



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH 2015 COUNCIL MEETING

AGENDA

DATE: Wednesday, May 20, 2015

CLOSED MEETING: 6:30 P.M.

REGULAR MEETING: 7:00 P.M.

≠ Denotes resolution prepared

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

≠ 3A. CLOSED MEETING

(a) Confidential Report from Ritchie Ketcheson Hart & Biggart LPP, Township's Solicitors, 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 – 11 Lake Avenue

≠ (b) Confidential Verbal Report from Karen Landry CAO/Clerk, regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to Solicitor-Client privilege, including communications necessary for that purpose – Krayishnik – 6643 Concession 2.

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

- (a) Council Meeting – May 6, 2015
- (b) Closed Council Meeting – May 6, 2015

4. Business Arising Out of the Minutes.

5. **PUBLIC MEETINGS**

***note this meeting will be held on Thursday, June 11, 2015 at 7:00 p.m. at the Puslinch Fire Hall located at 7404 Wellington Rd. 34.**

Public Open House - Fire Master Plan



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
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***note the project survey will be available on the Township's website until May 30, 2015**

Notice- Community Improvement Project Survey

6. COMMUNICATIONS

≠ 1. Request for Municipal Council Support – IEO Fit 4 Solar Program

(a) Correspondence from QPA Solar regarding Municipal Council Support Resolution for solar dated May 13, 2014.

≠ (b) Correspondence from Ethosolar regarding IESO – Fit 4 PV Solar Program Release – Blanket Support Resolution for Rooftop Solar Projects dated March 10, 2015.

2. Black Bridge Road EA Study

(a) Correspondence from BT Engineering regarding Black Bridge Road EA Study PIC#2 Responses dated May 5, 2015.

3. Nestle Waters Canada

(a) Golder Associates 2014 Annual Monitoring Report regarding Nestle Waters Canada Aberfoyle Site dated March 2015. ***note a full copy of the report is available for viewing at the Township Offices.**

4. Source Protection Municipal Implementation Funds

(a) Correspondence from the Ministry of Energy and Climate Change The Honourable Mr. Glen Murray dated April 16, 2015. – Council Resolution No. 2015-084

≠ 5. Highway 6 – Murryston By-Pass

(a) Correspondence from Ms. Sandra Solomon regarding Coalition for the Realignment of Highway 6 South dated March 28, 2015.



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6. **Dufferin Aggregates**
Aberfoyle Pit #2 /Licence No. 5609
West portion of Lots 22 and 23, Township of Puslinch

- (a) Conestoga-Rovers & Associates 2014 Annual Monitoring Report
Dufferin Aggregates, A Division of Holcim (Canada) Inc. Aberfoyle Pit
No. 2 dated March 2015. ***note a full copy of this report is available
for viewing at the Township Offices.**
- (b) Correspondence from Stan Denhoed, Senior Hydrogeologist, Harden
Environmental regarding Aberfoyle Pit #2, 2014 Monitoring Report
Review dated April 17, 2015.

≠ 7. **Request to Waive Fees**

- (a) Correspondence from Puslinch Kodiaks men's fastball team, regarding
use of the Aberfoyle and Old Morriston Ball Diamond to host Ontario
Rural Softball Association (O.R.S.A.) fastball championship weekend
tournament July 24, 25, 26, 2015 dated May 13, 2015.

≠ 8. **Townline Road**

- (a) Correspondence from City of Cambridge regarding City of Cambridge
Acquisition of Townline Road between County Road 34 and
Roszell/Black Bridge Road dated May11, 2015. *** note staff has
prepared a resolution recommending the hosting of a Public
Information Centre prior to reporting back to Council.**

9. (a) Source Water Protection Update.

≠ 10. **Intergovernmental Affairs**

- (a) Various correspondence for review.

7. **DELEGATIONS/PRESENTATIONS**

- 1 7:05 p.m. – Mark Paoli, Manager of Policy Planning, regarding Comments
on Provincial Planning Initiatives Report PD2015-16.
***see Agenda Item 8.4(b)**



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2. 7:25 p.m. - Cameron Tuck – regarding removal of baseball diamond at the Community Centre as proposed in the Recreation and Parks Master Plan.

8. **REPORTS**

1. **Puslinch Fire and Rescue Services**

None.

2. **Finance Department**

≠ (a) Report FIN-2015-022 – 2015 Final Tax Levy and Rates

≠ (b) Financial Reports - April 2015

- i. Financial Report as of April 30, 2015
- ii. Cheque Register – April 1, 2015 to April 30, 2015
- iii. Financial Report By Department – April 2015
- iv. Total Revenues, Contributions from Working Reserves and Expenditures – All Departments – April 2015

≠ (c) Report FIN-2015-021 regarding the 2015 Grant Application Policy and Fee Reduction/Waiver Policy

*** note this report appeared on the May 6, 2015 Council Agenda as Item 8.2(f) – Council Resolution 2015-171**

≠ (d) 2015 Grant Application Policy and Fee Reduction/Waiver Policy – Council Review

- i. Applicant Qualifications
- ii. Application Requirements
- iii. Reporting Requirements
- iv. Funding Eligibility/Use of Proceeds
- v. Budgetary Limits

3. **Administration Department**

None.



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4. **Planning and Building Department**

- ≠ (a) Chief Building Official Report – April 2015
- ≠ (b) County of Wellington Planning Committee Report – Comments on Provincial Planning Initiatives (PD2015-016) dated May 14, 2015
- ≠ (c) Correspondence from County of Wellington regarding Minimum Distance Separation Review dated May 12, 2015.
- ≠ (d) Report PD-2015-009 – Public Meeting – Rezoning Application File D14/DEM – Adriaan & Brenda Demmers, Concession 5, Rear Part Lot 13, municipally known as 4855 Pioneer Trail.
- ≠ (e) Report PD-2015-010 – Public Meeting – Rezoning Application File D14/DRS and County of Wellington – Draft Plan of Subdivision File 23T-10004 (Township file D12/DRS) – DRS Developments Inc. – Concession 7, Part Lot 31, Plan 135, municipally known as 66 Queen Street, Morriston.

≠ 5. **Roads & Parks Department**

- (a) Report PW-2015-001– Tender Results for the 2015 Annual Road Rehabilitation and Culvert Upgrades File No. L04COX
- ≠ (b) Report PW-2015-002 – 2015 Capital Budget – Funding for Additional Projects File F26CAP

6. **Recreation Department**

- ≠ (a) Report REC-2015-004 – 2015 Township of Puslinch Recreation and Parks Master Plan

9. **NOTICES OF MOTION**

- ≠ (a) Councillor Fielding – Highway 6 – Morriston By-Pass
- ≠ (b) Councillor Bulmer - Site Alteration By-Law



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
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10. **COMMITTEE MINUTES**

- (a) Committee of Adjustment – April 14, 2015
- (b) Planning & Development Committee – April 14, 2015

11. **MUNICIPAL ANNOUNCEMENTS**

13. **UNFINISHED BUSINESS**

14. **BY-LAWS**

None.

≠ 15. **CONFIRMING BY-LAW**

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

≠ 16. **ADJOURNMENT**



(3A)

MINUTES

DATE: Wednesday, May 6, 2015

TIME: 12:00 P.M.

The May 6, 2015 Regular Council Meeting was held on the above date and called to order at 12:00 p.m. in the Council Chambers, Aberfoyle.

1. **ATTENDANCE:**

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

STAFF IN ATTENDANCE:

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

OTHERS IN ATTENDANCE

1. Norma King
2. Doug Smith
3. Bev Wozniak
4. Karen Lever
5. Kathy White
6. Don McKay

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

None.

3A. **CLOSED MEETING**

Council was in closed session from 12:30 p.m. to 12:42 p.m.

Council recessed from 12:43 p.m. to 1:00 p.m.

- (a) Confidential Verbal Report from Karen Landry, CAO/Clerk regarding litigation or potential litigation including matters before administrative tribunals, affecting the municipality or local board – Assessment Appeal delegation of authority.
- (b) Confidential Verbal Report from Karen Landry, CAO/Clerk, regarding personal matters about an identifiable individual including municipal or local board employees – Puslinch 2015 Volunteer of the Year Nomination.
- (c) Confidential Verbal Report from Karen Landry CAO/Clerk, regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to Solicitor-Client privilege, including communications necessary for that purpose – 11 Lake Avenue.

Resolution No. 2015-155: Moved by Councillor Fielding and
Seconded by Councillor Stokley

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



- (a) Confidential Verbal Report from Karen Landry, CAO/Clerk regarding litigation or potential litigation including matters before administrative tribunals, affecting the municipality or local board – Assessment Appeal delegation of authority.
- (b) Confidential Verbal Report from Karen Landry, CAO/Clerk, regarding personal matters about an identifiable individual including municipal or local board employees – Puslinch 2015 Volunteer of the Year Nomination.
- (c) Confidential Verbal Report from Karen Landry CAO/Clerk, regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to Solicitor-Client privilege, including communications necessary for that purpose – 11 Lake Avenue.

CARRIED

Resolution No. 2015-156: Moved by Councillor Stokley and
Seconded by Councillor Fielding

That Council move into open session.

CARRIED

Resolution No. 2015-157: Moved by Councillor Fielding and
Seconded by Councillor Stokley

That Council receive the Confidential Verbal Report from Karen Landry, CAO/Clerk regarding litigation or potential litigation including matters before administrative tribunals, affecting the municipality or local board – Assessment Appeal delegation of authority; and

That the County Treasurer be authorized and directed to negotiate settlements of gravel pit properties currently under appeal on the Township's behalf; and

That John O'Kane, Solicitor be authorized to represent the Township on matters related to gravel pit properties currently under appeal.

CARRIED

Resolution No. 2015-158: Moved by Councillor Stokley and
Seconded by Councillor Fielding

That Council receive the Confidential Verbal Report from Karen Landry, CAO/Clerk, regarding personal matters about an identifiable individual including municipal or local board employees – Puslinch 2015 Volunteer of the Year Nomination; and

That staff proceed as directed.

CARRIED

Resolution No. 2015-159: Moved by Councillor Fielding and
Seconded by Councillor Stokley

That Council receive the Confidential Verbal Report from Karen Landry CAO/Clerk, regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to Solicitor-Client privilege, including communications necessary for that purpose – 11 Lake Avenue; and

That staff proceed as directed.

CARRIED



3. **ADOPTION OF THE MINUTES:**

Resolution No. 2015-160: Moved by Councillor Stokley and
Seconded by Councillor Fielding

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

- (a) Council Meeting – April 15, 2015
- (b) Closed Council Meeting – April 15, 2015

CARRIED

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

None.

5. **PUBLIC MEETINGS:**

This meeting to be held on May 7, 2015 at 7:00 p.m. Municipal Offices, 7404 Wellington Rd. 34.

- (a) Notice – Morriston Streetscaping Plan Open House.

6. **COMMUNICATIONS:**

1. **Site Alteration Agreement – 7827 Wellington Rd. 36**

- (a) Correspondence from Sara Bailey dated April 15, 2015.

Councillor Bulmer requested that staff provide him with a copy of the Petition.

Resolution No. 2015-161: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Council receive the correspondence from Sara Bailey dated April 15, 2015 and the petition titled “I do not support construction soil disposal and commercial fill dumping within Puslinch.”

CARRIED

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

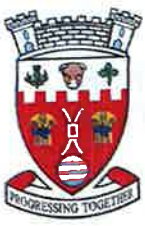
- (a) Correspondence from Holcim (Canada) Inc. regarding Dufferin Aggregates Mill Creek Pit Monthly MNR Reports dated February 10, 2015.

- i. Revised Monthly Reporting – Mill Creek Aggregates Pit – August 2014
- ii. Revised Monthly Reporting – Mill Creek Aggregates Pit – September 2014
- iii. Revised Monthly Reporting – Mill Creek Aggregates Pit – October 2014
- iv. Revised Monthly Reporting – Mill Creek Aggregates Pit – November 2014
- v. Revised Monthly Reporting – Mill Creek Aggregates Pit – December 2014

- (b) Correspondence from Dufferin Aggregates regarding January 2015 monthly monitoring report dated February 12, 2015.

- i. Monthly Reporting – Mill Creek Aggregates Pit - January 2015

- (c) Correspondence from Dufferin Aggregates regarding February 2015 monthly monitoring report dated March 12, 2015.



- i. Monthly Reporting – Mill Creek Aggregates Pit – February 2015

3. **CBM Puslinch Pit**

Licence No. 17600 - 4313 Sideroad 25 S

- (a) Groundwater Science Corp. 2014 Groundwater Monitoring Report CBM Puslinch Pit, Licence No. 17600 North Half Lot 26, Conc. 1.
- (b) Correspondence from Harden Environmental regarding CBM Puslinch Pit – 2014 Monitoring Report Comments dated April 20, 2015.

4. **Request for Union Gas Services**

- (a) Correspondence from Tammie Corrigan regarding Natural Gas Line – Ellis Rd. dated April 1, 2015.

Mayor Lever advised that he believed that one of the initiatives in the Ontario Provincial Budget was to facilitate access to natural gas services in more communities across Ontario and requested that staff look into whether any additional information is available.

5. **Nestle Waters**

- (a) Correspondence from Nestle Waters regarding Application for CofA/ECA Amendments – On Site Private Sewage Works dated April 13, 2015.

Resolution No. 2015-162: Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Council receive the correspondence from Nestle Waters dated April 13, 2015 and April 29, 2015; and

That Council authorize the Township's CAO/Clerk to complete and execute Section 1.5 "Statement of Municipality" of the Application to Amend Nestle Waters' Certificate of Approval; and

That staff provide the executed Application to Nestle Waters upon completion.

CARRIED

6. **CBM – McMillan Gravel Pit and AgriMarine Technologies Inc.**

- (a) Correspondence from Bev Wozniak dated March 23, 2015.

7. **Stroys Bridge**

- (a) Correspondence from Gord King dated April 19, 2015.

Resolution No. 2015-163: Moved by Councillor Stokley and
Seconded by Councillor Fielding

That Council receive the correspondence from Gord King dated April 19, 2015; and

That Council supports in principle efforts by the community to pursue full finding for a walking/cycling bridge spanning the Speed River on the closed section of Sideroad 10 between Laird Road and Niska Roads; and

CARRIED



8. Black Bridge Cultural Heritage Landscape Committee

- (a) Correspondence from Laura Waldie, Planner – Heritage, City of Cambridge dated April 15, 2015.

Resolution No. 2015-164: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Council receive the correspondence from Laura Waldie, Planner – Heritage, City of Cambridge dated April 15, 2015; and

That Council hereby appoints Mary Tivy, Chair of the Puslinch Heritage Committee to the City of Cambridge Steering Committee for the Blackbridge Cultural Heritage Landscape Technical Study.

CARRIED

9. Intergovernmental Affairs

- (a) Various correspondence for review.

Resolution No. 2015-165: Moved by Councillor Bulmer and
Seconded by Councillor Roth

That the correspondence items listed on the Council Agenda for May 6, 2015 Council meeting be received.

CARRIED

7. DELEGATIONS

None.

8. REPORTS:

1. Puslinch Fire and Rescue Services

None.

2. Finance Department

- (a) Report FIN-2015-016 – Ontario Regulation 284/09 – 2015 Budget

Resolution No. 2015-166: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Report FIN-2015-016 regarding Ontario Regulation 284/09 2015 Budget be received; and

That Council adopt Report FIN-2015-016, which meets the requirements of Ontario Regulation 284/09 and outlines the conversion of the cash based operating and capital budgets to a Public Sector Accounting Board (PSAB) compliant budget format.

CARRIED



(b) Report FIN-2015-017 – Insurance Renewal

Resolution No. 2015-167: Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Report FIN-2015-017 regarding the Township of Puslinch's Insurance Renewal be received; and

That Council extend the 2014 Municipal Insurance Program to February 1, 2016.

CARRIED

(c) Report FIN-2015-018 – 2014 Lease Financing Agreement Summary Report

Resolution No. 2015-168: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Report FIN-2015-018 regarding 2014 Lease Financing Agreement Summary Report be received; and

That Council approve the Lease Financing Agreement Policy as outlined in Schedule "B" to Report FIN-2015-018.

CARRIED

(d) Report FIN-2015-019 – Township General Surplus 2014

Resolution No. 2015-169: Moved by Councillor Stokley and
Seconded by Councillor Fielding

That Report FIN-2015-019 regarding Township General Surplus 2014 be received; and

That the General Surplus balance as of December 31, 2014 of \$626,661 be allocated in accordance with the policy adopted by Council through Council Resolution Number 2013-284.

CARRIED

(e) Report FIN-2015-020- 2014 Space Needs Assessment

Councillor Stokley inquired of staff as to whether costs will be included for temporary relocation during renovations.

Karen Landry, CAO/Clerk advised that staff will look incorporate these additional costs into the capital budget.

Resolution No. 2015-170: Moved by Councillor Fielding and
Seconded by Councillor Stokley

That Report FIN-2015-020 regarding the 2014 Space Needs Assessment be received; and

That Council authorize the single source retainer of the Ventin Group Architects for the architectural services to prepare a schematic design for the proposed addition and interior layout renovation in accordance with the Township's 2014 Space Needs Assessment and the County of Wellington Facility Accessibility Design Manual; and

That Council authorize the expenditure of funds in the amount of \$17,500 inclusive of the non-refundable portion of HST and disbursements to be funded from the 2014



capital carry-forward account number 01-0010-5000 and the County of Wellington 2015 Accessibility Fund Incentive Programme Grant.

CARRIED

- (f) Report FIN-2015-021 – 2015 Grant Application Policy and Fee Reduction/Waiver Policy

Resolution No. 2015-171: Moved by Councillor Fielding and
Seconded by Councillor Stokley

That the 2015 Grant Application Policy and Fee Reduction/Waiver Policy be deferred to the May 20, 2015 Council meeting in order to seek further input from Council.

CARRIED

- (g) Financial Reports - March 2015

- i. Financial Report as of March 31, 2015
- ii. Cheque Register – March 1, 2015 to March 31, 2015
- iii. Financial Report By Department – March 2015
- iv. Total Revenues, Contributions from Working Reserves and Expenditures – All Departments – March 2015

Resolution No. 2015-172: Moved by Councillor Fielding and
Seconded by Councillor Stokley

That Council hereby receives the following reports as information:

- i. Financial Report as of March 31, 2015
- ii. Cheque Register – March 1, 2015 to March 31, 2015
- iii. Financial Report by Department – March 2015
- v. Total Revenues, Contributions from Working Reserves and Expenditures – All Departments – March 2015.

CARRIED

3. Administration Department

- (a) Report ADM-2015-005 – Director of Finance/Treasurer – Contract Position

Resolution No. 2015-173: Moved by Councillor Stokley and
Seconded by Councillor Fielding

That Report ADM-2015-005 regarding the Director of Finance/Treasurer – Contract Position be received; and

That Council authorize the use of any surplus capital funds realized during 2015 to fund an extended Contract from 1 year to 1 ½ years to temporarily replace the Director of Finance/Treasurer; and

That staff report to Council upon the realization of any surplus capital funds once the results of the various tenders are known.

CARRIED



4. **Planning and Building Department**

None.

5. **Roads & Parks Department**

None.

6. **Recreation Department**

None.

9. **NOTICE OF MOTION**

Councillor Bulmer – Site Alteration By-Law – request that the Township cease receiving future applications until a comprehensive review of the by-law has been completed.

Councillor Fielding – Highway 6 – Morriston By-pass – request a formal meeting with the Minister of Transportation, The Honourable Steven Del Duca

10. **COMMITTEE MINUTES**

- (a) Puslinch Heritage Committee – November 3, 2014
- (b) Recreation Committee – March 17, 2015
- (c) Committee of Adjustment – February 10, 2015
- (d) Planning and Development Committee – February 10, 2015.

Resolution No. 2015-174: Moved by Councillor Fielding and
Seconded by Councillor Stokley

That Council hereby receives the following minutes as information:

- (a) Puslinch Heritage Committee – November 3, 2014
- (b) Recreation Committee – March 17, 2015
- (c) Committee of Adjustment – February 10, 2015
- (d) Planning and Development Committee – February 10, 2015

CARRIED

11. **MUNICIPAL ANNOUNCEMENTS**

Puslinch Lake Association

Councillor Fielding advised that the Puslinch Lake Conservation Association will be holding a town hall meeting on Tuesday, May 26, 2015 at 7:30 p.m. in the dockside room at the Old Marina Restaurant.

Wellington County Council Orientation Session

Councillor Roth advised that along with other members of Puslinch Council and staff he attended an orientation session by Wellington County on Monday, April 27th. Councillor Roth indicated that it was an excellent session and requested that staff provide a letter of thanks to County Warden, George Bridge and County staff for the session.

Green Legacy Tree Distribution Days

Councillor Roth advised that Green Legacy Tree Distribution day was held on Saturday, April 25, 2015 where 5,000 trees were distributed to Puslinch residents. Councillor Roth advised that in exchange for receipt of the trees residents donated 379 pounds of food and



collected \$175.00 in cash donations to the food bank. Councillor Roth thanked Mayor Lever and County Councillor Don McKay for their assistance with the distribution.

Township Clean Up Day

Councillor Bulmer advised those in attendance that the township cleanup day was held on Saturday, May 2, 2015. Councillor Bulmer advised that along with County Councillor Don McKay, members of Council, members of the Optimist Club, many volunteers and various donations of time and equipment the day was a success.

Fire Chief Conference

Mayor Lever advised that he attended the Fire Chief Conference during the weekend of May 2 and 3rd. Mayor Lever advised that there were many interesting sessions in which he attended including legal responsibilities of Council, altitude v. attitude, which spoke about motivating factors for fire departments, emergency response presentations and an emotional presentation regarding a sofa warehouse fire in Charleston, where 9 firefighters lost their lives and the resulting changes in use of best practices resulting from the fire. Mayor Lever encouraged members of Council to consider attending future conferences.

Puslinch Historical Society Presentations

Mayor Lever advised that the Puslinch Historical Society is presenting a series of three evenings dedicated to the communities within Puslinch. The presentations follow the boundaries of the twelve original School Sections. Mayor Lever advised that he attended the first session on Tuesday, May 5th at the Arkell United Church Hall for Arkell, Brock Road, Downey and Aberfoyle areas (S.S. 1 to 4). The remaining sessions are to be held on Tuesday, Oct 6th at Knox Crieff Sunday School Room for "The Third", Killean, Crieff and Morrision areas (S.S. 5 to 8) and Tuesday, Nov 3rd at the Badenoch Community Centre for the history of Badenoch, Corwhin, "The Lake" and Glenchristie areas (S.S. 9 to 12).. Mayor Lever advised that additional information regarding the event can be found in the Puslinch Pioneer.

12. CLOSED MEETING

See Item 3A.

13. UNFINISHED BUSINESS

None.

14. BY-LAWS:

None.

15. CONFIRMING BY-LAW

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

Resolution 2015-175 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:

- By-Law **32/15** being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 6th day of May 2015.

CARRIED



16. **ADJOURNMENT:**

Resolution No. 2015-176: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Council hereby adjourns at 2:13 p.m.

CARRIED

Dennis Lever, Mayor

Karen Landry, CAO Clerk



Community Improvement Project Survey

The Township of Puslinch has initiated a Community Improvement Plan project, which is intended to:

- Assist with downtown/main street revitalization and beautification efforts;
- Support renewal within the urban areas and the key industrial corridor;
- Support new and existing business opportunities; and
- Promote the unique economic development advantages of Puslinch.

We are looking for your input!

As part of Phase One of the CIP project, the Township and its consulting team is completing an assessment of local needs and opportunities for community improvement. To assist with this assessment, we are asking members of the community as well as local businesses/industries to complete a survey.

It should take approximately 10 to 15 minutes to complete the questions. Hard copies of the survey can be obtained at the Puslinch Library or at the Township offices, or complete the online version located on Township's website.

6-16-15

From: Pat Goodale <pgoodale@qpasolar.com>
Sent: Wednesday, May 13, 2015 2:44 PM
To: Karen Landry
Subject: Seeking Puslinch Municipal Council Blanket Resolution for Solar Projects

Good afternoon Ms. Landry,

I am writing to you today in an effort to seek a Municipal Council Blanket Support Resolution for solar (both ground mounted and rooftop) projects that we were hoping to develop in your municipality. However, we are flexible should there only be an appetite for rooftop solar projects. As you may be aware, late last month, the Independent Electricity System Operator announced the FIT 4.0 application window will open on July 13th.

With the application window only a couple months away, I would request that a Municipal Council Blanket Support Resolution for rooftop and/or ground mounted solar projects be approved as quickly as possible.

Attached, you will find both a blank and a filled out copy of the Template used for the Municipal Council Blanket Support Resolution.

Please feel free to reach out to me if you have any further questions or require any more information.

Thank you and have a great day.

