

Prior to bringing forward a By-law to Council authorizing the entering into of an agreement the applicant(s) is required to submit securities in a form satisfactory to the Township in the amount of \$100,000.00 and the Halton Conservation Authority Permit.

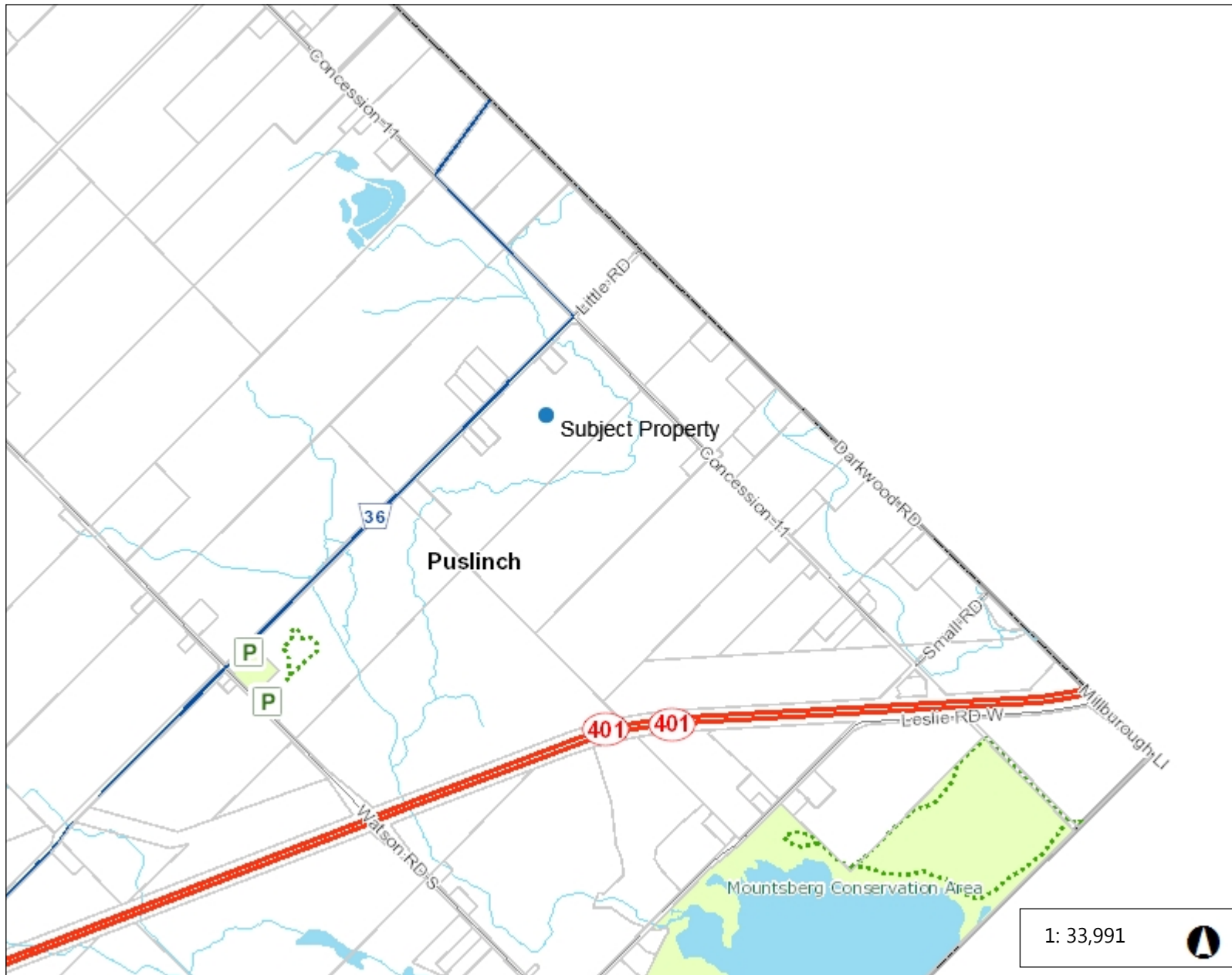
Applicable Legislation and Requirements

Municipal Act, S. O. 2001, Section 142, as amended
Township of Puslinch Zoning By-law 19/85

Site Alteration By-law 31/12 – Excerpts of By-law 31/12 are attached as Schedule "D" to this Report to outline the application and document submission requirements.

Attachments

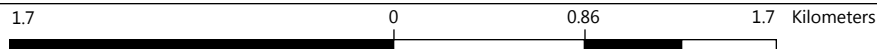
Key Map – Schedule A
Aerial photograph – Schedule B
Agreement – Schedule C
Excerpts of By-law 31/12 – Schedule D



Legend

- Propane Tank
- Propane Hazard Area
- Municipal Offices
- OPP Stations
- Hospitals
- Fire Stations
- Information Centres
- Schools
- Post Offices
- Arenas
- Community Centres
- Curling Rinks
- Libraries
- Museums
- Park Parking Lots
- County Garages
- Parcels
- Roads - Small Scale
 - Local Road
 - County Road
 - Highway
- Railways
- Trails
- Waterbodies
- Watercourses
- Parks

1: 33,991



Notes

10 cm
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2
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LEGEND

- APPROXIMATE SITE BOUNDARY
- WETLANDS (NRVIS)



NOTES:

- 1-REFERENCES: VAN HARTEN SURVEYING INC., Grading Plan, Project No: 21549-13, 2013-11-28,
- 2-REFERENCES: GRAND RIVER CONSERVATION AUTHORITY, Natural Resources and Values Information System (NRVIS) Delineated Wetlands, Retrieved 2013-11-28,
- 3-REFERENCES: GOOGLE EARTH, Aerial Photograph, Retrieved 2013-11-28,
- 4-Drawing scale may be distorted due to file conversion and/or copying. Measurements taken from the drawing must be verified in the field.

<p>Project</p> <h2 style="margin: 0;">Hydrological Assessment</h2> <p style="font-size: small; margin: 0;">7827 Wellington Road, 6, Markham, Ontario</p>
<p>Title</p> <h3 style="margin: 0;">SITE PLAN</h3>

		<p>LVM inc. 337, Bridge Street East Wexford (Dundas) ON M9C 2Y3 Telephone : 519 241 1313 Fax : 519 241 3422</p>	
<p>Prepared A.Higgins Drawn A.Higgins Checked C.Helmer</p>	<p>Discipline HYDROGEOLOGY Scale 1 : 2000 Date 2013-11-29</p>	<p>Project manager C.Helmer</p>	<p>Sequence no. 02 of 02</p>
<p>M. dept. Project 160 B-0007961-1</p>	<p>Des. Drawn Rev. HD 002 00</p>		

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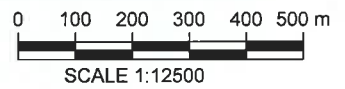
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NOTES :
 1-REFERENCES : Google Map (2013).



G:\160\0007961\25_CAD\B-0007961-1_DWG01.DWG

Project

Hydrological Assessment

7827 Wellington Road 36, Moffat, Ontario

Title

LOCATION PLAN



LVM inc.

353, Bridge Street East
 Kitchener (Ontario) N2K 2Y5
 Telephone : 519.741.1313
 Fax : 519.741.5422

Prepared **A.Higgins**
 Drawn **A.Higgins**
 Checked **C.Helmer**

Discipline **HYDROGEOLOGY**
 Scale **1 : 12500**
 Date **2013-11-28**

Project manager
C.Helmer
 Sequence no.
01 of 02

M. dept. Project
160

B-0007961-1

Disc. Dwg no. Rev.
HD 001 00

(complete and insert Document General Page as Page 1)

**TOWNSHIP OF PUSLINCH
SITE ALTERATION AGREEMENT**

B E T W E E N:

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
- and -
MARC REID AND ANDREA REID

I N D E X

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**TOWNSHIP OF PUSLINCH
SITE ALTERATION AGREEMENT**

THIS AGREEMENT made this _____ day of _____, 2015, pursuant to Section 41 of the Planning Act, R.S.O. 1990, as amended.

B E T W E E N:

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
(hereinafter called the "Township")

PARTY OF THE FIRST PART

- and -

MARC REID AND ANDREA REID
(hereinafter called the "Owner")

PARTY OF THE SECOND PART

W H E R E A S:

- A. The Owner of the property described in Schedule "A" to this Agreement which is the subject matter of an application for Site Alteration Approval pursuant to section 5.2 of the Township by-Law Number 31/12;
- B. The Township requires that the Owner enter into a written agreement to identify approved plans, drawings and specifications and to require that the property be graded and maintained in accordance with the approved documents.

NOW THEREFORE this Agreement witnesseth that in consideration of the premises, other good and valuable consideration and the sum of Two Dollars (\$2.00) of lawful money of Canada, now paid by each of the parties hereto to each of the other parties hereto (the receipt whereof is hereby acknowledged), the parties agree as follows:

ARTICLE 1 - IDENTIFICATION OF LANDS APPROVED FOR DEVELOPMENT

1.1 Legal description

The Owner's property which is the subject matter of this agreement is described in Schedule "A" attached (herein called "the Lands").

ARTICLE 2 - IDENTIFICATION OF PLAN(S)

2.1 Approved plan(s)

The Owner in making application for site alteration approval has agreed to provide to the satisfaction of the Township, plan or plans showing the location of all buildings, structures, facilities, works and site elevations and services existing and proposed and, where required, technical reports, studies monitoring programs and final site restoration. The plan(s) and drawings and reports described in Schedule "B" [hereinafter called the "Approved Plan(s)"] shall be deemed to have been approved by the Township upon execution of this Agreement.

2.2 Filing of plan(s)

Five (or such greater number as shall be requested by the Township) copies of the Approved Plan(s) shall be filed with the Township's Clerk.

ARTICLE 3 - SPECIAL REQUIREMENTS

3.1 Additional requirements and provisions

Notwithstanding the approval by the Township of the plans and drawings described in Schedule "B" the parties agree that the additional requirements referred to in Schedule "C" (if any) shall apply to the alteration of the Lands in addition to the information shown on the Approved Plan(s) and in the event of a conflict between the provisions of the Approved Plans and Schedule "C" then the provisions of the latter shall prevail.

ARTICLE 4 - IMPLEMENTATION OF PLAN(S)**4.1 Owner's covenant to implement plan(s)**

The Owner covenants and agrees that all works and features illustrated on the Approved Plan(s) and the additional requirements set out in Schedule "C", if any, shall be constructed, installed, performed or provided as the case may be at the Owner's sole risk and expense and to the satisfaction of the Township.

4.2 Township's right of entry

The Township shall have a right of entry upon the Lands, through employees, agents or contractors to ensure that the provisions of this agreement are complied with at all times.

4.3 Stop work orders

The Township's Chief Building Official shall treat a breach of the terms of this Agreement or covenants contained herein in a manner similar to a breach of the Township's Site Alteration By-Law and shall issue a stop work order until such breach is rectified. The Owner acknowledges that the requirements of this Agreement constitute applicable law for purposes of the Building Code Act.

4.4 Notice to comply

In the event that the Township gives written notice to the registered Owner of the Lands that it has failed to construct, provide or maintain any matter or thing illustrated on the Approved Plan(s) or required by this Agreement, and if the Owner fails to construct, provide or maintain such required matter or thing within thirty (30) days of the date that such notice is mailed by prepaid registered mail to such person at the address for such person set out in Article 11.1 or as shown on the most-recently revised assessment roll then the Township may enter upon the Lands, through employees, agents or contractors and construct, provide or maintain such matter or thing which had been specified in the notice at the expense of the registered Owner of the Land.

ARTICLE 5 - FINANCIAL ASSURANCES**5.1 Security requirement - public lands**

In the event any works are to be performed on municipally or publicly-owned property of any kind which may service the subject lands, the Owner shall, at the time of signing this Agreement and prior to the commencement of work, supply the Township with an unconditional irrevocable Letter of Credit from a chartered Canadian bank, in a form and an amount satisfactory to the Township sufficient to guarantee the satisfactory completion of the works to be constructed or performed by the Owner on municipally or publicly-owned lands and further guaranteeing the workmanship and materials of all such works and matters. The Letter of Credit shall further guarantee payment to the Township of all inspection or other costs that the Township may incur in connection with such works or the preparation and implementation of this Agreement.

5.2 Security requirement - subject lands

In addition to the security to be provided to the Township pursuant to Article 5.1, the Owner shall at the time of signing this Agreement and prior to the commencement of work, unless such requirement is specifically waived in writing by the Township, supply the Township with an unconditional irrevocable Letter of Credit from a chartered Canadian bank, in a form and an amount satisfactory to the Township sufficient to guarantee the satisfactory completion of the work and facilities to be provided on the Lands pursuant to the Approved Plan(s) and this Agreement and further guaranteeing the workmanship and materials of all such works and matters. The Letter of Credit shall further guarantee payment to the Township of all inspection or other costs that the Township may incur in connection with such works or the preparation and implementation of this Agreement.

5.3 Township's right to draw upon security

In the event that the Owner fails to comply with a notice given to him pursuant to Article 4.4 hereof the Township shall be at liberty to draw upon the security provided to it pursuant to this Article to pay for the cost of any work undertaken by it or on its behalf pursuant to such notice and to pay the costs incurred by the Township in the administration and implementation of this Agreement.

5.4 Release of Security

The security provided under this Article, or the amount thereof remaining after draws referred to in Article 5.3, shall be delivered or repaid to the Owner after all of the works have been completed in each stage to the satisfaction of the Township's authorized personnel.

5.5 Township's Expenses

The Owner agrees to pay to the Township all reasonable costs incurred by the Township in connection with the undertaking to alter this site which, without limiting the generality of the foregoing, shall include all expenses of the Township heretofore and hereinafter incurred for legal, engineering, surveying, planning and inspection services, extra Council meetings, if any, and employees' extra time, if any, and shall pay such costs from time to time forthwith upon demand, provided, if such costs be not paid forthwith same shall bear interest from the date which is 10 days following the date of demand to the date of payment at two (2) percentage points in excess of prime rate of interest charged by the Canadian Imperial Bank of Commerce during such period.

ARTICLE 6 - INDEMNIFICATION

6.1 Owner's agreement to indemnify

The Owner agrees on behalf of himself, its heirs, executors, administrators and assigns to save harmless and indemnify the Township, and, if applicable, the County of Wellington, and their respective officials employees and agents, from all losses, damages, costs, charges and expenses which may be claimed or recovered against the Township or the County of Wellington, as the case may be, by any person or persons arising either directly or indirectly as a result of any action taken by the Owner pursuant to or implementing the terms of this Agreement.

ARTICLE 7 - LIABILITY INSURANCE

7.1 When liability insurance required

In the event that work is to be performed by the Owner, its servants, agents or contractors on lands owned by the Township, or the County of Wellington, the Owner shall supply the Township or the County of Wellington with written evidence of a current comprehensive liability insurance policy in form satisfactory to the Township, holding the Township (and if applicable the County of Wellington) harmless for any and all claims for damages, injuries or losses in connection with the work done by or on behalf of the Owner, its servants, agents or contractors on or adjacent to the Lands in an amount of not less than Two Million (\$2,000,000.00) Dollars inclusive. The Township (and if applicable the County of Wellington) are to be named as insured parties in the said policy.

ARTICLE 8 - TIME LIMITS FOR COMPLETION

8.1 Consequences of delay

In the event that a site alteration permit is not issued and re-grading has not commenced within one year from the date of this Agreement, or if the works and facilities contemplated in the Approved Plan(s) are not fully completed within two (2) years from the date of this Agreement, the conditions of approval and provisions of this Agreement will be reviewed and may be subject to revision by the Township by notice in writing to the Owner which revisions shall be accepted and implemented by the Owner.

8.2 Phasing of Site Alteration Works

The Owner agrees that all works and features illustrated on the Approved Plan(s) shall represent the total alterations on the property. The Owner also agrees that any future development beyond the approved plans will be subject to any additional plans, agreements and provisions as required by the Township.

ARTICLE 9 - MAINTENANCE OBLIGATIONS

9.1 General covenant to maintain and repair

The Owner agrees that all of the facilities, works and features illustrated on the Approved Plan(s) shall be maintained and kept in good repair at the Owner's sole risk and expense and to the satisfaction of the Township. In the event that the Township gives written notice to the Owner or the of the Lands that maintenance or repair of any matter required to be provided by this Agreement is to be undertaken, and if the Owner fails to undertake such required maintenance or repair within thirty (30) days of the date that such notice is mailed by prepaid registered mail to such person at the address for such person set out in Article 11.1 or as shown on the most-recently revised assessment roll then the Township may enter upon the Lands, through employees, agents or contractors and perform such maintenance or repairs which had been specified in the notice at the expense of the registered Owner of the Land.

9.2 Specific maintenance obligations

The Owner covenants with the Township as follows:

- (a) that it shall at all times maintain the installations, structures and facilities illustrated on the Approved Plan(s) and described in Schedule "B", if applicable, in good condition and repair;
- (b) that it shall ensure that all required environmental control and or monitoring devices identified on the Approved Plan(s) are properly maintained and protected from damages at all times.

In the event that the Owner of the Lands, is in breach of any of the covenants in this Article then the provisions of Article 11.2 hereof shall apply.

ARTICLE 10 - REGISTRATION OF AGREEMENT**10.1 Registration prior to permit issuance**

This Agreement will be registered against the title to the Lands and the Owner will pay for the cost of registration.

ARTICLE 11 - GENERAL PROVISIONS**11.1 Notices**

Any notice, invoice or other writing required or permitted to be given pursuant to this agreement (including notice of a change of address) shall be deemed to have been given if delivered personally to the party or to an officer of the applicable corporation or if delivered by prepaid first class mail, on the third (3rd) day after mailing. The address for service of each of the parties is as follows:

Owner: Marc Reid and Andrea Reid
7827 Wellington Road 36
Moffat, ON L0P 1J0

Township: The Corporation of the Township of Puslinch
7404 Wellington Road 34
RR 3
Guelph, ON N1H 6H9

To any other person: at the address shown for such person in the last revised assessment roll or the latest address for such person as shown in the Township's records.

11.2 Township costs recoverable like taxes

Notwithstanding any other remedy available to the Township, the Owner acknowledges and agrees that any expense incurred by the Township in connection with the approval of the Approved Plans or the preparation, registration, administration, implementation and enforcement of this Agreement, and specifically the maintenance obligations in Article 9, may be recovered by the Township in like manner as municipal taxes pursuant to the provisions of Section 326 of the Municipal Act.

11.3 Waiver

It is expressly understood and agreed that the remedies of the Township under this Agreement are cumulative and the exercise by the Township of any right or remedy for the default or breach of any term, covenant, condition or agreement herein contained shall not be deemed to be a waiver or alter, affect or prejudice any other right or remedy or other rights or remedies, to which the Township may be lawfully entitled for the same default or breach; and any waiver by the Township of the strict observance, performance or compliance by the Owner or with any term, covenant, condition or agreement herein contained, or any indulgence granted by the Township to the Owner shall not be deemed to be a waiver of any subsequent default or breach by the Owner, nor entitle the Owner to any similar indulgence heretofore granted.

11.4 Covenants as restrictive covenants

So far as may be, the covenants of the Owner herein shall be restrictive covenants running with the land for the benefit of the adjoining lands of the Township or such of them as may be benefited thereby and shall be binding on the Owner, its heirs, executors, administrators, successors and assigns as Owner and occupier of the said land from time to time.

11.5 No permit if money owed to Township

The Owner hereby agrees to pay all municipal taxes on the Lands which may be in arrears at the time of signing this Agreement and shall ensure that all taxes are paid up to date with respect to the Lands. Additionally, the Owner shall ensure that all taxes owing by him to the municipality on all other properties owned by the Owner elsewhere in the Township and any other accounts owing by him to the Township are also paid up to date. No site alteration permit will be issued with respect to the Lands until this Article has been complied with.

11.6 Number and Gender

It is agreed between the parties hereto that the appropriate changes in the number and gender shall be implied where the context of this Agreement and any schedules hereto so require in order that the Agreement and any part thereof shall be construed to have its proper and reasonable meaning.

11.7 Headings and Index

All headings and sub-headings and the Index within this agreement are incorporated for ease of reference purposes only and do not form an integral part of the Agreement.

11.8 No assignment without consent

The Owner shall not assign this Agreement until all works and facilities required by this Agreement have been

completed without the prior written consent of the Township, which consent will not be unreasonably withheld.

11.9 Ultra vires terms

If any term of this Agreement shall be found to be Ultra Vires of the Township, or otherwise unlawful, such term shall conclusively be deemed severable and the remainder of this Agreement mutatis mutandis shall be and remain in full force and effect.

11.10 Owner's acceptance of agreement

The Owner shall not call into question, directly or indirectly, in any proceedings whatsoever in law or in equity or before any administrative tribunal the right of the Township to enter into this Agreement and to enforce each and every term of this Agreement and this Agreement may be pleaded as an estoppel against the Owner in any such proceedings.

11.11 Enurement

This Agreement shall enure to the benefit of and be binding upon the parties hereto, and their respective successors and assigns.

IN WITNESS WHEREOF the Parties hereto have hereunto set their hands and seals or where applicable have caused to be affixed their corporate seals under the hands of their duly authorized officers in that behalf.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

per:

Dennis Lever, Mayor

per:

Karen Landry, CAO/Clerk

I/We have authority to bind the Corporation

SIGNED, SEALED AND DELIVERED

in the presence of:

per:



Marc Reid

per:



Andrea Reid

SCHEDULE "A"

DESCRIPTION OF LANDS

Part of Lot 31, Concession 10 Township of Puslinch, County of Wellington,

SCHEDULE "C"

ADDITIONAL REQUIREMENTS (in addition to matters shown on Approved Plan(s))

INSPECTIONS

Every Permit Holder shall ensure that a request is made to the Chief Building Official by the Permit Holder or his/her authorized agent to make inspections at the commencement and completion of the work that is the subject of the Permit, and to make any such further inspection(s) as may be required by the Chief Building Official.