Pat

Pat Goodale, MA MBA
Manager, Contract & Co-op Administration



Phone: 905-627-4735 ext. 104
Fax: 905-627-4735 ext. 105
Email: pgoodale@qpasolar.com
Web: <http://www.qpasolar.com>

TEMPLATE: MUNICIPAL COUNCIL BLANKET SUPPORT RESOLUTION

Section 5.1(g)(i) of the FIT Rules, Version 4.0

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1	<p>Resolution number: _____</p> <p>Date resolution was passed: _____</p>	<p>FIT Reference Number: _____</p> <p><i>(The FIT Reference Number must be inserted by the Applicant in order for the resolution to comply with the FIT Rules, even where Local Municipality letterhead is used. This is not to be inserted by the Local Municipality.)</i></p>
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2	<p>[WHEREAS] capitalized terms not defined herein have the meanings ascribed to them in the FIT Rules, Version 4.0.</p> <p>[AND WHEREAS] the Province's FIT Program encourages the construction and operation of _____ Solar PV (Rooftop) and Solar PV (Groundmount) _____ generation projects (the "Projects");</p> <p>[AND WHEREAS] one or more Projects may be constructed and operated in _____ the Township of Puslinch _____ ;</p> <p>[AND WHEREAS] pursuant to the FIT Rules, Version 4.0, Applications whose Projects receive the formal support of Local Municipalities will be awarded Priority Points, which may result in the Applicant being offered a FIT Contract prior to other Persons applying for FIT Contracts;</p>
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[NOW THEREFORE BE IT RESOLVED THAT]	<p>Council of the _____ Township of Puslinch _____ supports the construction and operation of the Projects anywhere in _____ the Township of Puslinch _____ .</p> <p>This resolution's sole purpose is to enable the participants in the FIT Program to receive Priority Points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Projects, or for any other purpose.</p> <p>This resolution shall expire twelve (12) months after its adoption by Council.</p>
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3	<p>Signed: _____</p> <p>Title: _____</p> <p>Date: _____</p>	<p>Signed: _____</p> <p>Title: _____</p> <p>Date: _____</p>
<p><i>(Signature lines for elected representatives. At least one signature required.)</i></p>		

INSTRUCTIONS: MUNICIPAL COUNCIL BLANKET SUPPORT RESOLUTION

Section 5.1(g)(i) of the FIT Rules, Version 4.0

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Capitalized terms not herein defined have the meanings ascribed to them in the FIT Rules, Version 4.0.

INSTRUCTIONS APPLICABLE TO ALL RESOLUTIONS

1. The instruction page is not required to be submitted with the hard copy Application materials.
2. The first page of the resolution must be marked, by the Applicant, with the FIT Reference Number associated with the Application.
3. Where the resolution has multiple pages, the resolution should be stapled.
4. Information provided in the resolution must be consistent with the information provided in the electronic Application Form in order for the Application to be awarded Priority Points.
5. Apart from the completion of any blanks in the template resolution, no amendments, other than those outlined in paragraph 6 below, may be made to the wording of this form.
6. Words in between square brackets (i.e. “[” and “]”) are immaterial to the intent of the template resolution and may be modified to follow standard procedure of the issuing body. Wording not contained within square brackets must not be changed in order for the Application to be awarded Priority Points.
7. The entirety of the resolution (all blanks) must be completed and it must be signed by an appropriate individual(s) in order for the Application to be awarded Priority Points, and all Prescribed Forms must be signed to be considered complete.

INSTRUCTIONS SPECIFIC TO THE RESOLUTION

8. Local municipal councils have the option of drafting the Template: Municipal Council Blanket Support Resolution on the Council or equivalent governing body letterhead. The language of the Template: Municipal Council Blanket Support Resolution must be the same as shown in the template in order for the Applicant to obtain Priority Points. Priority Points will not be awarded if the blanket support resolution includes additional conditions or delegation of authority to staff for additional approvals.
9. The separate Prescribed Form: Municipal Council Support Resolution Confirmation may be completed and included in the Application by an Applicant that had received a FIT Rules, Version 3.0 Municipal Council Support Resolution (that was not a blanket support resolution) that was issued by the Municipality and that is still in effect in relation to the Applicant and the Project. The Prescribed Form: Municipal Council Support Resolution Confirmation may not be used as a substitute for a Municipal Council Support Resolution where no Municipal Council Support Resolution was previously issued for the Project previously.
10. Where no resolution number exists, insert "N/A" into the appropriate field.

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TEMPLATE: MUNICIPAL COUNCIL BLANKET SUPPORT RESOLUTION

Section 5.1(g)(i) of the FIT Rules, Version 4.0

Page 1 of 1 Jan 2015 IESOMRD/f-FIT-011r1

1	<p>Resolution number: _____</p> <p>Date resolution was passed: _____</p>	<p>FIT Reference Number: _____</p> <p><i>(The FIT Reference Number must be inserted by the Applicant in order for the resolution to comply with the FIT Rules, even where Local Municipality letterhead is used. This is not to be inserted by the Local Municipality.)</i></p>
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2	<p>[WHEREAS] capitalized terms not defined herein have the meanings ascribed to them in the FIT Rules, Version 4.0.</p> <p>[AND WHEREAS] the Province's FIT Program encourages the construction and operation of _____ (insert Renewable Fuel (e.g., Solar (PV) (Rooftop), Biogas)) _____ generation projects (the "Projects");</p> <p>[AND WHEREAS] one or more Projects may be constructed and operated in _____ (insert the name of the Local Municipality) _____;</p> <p>[AND WHEREAS] pursuant to the FIT Rules, Version 4.0, Applications whose Projects receive the formal support of Local Municipalities will be awarded Priority Points, which may result in the Applicant being offered a FIT Contract prior to other Persons applying for FIT Contracts;</p> <p>[NOW THEREFORE BE IT RESOLVED THAT]</p> <p>Council of the _____ (insert the name of the Local Municipality) _____ supports the construction and operation of the Projects anywhere in _____ (insert the name of the Local Municipality) _____.</p> <p>This resolution's sole purpose is to enable the participants in the FIT Program to receive Priority Points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Projects, or for any other purpose.</p> <p>This resolution shall expire twelve (12) months after its adoption by Council.</p>
----------	---

3	<p>Signed: _____ Signed: _____</p> <p>Title: _____ Title: _____</p> <p>Date: _____ Date: _____</p> <p style="text-align: center;"><i>(Signature lines for elected representatives. At least one signature required.)</i></p>
----------	---

6/11/15).

EthoSolar Inc.

494 Veterans Drive, Unit 12, Barrie, Ontario, L4N 9J5
Toll Free 855.207.5500 | Tel 705.252.9155 | Fax 705.722.6769
info@ethosolar.com | www.ethosolar.com



March 10, 2015

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

Attention: Ms. Karen Landry, CAO/Clerk

Dear Ms. Landry:

**RE: IESO - FIT 4 PV SOLAR PROGRAM RELEASE
BLANKET SUPPORT RESOLUTION FOR ROOFTOP SOLAR PROJECTS**

We are writing to request Blanket Support Resolution for rooftop solar projects for the upcoming FIT 4 Program anticipated to be released in May, 2015.

May we ask that you have our request included in your Agenda for your next Council Meeting for discussion and approval prior to the opening of the FIT 4 window.

Blanket Support Resolution was passed during the FIT 3 program which has now expired.

We thank you in advance for your assistance in this matter. Should you have any questions, please do not hesitate to contact our office.

Sincerely,

S Lawson

Susan Lawson
Sales & Marketing Administration Supervisor

/sl



Karen Landry

From: Darcie Dillon <darcie.dillon@bteng.ca>
Sent: May-05-15 8:50 AM
To: Karen Landry
Cc: 'Justin Armstrong'; George Elliott; Steve Taylor
Subject: Black Bridge Road EA Study PIC#2 Responses
Attachments: BTE11-007 Black Bridge Rd EA - PIC 2 Responses_Town of Puslinch QC.pdf

Hi Karen Landry,

Attached is a letter, sent on behalf of Steve Taylor, with responses to your comments/questions from the Black Bridge Road Public Information Centre #2 that was held on March 9, 2015.

Please do not hesitate to contact us if you require further clarification.

Thank you for providing your comments,

Darcie



Darcie Dillon, EIT
2053 Dundas Street
Cardinal, ON K0E 1E0
E-Mail: darcie.dillon@bteng.ca
Phone: 1-613-214-3402
FAX: 1-613-280-1305
Toll Free: 1-855-228-4813
www.bteng.ca

26. Response to Karen Landry CAO/Clerk <KLandry@puslinch.ca>
Re: Cambridge Black Bridge Road EA Study PIC 2 Comments
Comment Sheet Reference Number 35

Thank you for attending the second PIC for the Black Bridge Road Environmental Assessment (EA) project on March 9, 2015. We are in receipt of your comments and they will form part of the Record of Consultation that will be recorded in the EA.

We are providing the following responses to your questions/comments and we have included both your comments (shaded) and our responses below.

Comment 1: Can you advise the impact that the Region of Waterloo's long term growth plan will have on the Black Bridge Road area?

Response 1: The current EA study is only planning for infrastructure to accommodate local development and maintain the local road network. It is beyond the scope of this study to consider any impact of the Region of Waterloo's long term growth plan. We note that the Region of Waterloo's Transportation Master Plan identifies a potential future study in the 20+ year timeframe.

The Regional Municipality of Waterloo prepared a Transportation Master Plan, released in January of 2011 that defined the future vision for Transportation. That vision was focused on achieving increased transit ridership and achieving a 17% mode share. Part of that plan identified possible future projects beyond 20 years for property protection purposes. One of these possible projects was outside the jurisdiction of the Region (and outside of the Region), that being the protection for widening of Townline Road northerly to Black Bridge Road. It was identified in Exhibit 7-20 (shown below) to be a municipal EA.

Exhibit 7-20. Road Improvements Priorities Listing, Beyond 20 Years

Name	Section	Road Works	Municipality
Ottawa Street North (RR# 4)	Old Chicopee Drive to Keewatin Avenue	Widen Schedule C	Kitchener
Ottawa Street Extension (RR# 4)	Forwell Road to Fountain Street	Bridge Schedule C	Kitchener / Woolwich
King Street North (RR# 15)	Northland Road to Bridge Street West	Widen Schedule C	Waterloo
Fountain Street (RR# 17)	Kossuth Road to Victoria Street	Widen Schedule C	Woolwich
Water Street (RR#24)	Myers Road to Ainslie Street	Widen Schedule C	Cambridge
Hespeler Road (RR# 24)	Old Hespeler Road to Queen Street West	Transit Priority Schedule A+	Cambridge
Hespeler Road (RR# 24)	Maple Grove Road to Regional Boundary	Widen Schedule C	Cambridge
Kossuth Road (RR# 31)	Fountain Street to Hespeler Road	Widen Schedule C	Cambridge / Woolwich
Townline Road (RR# 33)	Jamieson Parkway to Blackbridge Road	Widen Schedule C	Cambridge
Pinebush Road (RR# 39)	Franklin Boulevard to Townline Road	Widen Schedule C	Cambridge
Westmount Road East (RR# 50)	Fischer-Hallman Road to Block Line Road	Widen Schedule C	Kitchener
Fairway Road (RR# 53)	King Street East to Wilson Avenue	Widen Schedule C	Kitchener
Victoria Street South (RR# 55)	Ira Needles Boulevard to Fischer-Hallman Road South	Widen Schedule C	Kitchener
Erbsviile Road (RR# 70)	Columbia Street West to Wideman Road	Widen Schedule C	Waterloo
Cambridge South Link	Water Street to Spragues Road	New Road Schedule C	Cambridge / North Dumfries

Comment 2: Can you advise the impact that the Region of Waterloo’s Master Traffic Plan will have on the Black Bridge Road area specifically as it relates to the widening of Townline Road as identified in Appendix B – detailed Listing of Road Improvements by Alternative of that plan?

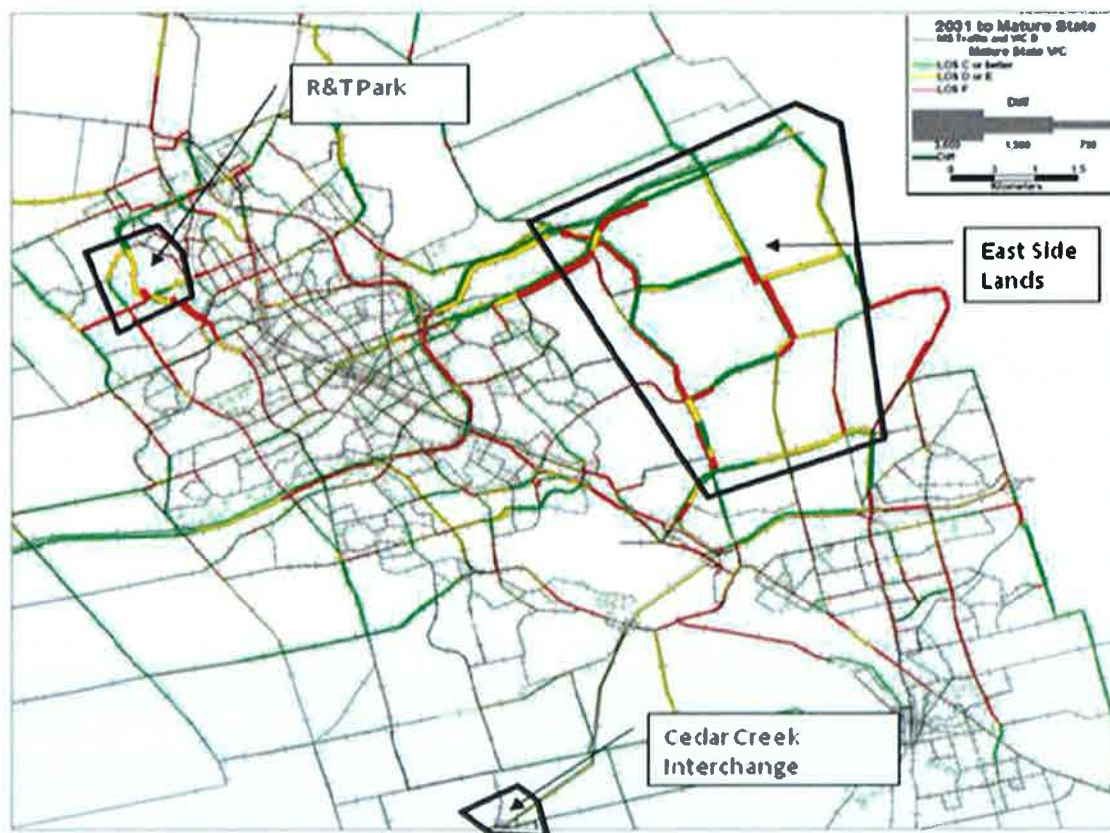
Response 2: The current EA is not for the purpose of widening Townline Road, does not recommend any widening of the roadway from 2 lanes, and will maintain the Collector Road designation. Chapter 9 of the TMP describes the built-out (“mature state”) of all lands in the Official Plan. It is a speculative future scenario and is described in the TMP as: “it does not constitute a valid land use scenario since it is not bound by the demographic trends occurring in the Region.” Reference Section 9.1 TMP. The broad screenline analysis described in Section 9.1 of the TMP clarifies that: “the nature of the mature state land use means that that these results can only be used to identify broad transportation directions and areas of future concern.”

The broad nature of this review identifies areas of concern that include river crossings. Section 9.3 of the TMP identifies issues with the East Side Lands and the following possible long term improvements:

Roadway	Section	Notes
Ottawa Street	Forwell Road – Shantz Station Road	Extension and bridge (to Fountain Street) identified beyond 20 years
		Improvements to Fountain Street – Shantz Station Road section using existing Menno Street alignment
Blackbridge Road	Hespeler Road – Townline Road	Capacity Improvements
		Realignment of Blackbridge Road & Hespeler Road intersection may be required to improve connection to Middle Block Rd extension
Middle Block Road	Fountain Street – Hespeler Road	Roadway extension

Excerpt from Exhibit 9-3 of Regional TMP - Potential Mature State Transportation Infrastructure Needs for East Side Lands

The East Side Lands are presented below from Regional Transportation Master Plan (RTMP) Exhibit 9-2:



East Side Lands as defined in RTMP Exhibit 9-2.

Our conclusion from the RTMP is that there is no definitive need for any Regional arterial roadway or improvement to Black Bridge Road at this time. Therefore the current project as planned has not used any reference to these East Side Lands for the justification of the project. The project purpose is to maintain the existing roadway to accommodate existing traffic demand. Existing travel demand of 2,500 vehicles/day is

consistent with the range of values expected for a rural collector roadway (reference the Municipal Works Design Manual from the Municipal Engineers Association).

Thank you for taking the time to provide these comments.

Yours very truly,

A handwritten signature in black ink, appearing to be 'S. Taylor', written in a cursive style.

Steve Taylor P.Eng., Project Manager

Copy: Justin Armstrong, City of Cambridge Project Manager
George Elliot, Commissioner of Transportation and Public Works

6.3(a).



March 2015

2014 ANNUAL MONITORING REPORT

Nestle Waters Canada Aberfoyle Site

Submitted to:
Nestle Waters Canada
101 Brock Road South
Guelph, Ontario
N1H 6H9

CLERK'S DEPARTMENT	
TO	
Copy	
Please Handle	
For Your Information	
Council Agenda	May 20/15
File	

REPORT

Report Number: 13-1152-0250 (1000)

Distribution:

- 3 Copies - Nestle Waters Canada
- 2 Copies - Ministry of Environment and Climate Change
- 2 Copies - Golder Associates Ltd.





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APPENDIX A

Permit To Take Water Number 1381-95ATPY

APPENDIX B

TW3-80 Borehole Log

APPENDIX C

TW3-80 Water Taking

APPENDIX D

Groundwater Level Monitoring

APPENDIX E

Surface Water Level Monitoring

APPENDIX F

Surface Water Flow Monitoring

APPENDIX G

Stream Temperature Monitoring

APPENDIX H

Biological Monitoring



1.0 INTRODUCTION

Golder Associates Ltd. (Golder) was retained by Nestlé Waters Canada (Nestlé) to conduct the annual monitoring program and report preparation for the Nestlé Aberfoyle Site as required by Permit To Take Water (PTTW) Number 1381-95ATPY issued by the Ministry of the Environment and Climate Change (MOECC). The PTTW is included in Appendix A. The PTTW was issued on December 19, 2013 and expires on July 31, 2016. The location of the Aberfoyle Spring/Plant (Site) is provided on Figure 1.1.

The PTTW authorizes water taking from two on-Site bedrock wells located on Lot 23, Concession 7, Geographic Township of Puslinch, Wellington County, Ontario. Water from TW3-80 is taken for the purpose of bottling water while water from TW2-11 is taken for miscellaneous purposes such as providing water to the on-Site pond for fire fighting purposes.

A summary of the PTTW Conditions and where the information can be found in this report are outlined in Table 1:

Table 1: Permit To Take Water Conditions

Condition Number	Condition Description	Report Section
3.2, 3.3, 3.4	Identifies use, rates, time and total takings allowed.	3.1.1, 4.1, Appendix C
4.1	Maintain a daily record of all water takings including date, volume of water taken and rate at which it was taken.	Appendix C
4.2, 4.3, 4.6	Establish the specified groundwater and surface water monitoring programs including monitoring requirements and monitoring timing.	3.1.2, 3.1.3
4.4	Undertake wetland monitoring and red surveys and submit results to Director.	Appendix H
4.5	If monthly water takings exceed 83,700,000 L, then multi-level piezometer data for selected wells must be submitted to the Director within 30 days of the end of the calendar month.	4.1
4.7	Notify the Director of monitoring locations that become inaccessible or abandoned and provide a recommendation for replacement.	3.1.2.1, 3.1.3.1
4.8	Prepare and submit an annual monitoring report to the Director which presents and interprets the data collected under the conditions of the PTTW.	This report
4.9	Submit details of the bottling operations to the Director.	4.1
5.1	Notify the local District Office of any complaint arising from the taking of water and proposed action to rectify the complaint.	4.1
5.2	Supply water to anyone with a water supply (in effect prior to this taking) that has been negatively impacted.	Not applicable

Golder began monitoring at the Site in May 2014. Prior to that, monitoring was undertaken by Conestoga Rovers and Associates (CRA) and Nestlé. The MOECC has requested that the reporting follow the same outline and presentation as previous reports. As such, background information from the 2013 annual report (CRA, 2014) is included/summarized within this report (i.e., background and geologic interpretations are as per previous investigations). No new geologic characterization was performed as part of the 2014 work.

The report has been structured as follows:



- Section 1.0: Introduction including site location, history, and construction details for supply well TW3-80.
- Section 2.0: Regional setting including a description of topography, drainage, physiography, geology and hydrogeology (as per previous CRA (2014) reporting).
- Section 3.0: Summary of 2014 field investigations including a description of field activities conducted in 2014.
- Section 4.0: Monitoring Program Results including a summary and analysis of the data collected in 2014.
- Section 5.0: Conclusions from the 2014 monitoring program.
- Section 6.0: Recommendations from the 2014 monitoring program.

1.1 Historical Summary

TW3-80 was constructed in April 1980 for a proposed fish farming operation. In December 2000, the Perrier Group of America, a Nestlé Company, purchased the Site. Numerous permits have been issued for TW3-80 since that time allowing for water taking for bottling water purposes. Additional investigations have occurred over the years to help confirm that the water supply is sustainable with little impact to the natural environment. These additional investigations have been requirements of previous permits and have been completed to the satisfaction of the MOECC. No additional studies were required in 2014.

Most recently, PTTW Number 1381-95ATPY was issued in December 2013 which also allows for water taking from TW2-11 for miscellaneous purposes (such as providing water to the on-Site pond for fire fighting purposes) but not bottling water. The combined water taking from TW3-80 and TW2-11 is restricted to 3,600,000 L per day (951,019 USgpd).

1.2 Construction Details For Supply Well TW3-80

The borehole log for TW3-80 (Appendix B) indicates a clayey silt till is present to a depth of 12.2 m (40 ft), and is underlain by 2.4 m (8 ft) of fine to medium sand. Bedrock was encountered at a depth of 14.6 m (48 ft) and the well was drilled 27.7 m (91 ft) into the bedrock. The original well was completed to a depth of 42.4 m (139 ft). Based on established nomenclature at the time the well was drilled, CRA (2014) interprets that the bedrock through which TW3-80 was drilled consists of the Guelph Formation dolostone (14.6 to 24.4 m or 48 to 80 ft) and into the Amabel Formation (Eramosa Member and Unsubdivided Member) (24.4 to 42.4 m or 80 to 139 ft). Based on work conducted by the Ontario Geological Survey (i.e., Brunton, 2008, 2009) changes to the bedrock nomenclature have been proposed/revised. Based on the proposed/revised nomenclature, CRA (2014) has interpreted TW3-80 to have been drilled through the Guelph, Eramosa, Goat Island Formations and possibly into the Gasport Formation.

It should be noted that the stratigraphy at TW3-80 is consistent with that of other wells in the area.



When the well was initially constructed in 1980, 305 mm (12 inch) diameter steel casing was installed through the overburden and approximately 0.6 m (2 ft) into the top of rock to a depth of 15.2 m (50 ft). CRA (2014) indicates that the casing was cemented in place. The remainder of the well was completed as a 305 mm (12 inch) diameter open hole.

The bottom portion of the well was sealed in 1999 to pump water with more favourable natural water quality from within the Guelph and Amabel Formations. The work involved filling the lower 11.3 m (37 ft) portion of the open hole with gravel and bentonite grout and then sealing it with a cement cap. The revised finished depth is now 31.1 m (102 ft).

To comply with Nestlé water well construction standards, a liner was installed in the well in 2002. The work involved installing a 250 mm (10 inch) diameter stainless steel liner inside the 305 mm (12 inch) steel casing, and grouting it in place to a depth of 28.4 m (93 ft). The revised open interval of TW3-80 is now 28.4 m (93 ft) to 31.1 m (102 ft) below ground surface. Based on the well details from CRA (2014), a schematic of the well construction is included on Figure 1.2.

2.0 REGIONAL SETTING

CRA provides a description of the regional and local topography, drainage, physiography, and overburden and bedrock geology/hydrogeology for the Site. The following sections provide a summary of the Site conditions as described in the 2013 Annual Report (CRA, 2014).

2.1 Topography and Drainage

The Site is located within the Mill Creek Subwatershed (Figure 2.1) which forms part of the larger Grand River Watershed. Part of Mill Creek is located north of the Nestlé property and generally flows in a southwesterly direction within the study area. A tributary of Mill Creek, referred to as Aberfoyle Creek, flows through the Site, also in a southwesterly direction and converges with Mill Creek west of the Nestlé property. Aberfoyle Creek is located approximately 150 m to the northwest of TW3-80 at its nearest point. Mill Creek and Aberfoyle Creek are shown on Figure 2.1 along with other surface water and wetland features, which are described below.

As shown on Figure 2.1 several ponds exist, both natural and man-made, within a 1 km radius of the Nestlé property. One such pond, referred to as the Aberfoyle Mill Pond, is located east of the Site and discharges water to Aberfoyle Creek. Some small on-Site ponds exist on the Nestlé property. Most of the other ponds in the area appear to be man-made and are off-stream ponds (i.e., not connected to streams). Some of the ponds are the result of aggregate extraction below the water table.

In addition to the ponds in the area, several wetland areas are also present within a 1 km radius of the Nestlé property (Figure 2.1). Most of these wetlands are considered part of the Mill Creek Puslinch Wetland Complex and are considered provincially significant wetlands. Wetlands are present within the northwest part of the Nestlé property.

Surface topography is shown on Figure 2.1. Within a 1 km radius of the Nestlé property, ground surface elevations typically range from 310 to 330 masl (metres above sea level) with the lows occurring along Aberfoyle Creek and Mill Creek. CRA (2014) notes that the streambed elevation of the portion of Aberfoyle Creek that traverses the northwestern portion of the Site is approximately 311 masl (+/- 0.5 m).



2.2 Physiography

The existing landforms and most of the surficial soils in the area were created/deposited during the most recent glacial period, specifically the recession of the Lake Ontario ice lobe. During the recession of the Lake Ontario ice lobe three distinct end moraines were formed in the area: the Paris Moraine, the Galt Moraine and the Moffat Moraine (from oldest to youngest as defined by Karrow (1987)). Chapman and Putnam (1984) define this physiographic region as the eastern limb of the Horseshoe Moraines which is characterized by northeast-southwest trending bands of hummocky terrain containing three distinct moraines. The Paris Moraine is situated to the north of the Site and the Galt Moraine is situated to the south of the Site. These moraines are primarily composed of till and form the major drainage divides for the Mill Creek Subwatershed. The Nestlé property is situated mainly within an outwash gravel plain situated between the two moraines. The outwash gravel plain was likely formed by glacial meltwater associated with a halt in the ice retreat during the formation of the Galt Moraine.

2.3 Geology and Hydrogeology

The following sections provide a summary of the regional and local geology and hydrogeology. The regional interpretation has been summarized from CRA (2014) which was based on published mapping and information contained in the Mill Creek Subwatershed Study (CH2M Gore & Storrie, 1996) and the detailed geologic information has been obtained from logging of the stratigraphy by CRA at locations where monitoring wells have been installed as part of previous field investigations. It should be noted that the bedrock interpretation follows the existing nomenclature and not the revised nomenclature.

CRA (2014) has prepared two cross-sections (A-A' and B-B') and a third section which is an enlargement of part of cross-section B-B'. These sections are included on Figures 2.2 and 2.3a/b, respectively. The locations of the sections are shown on Figure 2.4. Hydrogeologic cross-section A-A' is oriented northwest to southeast through the Site crossing Aberfoyle Creek and including supply well TW3-80. Hydrogeologic cross-section B-B' is oriented southwest to northeast adjacent to the north side of Aberfoyle Creek within the Nestlé property. The section extends to the Nestlé owned property at 46 Gilmour Road.

2.3.1 Regional Overburden Geology and Hydrogeology

The surficial overburden geology, as mapped by the Ontario Geological Survey (OGS) is shown on Figure 2.4. The surficial overburden at the Site is characterized by the following units:

- Peat and muck;
- Outwash gravel;
- Ice-contact gravel: kames and eskers; and
- Stony, sandy silt till (Wentworth Till).

Regionally, the Paris and Galt moraines, located north and south of the Site, respectively, are comprised of Wentworth Till. Karrow (1987) describes the till as a buff-coloured, stony, sandy silt till. Located between the moraines are younger outwash gravel deposits and ice-contact gravel deposits. Deposits along parts of Aberfoyle Creek and Mill Creek are mapped as peat and muck. There are no bedrock outcrops within the study area.



The coarse grained deposits, between the moraines, generally overlie the Wentworth Till. In some areas, particularly the central part of the Mill Creek Subwatershed, the till is not present and the coarse grained deposits are continuous to bedrock. The surficial coarse grained deposits are thinner and separated from the bedrock by the underlying till in the upper and lower reaches of the Mill Creek Subwatershed. Occasional subsurface coarse grained deposits exist at various depths as lenses or discontinuous layers within or between till units (CH2M Gore & Storrie, 1996).

The overburden ranges in thickness from 15 m (50 ft) in low-lying areas of the subwatershed near Mill Creek and Aberfoyle Creek to 35 m (115 ft) along the crests of the Paris and Galt Moraines, (Drift Thickness Map P.535, M.A., Vos, 1968; CH2M Gore & Storrie, 1996).

The Mill Creek Subwatershed Study (CH2M Gore & Storrie, 1996) summarizes the hydraulic conductivity values of the various units as follows: sand and gravel deposits ranging from 3.7×10^{-4} to 2×10^{-1} cm/sec with the wide variability believed to be due to variable proportions of silt within the sand and gravel deposits, and; Wentworth Till ranging from 1×10^{-6} to 1×10^{-3} cm/sec.

2.3.2 Local Overburden Geology and Hydrogeology

Locally, within a 1 km radius of the Site, the overburden is typically 15 m (50 ft) to 20 m (65 ft) thick and consists mainly of outwash gravel or ice-contact gravel deposits. As previously discussed, these coarse grained deposits are situated between the moraines and are elongated in a southwest to northeast direction. The Wentworth Till is mapped as the surficial deposit along the moraines to the southeast (approximately 500 m) and northwest (approximately 2 to 2.5 km) of TW3-80.

A review of the cross-sections (Figures 2.2 and 2.3a/b) with the surficial geology mapping (Figure 2.4) indicates that the surficial deposits correspond well with those identified by regional mapping with the exception of the area around TW3-80. Outwash gravel is mapped as the surficial deposit in this area, however during drilling the first unit encountered was till. CRA (2014) indicates that this discrepancy may exist because the majority of the surficial sand and gravel deposit at the Site was removed during aggregate operations conducted by a previous Site owner.

Moving along cross-section A-A' (Figure 2.2) from northwest to southeast indicates that from approximately County Road 34 to Maple Leaf Lane coarse grained materials (sand and gravel, silty sand) exist that extend to bedrock. The geology from around Maple Leaf Lane to the northwest part of the Nestlé property changes to layered sands (or sand and gravel) and silt till and the area to the southeast, including TW3-80, consists of a thick till unit with some coarse grain materials either above or below the till.

Moving along cross-section B-B' (Figure 2.3) from southwest to northeast indicates that at the Nestlé property, the geology consists of sand and gravel grading to sand and silt overlying sandy silt till with sand and gravel deposits observed within or at the base of the till in some locations. Northeast of the Nestlé property the ground elevations increase in the area of the Galt Moraine. The geology in this area consists mainly of a thick till unit.



Horizontal hydraulic conductivity testing of coarse grained materials is summarized by CRA (2014) as follows:

- MW1B-07 (predominantly screened across silty sand) - 1.2×10^{-2} cm/sec (which is on the high side of the range that would typically be expected for silty sand (10^{-5} to almost 10^{-1} cm/sec, Freeze and Cherry, 1979);
- MW2E-07 (upper sand and gravel) - 2.3 cm/sec; and
- MW2D-07 (lower sand and gravel) - 3.0×10^{-2} cm/sec.

Horizontal hydraulic conductivity of the till unit is summarized by CRA (2014) as follows:

- MW1C-04 - 3.2×10^{-5} cm/sec;
- MW1A-07 - 4.6×10^{-4} cm/sec; and
- Grain size samples - 6.4×10^{-7} cm/sec to 1.6×10^{-3} cm/sec.

Vertical hydraulic conductivity testing in boreholes advanced adjacent to Aberfoyle Creek is summarized by CRA (2014) as follows:

- Permeable (shallow upper 2 m) soils (ranging in composition from sand with silt, to sand and gravel) - 4.5×10^{-4} to 5.8×10^{-2} cm/sec; and
- Lower permeability materials in the deeper portions (ranging in composition from sandy, silty, gravel (till) to sandy gravel with some silt (till)) - 1.3×10^{-7} to 2.1×10^{-5} cm/sec.

Water levels were measured by CRA after TW3-80 had been shut-down for 3.4 days in October 2010. CRA (2014) interpretation of the non-pumping condition overburden groundwater levels is presented on Figure 2.5, which indicates that the direction of groundwater flow in the overburden is generally to the southwest, with local components of flow to the west and south toward Aberfoyle Creek. CRA (2014) indicates that this flow configuration is similar to the pattern previously presented for the October 2004 and November 2006 shutdowns.

2.3.3 Regional Bedrock Geology and Hydrogeology

The regional bedrock geology is shown on Figure 2.6.

The bedrock hydrogeologic units underlying the Site, which are relevant to this study, are summarized by CRA (2014) as follows (from top to bottom):

- Guelph Aquifer;
- Eramosa Aquitard;
- Amabel Aquifer; and
- Cabot Head Formation.

As previously discussed, revisions to the stratigraphic groupings and nomenclature have been revised based on work by the OGS over recent years (i.e., Brunton 2008, 2009). The need to update to the revised nomenclature has been recognized but is not part of the scope for this monitoring report which used the previous nomenclature and interpretations in CRA (2014) for consistency. CRA (2104) provides the following descriptions of the bedrock hydrogeologic units of interest.



Guelph Aquifer

The Guelph Formation is the upper bedrock aquifer unit in the study area and typically consists of brown to grey dolostone. The Guelph Formation is characterized by relatively thick bedding and a medium to fine crystalline texture (Telford, 1976, 1979). Regionally, the thickness of the Guelph Aquifer is on the order of 15 m (50 ft) at a location approximately 3.2 km northeast of the Site and ranges up to 30 m (100 ft) at the western edge of Puslinch Township (CH2M Gore & Storrie, 1996).

Eramosa Aquitard

The Eramosa Aquitard unit consists of dark brown or black bituminous dolostone that is thin bedded and has a fine crystalline texture. Due to its low vertical hydraulic conductivity, it is recognized regionally as an aquitard. Based on the CRA (2014) interpreted cross-sections, the Eramosa Aquitard is estimated to range in thickness from approximately 6 m to 12 m in the area of the Site.

Amabel Aquifer

The Amabel Aquifer consists of blue-grey to buff dolostone that is massive in structure and has a fine crystalline texture. Biothermal and/or reefal structures as well as associated fossiliferous beds are relatively common. Wells in the vicinity of the Nestlé Site are generally not drilled through the entire Amabel Aquifer, however the thickness of the Amabel is reported to be 35 m (115 ft) approximately 3.2 km northeast of the Site, and 30 m (100 ft) to 35 m (115 ft) thick in the Cambridge area, which is 15 km southwest of the Site (Telford, 1979). Nestlé's supply well (TW3-80) obtains water from this aquifer.

In the revised nomenclature system, the Amabel Aquifer unit interpreted by CRA generally corresponds from top to bottom to the: Goat Island, Gasport, and Irondequoit Formations.

Cabot Head Aquitard

The Cabot Head Formation is composed of green and grey shale with interbedded limestone. It is generally accepted that the shales of the Cabot Head Formation are an aquitard underlying the Amabel aquifer.

2.3.4 Local Bedrock Geology and Hydrogeology

The bedrock surface is somewhat irregular, but generally dips to the southwest. The bedrock elevation in the vicinity of the Nestlé property declines from approximately 305 masl northeast of the Site to 295 masl southwest of the Site. Bedrock topography mapping by Telford (1979) indicates a north-south trending regional bedrock valley occurs near the Site. This valley is relatively well defined north of Aberfoyle, but is broader and less well defined in the area south of Aberfoyle (CH2M Gore & Storrie, 1996). It has also been observed that the drainage pathway of Mill Creek generally follows this buried bedrock valley over a large part of the subwatershed (CH2M Gore & Storrie, 1996).

Additional information on the bedrock units is presented below based on observations during local drilling and testing.



Guelph Aquifer

Logging of bedrock cores by CRA indicates that the Guelph Aquifer is a buff or light brown to grey microcrystalline dolostone with a low to moderate degree of fracturing and weathering with rock quality designation (RQD) values typically ranging from 83 to 100 percent. The upper 0.3 m (1 ft) to 0.6 m (2 ft) is noted to be highly fractured and weathered. CRA also notes thin black stylolites, occasional vugs/vuggy zones and occasional fossils were also observed in this unit. Based on data from eight locations, CRA notes that the Guelph Aquifer is typically less than 5.0 m (16 ft) thick in the vicinity of the Site, which is thin, relative to the regional scale information.

In the vicinity of the Site, the bedrock surface elevation (top of the Guelph) ranges from about 295.1 to 308.9 masl. CRA also notes the presence of bedrock valley that corresponds reasonably well to the location presented in the Mill Creek Subwatershed Plan (CH2M Gore & Storrie, 1996).

Horizontal hydraulic conductivity testing at wells completed in the Guelph Aquifer is summarized by CRA (2014) as follows:

- MW2C-07 - 7.7×10^{-5} cm/sec; and
- MW3C-07 - 1.1×10^{-2} cm/sec.

CRA (2014) has also interpreted the potentiometric surface of water levels in the Guelph Aquifer under non-pumping conditions observed after a 3.4 day shut-down in October 2010. The interpretation is shown on Figure 2.7 with the groundwater flow direction identified in a southwest, south and southeast direction which is reported to be similar to the pattern previously presented for the October 2004 and November 2006 shutdowns.

Eramosa Aquitard

Logging of bedrock cores at the Site by CRA indicates that the Eramosa is a microcrystalline shaley limestone that is typically dark grey, thin-bedded, has a bituminous odour, and exhibits a low to moderate degree of fracturing and weathering with RQD values ranging from 70 to 100 percent. CRA also notes occasional vugs/vuggy zones and occasional to frequent stylolites. The upper contact with the Guelph Aquifer is gradational and the lower 3 m (10 ft) of the Eramosa contains alternating beds of dark grey and black, shale and limestone.

In the vicinity of the Site, the elevation of the top of the Eramosa ranges from approximately 293.4 to 300.6 masl. The thickness of the Eramosa ranges from 8.3 m (27 ft) to 12.8 m (42 ft) based on the detailed logging.

Horizontal hydraulic conductivity testing at wells completed in the Eramosa is summarized by CRA (2014) as follows:

- MW2B-07 - 4.9×10^{-5} cm/sec; and
- MW3B-07 - 1.5×10^{-3} cm/sec.

Amabel Aquifer

No boreholes were drilled through the entire Amabel Aquifer, however five of the wells penetrating the Amabel contain rock core that is interpreted by CRA to be microcrystalline to crystalline, dolomitic limestone with a low to moderate degree of fracturing and low degree of weathering. CRA also notes that it is typically light grey, buff or brown in the upper portion and light to dark grey in the lower portion with bedding that is relatively massive with typical RQD values ranging from 98 to 100 percent. Thin black stylolites occur occasionally to



frequently and vugs/vuggy zones occur occasionally and appear to be more prominent in the lower portion of the boreholes. Occasional fossils are also present in this unit.

In the vicinity of the Site, the upper surface of the Amabel ranges from approximately 282.0 to 290.1 masl. Although TW3-80 does not penetrate the thickness of the Amabel Aquifer, CRA interprets the thickness to be about 53.9 m based on the water well record for TW1-00, located about 6.1 m northeast of the supply well (since abandoned) which is thicker than the range reported for the Mill Creek Subwatershed of 30 to 35 m.

Horizontal hydraulic conductivity testing at wells completed in the Amabel is summarized by CRA (2014) as follows:

- MW3A-07 - 4.3×10^{-5} cm/sec; and
- MW2A-07 - 1.0×10^{-3} cm/sec.

CRA (2014) has also interpreted the potentiometric surface of water levels in the Amabel under non-pumping conditions observed after a 3.4 day shut-down in October 2010. The interpretation is shown on Figure 2.8 with the groundwater flow direction to the southwest in the vicinity of supply well TW3-80 which is reported to be similar to the pattern previously presented for the October 2004 and November 2006 shutdowns.

3.0 SUMMARY OF 2014 FIELD INVESTIGATIONS

This section describes the field activities performed in 2014 associated with PTTW Number 1381-95ATPY (for TW3-80 and TW2-11).

3.1 Groundwater and Surface Water Monitoring Program

The field activities included completion of a monitoring program including maintaining a record of water taking and measurement of groundwater levels, mini-piezometer levels, surface water levels, flows and temperatures. Monitoring events were conducted during the third week of each month by CRA and Nestlé from January to April and by Golder from May to December. The monitoring program includes the following instrumentation:

- 2 production wells (TW3-80, TW2-11);
- 16 monitoring well nests with a total of 38 monitors;
- 7 surface water stations;
- 9 mini-piezometer nests with a total of 18 monitors;
- 6 temperature stations; and
- 11 private wells.

The monitoring locations are shown on Figures 3.1 through 3.3. Previous wells that have been decommissioned or are no longer part of the monitoring program are shown on Figure 3.4. All of the existing monitoring locations and the decommissioned or unused wells are shown on Figure 3.5.



3.1.1 Water Taking

Water taking from TW3-80 in 2014 was measured using a Krohne magnetic flow meter that is wired to an Allen-Bradley industrial Programmable Logic Controller. The instantaneous water flow (USgpm) and volume (US gallons) are recorded at 2 locations. The flow meter was most recently calibrated on December 11, 2013 by Endress+Hauser (per Nestlé).

The daily volumes taken from supply well TW3-80 in 2014 are provided in Appendix C. No water was taken from TW2-11.

3.1.2 Groundwater Monitoring Program

Groundwater levels have been measured at various locations for varying periods of time on and off Site since December 1980. Following the purchase of the Site by the Perrier Group of America, a monthly monitoring program was initiated in December 2000. Changes to the monitoring program have been made over time as a result of PTTW requirements, well abandonments, physical inaccessibility to wells, and property ownership changes.

The monitoring locations for the 2014 groundwater monitoring program are shown on Figures 3.1 and 3.2 and are summarized as follows:

Overburden Monitors

- TW1-93, TW1-99, MW10A-09, MW2D-07, MW2E-07, MW4C-07, MW-S, PCC-S, PCC-I

Bedrock Monitors

Guelph Monitors

- MW-D, MW-I, PCC-D, MW2C-07, MW4B-07, MW6B-08, MW7B-08, MW8B-08, MW10B-09, MW14C-11, 8 MLL (67-08317), 2 Brock Road North, 58 Brock Road South, 7404 Road 34 (67-07589), Y, MW15B-12, MW16B-12, MW17B-12, MW18B-12

Eramosa Monitors

- MW2B-07, MW14B-11, I (67-07389)

Amabel Monitors

- TW3-80 (Production Well), TW2-11, Fireflow, MW2A-07, MW4A-07, MW6A-08, MW7A-08, MW8A-08, MW10C-09, MW10D-09, MW14A-11, B (67-07383), M1 (67-13755), PW5 Meadows of Aberfoyle (67-1197), 67-08740, W2 (67-13335), MW15A-12, MW16A-12, MW17A-12, MW18A-12.

CRA (2014) notes that some private wells are open across multiple bedrock units (for example private wells with a finished depth in the Amabel are typically open across the Guelph and Amabel). Wells constructed in this manner have been grouped with the lowermost unit in which they are installed. It should be noted that water levels measured in wells open to multiple aquifer units represent a composite water level.

Water levels were measured and dataloggers downloaded at all locations during the third week of each month. Where required by the PTTW, dataloggers were used to record water levels at 60-minute intervals. The groundwater levels measured in 2014 are presented in Appendix D.



3.1.2.1 Missing Data

The following table provides a list and description of missing data from the 2014 groundwater monitoring. Some of the missing data is due to winter conditions and inaccessibility. Transducer issues generally occurred before Golder’s involvement with the monitoring program.

Table 2: Missing Groundwater Data from the 2014 Monitoring

Monitoring Location	Missing Data	Comment
MW2C-07	Transducer water levels from January to mid-March	Transducer issue
MW7A-08	Transducer water levels from mid-March to mid-April	Transducer issue
MW8A-08	Transducer water levels from mid-November to end of December	Water level in well frozen
MW10B-09	Transducer water levels from January to mid-March	Transducer issue
MW14A-11	Transducer water levels from mid-March to mid-April	Transducer issue
TW2-11	Transducer water levels from January to mid-March	Transducer issue
B Well	Manual water level in July	No access through new well pit lid
I Well	Manual water level in January	Not accessible
MOE 67-07589	Manual water levels in January, February and March	Not accessible (under snow)
58 Brock Road South	Manual water level in February	Not accessible (under snow)
Y Well	Manual water levels in February and March	Not accessible (under snow)

3.1.3 Surface Water Monitoring Program

The surface water monitoring program includes the following components:

- Surface water levels;
- Stream flow;
- Water levels in nested mini-piezometers; and
- Temperature at the sediment-water interface.

The 2014 surface water monitoring locations are shown on Figure 3.3 and summarized below.

Surface Water Levels

Measurement of surface water levels was initiated in December 2001 as part of Nestlé’s monthly monitoring program. In 2014, surface water levels were measured at the following locations:

- Aberfoyle Creek
 - SW1 - located within the upstream part of the Nestlé property
 - SW2 - located within the downstream part of the Nestlé property
 - SW3 - located at Gilmour Road, upstream of the Nestlé property



- Mill Creek
 - SW4 - located on Mill Creek at Maple Leaf Lane, upstream of the confluence with Aberfoyle Creek.
 - SW5 - located on Mill Creek at McLean Road, downstream of the Nestlé property.
- Ponds:
 - SW9 - located in the Dufferin Aggregates owned pond located southeast of the Nestlé property.
 - SW10 - located in the Dufferin Aggregates owned pond at the entrance to the Nestlé property.

Water levels were measured at all locations during the third week of each month. At SW1 and SW2, dataloggers were used to record water levels at 60-minute intervals, which were also downloaded once a month. The surface water levels for 2014 are presented in Appendix E.

Stream Flow

Measurement of surface water flow was also initiated in December 2001 as part of Nestlé's monthly monitoring program. Surface water flow was measured at SW1 (upstream part of Nestlé property) and SW2 (downstream part of Nestlé property) in Aberfoyle Creek during the third week of each month in 2014. Stream flow velocities were measured using a Valeport electromagnetic flow meter and the surface water flows were calculated using the cross-sectional area-velocity method. The surface water flow calculations for 2014 are presented in Appendix F.

In addition, the monthly surface water elevations ("stage") and stream flow measurements ("discharge") collected in 2014 were used to establish the stage-discharge relationships (rating curves) at SW1 and SW2. The rating curves were used to calculate stream flow from the continuous water level measurements at SW1 and SW2.

Mini-Piezometers

Mini-piezometers were initially installed in 2004 with additional mini-piezometers being installed since that time. In 2014, water levels were measured in mini-piezometers at six locations each containing a shallow and a deep monitor. For background purposes, one mini-piezometer nest (MP11S-08/D-04) has been installed in the bank, adjacent to a tributary of Aberfoyle Creek upstream of the Nestlé property. Mini-piezometer nests are located along Aberfoyle Creek on the Nestlé property to Mill Creek downstream of the confluence of the two creeks as follows:

- MP16S/D-08
- MP6S-08/D-04
- MP12S/D-04
- MP14S/D-07
- MP8S/D-04
- MP19S/D-12
- MP17S/D-11
- MP18S/D-11



Water levels were measured and dataloggers downloaded at all locations during the third week of each month. Dataloggers were used to record water levels at 60-minute intervals. The water levels measured in 2014 are presented in Appendix E.

Temperature

Measurement of surface water temperature began in 2005. In 2014, surface water temperature was measured at six locations along Aberfoyle Creek. The most upstream location is situated at Brock Road with the remainder of the sites located on the Nestlé property downstream of Brock Road. Beginning upstream and moving downstream, the stream temperature sites are as follows:

- ST6-08
■ ST1-05
■ ST2-05
■ ST3-05
■ ST4-05
■ ST5-05

Air temperature is also measured in a shaded area at ST1-05.

The dataloggers are located at the sediment-water interface with temperature data measured and logged at 30-minute intervals using Stowaway Tidbit® dataloggers. Two dataloggers are installed at each site.

C. Portt and Associates Ltd. (2011) conducted a review of the appropriateness of the methodology for the temperature monitoring program. The report was approved by the MOE in October 2011 and recommendations from the report were implemented by CRA at that time. All temperature data collected is analyzed by C. Portt and Associates using ThermoStat software. A report on the surface water temperature is included as Appendix G.

3.1.3.1 Missing Data

The following table provides a list and description of missing data from the 2014 surface water monitoring. Some of the missing data is due to winter conditions. Transducer issues generally occurred before Golder's involvement with the monitoring program.

Table 3: Missing Surface Water Data from the 2014 Monitoring

Table with 3 columns: Monitoring Location, Missing Data, and Comment. Rows include MP8S-04, MP8D-04, SW9, SW10, SW2, and ST1.



3.2 Biological Monitoring

Wetland monitoring and redd surveys were undertaken as recommended in the '2010 Biological Monitoring Program Final Report' by C. Portt and Associates dated January 28, 2011. This work was completed by Beacon Environmental, in association with C. Portt and Associates, in 2014 with the report included in Appendix H.

3.3 Monitoring Well Abandonments

No monitoring wells were abandoned/decommissioned in 2014. Nestlé plans to decommission some of their unused wells in 2015.

3.4 Surveying

Mini-piezometer nests and surface water monitoring locations were surveyed by CRA in 2013 to validate the reference elevations for the surface water monitoring portion of the program due to the potential for mini-piezometers and other shallow installations such as T-bars to heave. No surveying was conducted in 2014. The mini-piezometers should be surveyed again in 2015.

4.0 MONITORING PROGRAM RESULTS

4.1 Water Taking for TW3-80 and TW2-11

Water taking at the Nestlé Aberfoyle site in 2014 was governed by PTTW 1381-95ATPY which permits water to be taken from two wells as outlined in Table 2.

Table 4: Permitted Water Takings at Aberfoyle

Source	Maximum Rate	Maximum Number of Hours of Water Taking per Day	Maximum Daily Water Taking	Maximum Number of Days of Water Taking per Year
TW3-80	2,500 L/min (660 USgpm)	24	3,600,000 L/day (951,019 USgpd)	365
TW2-11	475 L/min (125 USgpm)	24	684,000 L/day (180,694 USgpd)	365
Total			3,600,000 L/day (951,019 USgpd)	

The daily water taking at TW3-80 ranged from 72,407 L/day (19,128 USgpd) to 3,167,025 L/day (836,640 USgpd) and was less than the daily amount allowed on the PTTW. The daily water takings for 2014 are tabulated in Table C1 in Appendix C. The rates are not available from August 21 to September 4, however total daily volumes are recorded. During this period the Guelph Factory SCADA (Supervisory Control and Data Acquisition) system was upgraded. During the upgrade process, the system was not collecting and archiving some of the rates.

The total volume of water taken in 2014 from TW3-80 was 678,452,126 L (179,228,175 US gal). The total volume of water taken each year from 2001 to 2014 is presented on Figure 4.1. The annual taking is slightly higher than the water takings since 2009 but less than the annual water takings from 2002 to 2008. In 2014, the total volume taken accounted for approximately 52% of the permitted volume. Since 2009, the groundwater



taking has been relatively stable in the range of 44% to 52% of the permitted taking based on annual average per day.

The monthly water takings in 2014 from TW3-80 ranged from 37,771,340 L (9,978,137 US gal) in February to 74,156,318 L (19,590,036 US gal) in July. The monthly water takings for the past 5 years are presented on Figure 4.2.

Condition 4.5 of the PTTW indicates that if the monthly amount of water taken exceeds 83,700,000 L, then multi-level piezometer (MP6, MP12, MP11 and MW2) data shall be submitted to the MOECC. The monthly threshold of 83,700,000 L represents 75% of the permitted monthly water taking, based on a 31-day month. As shown on Figure 4.2, the monthly water takings in 2014 were less than the 83,700,000 L threshold, and therefore no multi-level piezometer data was submitted to the MOECC during the year.