TERM OF PERMIT AND PERMIT RENEWAL

Any Permit issued pursuant to this agreement shall be valid for a period of one year from the date of issuance unless revoked in accordance with this agreement.

A Permit which has expired may be renewed by the Chief Building Official within a six month period from the date of expiry upon the making of a written request to the Chief Building Official accompanied by a payment of one-half of the original Permit fee, provided that the proposed work which was the subject of the Permit, has not been revised. A permit that has been renewed in accordance with this section shall not be renewed again.

TRANSFER OF SITE

If registered ownership of the Site for which a Permit has been issued is transferred while the Permit remains in effect and outstanding, the new Owner shall, prior to the closing of the transfer;

1. provide the Township with its written undertaking to comply with all of the conditions under which the Permit was issued; and
2. provide security in a form and amount acceptable to the Chief Building Official, at which time any security previously provided by the original Permit Holder shall be released;
3. and failing which the Permit shall be deemed to be cancelled as of the date of the transfer.

REGULATIONS

In addition to the other requirements of this agreement, no Person shall Place or Dump, or cause or permit the Placing or Dumping of Fill on, or alter or cause or permit the Alteration of the Grade of, or remove or cause or permit the removing of any Topsoil from any land in the Township of Puslinch, including any lands which are submerged under any watercourse or other body of water unless:

1. it is done with the consent of the Owner of the Site where the Fill is to be Placed or Dumped, the Grade altered or the Topsoil removed;
2. all Fill to be used includes only Soil, stone, sod or other material acceptable to the Chief Building Official and that such material is clean and free of any glass, plastics, rubber, metals, liquid, garbage and/or contaminants;
3. the Drainage system for the Site is provided in accordance any Permit issued hereunder and as otherwise required by law, and in accordance with proper engineering standards and practices and will not result Erosion, blockage, siltation or contamination of a water course, flooding or Ponding;
4. the Fill is Placed or Dumped, any Retaining Wall containing such Fill is erected, the Grade is altered, or the Topsoil is removed, in such a manner that no flooding, Ponding, or other adverse effects are caused on other lands.

Every Person to whom a Permit is issued pursuant to this by-law shall, in addition to any conditions of the Permit;

1. provide a Retaining Wall where required by the Chief Building Official which does not encroach upon abutting lands, either above or below Existing Grade, and such Retaining Wall shall be constructed to the satisfaction of the Chief Building Official and comply with

- the requirements of the Ontario Building Code.
2. ensure that the Finished Grade surface is protected by sod, turf, seeding for grass, Vegetation, asphalt, concrete or other similar means, or combination thereof;
 3. ensure that Fill shall not be Placed or Dumped around the perimeter of any existing building in contravention of the requirements of the Ontario Building Code;
 4. ensure that no trench in which piping is laid forming part of the Drainage system shall be covered and backfilled until the work has been inspected and approved by the Chief Building Official.
 5. provide such protection for trees as may be required by the Chief Building Official;
 6. provide siltation control measures as may be required by the Chief Building Official;
 7. ensure that the work that is the subject of the Permit does not soil or otherwise foul any municipal roads. In the event that this occurs, the Person to whom the Permit was issued shall, in accordance with the Township's by-law to prohibit the obstructing, encumbering, injuring or fouling of highways and bridges, as amended from time to time, ensure that the road(s) affected are cleaned to the satisfaction of the Township Road Superintendent.
 8. ensure that all conditions of the Permit issued pursuant to this by-law and any requirements of this by-law are fulfilled to the satisfaction of the Chief Building Official;
 9. ensure the work that is the subject of the Permit does not occur in areas regulated by a Conservation Authority or approval agency without written approval of the respective regulatory agency, and in the event this occurs, ensure that the affected areas are restored to the satisfaction of the Chief Building Official.

EXEMPTIONS

The provisions of this agreement do not apply to;

1. activities or matters undertaken by a municipality or a local board of a municipality;
2. the Placing or Dumping of Fill, removal of Topsoil or Alteration of the Grade of land imposed as a condition to the approval of a site plan, a plan of subdivision or a consent under section 41, 51, or 53, respectively, of the Planning Act or as a requirement of a site plan agreement or subdivision agreement entered into under those sections;
3. the Placing or Dumping of Fills, removal of Topsoil or Alteration of the Grade of land imposed as a condition to a development permit authorized by regulation made under section 70.2 of the Planning Act or as a requirement of an agreement entered into under that regulation;
4. the Placing or Dumping of Fill, removal of Topsoil or Alteration of the Grade of land undertaken by a transmitter or distributor, as those terms are defined in section 2 of the Electricity Act, 1998, for the purpose of constructing and maintaining a transmission system or a distribution system, as those terms are defined in that section;
5. the Placing or Dumping of Fill, removal of Topsoil or Alteration of the Grade of land undertaken on land described in a licence for a pit or quarry or a permit for a wayside pit or wayside quarry issued under the Aggregate Resources Act;
6. the Placing or Dumping of Fill, removal of Topsoil or Alteration of the Grade of land undertaken on land in order to lawfully establish and operate or enlarge any pit or quarry on land,
 - a. that has not been designated under the Aggregate Resources Act or a predecessor of that Act, and
 - b. on which a pit or quarry is a permitted land use under a by-law passed under section 34 of the Planning Act;
7. the Placing or Dumping of Fill, removal of Topsoil or Alteration of the Grade of land undertaken as an incidental part of drain construction under the Drainage Act or the Tile Drainage Act, 2001;
8. topdressing of lawns with Topsoil provided the ground elevation of the lands is not increased by more than two hundred (200) millimeters;
9. cultivation or tilling of garden beds so long as such work does not have an adverse effect on existing Drainage patterns on neighbouring properties;
10. excavation of Soil involving an area of less than nine square metres and a depth of less than 0.5 meters having no significant impact on trees, ground cover, Vegetation, watercourses, or storm water swales and not altering or creating a slope at greater than 8%;
11. minor landscaping works which are at least 0.3 metres from any property line and do not impact Drainage patterns on neighbouring properties; and

12. the removal of Topsoil as an incidental part of a normal agricultural practice, including such removal as an incidental part of sod-farming, greenhouse operations and nurseries for horticultural products, provided however that this provision shall not exempt from the by-law the removal of Topsoil for sale, exchange or other disposition.

If a regulation is made under section 28 of the Conservation Authorities Act respecting the Placing or Dumping of Fill, removal of Topsoil or Alteration of the Grade of land in any area of the Township, this by-law is of no effect in respect of that area.

CEASE AND DESIST ORDER

Where an Owner or any other Person is in contravention of the agreement, the Chief Building Official or an Officer may make an Order directing that the Owner or such Person cease any or all of the work immediately.

WORK ORDER

Where a Permit has been issued and an Owner or Permit Holder is in contravention of this agreement, the Chief Building Official or an Officer may issue a Work Order directing the Owner or Permit Holder, within the time set out in the Order, to take such steps as are necessary so that the work which was the subject of the Permit is completed in accordance with the approved Permit, plans, documents and other information upon which the Permit was issued.

ORDER FOR REMOVAL

Where a Permit has not been issued and any Person is in contravention of this agreement, the Chief Building Official or an Officer may issue an Order for Removal requiring the Person to restore the property to a condition it was prior to commencement of such work, to the satisfaction of the Chief Building Official, within the time set out in the Order.

COMPLIANCE WITH ORDERS

Any Person to whom a Cease and Desist Order, a Work Order or an Order for Removal is issued pursuant to this agreement shall comply with the terms of such Order, within the time set out therein.

Where an Owner of land to whom a Work Order is issued fails to perform the work required by the Order, the Township, in addition to any other remedy, may perform such work at the Owner's expense and may recover the cost incurred by adding the costs to the tax roll and collecting them in the same manner as property taxes.

ENFORCEMENT

The administration and enforcement of this agreement, shall be performed by the Chief Building Official and by those Persons designated as By-Law Officers of the Township, as may be amended from time to time.

1. The Chief Building Official and Officers may, at any reasonable time, enter and inspect any land to determine whether this agreement, a Cease and Desist Order, a Work Order or an Order for Removal, a condition to a Permit issued pursuant to this agreement, or a Court Order relating to this agreement is being complied with.
2. For purposes of an inspection under (1), the Chief Building Official and Officer may;
 - a. require the production for inspection of documents or things relevant to the inspection;
 - b. inspection and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
 - c. require information from any Person concerning a matter related to the inspection; and
 - d. alone or in conjunction with a Person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purpose of the inspection.
3. No Person shall obstruct the Chief Building Official or an Officer in carrying out an

inspection or exercising his or her powers or duties under this by-law.

4. No Person shall fail to produce any information required by the Chief Building Official or an Officer pursuant to clause 29(2) of this by-law.

SERVICE

Any service required to be given under this agreement is sufficiently given if delivered personally or sent by registered mail to the Owner at the last known address of the Owner of the land.

Where service is effected by registered mail, it shall be deemed to be made on the fifth (5) day after the date of mailing.

PERMIT CONDITIONS

All Permit Holders shall:

1. Notify the Chief Building Official in writing within 48 hours of commencing any Land Disturbance;
2. Notify the Chief Building Official in writing of the completion of any control measures within fourteen (14) days after their installations;
3. Obtain permission in writing from the Chief Building Official prior to modifying the Control Plan;
4. Install all control measures as identified in the approved Control Plan;
5. Maintain all road Drainage systems, stormwater Drainage systems, control measures and other facilities identified in the Control Plan;
6. Repair any siltation or Erosion damage to adjoining surfaces and Drainage ways resulting from land developing or disturbing activities;
7. Inspect the construction control measures at least once per week and after each rainfall of at least 1 centimetre and make needed repairs;
8. Allow employees of the Township to enter the Site for the purpose of inspecting for compliance with the Control Plan or for performing any work necessary to bring the Site into compliance with the Control Plan; and
9. Maintain a copy of the Control Plan and Operational Procedures Manual on the Site.

The Township shall:

1. Upon the failure by the Permit Holder to complete all or part of the works in the time stipulated in the Control Plan, may draw the appropriate amount from the securities posted and use the funds to arrange for the completion of the said works, or any part thereof;
2. Upon the failure by the permit Holder to repair or maintain a specific part of the works as required by the Township, and in the time requested, the Township may at any time authorize the use of all or part of the securities to pay the cost of any part of the works it may in its absolute discretion deem necessary; or
3. In the case of emergency repairs or clean-up, the Township may undertake the necessary works at the expense of the Permit Holder and reimburse itself out of securities posted by the applicant or to add to the cost of the works to the real property tax roll to be collected in like manner as taxes.

TRUCK HAUL ROUTE

The truck haul route shall at all times be restricted as illustrated on the 'Truck Route Map' as described in Schedule "B". The truck haul route shall not be modified without prior approval from the Township. Additional security for the protection of Township roads may apply if changes from the route presented herein are requested.

ENVIRONMENTAL CONTROL PROGRAM

The Owner is responsible to verify the type and quality of fill material to be imported to the site. All fill material must comply with the parameters as set out in Ontario Regulation 153/04, as amended, and Table 1 of the "Soil, Groundwater and Sediment Standards for Use under Part XV.1 of the Environmental Protection Act". Where the concentration of elements or compounds naturally exceed Table 1 standards, the applicant must obtain a certificate from a qualified professional attesting that

the fill material is not or will not likely to be a source of contamination. The intent of this quality control is to prevent the importation of material that is of lower chemical quality standard than on-site material.

Laboratory analysis of soil samples should include metals and inorganics (including Sodium Absorption Ratio (SAR), Electrical Conductivity (EC)), Petroleum Hydrocarbons (PHCs -F1-F4 and BTEX) and Polycyclic Aromatic Hydrocarbons (PAHs).

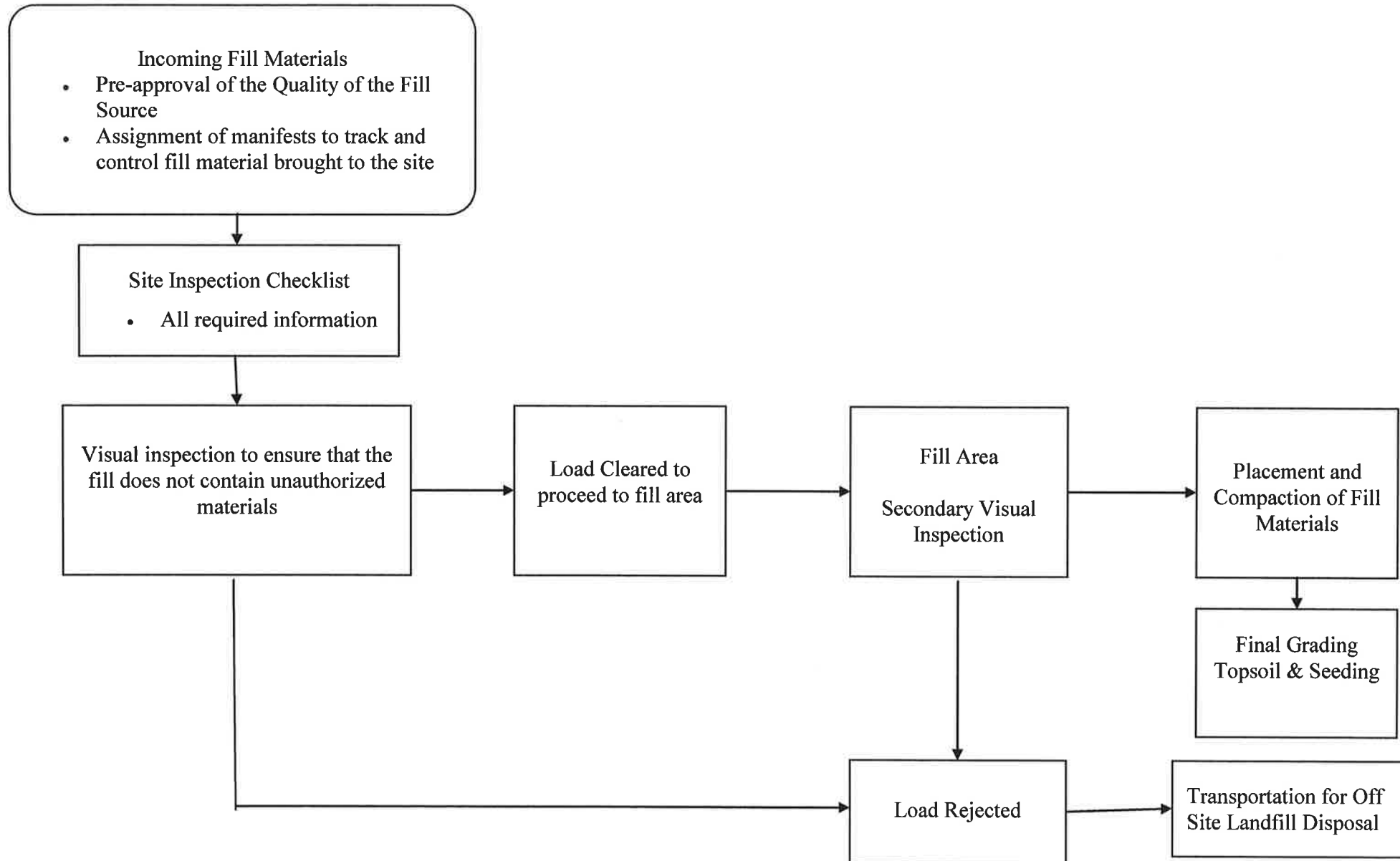
Operational Standards

The following criteria are standards for the maintenance and operation of the fill area:

1. Site personnel will receive specialized training for their specific work tasks.
2. The placement of clean fill material at the site will be adequately and continually supervised.
3. Clean material will be placed in an orderly manner at the fill area.
4. Procedures will be established, signs posted, and safeguards maintained for the prevention of on-site accidents.
5. Vehicular access to the property will be by roadway closed by a gate capable of being locked.
6. Access roads and on-site roads will be provided so that vehicles hauling clean material to and on the site may travel readily under all normal weather conditions.
7. Access to the site will be limited to times when an attendant is on duty and accessible only to persons authorized to deposit clean material at the fill area.
8. Drainage passing over or through the site will not adversely affect adjoining property. Natural drainage will not be obstructed.
9. Clean fill material will be placed in such manner that groundwater aquifers will not be impaired.
10. If groundwater contamination not consistent with the Reasonable Use Criteria as described in Ontario Ministry of the Environment Policy 19-08 is encountered, action will be taken to isolate the source of contamination and effectively prevent the egress of contaminants from the Site.
11. Where there is a possibility of groundwater pollution resulting from the operation of the fill area, samples will be taken and tests made by the owner of the site to measure the extent of contamination and, if necessary, measures will be taken for the collection and treatment of contaminants and for the prevention of groundwater pollution.
12. When the fill area has reached its limit of fill, a final cover of soil will be designed and constructed to a grade capable of supporting vegetation and that minimizes erosion. All slopes will be designed to drain runoff away from the cover and to prevent water from ponding. No standing water will be allowed anywhere in or on the completed fill area. The fill area will then be seeded with vegetation to minimize wind and water erosion. The vegetation used will be compatible with (i.e., grow and survive under) the local climatic conditions and may include a diverse mix of native and introduced species consistent with the post closure land use. However, highly invasive alien plants are not acceptable for planting on fill sites. Temporary erosion control measures will be undertaken while vegetation is being established.

ENVIRONMENTAL CONTROL PROGRAM

OPERATIONAL FLOWCHART



ENVIRONMENTAL CONTROL PROGRAM

Fill Screening Procedures

The initial inspection of the truck and its load of clean fill will include a review of the chain of custody provided by the transporter and a visual inspection of the fill for signs of contamination. If, at any point during the visual inspection there is evidence that the fill may be contaminated it will be rejected.

The attached Fill Inspection Checklist will be used to record and document the chain of custody and all initial and secondary inspections.

The first procedure for the site inspector will be to record the load number, truck number, the name of the company hauling the fill, the driver's name and ensure that the transporter provides a chain of custody (refer to check list). The chain of custody will include a record for the fill being delivered, from its place of origin to the site.

The chain of custody will include information concerning the clean fill, the transport of the clean fill, and the truck itself. Information pertaining to the clean fill should include: place of origin; soil constituents; proof that the fill is clean; and copies of analyses to provide evidence that the soil is not contaminated. Records pertaining to the transport should include: a list of all drivers involved in the haulage of the clean fill from its place of origin to the Site; documentation of all stops made from the place of origin to the Site; documentation that ensures the truck is at the proper location. Records of transport cleaning and sanitation procedures for the truck and loading equipment should also be provided upon request to ensure that the fill has not been contaminated by previously transported materials.

An initial visual inspection of the clean fill will occur while the fill is still in the truck and, if the fill is deemed satisfactory, a secondary visual inspection will be performed when the fill is being dumped in the designated fill area. Both initial and secondary inspections will include a first-hand observation of the following:

- odours
- usual clumping
- hazardous materials (biomedical, flammable etc.)
- food, household waste
- discoloration
- viscosity (liquids and sludge)
- putrescible wastes
- any other unauthorized materials

Initial and secondary inspections will include the raking and probing of the fill in order to agitate the soil and bring underlying soil to the surface so that an accurate representation of the soil may be inspected.

If there is evidence that the soil may be contaminated the site inspector will reject the load.

When either the initial or secondary inspections provide evidence that the soil is not clean the truckload will be refused and directed to the appropriate licensed waste disposal facility. The site supervisor will document what was found, why the load was refused and to which facility the load was directed.

ENVIRONMENTAL CONTROL PROGRAM

Fill Inspection Checklist

<u>Fill Site:</u>		<u>Date:</u>	<u>Ticket No:</u>
		<u>Time:</u>	<u>Inspected by:</u>
<u>Driver Information:</u>		<u>No. of Loads:</u>	<u>Quantity:</u>
Company: _____			m ³
Truck No: _____			
Driver's Name: _____		ACCEPTED	REJECTED
<u>Source Information:</u>		<u>Report Provided at Source:</u>	<u>Type of Fill:</u> <i>(Check appropriate box)</i>
Address: _____		YES NO	RESIDENTIAL
_____			INDUSTRIAL
_____			AGRICULTURAL
<u>Visual Inspection Report:</u>		<u>Load(s) Contains Clean Fill</u>	
Primary Inspection		YES	NO
If "NO" complete the following:			
Secondary Inspection		YES	NO
1	Odours		
2	Unusual Discoloration		
3	Hazardous Materials (Biomedical, Flammable)		
4	Food/Domestic Waste		
5	Liquid or Sludge		
6	Construction Materials (Wood, Drywall etc.)		
7	Scrap Metals		
8	Vegetation (Stumps/Sod)		
9	Asphalt		
10	Other (Describe)		
<u>Comments:</u>			

ENVIRONMENTAL CONTROL PROGRAM

Groundwater Monitoring

Procedures for the Groundwater Monitoring Program

To monitor the quality of groundwater migrating off-site a minimum of three monitor wells will be installed down gradient from the fill area as shown on the Site Grading Plan. Periodic analytical testing of the groundwater will be conducted to ensure that groundwater quality is not degraded as a result of the site alteration. Initial groundwater samples must be taken to establish the base line parameters of the existing groundwater quality before the filling operation.

The following is an outline of the items related to the groundwater monitoring program that are addressed in the Environmental Control Program:

The impacts of the seepage of leachate from the fill area will be assessed in a systematic fashion using the techniques described below.