No water was taken from TW2-11 in 2014.

Condition 4.9 of the PTTW requires details of the bottling operations such as location and name of facilities where water is delivered in bulk containers, if bulk water is containerized at the receiving location, the size of the containers into which the water is transferred and total volume of water transported in bulk to each remote facility. Nestlé has indicated that no water was shipped in bulk (container greater than 20 litres) in 2014.

As per Condition 5.1, Nestlé has indicated that no complaints arising from the taking of water authorized under this PTTW were received in 2014.

4.2 Groundwater Monitoring Program

The groundwater level data measured in 2014 at the monitoring wells is tabulated in Appendix D along with hydrographs of the water levels. The hydrographs also include the daily pumping volumes at TW3-80 and daily precipitation as recorded at a combination of the Kitchener/Waterloo and Waterloo Wellington 2 meteorological stations.

4.2.1 TW3-80

Water levels and average daily pumping rates for TW3-80, along with daily precipitation, between 2010 and 2014 are shown on Figure D1.

Water levels measured in 2014 at TW3-80 range from approximately 300 to 313 masl under pumping and non-pumping conditions. These variations in water levels are mainly due to changes in the pumping rate and are within the historical range of water levels observed at TW3-80.

Operation records of TW3-80 indicate that well is seldom shut-down for significant periods of time and as such, there are few non-pumping water levels available. Based on previous shutdowns, CRA (2014) indicates that the non-pumping water levels are approximately 311 to 313 masl or 3.5 to 5.5 m below ground surface. The lower water levels, or estimated pumping levels in 2014, range from approximately 300 to 305 masl. Based on a static water level of 313 masl, the estimated drawdown at the well in 2014 ranged from approximately 8 to 13 m. CRA (2014) indicates that the total available drawdown to the top of the pump intake is about 20.7 m (based on a static water elevation of 313 masl and a top of pump intake elevation of approximately 292.3 m masl). The 2014 water levels along with the historical water levels shown on Figure D1 appear to be stable and the groundwater taking at the TW3-80 does not appear to have caused a long-term decline in the aquifer. Any potential declines in the pumping well may be attributed to well efficiency rather than aquifer decline, which can be assessed based on water levels measured in the monitoring wells.



4.2.2 Amabel Monitors

Hydrographs for other wells completed in the Amabel Aquifer are included on Figures D2 through D18 in Appendix D. It should be noted that private wells installed in the Amabel Aquifer are constructed as open hole installations and are therefore also open through the Guelph Aquifer and the Eramosa Aquifer.

A review of the hydrographs of wells completed in the Amabel Aquifer, specifically with continuous data, indicate the following:

- Water levels measured within this aquifer in 2014 are within the range measured over the past five years and appear stable.
- Water levels are affected mainly by pumping of TW3-80. The amount of influence varies based on distance away from TW3-80 and existing hydrogeologic conditions. Typically wells further away from TW3-80 show less affect from pumping.
- There is a slight rise in water levels in April that is not due to changes in pumping at TW3-80 but may be due to spring recharge.
- The closest monitoring well in the same aquifer as TW3-80 is MW2A-07, located approximately 150 m northwest of TW3-80 by Aberfoyle Creek. In 2014, the difference between high and low water levels at MW2A-07 was approximately 3 m with approximately 2 m of fluctuation in the high (estimated non-pumping) water levels over the year. For comparison, wells located further away (upgradient - MW6A-08, MW8A-08, MW10C-09 and MW10D-09; downgradient – MW15A-12, MW16A-12 and MW17A-12) showed only minor difference between high and low water levels and approximately 0.5 to 1.5 m of fluctuation over the year. Some of the fluctuation over the year at MW2A-07 is likely due to pumping variations.
- There appears to be a better hydraulic connection between TW3-80 and MW7A-08 (located approximately 1,050 m north of TW3-80) compared to the connection between TW3-80 and MW14A-11 (located approximately 750 m northwest of TW3-80) and TW3-80 and MW18A-12 (located approximately 750 m southwest of TW3-80). This may also indicate that the zone of influence extends further upgradient toward MW7-08 as opposed to downgradient toward MW18-12. This interpreted hydraulic connection is consistent with previous years.

The highest pumping volume occurred during the month of July. To review the groundwater flow pattern under these circumstances, a potentiometric surface of the Amabel Aquifer was prepared (Figure 4.3) based on the water levels measured during the monthly monitoring event (July 22, 2014). A review of the potentiometric surface on July 22, 2014, indicates groundwater flow toward TW3-80 occurs from the northeast, north and northwest. The greater hydraulic connection with the area toward MW7-08 is evident in the potentiometric surface under pumping conditions.



4.2.3 Eramosa Aquitard

Hydrographs for wells completed in the Eramosa Aquitard are included on Figure D19 in Appendix D. This unit is typically considered an aquitard and as such only three wells are monitored within this unit including one private well ("I"). The two monitoring wells (MW2B-07 and MW14B-11) are sealed within the Eramosa Aquitard but, like other private wells, "I" is constructed as an open hole that is also open to the Guelph Aquifer. Overall, the Guelph Aquifer is more permeable than the Eramosa Aquitard and as such the water levels are representative of conditions in the Guelph Aquifer.

A review of the hydrographs of wells completed in the Eramosa Aquitard, specifically with continuous data, indicate the following:

- Water levels measured within this aquitard in 2014 are within the range measured over the past five years and appear to be stable.
- Although the Eramosa is considered an aquitard, water levels in these wells respond to pumping at TW3-80 (i.e. up to 2 m at the closest monitoring well MW2B-07).
- A review of water levels in the closest monitoring well (MW2B-07) to TW3-80, indicates that the difference between high and low water levels was approximately 2 m with approximately 2 m of fluctuation in the high (estimated non-pumping) water levels in 2014. This is somewhat damped relative to water levels in the Amabel Aquifer at this location (MW2A-07) where high to low water levels vary by 3 m and fluctuate over the year by 2 m.

4.2.4 Guelph Formation

Hydrographs for wells completed in the Guelph Aquifer are included on Figures D20 through D30 in Appendix D.

A review of the hydrographs of wells completed in the Guelph Aquifer, specifically with continuous data, indicate the following:

- Water levels measured in this aquifer in 2014 are within the range measured over the past five years and appear stable.
- Water levels are affected from pumping at TW3-80. The amount of influence varies based on distance away from TW3-80 and existing hydrogeologic conditions. Typically wells further away from TW3-80 show less affect from pumping.
- There is a slight rise in water levels measured in the wells within the Guelph Aquifer in April that is not due to changes in pumping at TW3-80 but may be due to spring recharge.
- In 2014, the water levels in well MW2C-07 (closest well to TW3-80 in the Guelph Aquifer) had a difference of slightly less than 1 m between high and low water levels with approximately 1 m of fluctuation in the high (estimate non-pumping) water levels over the year. This is somewhat damped relative to water levels in the Amabel Aquifer at this location (MW2A-07) where high to low water levels vary by 3 m and fluctuate over the year by 2 m.



- Wells located further away from TW3-80 (upgradient – MW6B-08, MW8B-08 and MW10B-09; downgradient – MW15B-12, MW16B-12 and MW17B-12) showed only minor difference between high and low water levels and approximately 0.5 m of fluctuation over the year.
- There appears to be a better hydraulic connection between TW3-80 and MW7B-08 (located approximately 1,050 m north of TW3-80) compared to the connection between TW3-80 and MW4B-07 (located approximately 330 m northwest of TW3-80). This is also consistent with previous analyses.

The potentiometric surface of the Guelph Aquifer is also plotted (Figure 4.4) based water levels measured on July 22, 2014 during the month of highest pumping. A review of the potentiometric surface on July 22, 2014, indicates groundwater flow toward TW3-80 occurs from the northeast, north and northwest. The greater hydraulic connection with the area toward MW7-08 is evident in the potentiometric surface under pumping conditions.

4.2.5 Overburden

Hydrographs for wells completed in the overburden are included on Figures D31 through D35 in Appendix D. The intermediate and deep overburden wells are installed in the till, in sand and gravel within or below the till, or deep within the surficial sand and gravel aquifer. Shallow overburden wells are typically installed in the upper portion of the surficial sand gravel.

A review of the hydrographs of wells completed in the overburden indicate the following:

- Water levels measured within the overburden in 2014 are within the range measured over the past five years.
- Water levels in the overburden are affected both by natural events (recharge) and pumping at TW3-80, although the response to pumping in the overburden is damped compared to the Amabel Aquifer and appears to be less than 1 m in nearby monitoring wells.
- Water levels in the overburden fluctuated by 0.5 to 1 m in 2014 with a rise in water levels during the spring.
- A comparison of water levels in the overburden indicates a damped response compared to water levels in the Amabel Aquifer.

The potentiometric surface of the overburden is plotted (Figure 4.5) based water levels measured on July 22, 2014 during the month of highest pumping. A review of the potentiometric surface on July 22, 2014, indicates that groundwater flow is generally in a south to southwest direction with potentially some flow towards Aberfoyle Creek.

4.2.6 Vertical Gradients

Vertical gradients between the Amabel Aquifer and the Guelph Aquifer are plotted on Figures D36 through D42 in Appendix D for multi-level monitoring wells completed in both formations. Note that vertical gradients for the 2012 multi-level wells have not been plotted at this time as there is less than one year of continuous water level data.



In general, a damped response in the Guelph Aquifer relative to the response in the Amabel Aquifer is evident based on a review of the graphs for the multi-level monitoring well locations.

Downward vertical gradients are observed at all of the multi-level monitoring well nests except for the MW8 nest. The gradient at MW8 is upward although it reverses under higher pumping conditions. In general, the downward gradients increase as pumping increases. This is due to the fact that water levels in the Amabel Aquifer respond more to pumping than the water levels in the Guelph Aquifer.

4.3 Surface Water Monitoring Program

The surface water monitoring program includes measurement of mini-piezometer and surface water levels, surface water flow and surface water temperature. The surface water level data measured in 2014 is tabulated in Appendix E along with hydrographs of the water levels and the surface water flow data is tabulated and graphed in Appendix F. The hydrographs also include the daily pumping volumes at TW3-80 and daily precipitation as recorded at a combination of the Kitchener/Waterloo and Waterloo Wellington 2 meteorological stations.

4.3.1 Mini-Piezometer Water Levels

Hydrographs for the mini-piezometer locations are presented on Figures E1 through E9 in Appendix E with “a” figures including data for the last 5 years (2010 to 2014) and “b” figures including data for the current year (2014).

A review of the hydrographs for the mini-piezometers indicates the following:

- Water levels measured in the mini-piezometers in 2014 are within the range measured over the past five years.
- The MP11 mini-piezometer nest is located at the Nestlé Gilmour Road property and is considered to represent background conditions. However, the water level changes at this location are more subtle than at other locations. This may be due to the fact that the nest is constructed in organic material on the bank beside the stream (as opposed to in the stream similar to the other mini-piezometer nests) and the nest is located on a tributary of Aberfoyle Creek (as opposed to the main branch of Aberfoyle Creek). The changes in water levels over 2014 were less than 10 cm. The water levels showed a slight increase at the beginning of April and then declined until near the end of July at which time they rose slightly. Water levels remained relatively stable until mid-September at which point they rose slightly and then remained relatively constant for the remainder of the year. The vertical gradient at the MP11 nest is consistently upward in 2014 similar to previous years.
- There are six mini-piezometer nests situated on the Nestlé property (MP16, MP6, MP12, MP14, MP8, MP19) and two located downstream of the confluence of Aberfoyle Creek and Mill Creek (MP17, MP18). The mini-piezometer nests located upgradient of TW3-80 (MP16, MP6, MP12) and downstream of the confluence (MP17, MP18) all showed fluctuations of approximately 0.75 m while the mini-piezometer nests downgradient of TW3-80 showed fluctuations of approximately 0.5 m. Changes in water levels correspond more with natural events rather than changes in pumping in TW3-80 and as such are mainly due to precipitation, snow melt and evaporation. The increase in fluctuation of water levels at the three wells immediately upgradient of TW3-80 may be attributable to pumping as this decrease in water levels occurs over a period of increased pumping from approximately the beginning of May to the end of July.



- Shallow gradients observed in the mini-piezometers are shown on Figures 10a, b and c. Beginning upstream and moving downstream, the gradients are as follows:
 - MP11 – strong upward gradient that decreases through summer
 - MP16 – weak upward gradient that is relatively constant
 - MP6 – weak upward gradient that reverses through part of September and October
 - MP12 – weak upward gradient that occasional changes to no gradient or a slight downward gradient
 - MP14 – weak to moderate upward gradient
 - MP8 – moderate upward and downward gradients that do not appear to be related to pumping but correlate with precipitation events
 - MP19 – weak upward gradient that is relatively constant
 - MP17 – weak downward gradient that occasionally changes to an upward gradient
 - MP18 – weak upward and downward gradient that does not appear to be related to pumping
- The gradient trends in the upgradient wells appear to be similar with the strongest gradients observed at MP11.
- The gradient trends in the wells are similar to those observed in 2013.

The water levels in the mini-piezometers on July 22, 2015 are plotted on Figure 4.6 which is during the month of highest pumping. Review of the water levels on July 22, 2015 indicates that most of the vertical gradients at the mini-piezometers are either upward or there is little to no gradient with the exception of MP17 where a downward gradient exists (which is observed at MP17 during most of the year). These gradients are similar to those observed in the past with only minor to no influence with well pumping.

4.3.2 Surface Water Levels

Hydrographs for the surface water level monitoring locations are included on Figures E11 through E17 in Appendix E with “a” figures including data for the last 5 years (2010 to 2014) and “b” figures including data for the current year (2014).

A review of the hydrographs for the surface water level monitoring locations indicates the following:

- In general, surface water levels were higher in the spring and fall and lower in the summer.
- Surface water levels are relatively stable over time with no overall increasing or decreasing trend observed.
- Surface water levels measured in 2014 are generally within the range measured over the past five years with the exception of SW1 with changes mainly due to natural events (i.e. precipitation, snow melt and evaporation). From approximately the end of June until the end of August water levels at SW1 were slightly lower than surface water levels observed over the past five years (approximately 4 cm compared to summer water levels in 2012). This corresponds roughly with the highest pumping in 2014. As pumping volumes lowered in mid-August the surface water levels return to within the historical range. It is not known whether these small changes are due to natural conditions or pumping from TW3-80. Precipitation in June



was lower than the normal for the Waterloo Wellington Meteorological Station but the total for June, July and August was similar to the normal due to higher than normal precipitation in July.

- Water levels at SW9, in the pond, likely represent water table conditions. It is our understanding that no discharge from aggregate washing at the sand and gravel operation to the pond has occurred since 2009 (CRA, 2014). There is also no discharge to the pond at SW10 (CRA, 2014).

The water levels at the surface water stations on July 22, 2015 are plotted on Figure 4.6 which is during the month of highest pumping. Review of the water levels on July 22, 2015 indicates that surface water features varied in elevation from approximately 317.4 masl at SW3 to 307.3 masl at SW5 with surface water levels across the Site ranging from 311.4 masl (SW1) to 310.4 masl (SW2).

4.3.3 Surface Water Flow

The monthly stream flow data collected in 2014 is summarized in Appendix F. Stream flow has been measured at these locations since December 2001. SW1 is located along Aberfoyle Creek near the upstream part of the property while SW2 is located along Aberfoyle Creek near the downstream part of the property.

In 2014 stream flow measured (during monthly monitoring) at SW1 ranged from 82.7 L/s (August) to 351.8 L/s (May) and at SW2 stream flow ranged from 91.5 L/s (August) to 402.2 L/s (April). The channel at SW2 was frozen in January and February.

Stage-discharge curves were developed for SW1 and SW2 which show the relationship between surface water elevation (stage) and stream flow (discharge). The updated stage-discharge curves for SW1 and SW2 are presented on Figures F1 and F2, respectively.

Stream flow measured at SW1 and SW2, along with daily pumping rates and precipitation, between 2010 and 2014 are presented on Figure F3. The stage-discharge relationship was used to estimate stream flow from the continuous water level elevation data.

For the 2013 stage-discharge data, CRA (2014) used the 2013 data over the measured range of stream elevation and incorporated the 2011 stage-discharge relationships, that are similar, to include stream elevations beyond those manually measured in 2013. A similar approach was undertaken with the 2014 data since the manual measurements were not taken when stream elevations were in the higher range (i.e. higher levels did not occur during a monitoring event).

The stage-discharge data at SW1 in 2014 were similar to previous years and the stage-discharge curve was kept the same as 2013 (Figure F1). The stage-discharge data at SW2 in 2014 were relatively similar to previous years, however the curve was reassessed and two new curves were developed; one for lower stream elevations and one for higher stream elevations (Figure F2). It should be noted that there are a few occasions when flow was estimated at SW1 and SW2 for stream elevations outside of the stage-discharge curve relationship (typically flows greater than 1,200 L/s).

Review of the flow data indicates the following:

- From mid-March to the end of 2014, the trends in surface water flow at SW1 and SW2 are similar. Flows during the early part of the year vary between the two stations. This may be due to errors associated with frozen conditions or erroneous surface water level data.



- Stream flow at SW1 and SW2 was within the range observed in the past.
- In 2014, stream flow generally increased following the spring melt and then declined through the summer before rising slightly in September and remaining fairly constant for the remainder of the year.

CRA (2014) notes that pumping tests conducted in 2004, 2007, and 2010 have indicated that surface water flow at SW1 and SW2 was not 'measurably' affected by pumping.

4.3.4 Surface Water Temperature

Surface water temperature was monitored at six stations across the Nestlé property.

The average daily water and air temperature data for 2010 to 2014 are shown on Figure G1a and for 2014 on Figure G1b. Review of the data indicates the following:

- The overall trend in stream temperature levels in 2014 is similar to previous years and relatively stable.
- Average daily ambient air temperature varied from -21.0°C to 24.8°C.
- Average daily surface water temperature ranged from 0.2°C to 26.8°C at the upstream end of the property and from 0°C to 25.6°C at the downstream end of the property.
- Surface water temperatures across the site generally get slightly "cooler" moving downstream.
- Ambient air temperature significantly influences stream temperature as seen by the strong correlation between the two although the changes in air temperature are more significant than the changes in surface water temperature. There correlation is not evident during the winter months when air temperature typically drops below 0°C and surface water temperature remains relatively constant around 0°C.

The surface water temperature monitoring results were provided to C. Portt and Associates, and the results were incorporated in their report, which is also included in Appendix G.

The C. Portt and Associates report concluded that:

The water temperature suitability for the fish species found in the Aberfoyle Branch of Mill Creek in 2014 are consistent with previous years. Water temperatures during the June 1 – August 31 period were generally too warm for coldwater species such as brook trout and brown trout and too cold for warmwater species such as smallmouth bass. The water temperatures during this period were most favourable for species such as common shiner that have intermediate thermal requirements. The data continue to demonstrate the important influence of air temperature on water temperature.

4.4 Biological Monitoring Program

The biological monitoring program completed by Beacon Environmental, in association with C. Portt and Associates, in 2014 provides the following conclusion:

In summary, the results of the biological monitoring at the Aberfoyle property to date indicate that there have not been any significant changes to the terrestrial and aquatic monitoring parameters that could be attributable to changes in the environmental factors such as site hydrology. The data suggest that observed changes in species richness and abundance are generally within the realm of natural variation, and in some cases may be attributable to observer bias.



While there are some threats to the biological communities on the property due to the presence and expansion of invasive species, the property continues to support a diverse, high quality natural area.

Recommendations for future biological monitoring are included in the report which is attached in Appendix H.

5.0 CONCLUSIONS

The following conclusions are provided based on the results of the 2014 monitoring program:

- 1) TW3-80 and TW2-11 operated in accordance with the limits outlined in the PTTW. The total volume of water taken in 2014 from TW3-80 was 678,452,126 L (179,228,175 US gal). The daily water taking at TW3-80 ranged from 72,407 L/day (19,128 USgpd) to 3,167,025 L/day (836,640 USgpd). No water was taken from TW2-11 in 2014. Water taking in 2014 was slightly higher than water takings since 2009.
- 2) The water levels in TW3-80, which obtains water from the Amabel Aquifer, ranged from approximately 300 to 313 masl and the estimated drawdown at the well ranged from approximately 8 to 13 m in 2014.
- 3) The trend of water level variation within the Amabel (production aquifer) appears to be stable and the groundwater taking from TW3-80 does not appear to have caused a long-term decline in the aquifer water level.
- 4) The Amabel Aquifer is hydraulically connected to the overlying Guelph Aquifer and overburden aquifer, however the Eramosa acts as an aquitard, limiting the effect of pumping in overlying units. Unacceptable impacts to the Guelph Aquifer and overburden aquifer have not been identified.
- 5) Surface water levels appear to fluctuate in response to precipitation and snow melt with minimal influence from pumping TW3-80.
- 6) Water taking from TW3-80 appears to be sustainable.

6.0 RECOMMENDATIONS

The following recommendations are provided based on the results of the 2014 monitoring program:

- 1) The mini-piezometer nest MP11, which is used as a background monitoring, should be replaced with a new station that is located along the main branch of Aberfoyle Creek and situated within the creek. A potential location may be near SW3.
- 2) The monitoring program has been on-going for a number of years and no impacts to private wells or the surrounding aquifer have been noted. As such, we suggest that monitoring of the private wells be discontinued. In addition, the monitoring data from these wells is often influenced by pumping at the private well. The following changes to the monitoring program should be discussed with the MOECC:
 - a. Discontinue monitoring at M1 and W2 which are completed in the Amabel Aquifer. Monitoring at wells MW4A-07 and PW5 (completed in the same aquifer) provide sufficient coverage of this area. A transducer should be installed in PW5 if these changes are approved by the MOECC.



2014 ANNUAL MONITORING REPORT - ABERFOYLE

- b. Discontinue monitoring at 8 Maple Leaf Lane, Private Well "I" (50 Brock Road), 58 Brock Road and MOE WWR #67-08740. These wells are completed in both the Guelph Aquifer and the Amabel Aquifer. We recommend that a multi-level monitoring well completed in both aquifers be installed in the general vicinity of these wells. Land access will need to be arranged with local land owners.
 - c. Discontinue monitoring at MOE WWR #67-07589, Private Well "B" and 2 Brock Road. These wells are also completed in both aquifers. Monitoring well PCC-D is completed in the Guelph Aquifer and provides sufficient coverage for this area. We recommend that a monitoring well be completed in the Amabel Aquifer in the general area of these wells, preferably at the PCC site so that it could be used to calculate vertical gradients.
- 3) Nestle uses the on-Site ponds for fire fighting purposes and has the option to use TW2-11 for filling the ponds if needed. As such, the Fireflow well is no longer used and Nestle would like to decommission it. A review of the monitoring network and data indicates that TW2-11 provides similar water level response to the Fireflow well and is close enough that it could replace the Fireflow well. Upon approval by the MOECC, the Fireflow well should be decommissioned and removed from the PTTW.
 - 4) The remaining groundwater and surface water monitoring program should continue as is.
 - 5) The PTTW should be updated with the following changes:
 - a. MW1A-04 should be removed from continuous monitoring of groundwater levels at bedrock wells as it has been decommissioned and replaced with MW10B-09 which is in the permit.
 - b. Private well "J" should be removed from monthly monitoring of groundwater levels in bedrock and replaced with Private well "I".
 - c. MP17S/D-12 and MP18S/D-12 should be renamed MP17S/D-11 and MP18S/D-11.
 - d. MW-I should be removed from continuous monitoring overburden wells to continuous monitoring bedrock wells.



Report Signature Page

GOLDER ASSOCIATES LTD.

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GRP/KM/JAP/lag

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6.4(a)

Ministry of the Environment
and Climate Change

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



Office of the Minister

Bureau du ministre

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APR 21 2015

Township of Puslinch

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APR 16 2015

Ms. Karen Landry
CAO Clerk
Township of Puslinch
7404 Wellington Road 34, RR 3
Guelph ON N1H 6H9

CLERK'S DEPARTMENT	
TO	M.H.R.K. Ref 2/15
Copy	K. D. DeWitt Wellington (KYLE DAVIS)
Please Handle	
For Your Information	
Council Agenda	C. May 20th 2015
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ENV1283MC-2015-620

Dear Ms. Landry,

Thank you for your letter of March 9, 2015 requesting an extension to the time allowed to use the Source Protection Municipal Implementation Funds.

The funds announced in the 2013 Ontario budget are intended to help build municipal capacity and to support local actions to protect drinking water sources. In order to achieve these goals, the one-time grants were provided to help offset a portion of the initial costs that municipalities will incur as they prepare for policy implementation, up until December 2015.

I am pleased to learn that the Wellington County municipalities are working together to develop a county-wide approach to source protection, and that you have been able to use these funds to support your preparatory work. I appreciate the Township's concerns about the timelines that are specified in the grant funding agreements. My ministry is actively exploring ways to enable a timeline extension. In the meantime, the Township can use these funds to support Risk Management Official salaries, the negotiation of Interim Risk Management Plans, and other eligible activities listed within the guide provided when the fund was launched.

Should you have any further questions, your office can contact Ms. Ling Mark, Director of our Source Protection Programs Branch, at 416-212-6459 or by email at ling.mark@ontario.ca. Alternatively, you can email your questions to SourceProtectionFunding@ontario.ca.

Thank you for your efforts to protect the community's drinking water and for bringing your concerns to my attention.

Sincerely,

Glen Murray
Minister

6.5(a)

4080 Maddaugh Road
R.R. # 1
PUSLINCH ON N0B 2J0

RECEIVED

APR 01 2015

Township of Puslinch

March 28, 2015

Mayor and Councillors
Township of Puslinch

Dear Mayor Lever and Members of Township Council:

Coalition for the Realignment of Highway 6 South

It is now more than a year since this coalition was formed. The Mayor was, apparently, involved from the beginning but the remainder of Council was only able to join at a much later date after Council had approved a donation of \$6,000.00 to the coalition. This money was to be used for consultants to facilitate meetings with key representatives in both levels of government.