Procedures for performing the groundwater assessment:

1. The concentration of constituents in the groundwater will be determined from laboratory analyses of groundwater samples collected down gradient from the fill area.
2. Acceptable groundwater assessment. The groundwater quality will be considered acceptable if the post site alteration groundwater quality is within 5% of the existing groundwater quality and there are no statistically increasing trends in chemical concentrations indicative of degrading water quality conditions.

Design, Construction and Operation of Groundwater Monitoring Systems

All fill areas, will be identified and studied through a network of monitoring wells operated during the active life of the fill area and for two years after closure. Monitoring wells designed and constructed as part of the monitoring network will be maintained along with records that include, but are not limited to, well location, well size, type of well, the design and construction practice used in its installation and well and screen depths.

a. Standards for the location of monitoring points:

1. Monitoring points will be established at sufficient locations down gradient with respect to groundwater flow to detect discharge of potential contaminants from within the fill area.
2. Monitoring wells will be located in stratigraphic horizons that could serve as contaminant migration pathways.
3. Monitoring wells will be established as close to the potential source of discharge as possible without interfering with the fill operations, and within half the distance from the edge of the potential source of discharge to property line down gradient, with respect to groundwater flow, from the source.
4. A minimum of at least three monitoring wells will be established at the property line and will be located down gradient from the fill area with respect to groundwater flow. Such well or wells will be used to monitor any statistically significant increase in the concentration of any constituent and will be used for determining compliance with applicable groundwater quality parameters.

b. Standards for monitoring well design and construction:

1. All monitoring wells will be cased in a manner that maintains the integrity of the borehole. The casing material will be inert so as not to affect the water sample. Well casings requiring a solvent-cement type coupling will not be used.

2. Wells will be screened to allow sampling only at the desired interval. Annular space between the borehole wall and well screen section will be packed with gravel or sand sized to avoid clogging by the material in the zone being monitored. The slot size of the screen will be designed to minimize clogging. Screens will be fabricated from material expected to be inert with respect to the constituents of the groundwater to be sampled.
3. Annular space above the well screen section will be sealed with a relatively impermeable, expandable material such as a cement/bentonite grout, which does not react with or in any way affect the sample, in order to prevent contamination of samples and groundwater and avoid interconnections. The seal will extend to the highest known seasonal groundwater level.
4. The annular space will be back-filled from an elevation below the frost line and mounded above the surface and sloped away from the casing so as to divert surface water away.
5. The annular space between the upper and lower seals and in the unsaturated zone may be back-filled with uncontaminated cuttings.
6. All wells will be covered with caps and equipped with devices to protect against tampering and damage.
7. All wells will be developed to allow free entry of water to minimize turbidity of the sample and minimize clogging.
8. Other sampling methods and well construction techniques may be utilized if they meet Provincial water well construction standards.

c. Standards for Sample Collection and Analysis

1. The groundwater monitoring program will include consistent sampling and analysis procedures to assure that monitoring results can be relied upon to provide data representative of groundwater quality in the zone being monitored.
2. The operator will utilize procedures and techniques to insure that collected samples are representative of the zone being monitored and that prevent cross contamination of samples from other monitoring wells or from other samples.
3. The operator will establish a quality assurance quality control program for groundwater sample collection.
4. The operator will institute a chain of custody procedure to prevent tampering and contamination of the collected samples prior to completion of analysis.

Groundwater Monitoring Program

- a. The operator will implement a monitoring program in accordance with the following requirements:
 1. Monitoring schedule and frequency:
 - A. The monitoring period will begin as soon as a fill permit is issued. Monitoring will continue for a minimum period of two years after closure. The operator will sample all monitoring points on a quarterly basis.
 - B. The monitoring frequency may change on a well by well basis to an annual schedule if all constituents monitored within the zone of attenuation are less than or equal to Standards criteria for three consecutive quarters. However, monitoring will return to a quarterly schedule at any well where a statistically significant increase is determined to have occurred in the concentration of any constituent with respect to the previous sample.
 - C. Monitoring will be continued for a minimum period of two years after closure. Monitoring beyond the minimum period may be discontinued if no statistically significant increase is detected in the concentration of any constituent above that measured and recorded during the immediately preceding schedule sampling for three consecutive quarters.

2. Criteria for choosing constituents to be monitored:
 - A. The operator will monitor each well for constituents that will provide a means for detecting groundwater contamination. Constituents will be chosen for monitoring if the constituent appears in, or is expected to be in, the leachate.
 - B. One or more indicator constituents, representative of the transport processes of constituents in the leachate, may be chosen for monitoring in place of the constituents it represents.
- b. If the analysis of the monitoring data shows that the concentration of one or more constituents is attributable to the fill operations and exceeds pre-approval concentrations, then the operator will conduct a groundwater impact assessment. The assessment monitoring program will be conducted in accordance with the following requirements:
 1. The impact assessment will be conducted to collect additional information to assess the nature and extent of groundwater contamination, which will consist of, but not be limited to, the following steps:
 - A. More frequent sampling of the wells in which the observation occurred;
 - B. More frequent sampling of any surrounding wells;
 - C. The placement of additional monitoring wells to determine the source and extent of the contamination; and
 - D. Monitoring of additional constituents to determine the source and extent of contamination.
 2. If the analysis of the assessment monitoring data shows that the concentration of one or more constituents monitored is above the applicable groundwater quality standards and is attributable to the fill operations, the operator will determine the nature and extent of the groundwater contamination, including an assessment of the continued impact on the groundwater should additional fill continue to be accepted at the facility, and will implement remedial action.

Plugging and Sealing of Drill Holes

- a. All drill holes, including exploration borings that are not converted into monitoring wells, monitoring wells that are no longer necessary to the operation of the site, and other holes that may cause or facilitate contamination of groundwater shall be sealed in accordance with the Ontario Regulation 903.

SCHEDULE "D" FINANCIAL SECURITIES

1.0 SECURITY FOR SITE ALTERATION MEASURES

Pursuant to Article 5 of this Agreement the Owner is to provide security in the form of an unconditional irrevocable Letter of Credit, for the applicant's obligations under the By-law and any Permit issued, and such requirements as the Chief Building Official considers necessary to ensure that the work which is the subject of the Permit is completed in accordance with proper engineering standards and practice, this By-law, and the terms and conditions of the Permit. Said agreement may be registered on title. The Mayor and the Township Clerk are hereby authorized to execute any such agreement on behalf of the Township.

- 1.1 The Letter of Credit or agreement must remain in effect for the full duration of the Permit. Any Letter of Credit or agreement and its subsequent renewal forms shall contain a clause stating that thirty (30) days written notice must be given to the Township prior to its expiry or cancellation.
- 1.2 The Letter of Credit shall contain a clause stating that in the event that the Township receives notice that a Letter of Credit is expiring and will not be renewed and further or additional securities are not provided forthwith, the Township may draw on the current Letter of Credit at the discretion of the Chief Building Official. The Permit Holder agrees that any interest accruing on the realized security shall belong to the Township and not to the Permit Holder.

2.0 GUARANTEE OF SITE WORKS

- 2.1 The applicant shall provide the Township with a letter of credit in the amount of \$100,000.00 to guarantee that the works will be completed in accordance with the approved plans and documents.

3.0 PROTECTION OF TOWNSHIP HIGHWAYS

- 3.1 This requirement shall come into effect between the Township of Puslinch and the owner (or its authorized agent) of private lands adjacent to a Township Highway when the owner has initiated an undertaking that may cause injurious effects to Township Highways.
- 3.2 When it is determined by the Township Road Superintendent or designate, that the scope of a private undertaking will foul, damage, obstruct, injure or encumber the Township's highways; the owner shall provide financial securities to the Township to compensate for all such manners of maintenance and restitution that may result from the owner's actions on the thoroughfare.
- 3.3 With regards to the security deposit:
 - 3.3.1 The Township Road Superintendent shall determine the value of the financial securities required by the Township.
 - 3.3.2 The valuation of the security deposit will be an estimate based upon the scope of the owner's undertaking and potential costs to maintain and restore the Township highways to their existing conditions prior to the initiation of the undertaking.
 - 3.3.3 The minimum security deposit shall be \$1,000.00.
 - 3.3.4 At any time during the course of the owner's undertaking, the Township Road Superintendent may draw upon the securities posted by the owner to clean, maintain, repair or control the effects of the owner's undertaking on the Township highways.

SUMMARY OF FINANCIAL SECURITIES

A.	Site Works		\$100,000.00
B.	Township Roadways (Min.)		<u>\$ 1,000.00</u>
		TOTAL DEPOSIT	\$101,000.00
C.	Municipal Service Fees		
	•	Fee based upon quantity of fill material imported.	

evaluation procedures established by the Ministry of Natural Resources, as amended from time to time.

- 30) "Work Order" means an Order issued under section 24 of this by-law.

PLACING/DUMPING FILL, ALTERING GRADE, REMOVAL OR TOPSOIL

2. Other than in an approved landfill Site, no Person shall Place or Dump, or cause or permit the Placing or Dumping of Fill on, nor alter or cause or permit the Alteration of the Grade of any land in the Township of Puslinch, nor remove or cause or permit the removal of any Topsoil from any land in the Township of Puslinch, including any land which are submerged under any watercourse or other body of water, without having first obtained a site alteration Permit issued by the Chief Building Official.

All imported fill and soils regraded or distributed on any lands shall not have any chemical qualities or compounds that are greater than the native material on the site. There shall be no degradation of existing soil quality and groundwater quality as a result of the site alteration.

APPLICATION REQUIREMENTS

3. An application for a site alteration Permit is not considered to be complete until all of the following are submitted to the satisfaction of the Chief Building Official;
- 1) a complete application in the form attached hereto as Schedule "A" which form may be amended from time to time by the Chief Building Official;
 - 2) the prescribed fee for a site alteration Permit as established from time to time by Council and detailed in Schedule "C" to this by-law;
 - 3) a control plan, the requirements of which are set out in section 5 of this by-law;
 - 4) a plan showing the design details to proper scale of any Retaining Wall that the applicant proposes or that may be required by the Chief Building Official and/or is a requirement of the Ontario Building Code including the dimensions thereof and any materials to be used in construction of any such Retaining Wall;
 - 5) security in a form and amount to be determined in accordance with Schedule "C" to this by-law, to secure performance of the applicant's obligations under this by-law and any Permit that is issued;
 - 6) any required Permit or approval by any external agency e.g. Grand River Conservation, Ministry of Transportation, Ministry of Natural Resources, etc.
 - 7) any required report by the Township of Puslinch or external agency including but not limited to archaeological report, vegetation analysis, chemical soil analysis, chemical groundwater analysis, hydrogeological reports, traffic report, noise study, environmental impact assessment, final rehabilitation plan, or geotechnical report; and
 - 8) proof of permission, in writing, from all property owners that will be receiving Fill generated in accordance with the Permit.
 - 9) Proof from an accredited laboratory that any fill being imported to the site complies with the clean fill parameters as set out in Table 1 of the Ontario Regulation 153/04 as amended.

Should the fill material contain elements or compounds that naturally exceed the parameters within Table 1 of Ontario Reg. 153/04, as amended, the applicant shall also obtain a certificate from a qualified professional attesting that the fill material is not considered to be a detrimental source of contamination to the environment in its new location.

4. An applicant shall not submit or cause or permit an application for a Permit to be submitted to the Township that is misleading or contains false information. Where it is revealed that the applicant for a Permit contained misleading or false information, the said Permit may be revoked by the Chief Building Official and the Permit Holder shall forthwith cease all work which was the subject of the revoked Permit.

CONTROL PLANS AND DOCUMENTS

5.1 A control plan(s) required to be submitted as part of any application for a Permit pursuant to this by-law shall include, among other things, the following:

- 1) a key map showing the location of the Site;
- 2) the Site boundaries and number of hectares of the Site;
- 3) the use of the Site and the location and use of the buildings and other structures adjacent to the Site;
- 4) the location, dimensions and use of existing and proposed buildings and other structures existing or proposed to be erected on the Site;
- 5) the location of lakes, streams, wetlands, channels, ditches, other watercourses and other bodies of water on the Site and within thirty (30) metres beyond the Site boundary;
- 6) the location of the predominant Soil types;
- 7) the location size, species and condition of all trees 100 mm in diameter or greater, including their dripline, and the composite dripline of all other Vegetation;
- 8) the location of driveways on the lands and all easements and rights-of-way over, under, across or through the Site;
- 9) the location and dimensions of any existing and proposed storm water Drainage systems and natural Drainage patterns on the Site and within thirty (30) metres of the Site boundaries;
- 10) the location and dimensions of utilities, structures, roads, highways and paving;
- 11) the existing Site topography at a contour interval not to exceed 0.5 metres and to extend a minimum of thirty (30) metres beyond the Site boundaries;
- 12) the Proposed Grade(s) and Drainage system(s) to be used upon completion of the work which is the subject of the Permit;
- 13) the location and dimensions of all proposed work which is the subject of the application for a Permit;
- 14) the location and dimensions of all proposed temporary Topsoil or Fill stockpiles;
- 15) the location, dimensions, design details and specifications of all work which is the subject of the application including all Site siltation control measures or Retaining Walls necessary to meet the requirements of this by-law and the estimated cost of the same;
- 16) a schedule of the anticipated starting and completion dates of all proposed work which is the subject of the application for a Permit, including the installation of construction Site control measures needed to meet the requirements of this by-law;
- 17) a list of the type of equipment and machinery that will be used during the site alteration process including the expected days and times of operation;
- 18) provisions for the maintenance of construction Site Erosion and Dust Control measures during construction and after as required;
- 19) typical notes on the final rehabilitation plan to indicate the final ground cover materials, type and size of plantings, depth of topsoil, tree removals or tree protection measures;
- 20) proposed site access location(s) and haul route(s) to and within the property;
- 21) a description of the proposed Fill;
- 22) the scale of drawing, either 1:500 or 1:1000;
- 23) operational procedures manual; and
- 24) any other information as deemed necessary by the Chief Building Official

5.2 Where greater than 1000 m³ of fill is being dumped or where the resulting proposed grade will be greater than 3 metres above or below adjacent existing grade or where site alteration occurs on an area greater than 0.5 hectares, the owner shall complete in addition to all the information set out in Section 5.1, the execution of an agreement with the Township approved by the Council whereby the owner has agreed to the following:

- 1) to retain a qualified engineer or environmental consultant approved by the *Chief Building Official* who is responsible for ensuring that the *site alteration* is in accordance with reasonable engineering and environmental practices; is in accordance with the protocol attached as Schedule "B" to this by-law; and is in accordance with the plans submitted for the permit;
 - 2) to undertake the *site alteration* in accordance with subsection 5.2.(1).
 - 3) to require the environmental consultant to report in writing on a regular basis that the *placing and dumping of fill* is in accordance with clause 5.2.(1);
 - 4) to require that the *site alteration* be completed by a specified date;
 - 5) not to contaminate the natural environment and to abide by all applicable environmental laws and regulations;
 - 6) to provide a report from the qualified Engineer or Environmental Consultant referred to in clause 5.2.(1) that he/she is satisfied that the *placing or dumping* will not result in:
 - (i) *Soil erosion*;
 - (ii) *Blockage of a watercourse*;
 - (iii) *Siltation in a watercourse*;
 - (iv) *Pollution of a watercourse*;
 - (v) *Flooding or ponding on abutting lands*;
 - (vi) *Flooding or ponding caused by a watercourse overflowing its banks*;
 - (vii) *A detrimental effect on any trees of a caliper of one hundred (100) millimetres or more located on the lands*;
 - (viii) *Detrimental effect on matters of inherent biological sensitivity such as aquifer recharge, water quality, unusual plants or wildlife and overwintering habitats*;
 - (ix) *Unauthorized injury or destruction of trees protected under by-laws of the Township or County of Wellington*;
 - 7) to provide security in accordance with Schedule "C" to be used to remedy any breach of the by-law or agreement and to indemnify the *Township* for any liability, costs, damages or losses incurred directly or indirectly caused by the issuing of a permit;
6. Every control plan accompanying an application for a Permit under this by-law must be stamped by a Professional Engineer who is licensed to practice in the Province of Ontario or any other qualified Person approved by the Chief Building Official.
7. Notwithstanding any other provisions of this by-law, the Chief Building Official may waive the requirement for a Control Plan or any part thereof, and/or may reduce the fee for a Permit under this by-law, after taking into consideration the proposed works, the anticipated impact on the Site and the surrounding environment.

ISSUANCE OF PERMIT

8. The Chief Building Official may issue a site alteration Permit where;
- 1) the Chief Building Official is satisfied that the Applicant has complied or will comply with all requirements of this by-law;
 - 2) the Chief Building Official is satisfied that the Proposed Grade and resulting Drainage pattern, the proposed design of any Retaining Wall, the type of Fill proposed to be used, if any, and the proposed method of the Placing and Dumping of Fill, altering of the Grade, or removing of Topsoil, are all in accordance with proper engineering standards and practice, and compliant with the Ontario Building Code.
 - 3) the Chief Building Official is satisfied with any Fill to be used as defined in this by-law and that such material is clean and free of any glass, plastics, rubber, metals, liquid, garbage and/or contaminants;
 - 4) the Chief Building Official is satisfied that the proposed Placing or Dumping of Fill, altering of the Grade or removing of Topsoil, will not result in;
 - i. Erosion;
 - ii. blockage of watercourse;



REPORT REC-2015-002

TO: Mayor and Members of Council

FROM: Don Creed, Director of Public Works and Parks
Donna Tremblay, Deputy Clerk

REPORT DATE: February 4, 2015

SUBJECT: Update Shinny Hockey and Sticks and Pucks Pilot Program at Optimist Recreation Centre

RECOMMENDATIONS

That Report REC-2015-002 regarding an update on shinny hockey and sticks and pucks pilot program at Optimist Recreation Centre be received;

PURPOSE

To provide an update to Council with respect to the pilot project for Shinny Hockey and Sticks and Pucks at the Optimist Recreation Centre.

DISCUSSION

Background

On January 21, 2014 the Recreation Committee passed recommendation REC-2014-004 requesting that staff research and report back to the Committee during the September 2014 Recreation Committee meeting as to whether other municipalities in the County are offering Shinny hockey at their facilities; and

That staff make inquiries of the volunteers.

At its meeting held on October 21, 2014, the Recreation Committee received Report REC-2014-005 which contained information on the implementation of a sticks and pucks pilot for the month of January, 2015, in accordance with 2 age categories as follows:

- children (5-7 years) with adult supervision; and
- children (8-12 years) with adult supervision

With the following days and times allocated for the two age groups during the pilot period:

Children 5-7 years Mondays 5:00 pm – 6:00 pm
 Children 8-12 years Mondays 6:00 pm – 7:00 pm

Upon review of the staff report, Councillor Stokley made a suggestion that the pilot commence during the month of December. Staff advised that they would review the usage of the facility during this time and take the suggestion into consideration.

At the November 19, 2014 Council meeting, Council passed Resolution No. 2014-389 as following:

That Report REC-2014-006 regarding provision of sticks and pucks ice time be received; and

That Council direct staff to review and make recommendations regarding adding a third age group from 13 years to 17 years for a weekly trial of shinny hockey comparable to the groups identified in report REC-2014-006.

At the December 3, 2014, Council meeting, Council received report REC-2014-007 - Provision of Shinny Hockey and Holiday Ice Skating at Optimist Recreation Centre and passed Resolution 2015-405 as follows:

That Report REC-2014-007 regarding provision of shinny hockey and holiday ice skating be received; and

That Council approve the provision of shinny hockey and holiday ice skating at the Optimist Recreation Centre in accordance with Report REC-2014-007.

Summary of Pilot Project

Holiday Public Skating

During the Holiday Season the Township provided 8 additional hours of Free Public Skating as follows:

- December 26, 2014 - 12:00 noon to 4:00 p.m.; and
- January 1, 2015 - 12:00 noon to 4:00 p.m.

Sticks and Pucks

Sticks and Pucks pilot project was offered to children in 2 ages groups namely 5-7 and 8-12 years for one hour each Monday from 5-6 p.m. and 6-7 p.m. respectively. The pilot program commenced on December 22nd and completed on January 26th.

Shinny Hockey

Shinny Hockey pilot project was offered to children between the ages of 13-17 years on Sunday evenings from 5 p.m. to 6 p.m. The Pilot program commenced on Sunday, December 21st and completed on January 25, 2015.

Results of Pilot Project

In accordance with Report REC-2014-007 – Provision of Shinny Hockey and Holiday Ice Skating at Optimist Recreation Centre, staff tracked the number of attendees at the various times and age categories during the trial period, along with requests for ice bookings during the allocated project times. The results of the pilot project are as follows:

Date	Number of Attendees		
	Shinny Hockey	Sticks & Pucks	
	13 – 17 yrs Sundays 5-6 p.m.	5-7 yrs Mondays 5-6 p.m.	8-12 yrs Mondays 6-7 p.m.
Sun, Dec 21 st	0		
Mon, Dec 22 nd		5	1
Sun, Dec 28 th	Cancelled due to weather.		
Mon, Dec 29 th		17	27
Sun, Jan 4 th	16		
Mon, Jan 5 th		8	0
Sun, Jan 11 th	11		
Mon, Jan 12 th		7	3
Sun, Jan 18 th	8		
Mon, Jan 19 th		19	7
Sun, Jan 25 th	9		
Mon, Jan 26 th		16	7

During the Pilot Program staff tracked requests for bookings during the pilot project times. The results are as follows:

*** Note: Numbers are unavailable for the Monday sticks and pucks ice time requests. Staff can advise that there were very few requests for ice time bookings during these hours.**

Request for Bookings during Pilot Project

Date	Number of Requests Received
December 21, 2014	7
December 28, 2014	8
January 4 th	11
January 11 th	6
January 18 th	2
January 25 th	2
February 1 st	1
February 8 th	1
February 15 th	1
Total:	39 requests

Summary

Staff have experienced some issues with the pilot program as follows:

- 5-7 year olds are reluctant to leave the ice after their allotted time and have been encroaching on the 8-12 year old ice time; staff will be looking into this issue which may include use of an air horn to indicate time is completed or use of electronic scoreboard.
- 5-7 year olds – parents attending have been using the time as an opportunity to have family free skate time;
- 13-17 year old – parents have been partaking in shinny hockey with this age group;

Due to the timing of this report to Council staff have extended the pilot project for one additional week to include February 1st and 2nd, pending Council's recommendations to staff on the extension of the project.