I have a few questions:

1. This is a Provincial project. Why were meetings set up with members of the Federal government?
2. Exactly how many Ministers, at both levels, were met with by members of the coalition?
3. It is my understanding that no meeting was ever facilitated with the Provincial Minister of Transportation, The Hon. Steven Del Duca. Considering any decision regarding the realignment and work to be done on it is under his control, why was he not the FIRST Minister approached?
4. I believe that the funding allocated to the consultants has now run out. Could you please give the public:
 - a. An update on where the money went;
 - b. The current status of the coalition; and
 - c. What future efforts are going to be made to move the realignment forward?

Back in 2012, the Mayor and Council of the day had an opportunity to work with the then Minister of Transportation, The Hon. Bob Chiarelli, to move this project forward. Due to decisions made at the time, this narrow window of opportunity fell by the wayside and nothing has been accomplished since the passing of the Environmental Assessment in January, 2009. Please don't cite the "safety improvements" in Morriston because it doesn't take a rocket scientist to work out that these measures have not helped the realignment project.

Sincerely,

Sandra Solomon

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www.CRAworld.com



Report

2014 Annual Monitoring Report

Dufferin Aggregates, A Division of Holcim (Canada) Inc.
 Aberfoyle Pit No. 2
 Township of Puslinch

Prepared for: Dufferin Aggregates

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Conestoga-Rovers & Associates

651 Colby Drive
 Waterloo, Ontario N2V 1C2

March 2015 • 001644 • Report No. 20





**CONESTOGA-ROVERS
& ASSOCIATES**

651 Colby Drive, Waterloo, Ontario, N2V 1C2
Telephone: (519) 884-0510 Fax: (519) 884-0525
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March 13, 2015

Reference No. 001644

Mr. Ron Van Ooteghem
Dufferin Aggregates
125 Brock Road South
Aberfoyle, Ontario
N1H 6H9

Dear Mr. Van Ooteghem:

Re: 2014 Annual Monitoring Report
Dufferin Aggregates Aberfoyle Pit No. 2
Township of Puslinch

Enclosed please find the 2014 Annual Monitoring Report for Dufferin Aggregates, Aberfoyle Pit No. 2, Township of Puslinch. This report was prepared in accordance with the monitoring program outlined in our August 1991 Final Monitoring Report, and subsequent follow-up correspondence/approvals from the Ministry of the Environment (now Ministry of the Environment and Climate Change), and the Ministry of Natural Resources (now Ministry of Natural Resources and Forestry).

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

Yours truly,

CONESTOGA-ROVERS & ASSOCIATES

A handwritten signature in blue ink that reads 'Greg M. Pucovsky'.

Greg M. Pucovsky, M.Sc., P. Geo.

GMP/jh/21

Encl.

cc: Kristy Sutherland, MNRF, Guelph (electronic copy)
Lynnette Armour, MOECC, Guelph (2 copies)
Nuala Larwood, Township of Puslinch (electronic copy)
Ron Van Ooteghem, Dufferin Aggregates (1 copy)

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Section 1.0 Introduction

Conestoga-Rovers & Associates (CRA) was retained by Dufferin Aggregates [a division of Holcim (Canada) Inc.] to complete the 2014 Annual Monitoring Report for Aberfoyle Pit No. 2. The Site is located on part of the west half of Lots 22 and 23, Concession 9, Township of Puslinch, in the County of Wellington (Figure 1.1).

The area licenced for extraction is 78.1 hectares (ha) (193 acres), of which an area of 68.0 ha (168 acres) will be extracted above the water table, and 53.4 ha (132 acres) below the water table. Prior to May 2000, Dufferin only extracted aggregate above the water table as per the phasing of operations on the Site plans approved by the Ministry of Natural Resources (MNR). Removal of aggregate below the water table was initially conducted between May 1 and December 15, 2000, using a large backhoe, although the majority of mining in 2000 occurred above the water table. Extraction of aggregate during the period of 2001 to 2003, inclusive, occurred from May to December, with mining occurring both above and below the water table. Mining operations only occurred above the water table during 2004. Extraction of aggregate occurred above and below the water table from May to December 2005, April to October 2006, April to November 2007, and May 1 to October 28, 2008. Extraction of aggregate did not occur between 2009 and 2014 inclusive. A Permit to Take Water is not required for the aggregate operation since pumping of groundwater does not occur at the Site.

The initial monitoring program for the Site was originally developed by CRA, and provided in our November 1988 report entitled "Assessment of Mining Impact, Aberfoyle Pit No. 2, Puslinch Township, Wellington County". This program was subsequently approved by the Ministry of the Environment (MOE) and was initiated during the summer of 1990. A final monitoring program, as outlined in Section 9.0 of our August 1991 report entitled "Final Monitoring Report, Dufferin Aggregates Aberfoyle Pit No. 2, Township of Puslinch, County of Wellington" was subsequently prepared and approved, and was to be implemented prior to and during mining below the water table. The monitoring program outlined in the August 1991 Final Monitoring Report and subsequent amendments to the program (based on comments by the MOE and MNR) have been implemented by CRA and Dufferin. Appendix A contains the proposed monitoring program from Section 9.0 of the August 1991 Final Monitoring Report, and follow-up correspondence/approvals from MOE and MNR.

The primary purpose of the monitoring program is as follows:

- Collect water level and water quality information during mining of aggregate, to evaluate the effects of extraction on local shallow groundwater levels
- Provide recommendations regarding the monitoring program as necessary

The monitoring program in 2014 consisted of the following:

- Monthly hydraulic (water level) monitoring (on-Site monitoring wells, off-Site private domestic wells, and on and off-Site surface water locations) by Dufferin
- Groundwater quality monitoring at five on-Site monitoring wells and three off-Site private domestic wells by CRA

The following provides the results of historical and 2014 hydraulic monitoring, water quality, and an interpretation of the results.

Section 2.0 Geologic/Hydrogeologic Setting

The Site occurs within the Horseshoe Moraines physiographic region as defined by Chapman and Putnam, 1984. The Paris and Galt moraines are the two major features which constitute this region. The Site occurs between these two moraines within a spillway channel, which consists of sand, or sand and gravel deposits. These deposits comprise the surficial unconfined (water table) aquifer beneath the Site, which attains a thickness of about 12 metres (m) in the central portion of the Site. The aquifer decreases in thickness towards the southwest. Available information indicates that groundwater flow within the water table aquifer occurs in a general southwesterly direction. The surficial water table aquifer is underlain by fine-grained material consisting of clayey silt to silty clay.

Overburden at the Site is underlain by dolostone bedrock of the Middle Silurian Guelph Formation. The Site occurs near the contact with dolostone of the underlying Amabel Formation. Bedrock occurs at a depth of about 15 to 30 m (50 to 100 feet) below the original ground surface in the vicinity of the Site, and decreases in elevation in a general southwesterly direction. The bedrock aquifer is primarily utilized as a source of domestic water supply in the area.

Section 3.0 Hydraulic Monitoring Program

3.1 General

The hydraulic monitoring program consists of water level measurements in on-Site monitoring wells, off-Site private domestic wells, and at surface water locations, as presented on Figure 3.1. Well construction details for the monitoring wells are provided in Table 3.1, and stratigraphic and instrumentation logs are presented in Appendix B. Water level data collected since aggregate extraction below the water table began in May 2000 is compared with

historical water level trends and precipitation data in order to assess potential impacts. Precipitation data is provided in Section 3.2. The hydraulic monitoring activities and a description of trends are discussed in Section 3.3.

3.2 Precipitation Data

Annual precipitation data was originally obtained from the Ontario Climate Centre, Toronto, Ontario, but more recently from the Environment Canada National Climate Archive website. Precipitation data for the period of 1970 to 1989 was obtained from the Guelph OAC and Arboretum stations. Precipitation data from the Waterloo-Wellington Airport station was used for the period of 1990 to 2014, supplemented by Waterloo-Wellington 2, since the Guelph station was no longer classified as an official station after 1989. Historical total annual precipitation data for the period of 1970 to 2014 inclusive is presented in Table 3.2 and illustrated on Figure 3.2.

Available precipitation results indicate that the 30-year average annual precipitation for the period of 1970 to 1999 is 895.8 millimetres (mm). The 30-year average annual precipitation for the most recent period (1980 to 2009) has not yet been updated by Environment Canada and thus is not available. During the period of background water level monitoring between 1990 and 1999, the average annual precipitation was 888.1 mm, which is only slightly lower (0.9 percent) than the 30-year mean. Therefore, the 10-year period of background water level monitoring is representative of long-term average precipitation levels. As illustrated on Figure 3.2, the maximum annual precipitation during the 1990 to 1999 period occurred in 1992 (1,056.9 mm) and the minimum in 1998 (656.5 mm).

Since 2000, when aggregate extraction below the water table was initiated, total annual precipitation has ranged from 632.0 to 1,209.3 mm. The average precipitation over this period (2000 to 2014) was 912.8 mm and thus still above the 10- and 30-year averages of 888.1 and 895.8 mm, respectively. There was a general increasing trend in precipitation between 2002 and 2006, followed by the lowest annual precipitation recorded in the past 40 years in 2007 (632.0 mm). The highest annual precipitation during the past 40 years was subsequently recorded in 2008 (1,209.3 mm). Precipitation subsequently declined in 2009 (944.2 mm) and 2010 (826.7 mm), increased in 2011 (1,043.7 mm), declined significantly in 2012 (753.8 mm), and then increased significantly in 2013 (1,075.4 mm). Total annual precipitation in 2014 declined to 928.7 mm, but still occurred well above the 10- and 30-year averages of 888.1 and 895.8 mm, respectively.

3.3 Hydraulic Monitoring

3.3.1 Groundwater Monitoring

Historical groundwater elevations for the monitoring wells and private wells are provided in Table 3.3. Water levels have been monitored since May 1990, with monthly levels generally taken since May 1999. The program currently consists of water level measurements at the following locations:

- Monitoring wells OW1A/B-90, OW2-90, OW3R-05, OW4R-05, OW5-90, OW6-90, OW7-05, and PW1-90.
- Private wells Van Horsigh, Behmann, Hohenadel, and Cox (formerly Gauthier). The Gauthier well was reported as "sealed" during the period of August to November 2002.

All monitoring locations are installed in the sand and gravel (water table) aquifer with the exception of the Behmann, Hohenadel, and Cox (formerly Gauthier) wells. The Hohenadel well is installed in a confined sand and gravel unit. The Behmann well is also believed to be installed in a confined unit based on the measured depth (a well record is not available). The Cox (former Gauthier) well is installed in the Guelph Formation bedrock aquifer.

Wells OW3R-05 and OW4R-05 were completed in September 2005 as replacement wells for OW3-90 and OW4-90. OW3-90 and OW4-90 were installed in the buffer zone so that they would not have to be removed during aggregate operations. However, with the exception of four monitoring events, well OW3-90 had been dry since installation and monitoring well OW4-90 had been continuously dry. The surficial sands and gravels at these two locations were only about 2 m thick, and underlain by fine-grained material. The new wells were installed further east of the dry wells where the sands and gravels are thicker, thus allowing monitoring of water levels in this material. OW3-90 and OW4-90 were subsequently sealed and abandoned during 2007. In addition, new monitoring well OW7-05 was also installed in September 2005 to allow monitoring of groundwater levels within the eastern part of the Site.

Representative hydrographs for wells located in the upper sand and gravel are plotted against annual precipitation on Figure 3.3. The locations include OW1B-90 and OW7-05, located along the northeastern (upgradient) property boundary of the Site; OW2-90 and OW4R-05, located near the southwestern (downgradient) property boundary; and the Van Horsigh well located further cross-gradient of the Site. Water levels in the remaining private wells are plotted on Figure 3.4.

Review of Figure 3.3 indicates that water levels in the upper sand and gravel wells typically exhibit a similar trend each year. In general, groundwater levels increase each year during the

spring, with surplus precipitation relative to potential evaporation. Levels typically decrease toward the latter part of the year which is attributed to a water deficit, and often increase near the end of the year in response to increased precipitation during the fall.

Prior to extraction of aggregate below the water table, water levels generally increased during the period of early 1995 to early 1997, with a subsequent overall decline in levels until about October 1999. The overall trend in water levels generally follows the trend in total annual precipitation with some degree of lag time. For example, the decline in water levels between 1997 and 1999 can be attributed to the decline in precipitation from well above average in 1996 (1,043 mm) to average in 1997 (861.8 mm) and then to well below average in 1998 (656.5 mm).

During the 2000 to 2008 period (i.e., during extraction of aggregate below the water table), water level elevations upgradient of the extraction area (i.e., OW1B-90 and OW7-05) appear to have remained relatively stable, possibly moderated by the water levels in the adjacent active area pond. Water levels between 2009 and 2012 inclusive (no extraction period) generally exhibit an overall declining trend in response to declining annual precipitation between 2008 (1,209.3 mm) and 2010 (826.7 mm), and during 2012 (753.8 mm). Water levels subsequently increased in response to significantly higher precipitation during the most recent period of no extraction in 2013 (1,075.4 mm) and 2014 (928.7 mm), and exhibit an overall increasing trend in levels since 2012.

Water level elevations at locations downgradient of the extraction area (i.e., OW2-90 and OW4R-05) generally reflect trends in total annual precipitation. A somewhat greater degree of fluctuation in water levels at these locations is also observed, from 2005 onward, possibly because water levels at these locations are not moderated by water levels in the active area pond. Between 2000 and 2003, water levels were relatively stable, with fluctuations being similar to those in the upgradient wells. Between 2004 and 2006, water levels generally increased in response to an increasing trend in precipitation between 2004 and 2006. Water levels declined during 2007 in response to below average precipitation in 2007, and then water levels increased to 2008 in response to higher precipitation.

Water levels between 2009 and 2012 inclusive (no extraction period) generally exhibit an overall declining trend in response to declining annual precipitation between 2008 (1,209.3 mm) and 2010 (826.7 mm), and during 2012 (753.8 mm). The water levels in OW2-90 and OW4R-05 during late summer 2011 were the lowest since fall 2007 and thus approached historical lows. Water levels at these two locations subsequently increased in response to significantly higher precipitation in 2013 (1,075.4 mm) and 2014 (928.7 mm). Extraction of aggregate has not occurred at the Site since October 2008, and therefore any changes in water levels since that time can be attributed to climate or other influences. No significant deviations

in seasonal or overall long-term water level trends are evident since aggregate extraction below the water table was initiated in May 2000. This is corroborated by an overall increasing trend in water levels at OW2-90 and OW4R-05 during the extraction period.

Water levels in the Van Horsigh private well are less variable than those in the monitoring wells, however, they show the same seasonal trends and generally the same longer term trends during the extraction period as the downgradient monitoring wells. An overall trend of increasing water levels is apparent in the Van Horsigh well from 1999 to 2014.

Figure 3.4 indicates that water levels in the lower (confined) sand and gravel wells (Behmann and Hohenadel) and the bedrock well Cox (formerly Gauthier) typically exhibit trends similar to those in the on-Site monitoring wells. Some of the apparent differences, particularly in the Behamnn and Hohenadel wells are due to the wells being in use and the absence of data during certain time periods. Water levels between 2009 and 2012 inclusive (no extraction period) generally exhibit an overall declining trend in response to declining annual precipitation between 2008 (1,209.3 mm) and 2010 (826.7 mm), and during 2012 (753.8 mm). However, water levels at these three locations generally increased in response to significantly higher precipitation in 2013 (1,075.4 mm) and 2014 (928.7 mm).

It should be noted that aggregate was also historically extracted above and below the water table at the Tikal pit owned by CBM, located immediately northwest and adjacent to the Dufferin Aggregates Aberfoyle Pit No. 2 property. A pond is now located at the Tikal pit near the northwestern boundary of the Dufferin site. Review of available water level elevations for the closest Tikal monitoring well to OW1B-90, indicates a similar water level trend. In addition, for the most recent available period from 2009 to 2011 inclusive (no extraction at Aberfoyle Pit No. 2), maximum and minimum water level elevations for these two locations are similar. It is our understanding that aggregate is no longer extracted from the Tikal pit.

Based on the similarity of water level trends at the off-Site private domestic wells and the closest Tikal monitoring wells, trends in on-Site monitoring wells located near the Behmann and Hohenadel private wells, and since CBM was historically extracting aggregate closer to the Van Horsigh and Cox (formerly Gauthier) properties, it was recommended in the 2013 Annual Monitoring Report that monitoring of private domestic wells Van Horsigh, Behmann, Hohenadel, and Cox be discontinued. As previously noted for these wells, only the Van Horsigh well is believed to be completed in the water table aquifer. The MOE (now Ministry of the Environment and Climate Change as of June 24, 2014) subsequently agreed that monitoring of these four locations was no longer required as per the October 27, 2014 memorandum (Appendix A) which provided comments regarding the groundwater monitoring program. The private well owners were subsequently notified on December 18, 2014 that monitoring would

no longer be conducted following the December 2014 monitoring event. Contact information was also provided in the event there were any further questions.

3.3.2 Surface Water Monitoring

Historical surface water elevation data are provided in Table 3.4. Water levels have been monitored since June 1990, with monthly levels generally taken since May 1999. The 2014 surface water monitoring program and historical locations no longer monitored are outlined below:

- The surface water monitoring program in 2014 consisted of monthly water level measurements at Pond 1, Pond 2, and SW6-03. Pond 1 receives water from an adjacent well. SW6-03 was installed in 2003 to allow measurement of water levels within the on-Site Dufferin pond excavation.
- Historical surface water monitoring locations have included SW1-90, SW2-91, SW3-91, SW4-91, and WP1-93. These locations are utilized for monitoring of water levels within an area of non-permanent standing water, and are not located within a defined water course. These locations were required to be monitored, however the property owner denied access for monitoring beginning in June 2008. Monitoring was resumed in February 2012, however, WP1-93 was determined to be blocked and therefore no longer suitable for monitoring.
- Historical location SW5-01, located at the headwaters of Aberfoyle Creek, was an additional location recommended by the MOE in January 1992. Permission to monitor was acquired in 2001 and monitoring was conducted between November 2001 and February 2006, after which the property owner denied access for monitoring. CRA recommended in the 2013 Annual Monitoring Report that SW5-01 be formally deleted from the monitoring program, and the MOE agreed as per the December 30, 2013 memorandum (Appendix A) which provided comments regarding the surface water monitoring program.

Hydrographs for the surface water monitoring locations which are cross-gradient of the Site are presented on Figures 3.5 and 3.6. Review of these figures to May 2008 for all locations except Pond 2 (Figure 3.6) indicates that the locations generally exhibit similar water level trends. Monitoring could not be conducted between June 2008 and January 2012 at these locations as previously noted, but lower trending levels would be expected as lower total annual precipitation was recorded during 2 of the 3 years up to and including 2012. Surface water levels during the latter part of 2012 occurred within the lower end of the historical range of levels. It should be noted that limited data is available for SW2-91, SW3-91, and SW4-91 during 2012, 2013, and 2014, but a higher monthly minimum level was measured in 2013 in response to significantly more precipitation in 2013 (1,075.4 mm) in comparison to 2012 (753.8 mm). On an annual basis, maximum water elevations typically occur in the spring and minimum

elevations in the fall or winter. The longer term water level trends correspond well with trends in annual precipitation.

Water levels in Pond 2 (Figure 3.6) also typically decline between spring and fall each year and subsequently recover. The range of water levels in Pond 2 is generally similar to those measured prior to below water table extraction with the exception of a large range in 2005 and 2014. Surface water levels between 2009 and 2012 inclusive (no extraction period) generally exhibit an overall declining trend in response to declining annual precipitation between 2008 (1,209.3 mm) and 2010 (826.7 mm), and during 2012 (753.8 mm). However, surface water levels at Pond 2 increased in 2013 in response to increased precipitation during 2013 (1,075.4 mm), and minimum and maximum levels at this location during 2013 were higher in comparison to the period of 2010 to 2012. The range of water levels was greater in 2014 in comparison to the period between 2009 and 2013 inclusive, likely in part to the high amount of precipitation in 2013 which resulted in the highest maximum surface water level at the end of 2013 since 2005.

As noted, access to WP1-93, SW2-91, SW3-91, and SW4-91 was not permitted by the property owner between June 2008 and January 2012. This is not considered to be limiting, as Pond 2 water levels are representative of water levels in this area.

The water levels at off-Site location SW5-01, at the headwaters of Aberfoyle Creek, are presented on Figure 3.7. Water levels measured between November 2001 and February 2006 generally increased over time. No evidence of deviation from seasonal or overall long-term surface water level trends has been observed since extraction below the water table began in May 2000. As previously noted, access to SW5-01 was no longer permitted by the property owner after February 2006, and this location was subsequently removed from the monitoring program.

Section 4.0 Water Quality Monitoring Results

4.1 Background

The potential water quality influence of aggregate extraction below the water table is evaluated by comparing background water quality in the on-Site monitoring wells and off-Site private domestic wells, with water quality in these wells during aggregate operations. The groundwater quality is also compared to available MOE Ontario Drinking Water Standards, Objectives and Guidelines, revised June 2006. Section 4.2 presents the sampling program, and a summary of the results is provided in Section 4.3. Copies of all laboratory analyses for 2014 are provided in Appendix C.

4.2 Sampling Program

Prior to initial extraction of aggregate below the water table in May 2000, groundwater sampling was conducted to determine background water quality. In general, three sampling events were conducted for the monitoring wells (OW1A/B-90, OW2-90) and two or three events were conducted for the private domestic wells (Behmann, Hohenadel, Van Horsigh) between 1990 and 1999. Samples were subsequently collected twice per year during 2000 and 2001, and on an annual basis during the fall commencing in 2002.

Sampling was conducted on September 15, 2014. Groundwater samples were collected from on-Site monitoring wells OW1A-90, OW1B-90, OW2-90, OW3R-05, and OW4R-05 and the Behmann, Hohenadel, and Van Horsigh private domestic wells. All water samples were analyzed for general chemistry and metal parameters. A duplicate general chemistry/metals sample was collected from OW4R-05 for Quality Assurance/Quality Control. Total petroleum hydrocarbon (TPH) analysis was also performed on samples from OW1B-90, OW2-90, and OW3R-05. The water quality results for the monitoring wells and domestic wells are presented in Tables 3.5 and 3.6, respectively.

Samples collected from the monitoring wells and private domestic wells for analysis of metals parameters were filtered and preserved by the laboratory. Samples collected for general chemistry and TPH analysis were not filtered. All samples were stored in containers issued by the receiving laboratory, and placed in an ice-filled cooler for sample preservation. The samples were analyzed by ALS Laboratory Group, Waterloo, Ontario.

4.3 Water Quality Assessment

The following provides a summary of the water quality results for the on-Site monitoring wells and off-Site private domestic wells. Historical and 2014 water quality data is summarized in Table 3.5 (monitoring wells) and Table 3.6 (domestic wells).

Upgradient Groundwater Quality

Nested monitoring wells OW1A-90 (deeper water table) and OW1B-90 (shallower water table) are located in the northern part of the Site, and adjacent to the initial area of extraction below the water table. The water quality for these wells is considered to represent background conditions, based on groundwater flow in a general southwesterly direction beneath the Site.

Concentrations of conductivity, chloride, sodium, iron and calcium are typically higher at OW1B-90 than at OW1A-90 including during 2014. In September 2014, parameter concentrations for well OW1B-90 met ODWSs with the exception of iron (1.040 milligrams per litre [mg/L]), which is considered to be naturally occurring. Iron concentrations prior to

extraction below the water table ranged from 0.24 to 2.51 mg/L. As such, the iron level in 2014 occurred within the range of background levels. With the exception of chloride and sodium, all other parameter concentrations are also within the range of background concentrations.

Levels of chloride and sodium at OW1B-90 exhibited a general increasing trend until about 2008. The chloride level in 2008 (51 mg/L) subsequently declined and stabilized between 36.4 and 41.1 mg/L from 2010 to 2013 inclusive, and increased to 57.4 mg/L in 2014. The chloride concentration between 1990 and 1999 (prior to extraction below the water table) ranged from 14 to 19 mg/L. Levels of sodium increased until about 2008 (20.0 mg/L) and subsequently stabilized between 17.8 and 21.0 mg/L from 2010 to 2013 inclusive. The sodium level increased to 27.0 mg/L in 2014. The sodium concentration between 1990 and 1999 (prior to extraction below the water table) ranged from 3.4 to 8.4 mg/L. It should be noted that use of calcium chloride for dust control was discontinued at the Site as of spring 2008, and thus prior to cessation of extraction.

All historical levels of TPH (gas/diesel) at OW1B-90 were non-detect prior to 2012. However, the concentration of TPH (gas/diesel) at this location was 440 micrograms per litre ($\mu\text{g/L}$) in December 2012, but TPH (heavy oils) was non-detect. In light of the detected level of TPH (gas/diesel) in 2012, monitoring well OW1B-90 was resampled on April 12, 2013 for both TPH (gas/diesel) and TPH (heavy oils), and both levels were non-detect. Levels of TPH (gas/diesel) and TPH (heavy oils) at OW1B-90 were also non-detect in November 2013 and September 2014.

With the exception of iron (1.01 mg/L), concentrations of all other parameters at deeper well OW1A-90 met their respective ODWSs. Elevated total phosphorus concentrations have been measured in this well since December 2003, which are significantly higher than the concentrations measured in shallower well OW1B-90. However, in September 2014, the total phosphorus concentration in OW1A-90 was 0.357 mg/L, the lowest measured level since 2002. Similarly for OW1B-90, the phosphorus level of 0.041 mg/L in September 2014 was the lowest measured level since 2002 with the exception of January 2010. Total phosphorus levels at OW1A-90 and OW1B-90 have exhibited a declining trend since 2012. There is not an overall increasing trend in concentrations at these two locations. It should be noted that there is no ODWS for phosphorus in groundwater.

The background chloride concentration at OW1A-90 ranged from 2.7 to 9 mg/L between 1990 and 1999. Between 2002 and 2008, chloride levels increased from 2.2 to 20 mg/L and were a maximum in 2008. The chloride level subsequently declined to 9.7 mg/L in 2010, and gradually increased to 15.3 mg/L in 2014. With the exception of chloride, phosphorus and iron, concentrations of all other parameters at OW1A-90, including sodium, occurred within the

historical range of concentrations. TPH (gas/diesel) and TPH (heavy oils) are not analyzed at OW1A-90.

Cross-Gradient and Downgradient Groundwater Quality

Monitoring wells OW2-90, OW3R-05, OW4R-05 are located in the water table aquifer and close to the southwestern (downgradient) property boundary.

Concentrations of all parameters at OW2-90 met their respective ODWSs during September 2014. Parameter concentrations were also usually less than or within the range of background concentrations. There are no overall increasing trends in the concentrations of any parameters. Chloride levels have steadily declined since 2007, and were less than 5 mg/L between 2010 and 2013. The chloride level increased somewhat to 10.8 mg/L in 2014, which corresponded with an increase in sodium. Concentrations of TPH (gas/diesel) and TPH (heavy oils) were non-detect in 2014.

OW3R-05 and OW4R-05 were initially sampled in 2005 (i.e., no data is available prior to extraction below the water table). The concentration of all parameters at these locations met their respective ODWSs during the September 2014 monitoring event. All parameter concentrations were within or below the range of historical (2005 to 2013) concentrations. An overall trend of increasing levels is not apparent. The maximum chloride levels at both locations occurred in 2008, and subsequently decreased and stabilized between January 2010 and September 2014. The chloride level at OW3R-05 stabilized between 13.3 and 15.2 mg/L, and at OW4R-05 between 11.6 and 14.0 mg/L between January 2010 and September 2014. Chloride levels were lower at both locations during 2014 in comparison to 2013. The concentrations of TPH (gas/diesel) and TPH (heavy oils) were non-detect at OW3R-05 in September 2014. These parameters are not analyzed at OW4R-05.

The Behmann and Hohenadel wells are deep overburden wells located downgradient of the Site. The Hohenadel well is installed in a confined sand and gravel unit underlying the till. The Behmann well is also believed to be installed in a confined unit based on the measured depth (a water well record is not available).

With the exception of iron (0.478 mg/L), parameter concentrations in the Behmann well met their respective ODWSs during the September 2014 monitoring event. However, the measured level of iron in 2014 occurs within the range of background concentrations (0.53 to 0.87 mg/L), and was lower in comparison to 2013. All other parameter concentrations were also within or lower than the range of background concentrations, with the exception of sulphate (45.8 to 51 mg/L background; 57.5 mg/L in 2014), and magnesium (31.6 to 32.1 mg/L background; 38.3 mg/L in 2014). Levels of the above two parameters were only slightly above the background range. The sulphate level has been stable between 50 and 58 mg/L since 2001.

The chloride level in the Behmann well has only varied from 11.2 to 15.4 mg/L between 2000 and 2014, and thus has been stable. All measured chloride levels occurred within or below the background range of 12.2 to 16 mg/L. There is no overall increasing trend in parameter concentrations.

Parameter concentrations in the Hohenadel well met their respective ODWSs during the September 2014 monitoring event. Parameter concentrations were also less than or within the range of background concentrations, with the exception of chloride (1.54 to 5 mg/L background; 14.2 mg/L in 2014). The chloride level has stabilized between about 12 and 16 mg/L since 2005, including during the period of no extraction between 2009 and 2014. There appears to be a gradual increase in the concentrations until 2008, but a decrease and general stabilization thereafter. There is no overall increasing trend in parameter concentrations.

The Van Horsigh well is a shallow overburden well, likely installed in the surficial sand and gravel, and is located about 0.6 km west and cross-gradient of Aberfoyle Pit No. 2. Concentrations of all measured parameters at this location met their respective ODWSs during the September 2014 monitoring event, however, chloride, sodium, and nitrate concentrations are notably elevated relative to other monitoring locations. Chloride, nitrate and sodium levels occurred within or below background and historical ranges during September 2014. Based on the flow direction and location of the well near County Road 34, it is most likely that groundwater quality in this area has been and continues to be impacted by road salting activities. As such, mining of aggregate at the Site has not impacted groundwater quality in the shallow Van Horsigh overburden well.

Of the three private wells monitored for water quality, only the Van Horsigh well is a shallow overburden well, likely installed in the surficial sand and gravel. The water quality trends in the wells installed within deeper underlying units, and distant Van Horsigh well are not indicative of influences due to extraction of aggregate from the surficial unit.

Summary of Groundwater Quality

Water quality monitoring was conducted at OW1A/B-90, OW2-90, OW3R-05, OW4R-05, and at the Behmann, Hohenadel, and Van Horsigh wells during September 2014. Parameter concentrations generally met ODWSs and occur within the background (pre-extraction below the water table) range of concentrations. Exceptions include:

- Elevated chloride and sodium at shallow, upgradient well OW1B-90. The chloride and sodium concentrations are elevated relative to background concentrations. These concentrations are believed to be related to the application of road salt upgradient of the Site. The iron concentration exceeds the ODWS, but occurs within the range of background

and historical concentration. As such, the measured iron level is believed to be naturally occurring.

- Elevated total phosphorus and iron concentrations at deeper upgradient well OW1A-90. The total phosphorus concentration has been elevated relative to background concentrations since December 2003. However, the September 2014 phosphorus level at OW1A-90 occurred within the historical range of levels and was the lowest measured level since 2002. An overall increasing trend in total phosphorus concentrations is not observed. There is no ODWS for phosphorus. The source of the elevated total phosphorus is not known. The iron level exceeds the ODWS but occurred within the historical range of levels.
- Elevated chloride, nitrate and sodium levels at the shallow Van Horsigh well relative to other monitored locations. These parameters occur within respective ODWSs and also within or below background and historical ranges. Given the position of the well relative to the Site (cross-gradient) and the similarity of concentrations to historical values, the concentration of these parameters is not related to on-Site activities. It is believed that application of road salt is influencing the chloride and sodium concentrations.
- Levels of TPH (gas/diesel) and TPH (heavy oils) were non-detect during the September 2014 sampling event at all monitored locations.

Based on the available data, the water quality at the monitored locations does not appear to be impacted by mining of aggregate at the Site.

Section 5.0 Conclusions

Based on the results of the 2014 annual monitoring program, the following conclusions are provided:

- The period of background water level measurements (1990 to 1999) reflects long-term average precipitation levels. Precipitation between 2000 and 2006 has exhibited a general increasing trend, followed by the lowest (2007) and highest (2008) annual precipitation recorded during the past 40 years. Precipitation declined in 2009 and 2010, increased in 2011, and declined significantly in 2012 to the lowest amount since 2007, and increased significantly in 2013. The total annual precipitation recorded during 2014 was 928.7 mm, and thus above the 10-year background period from 1990 to 1999 (888.1 mm), the average precipitation from 2000 to 2014 (912.8 mm), and the 30-year average of 895.8 mm (1970 to 1999).
- Water levels in the on-Site monitoring wells, off-Site private domestic wells, and surface water locations are influenced by seasonal fluctuations in precipitation. In general, water level trends correspond well with trends in total annual precipitation. The water level trends in the private domestic wells are similar to those at the downgradient property

boundary of the Site. Groundwater levels have not been adversely affected by extraction of aggregate below the water table from 2000 to 2008.

- The groundwater quality results indicate that the measured parameter concentrations generally occur within the historical range of concentrations and met available ODWSs. All measured levels of TPH (gas/diesel and heavy oils) were non-detect during 2014. Water quality in the area has not been impacted since initiation of aggregate extraction below the water table in 2000.

Section 6.0 Recommendations

Based on the results of the 2014 annual monitoring program, the following recommendations are provided:

- The blockage in WP1-93 be removed and if not possible, the monitor be replaced in spring/summer 2015.
- With the exception of the four off-Site private domestic wells and surface water location SW5-01 which are no longer required to be monitored, the 2014 hydraulic and water quality monitoring program be continued during 2015.

Section 7.0 References

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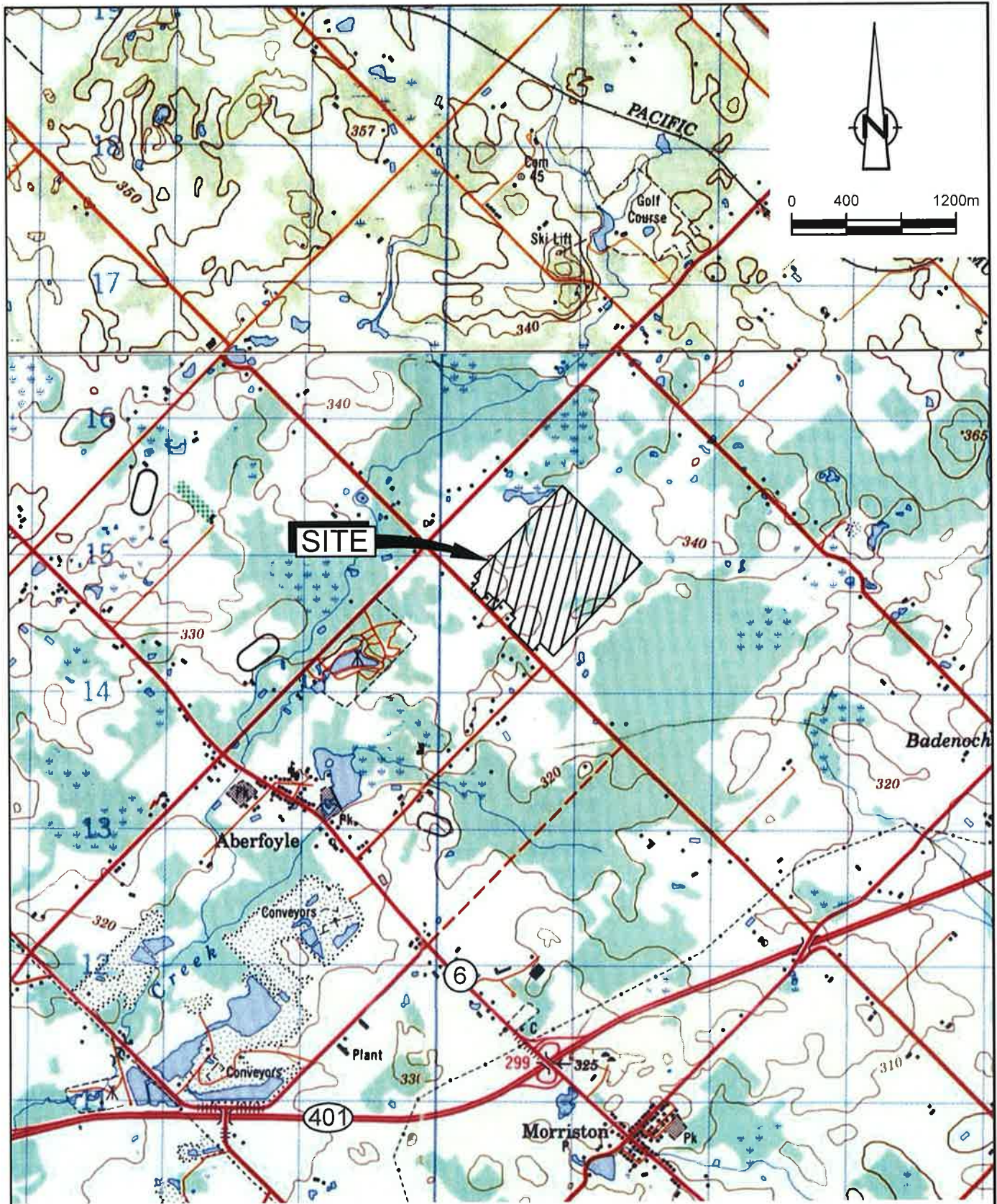
All of Which is Respectfully Submitted,
CONESTOGA-ROVERS & ASSOCIATES



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SOURCE: 40 P/8 CAMBRIDGE AND 40 P/8 GUELPH

figure 1.1

SITE LOCATION
ABERFOYLE PIT No. 2
Dufferin Aggregates



6.6(b).



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Our File: 0132

April 17, 2015

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Guelph, ON
N1H 6H9

Attention: Karen Landry,
CAO - Clerk

Dear Ms. Landry:

**Re: Aberfoyle Pit #2
2014 Monitoring Report Review**

We have reviewed the 2013 Aberfoyle Pit #2 report prepared by Conestoga Rovers and Associates prepared on behalf of Dufferin Aggregates. There has been no aggregate extraction at this site between 2009 and 2014. Based on the data presented we make the following comments.

Water levels upgradient (OW1B-90 and OW7-05) and downgradient (OW2-90 and OW4-05) have stabilized and appear to be responding to natural seasonal variations.

Water levels in neighbouring private wells are also stable.

The monitoring of stations SW1-90, SW2-91, SW3-91 and SW4-91 resumed in February 2012. These stations represent water levels in the wetland adjacent to Pit # 2. Water levels in 2014 remained higher than those in the fall of 2013 and are within the historical range.

The MOE has agreed to the removal of off-site private wells from the monitoring program. We agree with the cessation of this monitoring. There is adequate historical information available for comparison should an issue arise in the future.

There are no significant changes in on-site water groundwater levels

CLERK'S DEPARTMENT	
TO	
Copy	
Please Handle	
For Your Information	
Council Agenda	May 20/2015
File	E13/DUF



since the cessation of extraction in 2009.

There have been no significant changes in water quality caused by the extractive operations, based on a review of the water quality data obtained in 2014.

Sincerely
Harden Environmental Services Ltd.

A handwritten signature in blue ink that reads "Stan Denhoed". The signature is written in a cursive, flowing style.

Stan Denhoed, P.Eng., M.Sc.
Senior Hydrogeologist

67(a)

RECEIVED

MAY 13 2015

May,2015

Dear Council Members,

Township of Puslinch

We are representing the Puslinch Kodiaks men's fastball team,we have an opportunity to host the Ontario Rural Softball Association (O.R.S.A.) fastball championship the weekend of July 24,25, 26 of this year. In order for us to consider this undertaking ,we will require the use of the Aberfoyle and Old Morriston ball diamonds for the entire weekend. The number of teams that register will determine the amount of ball diamond time we will need to host such an event. We will know this number when the teams start to register in early June. In years past ,there has been between 6 and up to as many as 12 teams, if the maximum number of teams are involved, then both Aberfoyle and old Morriston ballparks will be in used for the weekend.

Puslinch has hosted this tournament four times in the past, at different levels and ages from Puslinch Minor Ball,most recently two years ago.These tournaments always draw great ball teams ,along with their fans , from centres around Ontario. Puslinch has been known to produce good teams over the years and we have won these tournaments numerous times. The last few years our team has represented Puslinch in the Eastern Canadian Championship in Prince Edward Island and New Brunswick and the World Fastball Championship in Waterloo last year. We are always commended for being a local rural team that has stayed together and represent the township of Puslinch with pride.

We are so fortunate to have the use of such great facilities, and appreciate all the support we get from the township and its residents.

In past years we have had the use of the ball diamonds at no cost in order to hold these tournaments. We understand now that there is a rental fee for the use of the ball diamonds on weekends. Hosting these tournaments is not a money maker for our team and it is not our intention to lose money by hosting this event. We are requesting that council members consider waiving the regular rental rates, in order for this event to take place. We have always helped to maintain the diamonds and prepare them for games and will continue to do so.

The Puslinch Kodiak team thanks you for your time and consideration of this request and look forward to once again representing Puslinch township with great pride.

Regards,

David Jefferson , and Kyle McCaig

representatives of the Puslinch Kodiaks.

S



6. 8(a)

The Corporation of the City of Cambridge.
Human Resources & Legislative Services
Department.
Realty & Corporate Property Services
Division.
50 Dickson Street, P.O. Box 669.
Cambridge, Ontario N1R 5W8.
Telephone: 519-740-4680 extension 4587.
Fax: 519-740-3011.
TTY: 519-623-6691.
forhang@cambridge.ca

May 11, 2015

Karen Landry, Chief Administrative Officer / Clerk
Township of Puslinch
7404 Wellington County 34
Guelph, ON
N1H 6H9

Dear Ms. Landry,

Re: City of Cambridge Acquisition of Townline Road between County Road 34 and Roszell/Black Bridge Road

This letter is in follow-up to our earlier meetings and discussions concerning the proposed acquisition by the City of Cambridge ("Cambridge") of a segment of Townline Road situate between County Road 34 and Roszell Road / Black Bridge Road – see attached map.

As the Cambridge Transportation and Public Works Department proceeds with the Black Bridge Road Environmental Assessment, it has been determined that there is merit in all of the lands in the study area being held in the ownership of Cambridge. In this regard, Cambridge staff certainly appreciate your willingness to recommend to Puslinch Council the transfer of the subject road segment to the ownership of Cambridge. A Cambridge Council approved By-Law to authorize the transfer of the subject parcel will be required, as will be approval of The Council of the Township of Puslinch. The purpose of this letter, therefore, is to set out the agreed conditions of transfer:

- Road segment to be transferred from Puslinch to Cambridge as-is, for nominal consideration (\$1).
- Cambridge to assume responsibility for all future maintenance and operation costs associated with the subject road segment pursuant to a maintenance agreement.
- Most easterly 1-foot of road to remain in ownership of Puslinch to provide for clarity as to jurisdiction for real estate taxation, and to enable Puslinch to continue involvement with planning applications, and driveway entrance permits involving Township properties.

- Aforementioned maintenance agreement will apply to the 1-foot wide strip to be retained by Puslinch, equally as with the balance of the road segment.
- Puslinch to retain ownership of the right-of-way that includes a portion of the spillway components of the Coles' Pond dam structure that extends onto the existing road allowance. It is noted that the berm and dam structure for the pond are not currently located on the road allowance. For clarity, the portion of the road right-of-way referenced in this paragraph will be included, along with other road segment lands, in the right-of-way maintenance agreement, which will specify that all road-related maintenance and operational responsibilities are to rest with Cambridge.
- City to obtain, at its expense, a reference plan of survey to depict the limits of the lands to be conveyed, together with the most easterly 1-foot wide strip, and above-referenced part of the spillway structure.
- As a means of maintaining a best communication strategy, Cambridge staff request that the Cambridge Clerk's office; the Planning Services Department, together with the Transportation and Public Works Department be circulated on all development applications received by Puslinch from property owners abutting the subject road segment. This will enable a coordinated review of all such development applications.

In addition, Transportation and Public Works staff has confirmed that efforts have been made to inform Puslinch residents who abut the easterly limit of the subject road segment concerning the class environmental assessment, presently underway. Information circulations included:

1. Notice of Study Commencement "Neighbourhood Café Workshop" – January 21, 2012 (newspaper advertisement only).
2. Written notice of Public Information Centre #1 – mailings on September 6, 2012.
3. Written notice of Public Information Centre #2 – mailings on February 27, 2015.

I trust the content of this letter accurately reflects the results of our discussions.

I look forward to confirmation as to acceptance of these matters by Puslinch Council.

Regards,

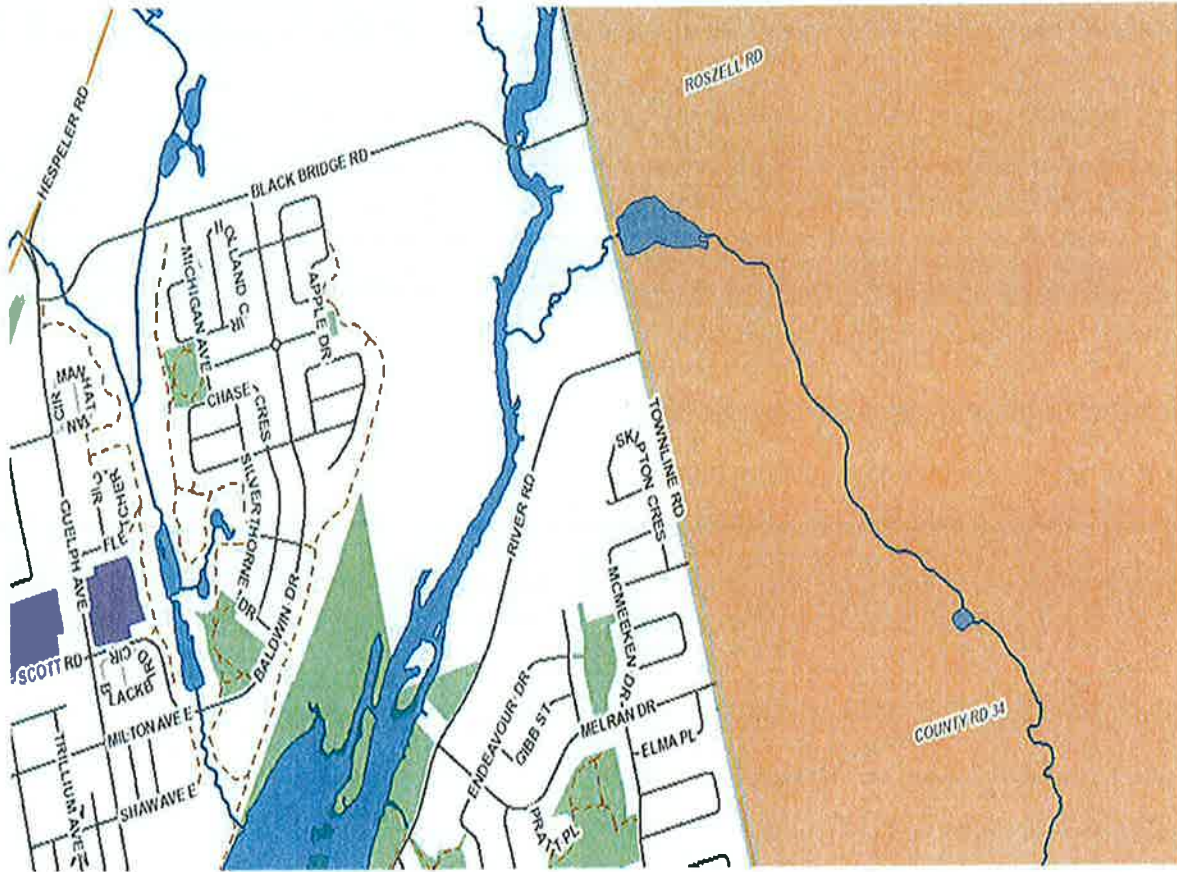


George Forhan, B.Comm., SRWA
Director of Realty & Corporate Property Services

GF/sp

Cc: Don Creed, Director of Public Works and Parks, Puslinch Township
Justin Armstrong, Development Manager, City of Cambridge
Elaine Brunn-Shaw, Director of Planning, City of Cambridge
Michael Di Lullo, City Clerk

Townline Road between Black Bridge Road / Roszell Road and County Road 34



PLAN OF SURVEY OF
PART OF THE ROAD ALLOWANCE BETWEEN THE TOWNSHIP OF PUSLINC AND WATERLOO
GEOGRAPHIC TOWNSHIP OF PUSLICH, COUNTY OF WELLINGTON

SCALE 1:500

MacDONALD TAMBLYN LORD SURVEYING LTD.