Financial Implications

6 week - Pilot Project

During the 6 week pilot period of the 91 available hours per week, 30% of ice time will be allocated to public skating, sticks and pucks and shinny hockey.

Possible additional lost revenues related to the pilot project and additional holiday public skating hours amount to \$930 in 2014 and \$1,860 in 2015.

Additional staffing costs incurred as indicated below:

- \$105 in 2014 and \$210 in 2015 for the pilot project
- \$102 in 2014 and \$102 in 2015 for holiday skating.

Total additional costs and lost revenues in 2014 and 2015 amount to a total of **\$3,310.**

2014 Operating Budget vs. Actuals

The Township is under budget in the accounts below related to ice rental at the Optimist Recreation Centre as of December 31, 2014.

Account No	Description	2014 Budget	2014 Actual	Under Budget
01-0015-2600	Ice Rental - Prime	\$50,000	\$37,848	\$(12,152)
01-0015-2700	Ice Rental – Non-Prime	\$7,650	\$2,002	\$(5,648)

The Township has not exceeded budget in the part-time wages account below as of December 31, 2014.

Account No	Description	2014 Budget	2014 Actual	Under Budget
01-0080-4001	PT Wages- ORC	\$24,769	\$23,800	\$(969)

4 week extension of Pilot Project

Possible additional lost revenues related to the extension of the pilot project amount to \$1,860.00.

Additional staffing costs will also be incurred in the amount of \$370.00 for the extension of the pilot project.

Total additional costs and potential lost revenues = **\$2,230.00.**

Applicable Legislation and Requirements

Not applicable.

ATTACHMENTS

None.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO. XXX/15

A by-law to constitute and appoint a Committee of Adjustment - Planning and Development Advisory Committee

WHEREAS Section 44(1) of the *Planning Act, R.S.O. 1990, c. P. 13*, authorizes the Council of a municipality by by-law to constitute and appoint a committee of adjustment for the municipality composed of such persons, not fewer than three, as Council considers advisable; and

WHEREAS Section 11 (2) of the *Municipal Act, S.O. 2001, c. 25*, authorizes a municipality to pass by-laws respecting the governance structure of the municipality and its local boards;

NOW THEREFORE the Council of The Corporation of the Township of Puslinch HEREBY ENACTS AS FOLLOWS:

1. That a Committee of Adjustment is hereby constituted.
2. That the Planning and Development Advisory Committee terms of reference attached as "Schedule A" to this By-law are hereby adopted.
3. That the following persons are hereby appointed to the Committee of Adjustment – Planning and Development Advisory Committee:

Dennis O'Connor
Dianne Paron
John Sepulis
Robin Wayne
Councillor Ken Roth

READ THREE TIMES AND FINALLY PASSED IN OPEN COUNCIL THIS 4th DAY OF FEBRUARY, 2015.

Dennis Lever, Mayor

Karen Landry, Clerk

Schedule "A"

Planning & Development Advisory Committee

TERMS OF REFERENCE

1. ENABLING LEGISLATION

The Township's procedural by-law provides that Council may at any time, as is deemed necessary establish a Committee for matters within its jurisdiction.

Section 44 (1) of the *Planning Act* states:

If a municipality has passed a by-law under section 34 or a predecessor of such section, the Council of the municipality may by by-law constitute and appoint a committee of adjustment for the municipality composed of such persons, not fewer than three, as Council considers advisable.

The Planning & Development Advisory Committee was established through the adoption of By-law 09/15.

2. MANDATE

The primary function of the Planning & Development Advisory Committee is to consider applications for minor variances from the Zoning By-law and to assist Council on planning and development matters that affect the Township.

The Committee is authorized by the *Planning Act* to consider applications for:

- Minor variances from the provisions of the Zoning By-law
- Extensions, enlargements or variations of existing legal non-conforming uses under the Zoning By-law
- Determine whether a particular use conforms with the provisions of the Zoning By-law where the uses of land, buildings or structures permitted in the by-law are defined in general terms

Minor Variances

The Zoning By-law regulates how land and buildings are used and where buildings and structures can be located. This by-law also specifies lot sizes and dimensions, parking requirements, building heights and other regulations necessary to ensure proper and orderly development.

However, sometimes it is not possible or desirable to meet all of the requirements of the Zoning By-law. In that case, a property owner may apply for approval of a minor variance. A minor variance provides relief from a specific Zoning By-law requirement, excusing a property owner from meeting the exact requirements of the by-law.

For the Committee to approve this type of application, Section 45(1) of the *Planning Act* requires that the members must be satisfied that the application:

- Is considered to be a "minor" change from the Zoning requirements;
- Is desirable for the appropriate development or use of the land, building or structure;
- Maintains the general intent and purpose of the Official Plan; and
- Maintains the general intent and purpose of the Zoning By-law.

Deliverables

The Committee will accomplish its mandate by:

1. Reviewing the merits of a minor variance application, the documentation and evidence put forward and rendering decisions on the application in accordance with the requirements of the Planning Act.
2. Providing advice and recommendations to Council with respect to site plan applications within the area defined on Schedule "A" attached.
3. Reviewing and commenting on County of Wellington Land Division applications.
4. Reviewing and commenting on Zoning By-law Amendment applications.
5. Participating in the Community Improvement Plan (CIP) process.

6. Evaluating and making recommendations to Council on site alteration applications that are equal to or exceed 1,000 cubic metres.
7. Providing advice and recommendations to Council with respect to any special project or issue as requested by Council.

3. TYPE OF COMMITTEE

Advisory/Statutory Committee

4. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

1. Composition

The Planning & Development Advisory Committee is composed of the following:

Role	Member Name
Members of Council	1
Members of the Public	4
Chair	To be determined
Vice-Chair	To be determined
Role	Support
Support Staff	Development Coordinator/Secretary-Treasurer Chief Building Official
External Resources	Planner

The members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them and the members of the committee who are members of a municipal council shall be appointed annually.

2. Roles and Responsibilities

A Chair and Vice-Chair shall be appointed at the first meeting of the Committee and shall serve in this capacity for a minimum of 2 years.

The Chair's main role is to facilitate meetings.

The Committee will review and confirm at the end of the second year of the each term of Council the appointments of the Chair and Vice-Chair.

3. Qualifications

Member of Council

Citizen Appointee with the following qualifications

- Planning
- Real Estate
- Agriculture
- Building/Construction
- Legal
- Architecture
- General knowledge of the *Planning Act* and the committee of adjustment process
- Demonstrated commitment and interest in the community

4. Office Deemed Vacant

The office of a member of the committee becomes vacant if the member is absent for three (3) meetings in a calendar year.

5. MEETING SCHEDULE

The Committee meets on the 2nd Tuesday of each month at 7:00 p.m., and as many additional times as the Committee deems necessary.

Agenda Notification

Agendas for the committee meetings will be made available to the public in accordance with the notice provisions of the Township’s procedural by-law. Meetings will be held at the Municipal Office of the Township of Puslinch.

6. REPORTING REQUIREMENTS AND METHOD

Specific Requirements

This Committee is established by Council and reports to Council for all matters excluding committee of adjustment responsibilities.

Written reports or minutes from this Committee shall be submitted to Council after each meeting.

This Committee for committee of adjustment matters is a quasi-judicial tribunal with its members appointed by Council and it renders decisions on minor variance applications independently.

General Requirements

The Committee shall make recommendations to Council in response to a request from either Council or staff in the area of the Committee’s mandate.

The Committee may make recommendations on issues within their mandate for Council's consideration.

7. BUDGET AND RESOURCES

Resource Budget

The following Township of Puslinch staff resources will be required per meeting for the successful operation of this Committee:

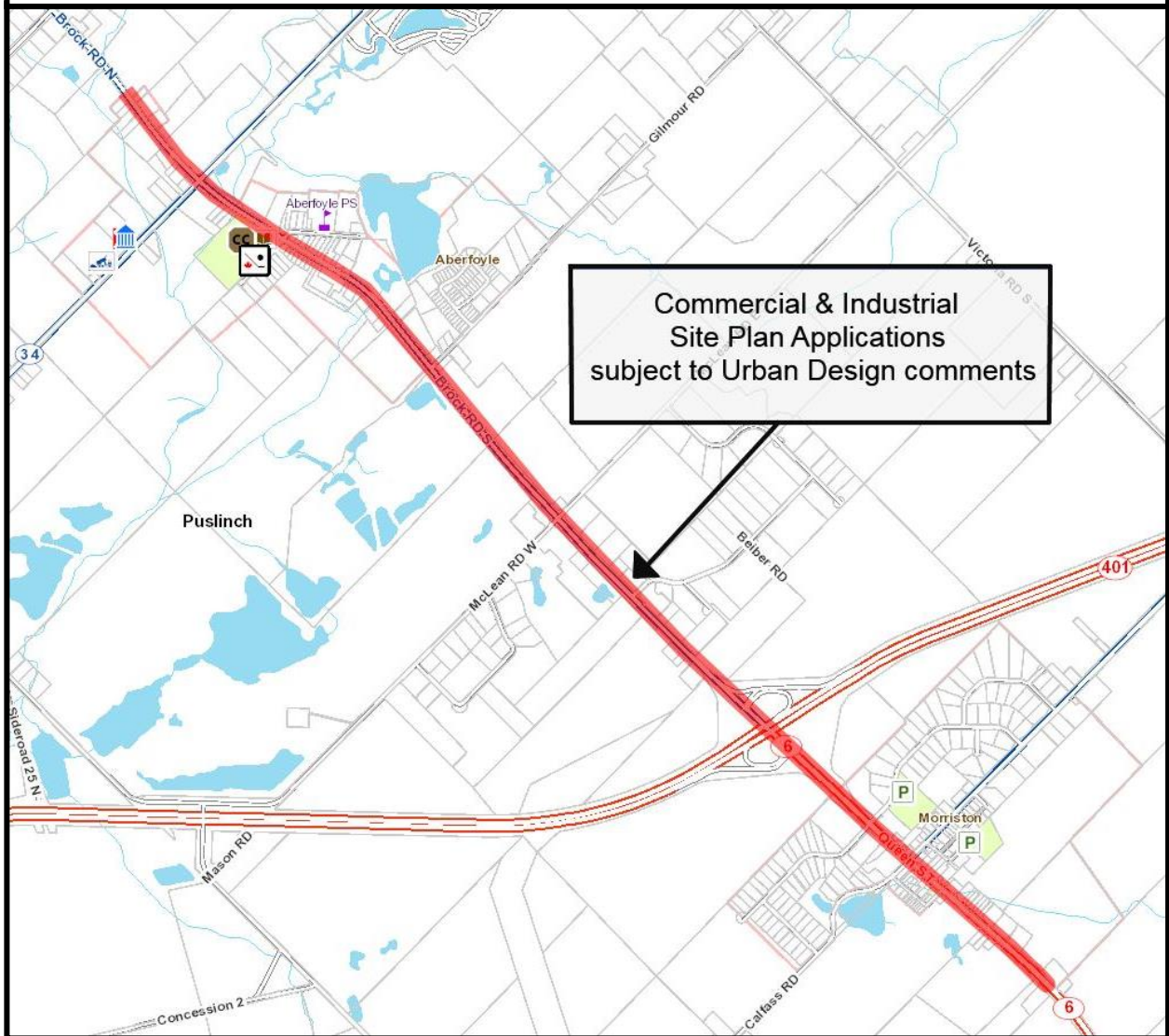
Staff Resource	Time Commitment (FTE) per meeting - estimate
Development Coordinator	FTE - 5 hours
External Resources	FTE – Planner as required

8. COMPLETION CRITERIA

This will be an on-going Committee until dissolved by Council.