PLAN 61R-

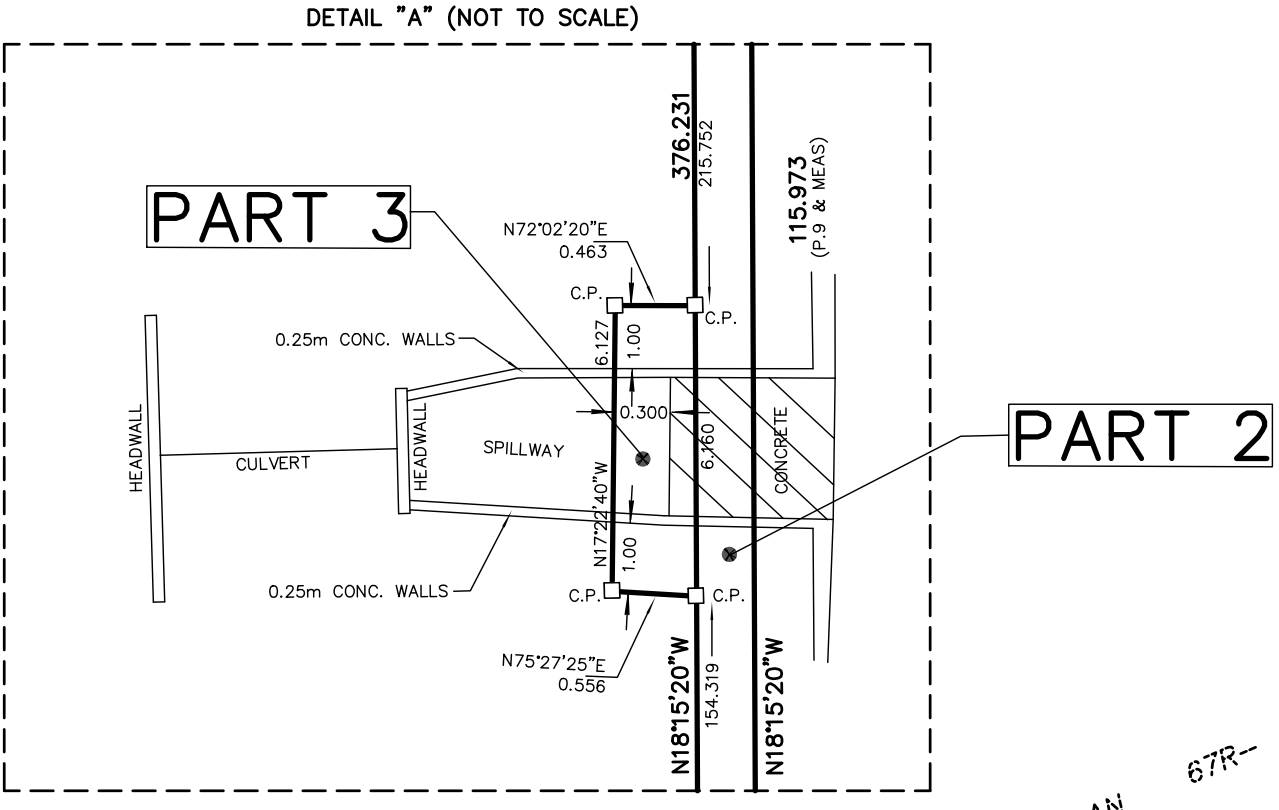
RECEIVED AND DEPOSITED

REPRESENTATIVE FOR
LAND REGISTRAR FOR THE LAND TITLES
DIVISION OF WELLINGTON (On: 61)

I REQUIRE THIS PLAN TO BE DEPOSITED
UNDER THE LAND TITLES ACT
MAY - 2015

PART SCHEDULE		
PART	LOCATION	P.I.N.
1	PART OF THE ROAD ALLOWANCE BETWEEN	71211-0002 (LT)
2	THE TOWNSHIP OF PUSLICH AND THE TOWNSHIP OF WATERLOO	0002 (LT)
3		

THIS PLAN COMPRISES PART OF P.I.N. 71211-0002 (LT)



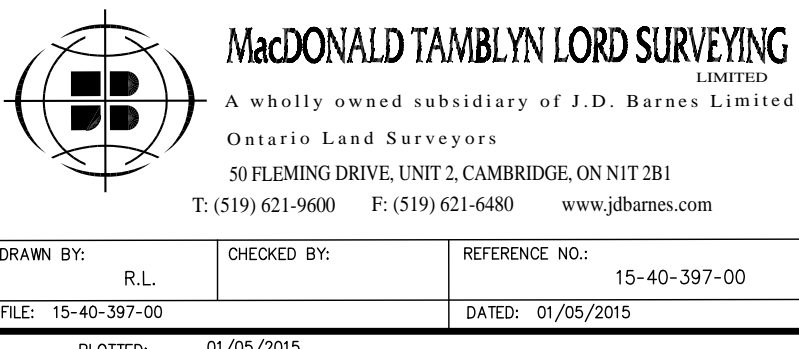
INTEGRATION DATA	
POINT ID	COORDINATES
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B	51742.97
C	483716.62
D	51742.97
E	483716.62
F	51742.97
G	483716.62
H	51742.97
I	483716.62
J	51742.97
K	483716.62
L	51742.97
M	483716.62
N	51742.97
O	483716.62
P	51742.97
Q	483716.62
R	51742.97
S	483716.62
T	51742.97
U	483716.62
V	51742.97
W	483716.62
X	51742.97
Y	483716.62
Z	51742.97

METRIC	
UNIT	METRE
AREA	SQUARE METRE
VOLUME	CUBIC METRE
ANGLE	DEGREE
CURVATURE	PER CENT
GRADE	PER CENT
HEIGHT	METRE
LENGTH	METRE
WIDTH	METRE
DEPTH	METRE
DIAMETER	METRE
RADIUS	METRE
CHORD	METRE
ARC	METRE
CHORD BEARING	DEGREE
ARC BEARING	DEGREE
CHORD DISTANCE	METRE
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ARC AREA	SQUARE METRE
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ARC DISTANCE	METRE
CHORD AREA	SQUARE METRE
ARC AREA	SQUARE METRE
CHORD VOLUME	CUBIC METRE
ARC VOLUME	CUBIC METRE

BEARING REFERENCE	
POINT	BEARING
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LEGEND	
1	REGISTERED PLAN 581-1548
2	REGISTERED PLAN 581-2502
3	REGISTERED PLAN 581-3174
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100	REGISTERED PLAN 581-3174

SURVEYOR'S CERTIFICATE	
DATE	MAY 2015
BY	[Signature]
FOR	REGISTERED PLAN 581-3174
SCALE	1:500
PROJECT	PLAN OF SURVEY OF PART OF THE ROAD ALLOWANCE BETWEEN THE TOWNSHIP OF PUSLICH AND WATERLOO
CLIENT	MacDONALD TAMBLYN LORD SURVEYING LTD.
LOCATION	GEOGRAPHIC TOWNSHIP OF PUSLICH, COUNTY OF WELLINGTON
DATE	MAY 2015
BY	[Signature]
FOR	REGISTERED PLAN 581-3174
SCALE	1:500
PROJECT	PLAN OF SURVEY OF PART OF THE ROAD ALLOWANCE BETWEEN THE TOWNSHIP OF PUSLICH AND WATERLOO
CLIENT	MacDONALD TAMBLYN LORD SURVEYING LTD.
LOCATION	GEOGRAPHIC TOWNSHIP OF PUSLICH, COUNTY OF WELLINGTON



MacDONALD TAMBLYN LORD SURVEYING
A wholly owned subsidiary of F.D. Barnes Limited
Geomatics and Surveying
11500 Highway 7, Unit 10, Richmond Hill, Ontario L4B 1N2
Tel: (905) 882-1100 Fax: (905) 882-1101
www.mtlord.com

Dennis

May 5, 2015

Mayor Dennis Lever
Township of Puslinch
7404 Wellington County Rd 34
Guelph ON
N1H 6H9

RECEIVED

MAY 07 2015

Township of Puslinch I.G.# 1



Acton
Georgetown
Esquesing

Town of Halton Hills
Office of the Mayor
Rick Bonnette

Dear Mayor Lever:

For the past two years the Town of Halton Hills has been carefully monitoring the activities of James Dick Construction Limited in their efforts to establish a proposed new quarry. This has been referred to as the "Hidden Quarry", located on lands near Rockwood in the Township of Guelph/Eramosa, County of Wellington on the north side of Highway 7, just outside of Halton Hills.

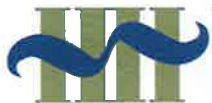
I am writing to you on behalf of Council at the Town of Halton Hills to express serious concerns residents have over this proposed site as well as our concern over the minimal authority municipalities have to question where aggregate proponents propose to establish their pits and quarries. I am sure many of you are experiencing similar situations with new quarry proposals within your communities. As a result of these concerns, at the April 13, 2015 Council meeting, we adopted the enclosed resolution requesting that the Ontario Government amend the Provincial Policy Statement and the Aggregate Resources Act to require aggregate extraction proponents to clearly demonstrate the need for the particular supply of resource proposed for extraction.

Municipalities have limited ability to protect the interests of its citizens from the negative impacts associated with aggregate operations and little authority to question why a proposed aggregate operation is necessary. The recently reviewed Provincial Policy Statement and the currently under review Aggregate Resources Act provide no basis for municipalities to question whether the aggregates from a proposed site are even needed. In 2005, the Provincial Policy Statement was amended to explicitly indicate that proponents are not required to demonstrate that there is a need for the particular aggregate they propose to extract from the site.

Although the current Aggregate Resources Act allows for the Minister to assess the overall provincial demand for aggregate, it does not require consideration of how a particular proposed extraction site may or may not contribute to meeting demand.

It is our position that no justification has been provided that proves that the proposed extraction site is even needed. Current provincial rules are weighted in favour of siting of aggregate extraction sites at the expense of other provincial interests such as protecting groundwater and natural heritage and building healthy, safe communities.

The Town of Halton Hills urges the Province to level the playing field and require more comprehensive planning for new individual extraction sites that is transparent, shows



The Town of Halton Hills urges the Province to level the playing field and require more comprehensive planning for new individual extraction sites that is transparent, shows justification and need that is balanced against other provincial interests, which will ultimately result in more sustainable use of aggregate resources.

I am hoping that your council can support the enclosed resolution or a similar resolution tailored to your municipality.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick Bonnette". The signature is written in a cursive style with a large initial "R".

Mayor Rick Bonnette

Encl.

Moved by: Mayor R. Bonnette
Seconded by: Councillor J. Hurst

WHEREAS a license application under the Aggregate Resources Act and a Zoning By-law Amendment application under the Planning Act has been submitted by James Dick Construction Limited for the proposed Hidden Quarry located on the north side of Highway 7, in the Township of Guelph/Eramosa;

AND WHEREAS a primary concern for Town of Halton Hills Council is an increase in truck traffic through the Town of Halton Hills, as it is anticipated, but not demonstrated, that the Greater Toronto Area will be the principal market for materials extracted from the proposed quarry;

AND WHEREAS it is widely acknowledged that extracting aggregates from the landscape is an intrusive activity that has the potential to cause long-term impacts on publicly important environmental resources and farmland; increases in traffic congestion, road damage, and greenhouse gas emissions; and degrade the quality of life of local communities;

AND WHEREAS in 2005 the Provincial Policy Statement was amended to allow aggregate producers to propose extraction sites without having to demonstrate the need for the additional supply of aggregate resources, thereby creating a barrier to comprehensive planning and favouring the protection of aggregate extraction at the expense of other provincial interests, and as a result encouraging the rapid and non-sustainable use of the resource;

AND WHEREAS applications for licences under the current Aggregate Resources Act do not require proponents to demonstrate need to extract aggregate resources in a particular area;

THEREFORE BE IT RESOLVED THAT the Town of Halton Hills Council request that the Ontario Government amend the Provincial Policy Statement and the Aggregate Resources Act to require aggregate extraction proponents to demonstrate need for the particular supply of resource proposed for extraction;

AND FURTHER THAT this resolution be forwarded to Kathleen Wynne, Premier of Ontario, Honourable Ted McMeekin, Minister of Municipal Affairs and Housing, the Honourable Bill Mauro, Minister of Natural Resources and Forestry, the Honourable Glen Murray, Minister of the Environment and Climate Change, the Honourable Jeff Leal, Minister of Agriculture, Food and Rural Affairs, Provincial Opposition Party leaders, the Environmental Commissioner of Ontario, Halton Region, the Town of Oakville, the City of Burlington, the Town of Milton, Michael Chong - Wellington-Halton Hills MP, Ted Arnott - Wellington Halton Hills MPP, FCM, AMO, GET, and the Township of Guelph Eramosa.

CARRIED



120 Adelaide Street West
Suite 1600
Toronto, Ontario M5H 1T1

T 416-967-7474
F 416-967-1947
www.ieso.ca

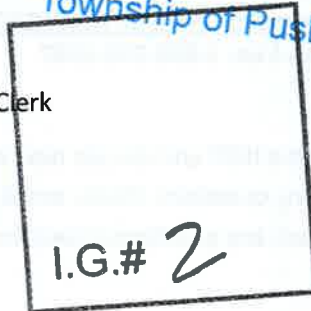
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APR 30 2015

Township of Puslinch

April 29, 2015

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



CLERK'S DEPARTMENT	
TO	via email
Copy	
Please Handle	
For Your Information	
Council Agenda	✓ May
File	

Dear Ms. Landry:

Re: Release of 20-year Electricity Plan for Kitchener-Waterloo-Cambridge-Guelph

We are pleased to provide the Township of Puslinch with the first Kitchener-Waterloo-Cambridge-Guelph (KWCG) Integrated Regional Resource Plan (IRRP). This 20-year electricity plan identifies the electricity needs of the area and is designed to plan for growth to ensure that electricity is reliable and available as needed. The plan has been developed by a Working Group consisting of Kitchener-Wilmot Hydro, Waterloo North Hydro, Cambridge & North Dumfries Hydro, Guelph Hydro Electric System Inc., Hydro One Networks Inc., and the Independent Electricity System Operator (IESO). To view the KWCG Region IRRP, please visit <http://www.ieso.ca/KWCG>.

IRRP's are undertaken in the context of the province's Long-Term Energy Plan, as well as provincial and distribution-level planning. They take an integrated approach to finding the best ways to address electricity needs, including considering existing resources, conservation, generation, wires and other innovative solutions. The plan sets out actions to address near-term electricity needs as well as options to address medium- and long-term needs. The development of IRRP's is mandated by the Ontario Energy Board, and IRRP's are updated every five years or sooner if needed. The KWCG IRRP will be updated as needed to reflect any changes to the electricity needs of the region and based on feedback from the community.

Under the IRRP process, local distributors and transmitters as well as municipalities, Aboriginal communities, stakeholders and members of the general public are increasingly involved in developing integrated energy planning solutions for maintaining a reliable supply of electricity. Below are the activities that will be undertaken to facilitate a regional electricity planning dialogue with the community.

Informational Webinar

An informational webinar will be held at the date and time listed below to review the IRRP and discuss the next steps in community engagement. Participants can both view the presentation and listen to the

webinar via the weblink, or call the toll-free number to listen to the webinar. Questions will be taken both over the phone and via the weblink.

Tuesday, June 2 from 2 p.m. – 4 p.m.

<http://www.meetview.com/ieso20150602b>

Toll-free: 1-888-239-2037

Municipal Presentation

The Working Group is available to present the IRRP and discuss next steps in community engagement to Council and/or meet with staff to answer any questions. Please email ontarioregionalplanning@ieso.ca to schedule a presentation or meeting, or to ask any questions about the plan.

Community Engagement

In spring/summer 2016, an update informational meeting will be held with local representatives from municipalities including Mayors and economic development groups, Aboriginal communities, local industry and community groups. A public open house will then be scheduled to further expand the discussion and awareness at a community level.

IRRP Web Page - <http://www.ieso.ca/KWCG>

A dedicated KWCG IRRP webpage is available on the IESO website. The IRRP is posted on this page which also highlights key information related to this regional planning area. You will note that there is a “subscribe to receive updates” feature on this page where interested parties can opt to receive email updates related to activities in this area. This page also includes a link to information on the regional planning process.

We look forward to planning for your future electricity needs together.

Sincerely,



Michael Lyle
Vice President, Planning, Law and Aboriginal Relations

CLERK	HAMILTON
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HAMILTON REGION CONSERVATION AUTHORITY

MINUTES

Board of Directors Meeting

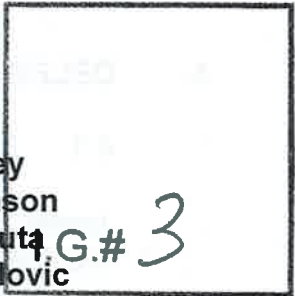
April 2, 2015

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MAY 04 2015
Township of Puslinch

Minutes of the Board of Directors meeting held on Thursday, April 2, 2015 at Woodend Auditorium, 838 Mineral Springs Road, Ancaster, Ontario at 7:00 p.m.

PRESENT: James Howlett, in the Chair
Dan Bowman
Lloyd Ferguson
Duke O'Sullivan
David Rodgers

Doug Conley
Aidan Johnson
Robert Pasuta
Maria Topalovic



Richard MacDonald, Foundation Chair

REGRETS: Chad Collins and Santina Moccio

STAFF PRESENT: Carissa Bishop, Rondalyn Brown, Lisa Burnside, Grace Correia, Gord Costie, Chris Firth-Eagland, Matt Hall, Bruce Harschnitz, Tony Horvat, Darren Kenny, Judy Love, Neil McDougall, Scott Peck, and Joanna Sanche - HCA Staff

OTHERS: Richard Leitner – Media

1. CALL TO ORDER

The Chair called the meeting to order and welcomed everyone present.

2. DECLARATIONS OF CONFLICT OF INTEREST

The Chair asked members to declare any conflicts under the Board's Governance Policy. There were none.

3. APPROVAL OF AGENDA

The Chair requested any additions or deletions to the agenda.

BD12,2089

MOVED BY: Maria Topalovic

SECONDED BY: Doug Conley

THAT the agenda be approved.

CARRIED

4. DELEGATIONS

4.1 Friends of Westfield Heritage Village – Cheque Presentation

James Howlett introduced Jeremy Schofield, President of the Friends of Westfield. The Friends of Westfield are a volunteer organization whose main purpose is to do fundraising in support of many important projects at Westfield Heritage Village. With Westfield's very limited budget these funds are critical to the operation and success of Westfield.

Jeremy Schofield indicated that 2014 was a great year with lots of fun programs well attended by the public. We have a dedicated group of volunteers. Jeremy indicated that the Friends funded a few smaller projects. They purchased an all-terrain wheelchair for the Village; purchased a maple syrup evaporator, provided funding for the washroom renovation; and purchased some power tools.

Jeremy presented a cheque in the amount of \$20,716.00 to the Foundation on behalf of the Friends of Westfield. This donation will be allocated to the Friends Equipment Fund.

James Howlett invited Richard MacDonald, Chair of the Foundation to come up and accept the cheque.

James Howlett thanked Jeremy Schofield and the Friends of Westfield for their generous donation.

5. MEMBER BRIEFING

There was no member briefing.

6. APPLICATIONS - DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES AND WATERCOURSES
(Copies of the supporting staff report are available from the Authority's Administration Office)

Darren Kenny presented the report and answered Board members questions.

BD12,2090 **MOVED BY: Lloyd Ferguson**
 SECONDED BY: Dan Bowman

THAT the Board of Directors receive the Summary Enforcement Report SER – 3/15.

CARRIED

7. MINUTES OF PREVIOUS MEETING (March 5, 2015)

BD12,2091 **MOVED BY: Maria Topalovic**
 SECONDED BY: David Rodgers

THAT the Board of Directors approve the following recommendation:

THAT the minutes of the Board of Directors meeting held on March 5, 2015 be approved.

CARRIED

8. BUSINESS ARISING FROM THE MINUTES

There was none.

9. PRE-DISTRIBUTED CORRESPONDENCE

There was none.

10. OTHER CORRESPONDENCE

There was none.

THAT the minutes of the Conservation Advisory Board meeting held on March 12, 2015 be approved.

CARRIED

11.2 Foundation Chairman's Report

Richard MacDonald reported on the following:

- Total donations for March - \$36,129
 - \$22,128 for the EcoPark Campaign
 - \$11,193 for a preventive storm water management program in Dundas run by the Stewardship Program
 - \$2,257 in undesignated funds
 - The remaining \$239 came mostly in donations to the Hermitage Campaign and Westfield

- Year-to-Date
 - Total Donations for our fiscal year-to-date (December 2014 to March 2015) - \$344,323

- Grants to HCA
 - We also approved two grants to HCA at our March meeting:
 - Christie Ponds: \$40,000 over two years to help match Federal funding for the pond decommissioning and stream naturalization project
 - Staff Leadership Training: \$7,150 will enable 10-12 HCA staff members to receive customized leadership training.

- Foundation Board of Directors
 - The Foundation Board is currently recruiting qualified members to fill planned vacancies over the next two years.
 - The Foundation's Annual General Meeting and Donor Recognition Evening is planned for May 11 at 5:00 p.m. at Woodend.

12. OTHER STAFF REPORTS/MEMORANDUMS

12.1 Disposition of 60 Arbour Road, Part of Mt. Albion

Chris Firth-Eagland presented the report. The property known as 60 Arbour Road has previously served the HCA as a rental residence, outdoor education centre, and field office for conservation area maintenance. Currently the facility is vacant and "declared surplus" from a conservation area operations perspective.

Consideration has been given by staff to demolish the building. In order to determine if there is an interest in the community for a compatible use of this building, a public request for proposals will help determine a future for this site. The HCA has a legal responsibility to consult with all relevant planning and zoning requirements both at the NEC and municipal levels. Chris Firth-Eagland answered board member's questions.

BD12,2095 **MOVED BY:** **Lloyd Ferguson**
SECONDED BY: **Aidan Johnson**

THAT the Board of Directors approve the following recommendations:

THAT staff be directed to undertake a request for proposals to determine community interest in utilizing a portion of the Mt. Albion Conservation Area known as 60 Arbour Road; and further

THAT the results of the proposal call be returned to the Board of Directors for consideration.

CARRIED

12.2 Upcoming Events

Gord Costie provided an update of the upcoming events that are included in the agenda package.

13. **NEW BUSINESS**

There was no new business.

14. **IN-CAMERA ITEMS FOR MATTERS OF LAW, PERSONNEL AND PROPERTY**

BD12,2096 **MOVED BY:** **Maria Topalovic**
SECONDED BY: **Lloyd Ferguson**

THAT the Board of Directors moves *in camera* for matters of law, personnel and property.

CARRIED

During the *in camera* session, one property matter was discussed.

14.1 Confidential Report BD/Apr 01-2015

Chris Firth-Eagland presented the report and answered Board member's questions.

BD12,2097 **MOVED BY: Lloyd Ferguson**
SECONDED BY: Doug Conley

THAT the Board of Directors approve the following recommendations:

THAT Report BD/Apr 01-2015 be approved and remain in-camera.

CARRIED

BD12,2098 **MOVED BY: Lloyd Ferguson**
SECONDED BY: Dan Bowman

THAT the Board of Directors moves out of *in camera*.

CARRIED

15. NEXT MEETING

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

16. ADJOURNMENT

On motion, the meeting adjourned.

GRCA Current



May 2015 - Volume 20 Number 4

GRCA General Membership

Chair	Jane Mitchell
Vice-Chair	Vic Prendergast
Townships of Amaranth, East Garafraxa, Melancthon and Southgate and Town of Grand Valley	Guy Gardhouse
Townships of Mapleton and Wellington North	Pat Salter
Township of Centre Wellington	Kelly Linton
Town of Erin, Townships of Guelph/Eramosa and Puslinch	Chris White
City of Guelph	Bob Bell, Mike Salisbury
Region of Waterloo	Les Armstrong, Sue Foxton, Helen Jowett, Geoff Lorentz, Jane Mitchell, Joe Nowak, Wayne Roth, Sandy Shantz, Warren Stauch, Wayne Wettlaufer
Municipality of North Perth and Township of Perth East	George Wicke
Halton Region	Cindy Lunau
City of Hamilton	Jeanette Jamieson
Oxford County	Bruce Banbury
County of Brant	Brian Coleman, Shirley Simons
City of Brantford	Vic Prendergast
Haldimand and Norfolk Counties	Bernie Corbett, Fred Morison

Successful Brant Park burn

Perfect weather led to a very successful prescribed burn on six hectares of mature tallgrass prairie habitat at Brant Park April 12.

Burns are held periodically to create or improve tallgrass prairie habitat at specific locations on GRCA land. Tallgrass prairies require occasional fires to remove non-native invasive plants and woody plants and help germinate native prairie seeds.

The GRCA hires an experienced contractor to develop and carry out these burns. This will help bring back native species such as little bluestem, Indian prairie grass, green milkweed, round-headed

bushclover and wild bergamot, as well as provide habitat for native wildlife.

Burns require very specific conditions and must be carried out during early April when the weather is dry. Burns have taken place at Brant Park in 2006, 2008 and 2010.

Osprey cam operating

A new webcam is giving watershed residents a bird's eye view of an osprey family living near the gatehouse at Belwood Lake Park.

The nest has been occupied by osprey for several years. A breeding pair arrived back at the Belwood nest on April 8, when the camera had already been put in place.

The live feed was set up on April 25 and at that time, the osprey were sitting on the nest which had two eggs. The camera is now operational and there are three eggs in the nest. The live feed can be viewed at www.grandriver.ca/osprey.

This webcam is a special project that helps people connect with nature, and it generated a lot of interest when it was announced on social media even before the camera went live. Donations were solicited for the set-up cost.

Osprey numbers declined between 1940 and 1970 as a result of eggshell thinning and egg mortality which has been linked to DDT and other

compounds used in pesticides. After DDT was banned in 1972, osprey have come back.

Based on the dates the eggs appeared, they should hatch sometime close to June 2.

Water Festivals

The Grand River Conservation Authority is a proud partner in three children's water festivals that all take place this month and all are celebrating significant anniversaries this year.

The Waterloo Wellington Children's Groundwater Festival (May 25 to 29) turns 20 and was among the first in Ontario. Over the past 20 years, this festival has educated 80,000 Grade 2 to 5 students at Doon Heritage Village and the Waterloo Region Museum in Kitchener. Water consumption is well under the Canadian average for both these municipalities, and the festival has helped bring about that change. The Brantford/Brant Children's Water Festival May 12 to 14 turns 10 this year. It is exclusively for Grade 4 students and about 15,000 from Brantford, Brant and Six Nations have attended this event through the years.

The toddler of the trio is the Haldimand Children's Water Festival which took place for the first time last fall at Taquanyah Nature Centre, Cayuga. This year it will be held in September for the second time with funding committed for the next three years.

While the GRCA assists with these festivals, funding comes from donors.

Source protection consultation complete

All public consultation meetings for updates to the Grand River Source Protection and the Long Point Region Source Protection Plan are now complete.

Revised plans will be submitted to the Source Protection Authority in June 2015, with submission to the Ministry of Environment and Climate Change to follow.

The Ministry has confirmed funding for this



program for the 2015/16 fiscal year, with \$572,000 allocated to staffing and \$909,000 allocated to Tier 3 Water Quantity Risk Assessments.

New Guelph agreement

The GRCA and the City of Guelph have negotiated a new updated maintenance agreement for recreational use of GRCA land within the city limits.

The GRCA has 63 different municipal maintenance agreements across the watershed, many of which date back 30 to 50 years. Four previous agreements with the City of Guelph have expired. The new agreement replaces these four agreements. It also clearly outlines the responsibilities of Guelph for maintaining those lands.

Most GRCA lands are passive parkland, but some have become more actively used with sports fields, playgrounds, trails and swimming facilities. The GRCA owns some land along the rivers and Hanlon Creek Conservation Area within Guelph.

Over the next five years, the GRCA and Guelph will work together to evaluate all the lands and related water infrastructure and determine if the GRCA or the City are the appropriate landowners.

The GRCA owns 19,400 hectares within the watershed, including urban parkland. Many of these land parcels were acquired for flood control purposes or were purchased by the GRCA at the request of the municipality with provincial grants for land acquisition that are no longer available.

Normal weather in April

Precipitation was close to or above average for April, allowing the GRCA to fill the reservoirs to seasonal levels.

Temperatures were 5.8 degrees, which is very close to the long-term average. Daytime highs were above freezing and reached 20 degrees C April 13, however it snowed April 23.