Schedule "A"
Planning and Development Advisory Committee Terms of Reference

Site Plan Applications subject to Urban Design Guidelines



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO. XX/15

A by-law to adopt terms of reference for the Recreation Committee, appoint members to the Recreation Committee and repeal By-Law 50/11.

WHEREAS Section 11 (2) of the *Municipal Act, S.O. 2001, c. 25*, authorizes a municipality to pass by-laws respecting the governance structure of the municipality and its local boards;

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;

NOW THEREFORE the Council of The Corporation of the Township of Puslinch HEREBY ENACTS AS FOLLOWS:

1. That the Recreation Committee terms of reference attached as "Schedule A" to this By-law are hereby adopted.
2. That the following persons are hereby appointed to the Recreation Committee for a term of Four years (4) December 2014 to December 2018 or until such time as a successor has been appointed:
 1. June Williams
 2. Daina Makinson
3. That the following persons are hereby re-appointed to the Recreation Committee for a term of one year (1) being December 31, 2014 to December 31, 2015 or until such time as a successor has been appointed:
 1. Tom Jefferson
 2. Nichole Caswell
4. That the following member of Council is hereby appointed to the Recreation Committee for a term of two years (2) being December 31, 2014 to December 31, 2016, or until such time as a successor has been appointed:
 1. Councillor Wayne Stokley
4. That By-Law 50/11 is hereby repealed.

READ THREE TIMES AND FINALLY PASSED IN OPEN COUNCIL THIS 4th DAY OF FEBRUARY, 2015.

Dennis Lever, Mayor

Karen Landry, Clerk

Schedule "A"
Recreation Committee

TERMS OF REFERENCE

1. ENABLING LEGISLATION

The Township's procedural by-law provides that Council may at any time as is deemed necessary establish a Committee for matters within its jurisdiction.

The Recreation Committee was established through the adoption of By-law Number 10/15.

2. MANDATE

The primary function of the Recreation Committee is to assist Council on issues that affect all recreation facilities, parks, playing fields, playgrounds, programs and community centre.

Deliverables

The Committee will accomplish its mandate by:

1. Advising Council on issues that affect all recreation facilities, parks, playing fields, playgrounds, programs and community centre (including policy and fee schedules).
2. Providing input to Council on the operating and capital budget.
3. Reviewing existing practices and policies and making recommendations to improve the delivery of services to the public.
4. Bringing forward and discussing concerns raised by the public that may affect the operation of the department.
5. Encouraging and assisting, where necessary, programs of recreation to meet the needs and interests of the community.
6. Reviewing revenue and expense reports.

3. TYPE OF COMMITTEE

Advisory Committee

4. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

1. Composition

The Recreation Committee is composed of the following Members:

Role	Member Name
Members of Council	1
Members of the Public	4
Chair	To be determined
Vice-Chair	To be determined
Role	Support
Support Staff	Deputy Clerk Director of Public Works and Parks Customer Service Representative

External Resources	N/A
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A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

2. Roles and Responsibilities

A Chair and Vice-Chair shall be appointed at the first meeting of the Committee and shall serve in this capacity for a minimum of 2 years.

The Chair's main role is to facilitate meetings.

The Committee will review and confirm at the end of the second year of the each term of Council the appointments of the Chair and Vice-chair.

3. Qualifications

Member of Council

Citizen Appointee with the following qualifications:

- Recreation
- Marketing
- Fundraising
- Business
- Financial
- Communication
- Demonstrated commitment and interest in the municipality

4. Office Deemed Vacant

The office of a member of the committee becomes vacant if the member is absent for three (3) meetings in a calendar year.

5. MEETING SCHEDULE

The Committee meets on the 3rd Tuesday of each month at 7:00 p.m., and as many additional times as the Committee deems necessary.

Agenda Notification

Agendas for the committee meetings will be made available to the public in accordance with the notice provisions of the Township's procedural by-law. Meetings will be held in the Council Chambers at the Municipal Office of the Township of Puslinch.

General Meeting Schedule Guidelines

Three or more consecutive cancellation of meetings shall result in a report to Council for evaluation as to the Committee's mandate and functionality except in the following situations:

- Where the committee has determined that meetings shall not be held during the summer months and December to recognize holiday schedules as they relate to quorum requirements.
- During a Municipal election year, meetings shall be cancelled where possible in the last quarter.

6. REPORTING REQUIREMENTS AND METHOD

Specific Requirements

This Committee is established by Council and reports to Council.

Written reports or minutes from this Committee shall be submitted to Council after each meeting.

General Requirements

The Committee shall make recommendations to Council in response to a request from either Council or staff in the area of the Committee's mandate.

The Committee may make recommendations on issues within their mandate for Council's consideration.

7. BUDGET AND RESOURCES

Resource Budget

The following Township of Puslinch staff resources will be required per meeting for the successful operation of this Committee:

Staff Resource	Time Commitment (FTE) per meeting – estimate
Customer Service Representative	FTE - 4 hours
Deputy Clerk	FTE – 3 hours
Director of Public Works & Parks	FTE – 2 hours

8. COMPLETION CRITERIA

This will be an on-going Committee until dissolved by Council.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO. 2015-XXX

A by-law to amend By-law 31/12 being the Site Alteration By-law

WHEREAS Section 142 of the *Municipal Act, S.O. 2001, c. 25*, authorizes a municipality to pass a by-law prohibiting or regulating the placing or dumping of fill, the removal of topsoil and/or the alteration of the grade of land; and

WHEREAS Council passed Resolution 2015-027 at its meeting held on the 21st day of January, 2015; and

WHEREAS Council deems it expedient to provide a notification and public meeting process for a Site Alteration Permit that is greater than 1,000m³ of fill;

NOW THEREFORE the Council of The Corporation of the Township of Puslinch HEREBY ENACTS AS FOLLOWS:

1. That By-law 31/12 be amended by adding the following:

“8.2 The Chief Building Official prior to issuing a Site Alteration Permit and forwarding a Site Alteration Agreement to Council for consideration for an application that is greater than 1,000m³ of fill shall cause:

a) At least 10 days before the date of the Planning and Development Advisory Committee, notice be given by:

- i. prepaid first class mail to every owner of land within 120 metres of the area to which the application applies; and
- ii. the applicant posting notice, clearly visible and legible from a public highway or other place to which the public has access, at every separately assessed property in the area to which the application applies or, where posting on the property is impractical at a nearby location chosen by the Chief Building Official.

8.3 For the purposes of Section 8.2, the owner of land shall be deemed to be the person shown on the last revised assessment roll of the municipality.

8.4 Notice of the application shall include the following:

- a) The date, time and location of the Planning and Development Advisory Committee meeting that the application will be evaluated.
- b) An explanation of the purpose of the application.
- c) A description of the subject land or a key map showing the location of the subject land.
- d) Where and when additional information will be available to the public for inspection.
- e) The process for registering as a delegate to provide comment or make submissions on the application.

8.5 The Planning and Development Advisory Committee, upon hearing submissions and comments shall make a recommendation to Council to grant the application, grant the application with additional conditions or refuse to grant the application.”

**READ THREE TIMES AND FINALLY
PASSED IN OPEN COUNCIL
THIS 4th DAY OF FEBRUARY, 2015.**

Dennis Lever, Mayor

Karen Landry, Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO. 2015-XXX

A by-law to amend the Township's
Procedure By-law

WHEREAS Section 238 (2.1) of the *Municipal Act, S.O. 2001, c. 25*, requires the procedure by-law for governing the calling, place and proceedings of meetings to provide for public notice of meetings; and

WHEREAS Council passed Procedure By-law 59-08 on 19th day of November 2008 which has been amended by By-laws 18/11, 51/12 and 63/14; and

WHEREAS Council passed Resolution Number 2015-026 on the 17th day January, 2015 and deems it advisable to amend its Procedure By-law;

NOW THEREFORE the Council of The Corporation of the Township of Puslinch HEREBY ENACTS AS FOLLOWS:

- 1. That Section B. 6 of By-law 59-08, as amended, be deleted and replaced with the following:

"Notice of Meetings

- (1) The Clerk shall provide the public with notice of the Council and Committee schedule by annually posting the meeting dates on the Township of Puslinch website. Any amendment to the schedule or cancellation of a meeting shall be posted on the website.
- (2) The meeting agenda shall constitute notice of each meeting. The agenda shall include the location of the meeting and all relevant material on a matter to be considered by Council or a Committee.
- (3) Notice of a Council or Committee meeting shall be provided by:
 - a. Posting the agenda on the Township's website; and
 - b. In the case of a Council Meeting, making it available at the Township Office on the Friday prior to the Council Meeting; and
 - c. In the case of a Committee Meeting, making it available at the Township Office a minimum of (2) two business days prior to the meeting.
- (4) Notice of a Special Council meeting shall be provided as soon as it is available by:
 - a. Posting the agenda on the Township's website; and
 - b. Making it available at the Township Office.
- (5) Addendum Agenda items for Council that are identified prior to 12:00 noon on the Tuesday prior to the Council meeting shall be posted on the Township's website and by making it available at the Township office."

**READ THREE TIMES AND FINALLY
PASSED IN OPEN COUNCIL
THIS 4th DAY OF FEBRUARY, 2015.**

Dennis Lever, Mayor

Karen Landry, Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER XX/15

Being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Puslinch at its meeting held on February 4, 2015.

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 February 4, 2015 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 4th DAY OF FEBRUARY, 2015.

Dennis Lever, Mayor

Karen Landry, C.A.O./Clerk