Higher stream flows helped bring the reservoir levels back to their normal operating range. All of the large reservoirs have met the filling target level for April 1 and are on target for May 1.

Lake Erie was slightly below the long-term average at the end of the month. Ice cover on the lake gradually melted throughout the



Photo by Kevin Tupman

A successful controlled burn took place at Brant Park in April to improve the tallgrass prairie habitat. The burn kills invasive plants and gives a boost to native vegetation. This area of the park has been burned in previous years.

month with no ice left at the end of April.

Two watershed conditions statements were issued in April, both for water safety. The first was issued April 2 and warned of rising water levels from precipitation and melting snow. The second on April 9 was based on a forecast of 35 mm of rain. No major flooding occurred during either event.

Foundation turns 50

The Grand River Conservation Foundation dates back 50 years to April 12, 1965, when it received its letters patent from the province.

Over the years it has raised \$11 million for GRCA-related projects and programs. It is gaining momentum, with \$1 million raised in each of the last three years.

As of April, the GRCF has a new logo. The update will help prepare for the next 50 years. The new logo continues themes of water, land and trees, with a new modern twist.



Parks opened May 1

Grand River Parks opened for business May 1 and will close Oct. 15.

The weather on opening weekend was ideal and the camping reservation system is fully functional.

This issue of *GRCA Current* was published in May 2015.

It is a summary of the April 2015 business conducted by the Grand River Conservation Authority board and committees as well as other noteworthy happenings and topics of interest.

The Grand River Conservation Authority welcomes the photocopying, forwarding and distribution of *GRCA Current*.

Next board meeting:
May 22 at 9:30 a.m.,
GRCA Administration Centre.

Subscribe to *GRCA Current*:
GRCAcurrent-subscribe@grandriver.ca

Meeting reports
www.grandriver.ca/MeetingReports

Coming events:
www.grandriver.ca/Calendar

Grand Actions newsletter:
www.grandriver.ca/GrandActions



Planning and Development Department
The City of Cambridge
50 Dickson Street, P.O. Box 669
Cambridge ON N1R 5W8
Tel: (519) 740-4650 ext 4577 Fax: (519) 622-6184
TTY: (519) 623-6691
www.cambridge.ca
brombergh@cambridge.ca
FILE ONLY: D14.03



April 28, 2015

Dear Sir/Madam:

Please be advised that City of Cambridge Council adopted the following recommendations at its meeting of **MARCH 24, 2015**.

4. Planning and Development Committee Meeting, Tuesday, March 10, 2015

Item 4 - Zoning By-law Review – Status Update

THAT Report No. 15-12 (PLN) be received;

AND THAT the Planning and Development Committee recommend that City staff be authorized to proceed with the public consultation and review process for the Zoning By-law Review as outlined in Attachment No. 1.

A copy of the minutes is available from the City Clerk's Department, 50 Dickson Street, 2nd Floor, or by contacting the department staff at (519) 740-4680 Extension. 4233.

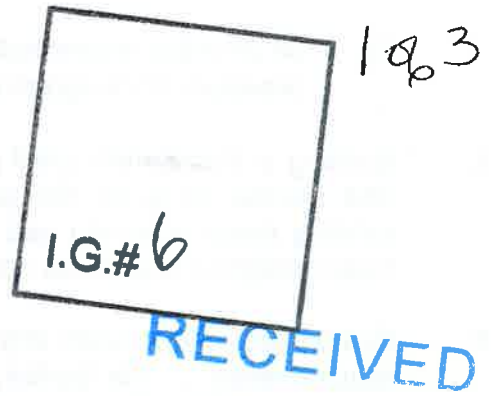
Yours truly,


Hardy Bromberg, B.Comm., P.Eng., C.B.C.O.
Commissioner of Planning and Development

HB/jb

Note: Please contact our office at (519) 740-4650, Ext. 4648 if you no longer wish to remain on the mailing list for the above noted matter. We would also appreciate notification of any change of address or incorrect information as it pertains to you (incorrect spelling, duplication, etc.). If you require information in an accessible format or accommodation to access municipal services, please contact accessibility@cambridge.ca. Thank you.

CLERK'S DEPARTMENT	
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Council Agenda	May 2015
File	Doolan/KOC



BY-LAW 37-15

RECEIVED

APR 21 2015

Township of Puskegeton

of the

THE CORPORATION OF THE CITY OF CAMBRIDGE

Being a By-law of the Corporation of the City of Cambridge Interim Control By-law for the lands zoned Heavy Industrial M4 in the Eastern Industrial Park.

WHEREAS the Council for the Corporation of the City of Cambridge has passed a resolution directing that a study be undertaken in respect of the land use planning policies and regulations affecting the lands zoned Heavy Industrial M4 in the Eastern Industrial Park in the City of Cambridge;

AND WHEREAS Section 38 of the Planning Act, RSO, 1990, c.P.13, as amended, grants a municipality the authority to pass an interim control by-law;

AND WHEREAS the Council for the Corporation of the City of Cambridge has deemed it necessary and expedient to pass such a by-law;

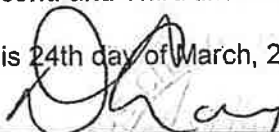
NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:

1. This Bylaw shall be entitled the "Eastern Industrial Park Interim Control By-law".
2. For the purposes of this By-law:
 - (c) "Council" shall mean the Council of the Corporation of the City of Cambridge;
 - (d) "City" shall mean the Corporation of the City of Cambridge; and
 - (e) "Interim Control Area" shall mean those lands zoned Heavy Industrial M4 in the Eastern Industrial Park as shown on Schedule "A" attached hereto and forming part of this By-law.
3. The provisions of this By-law shall only apply to the Interim Control Area.
4. Notwithstanding any other by-law to the contrary, no person shall, within the Interim Control Area:
 - (i) use any land, building or structure for any purpose whatsoever except for a use that lawfully existed on the date of the passage of this By-law and for so long as it continues to be used for such purpose; or

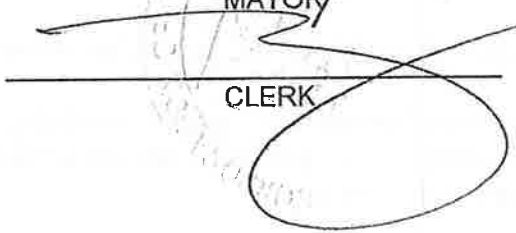
- (ii) be permitted to construct, alter or expand any building or structure save and except the provisions of Paragraph 5 of this Bylaw.
- 5. Nothing in this By-law shall prevent the construction or use of a new structure(s) at 454 Dobbie Drive for the purpose of conducting operations directly related to the existing metal recycling use at such address provided that the new structure(s) has been designed to address noise mitigation to the satisfaction of the City of Cambridge.
- 6. Every person who uses any land, building or structure in a manner contrary to the requirements of this By-law, or who causes or permits such use, or violates any provisions of this By-law or causes or permits a violation, shall be guilty of an offence and upon conviction shall be liable to a fine of not more than \$25,000.00, exclusive of costs which shall be recoverable under the provisions of the Planning Act, RSO, 1990, c.P.13, as amended and the Provincial Offences Act, RSO, 1990, c.P.33, as amended. The foregoing provision shall be in addition to any other remedy or penalty provided by law.
- 7. If any provision or requirement of this By-law or the application thereof to any person shall to any extent be held to be invalid or unenforceable, the remainder of this By-law or the application of such provision or requirement to all persons other than those to which it is held to be invalid or unenforceable, shall not be affected thereby and each provision and requirement of this By-law shall be separately valid and enforceable to the fullest extent permitted by law.
- 8. This By-law shall come into force and take effect immediately upon the final passing thereof by Council and shall be in effect until 11:59 p.m. local time on March 24, 2016, unless otherwise extended in accordance with the provisions of the Planning Act, RSO, 1990, c.P.13, as amended.

Read a First, Second and Third time

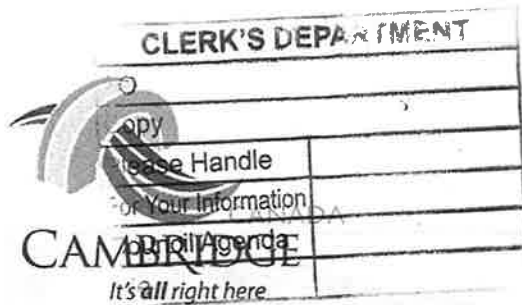
Enacted and passed this 24th day of March, 2015



 MAYOR



 CLERK



**Corporation of the City of Cambridge
Human Resources/
Legislative Services Department**

Clerk's Division

50 Dickson Street. P.O. Box 669, Cambridge, ON, N1R 5W8
(519) 623-1340, www.cambridge.ca

Notice of Passing By-law No. 37-15 (Interim Control By-law for the Eastern Industrial Park)

Take Notice that the Council of the Corporation of the City of Cambridge passed By-law No. 37-15 on the 24th day of March, 2015 per Section 38 of the Planning Act, R.S.O. 1990, c.P.13, as amended.

The Purpose and Effect of this By-law is to prohibit all new heavy industrial uses and alterations to existing uses on M4 zoned lands within the Eastern Industrial Park for a period of one year so that a Planning Study may be undertaken to examine the operation of Heavy Industrial uses in close proximity to sensitive land uses. Uses that lawfully existed as of March 24, 2015 are permitted to continue. The by-law includes an exception to permit the construction of a new structure(s) at 454 Dobbie Drive for the purposes of conducting operations related to the existing metal recycling use provided that the structure(s) is designed to address noise mitigation to the satisfaction of the City.

And Take Notice that any person or public body who objects to all or part of Interim Control By-law 37-15 and who received notice of the by-law may appeal to the Ontario Municipal Board by filing with the Clerk of the Corporation of the City of Cambridge not later than the **23rd day of May, 2015** a notice of appeal setting out the reasons for the objection to the by-law including the fee of \$125.00 required by the Ontario Municipal Board.

And Take Notice that the Council of the City of Cambridge has the authority to extend the period during which the by-law will be in effect to a total period not exceeding two years.

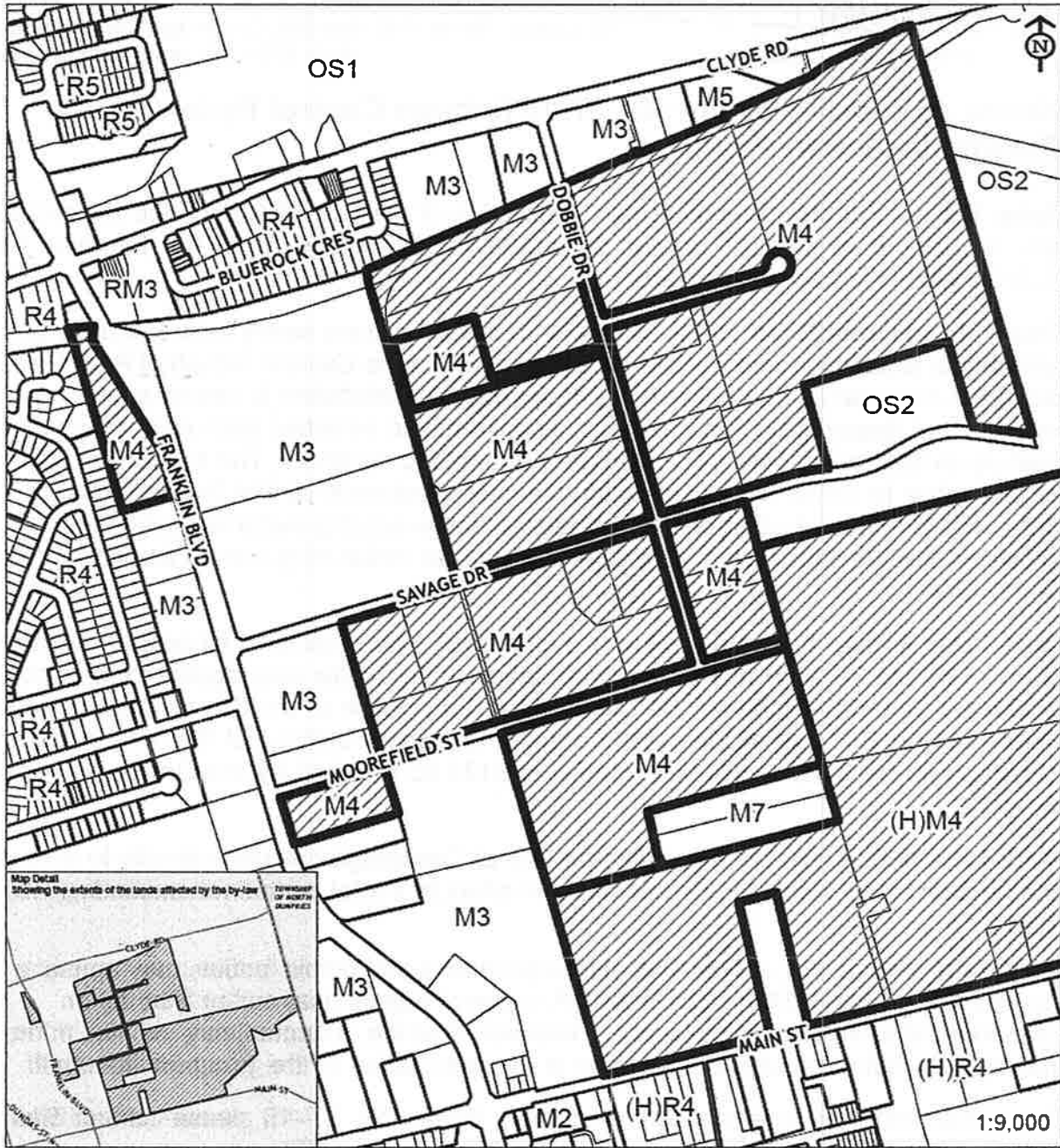
And Take Notice that only individuals, corporations and public bodies may appeal a by-law to the Ontario Municipal Board. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or the group on its behalf.

For further information regarding this notice or By-law No. 37-15, please contact **Elaine Brunn Shaw, Director of Planning**, (519)740-4680, Ext. 4571.

Dated at the City of Cambridge this 17th day of April, 2015.

**MICHAEL DI LULLO, CITY CLERK
50 DICKSON STREET, P.O. Box 669
CAMBRIDGE, ONTARIO
N1R 5W8**

Key Map



 Lands affected by the by-law

CLERK'S DEPARTMENT	
TO	
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Council Agenda	0 mzy 2015
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APR 21 2015



Township of Puslinch

**Certificate with respect to approval of
a draft plan of condominium subdivision
by The Corporation of the City of Guelph # 7**



I, Tina Agnello, Deputy City Clerk of The Corporation of the City of Guelph, hereby certify that the Notice of Decision of a Draft Plan of Condominium Subdivision, (23CDM14507) for Part of Lot 10, Registered Plan 306, all of Lot 157 & Part of Lots 158, 159, 160, Registered Plan 113, designated as parts 1, 2, 3, 61R-11605, municipally known as 72 York Road, in the City of Guelph, County of Wellington, was sent to the persons and public bodies prescribed under subsection 51 (37) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended. I also certify that the 20 day objection period expired on the 25th day of March, 2015 and to that date, no notice of objection or request for a change in the provisions of the decision of the draft plan of condominium subdivision has been filed by any person with the City Clerk's Department. A declaration to this effect is on file.

In accordance with subsection 51 (41) of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, this Draft Plan of Condominium Subdivision is deemed to have been approved on the 26th day of March, 2015.

Dated this 16th day of April, 2015.

Deputy City Clerk

Certified copy to:

- Michael Witmer, Planner, City of Guelph
- Assessment Commissioner, Municipal Property Assessment Corporation
- Jamie Laws, Van Harten Surveying Inc., Applicant
- David Brix, Terra View Riverside Ltd., Owner

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

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

Copies to:

List attached hereto



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**THE TOWNSHIP OF GUELPH/ERAMOSA
NOTICE OF COMPLETE APPLICATION
AND NOTICE OF PUBLIC MEETING**

KSR

CLERK'S DEPARTMENT	
TO	GUELPH/ERAMOSA
Copy	
Please Handle	
For Your Information	
Council Agenda	May 20/15

TAKE NOTICE that pursuant to the requirements of the Planning Act, R.S.O., 1990 as amended the Township of Guelph/Eramosa has received a complete application (ZBA 05/15) to amend Zoning By-law 57/1999. The Council of the Corporation of the Township of Guelph/Eramosa will hold a public meeting to advise the public of the application and to obtain public input prior to making a decision.

THE PUBLIC MEETING will be held on **Monday, June 1, 2015 at 7:00 p.m.** at the Guelph/Eramosa Township Municipal Office located at 8348 Wellington Road 124, at Brucedale, to consider an amendment to the Zoning By-law of the Township of Guelph/Eramosa pursuant to Section 34 of the *Planning Act*, R.S.O., Chapter P.13, as amended.

TOWNSHIP INITIATED HOUSEKEEPING AMENDMENT – The Township of Guelph/Eramosa is proposing to amend Zoning By-law 57/1999 to permit accessory apartments in the Rural Residential and Agricultural zones, whereas they are currently only permitted in the Village Residential and Commercial zones, and to introduce regulations to govern accessory apartments throughout the Township. The proposed amendment applies to all lands within the Township currently subject to Zoning By-law 57/1999, therefore, a key map has not been provided.

ANY PERSON may attend the public meeting and/or make written or verbal representation in support of or in opposition to the proposed amendment. Written submissions and requests to be notified for the passing of the proposed Zoning By-law Amendment should be directed to the Township Clerk at the address shown below.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Corporation of the Township of Guelph/Eramosa before the by-law is passed, the person or public body is not entitled to appeal the decision of the Council of the Township of Guelph/Eramosa to the Ontario Municipal Board.

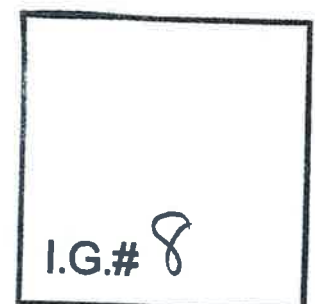
If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Corporation of the Township of Guelph/Eramosa before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

The above information is being collected pursuant to the Planning Act, R.S.O. 1990, CHAPTER P.13, Section 34. Information, including opinions, presentations, reports, documentation, etc., provided for or at a Public Meeting is considered public records. This information may be posted on the Township of Guelph/Eramosa website and/or made available to the public upon request. Questions about this collection should be directed to the undersigned.

ADDITIONAL INFORMATION regarding the proposed amendment is available for inspection during regular business hours between 8:30 a.m. and 4:30 p.m. at the Township of Guelph/Eramosa Municipal Office as of the date of this notice.

Dated at the Township of Guelph/Eramosa this 17th day of April, 2015.

Meaghen Reid, Clerk
Township of Guelph/Eramosa
8348 Wellington Road 124, P.O. Box 700
Rockwood, Ontario N0B 2K0
Telephone: (519) 856-9596 Ext. 107, Fax: (519) 856-2240
Email: mreid@get.on.ca



This document is available in larger font on the Township's website at www.get.on.ca. If you require an alternative format, please contact the Township Clerk.

**Notice of the Decision
of a Draft Plan of Condominium Subdivision
by The Corporation of the City of Guelph**



IN THE MATTER of a decision for approval of a Draft Plan of Condominium Subdivision for Part of Lot 6, Concession 7, Geographic Township of Puslinch, City of Guelph, and more specifically Par 2, 3, 4, 5, 8 and 9, Plan 61R-20267, (23CDM14510), municipally known as 1291 Gordon Street, in the City of Guelph, County of Wellington.

TAKE NOTICE that the General Manager of Planning Services of The Corporation of the City of Guelph gave approval for a Draft Plan of Condominium Subdivision on the 16th day of April, under subsection 51 (31) of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, in respect Part of Lot 6, Concession 7, Geographic Township of Puslinch, City of Guelph, and more specifically Par 2, 3, 4, 5, 8 and 9, Plan 61R-20267, (23CDM14510), municipally known as 1291 Gordon Street, in the City of Guelph, County of Wellington.

AND TAKE NOTICE that the applicant, or any person or public body that made a written submission before the Decision may, at anytime before the approval of the final plan of condominium subdivision, appeal any of the conditions imposed by the General Manager of Planning Services of the Corporation of the City of Guelph to the Ontario Municipal Board by filing a notice of appeal with the Clerk of The Corporation of the City of Guelph.

CLERK'S DEPARTMENT	
TO	PP ✓ PAR 30115
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Please Handle	
For Your Information	✓
Council Agenda	May 15
File	

AND THAT any appeal to the Ontario Municipal Board in respect of the decision to approve the draft plan of condominium subdivision, or any of the conditions of the draft plan of condominium subdivision may be made by filing with the Clerk of The Corporation of the City of Guelph, not later than the 13th day of May, 2015, at 4:30 p.m., a notice of appeal setting out the objection and reasons in support of the objection. The applicable fee of \$125, **paid by cheque or money order**, made payable to the "Minister of Finance", must also be submitted with the appeal.

A copy of the Decision, including the conditions, is included. All of the related information for the draft plan of condominium subdivision is available for inspection at Planning & Building, Engineering and Environment office, City Hall, 3rd Floor, 1 Carden Street, Guelph, Ontario, during business hours (8:30 a.m. to 4:30 p.m., Monday to Friday).

You will be entitled to receive notice of any changes to the conditions of approval of the draft plan of condominium subdivision if you have made a written request to be notified of changes to the conditions.

No person or public body shall be added as a party to the hearing of the appeal regarding any changes to the conditions of approval unless the person or public body, before the decision, made written submissions or a written request to be notified of changes to the conditions.

Only individuals, corporations or public bodies may appeal decisions in respect of a proposed plan of condominium subdivision to the Ontario Municipal Board. A notice of appeal may not be filed by an unincorporated association or group. However, a

notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf. If you wish to appeal to the Ontario Municipal Board, the requisite appeal forms are available from the Ontario Municipal Board on their website at www.omb.gov.on.ca, or you may obtain the appeal forms from the City Clerk's Department, c/o ServiceGuelph, 1st Floor, City Hall, 1 Carden Street, Guelph, Ontario.

DATED at the City of Guelph this 23rd day of April, 2015.

Stephen O'Brien
City Clerk
Guelph City Hall
1 Carden Street
Guelph, Ontario N1H 3A1

April 16, 2015

Hugh Handy
GSP Group Inc.
201-72 Victoria Street South
Kitchener, ON N2G 4Y9

Dear Mr. Handy:

**RE: 1291 Gordon Street Draft Plan of Condominium,
Condominium File No.: 23CDM14510**

As City Council's delegated approval authority for most condominium applications in the City of Guelph, I would like to confirm that your condominium application for draft plan approval has been reviewed by the City of Guelph Planning, Urban Design and Building Services and as of the date of this letter, I have decided to approve the condominium plan for 1291 Gordon Street under Section 51 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, subject to the conditions attached.

By copy of this letter, I am requesting the City Clerk to initiate the Notice of Decision circulation which will be mailed in accordance with Section 51(37) of the *Planning Act*. This Notice of Decision of the approval of the plan including conditions will be circulated for a 20 day time period during which any person or public body may file a notice of appeal of the decision. Should no appeals be filed, the approval of the condominium plan of subdivision shall be deemed to have been made on the day after the last day for appealing the decision.

Once your condominium plan has received draft plan approval, when you wish to register your plan, please contact Planning, Urban Design and Building Services and advise in writing how you have satisfied all of the conditions of draft plan approval.

If you have any questions on this file, please contact Michael Witmer, Development Planner II, Planning, Urban Design, and Building Services at (519) 837-5616, extension 2790.

Yours truly,



Todd Salter
General Manager,
Planning, Urban Design and Building Services

Attach.

MW/ts

c: Scott Higgins, 2274237 Ontario Inc. (c/o HIP Developments Inc.)
Stephen O'Brien, City Clerk
Kealy Dedman, City Engineer, Engineering Services
Donna Jaques, City Solicitor
Sylvia Kirkwood, Manager of Development Planning

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

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



REPORT

TO General Manager of Planning, Urban Design and Building Services

SERVICE AREA Infrastructure, Development and Enterprise

DATE April 15, 2015

SUBJECT **Proposed Draft Plan of Residential Condominium Subdivision
1291 Gordon Street (23CDM14510) – 2274237 Ontario Inc. (c/o HIP
Developments Inc.).**

REPORT NUMBER 15-43

RECOMMENDATION

Draft Plan of Condominium Approval, subject to the conditions outlined in **Schedule 2**.

BACKGROUND

The City of Guelph is in receipt of an application for a Draft Plan of Condominium Subdivision from GSP Group Inc. on behalf of 2274237 Ontario Inc. (c/o HIP Developments Inc.). The application pertains to lands municipally known as 1291 Gordon Street. The subject property has an area of approximately 1.6 hectares.

The applicant is requesting draft plan approval for a one-hundred and sixty (160) unit residential condominium. The application is for a standard plan of condominium, and is proposed to be registered in one (1) single phase. The condominium is also proposed to have one-hundred and ninety-four (194) off-street parking spaces. Of these one-hundred and ninety-four (194) off-street parking spaces, seventeen (17) are proposed to be common visitor parking spaces. The remaining one-hundred and seventy-seven (177) off-street parking spaces would also be individual deeded unit areas within the condominium.

The applicant has indicated that the lobby, corridors (inclusive of media room, walk-out terrace, wi-fi rooms, and study rooms) and seventeen (17) visitor parking spaces will form part of the common elements of the condominium. This would be in addition to the exterior common amenity areas as shown on the draft plan. The land and building would be subdivided in accordance with the attached proposed Draft Plan of Condominium (**Schedule 3**).

The subject property is designated 'General Residential' in the current Official Plan and is currently zoned R.4A-37 (Specialized General Apartment) in the Zoning By-law. This application for Draft Plan of Condominium approval does not affect the site's Official Plan designation or zoning.

Original site plan approval (Site Plan File #: SP11A011) was issued by the General Manager of Planning, Urban Design and Building Services for this development on May 26, 2014 (**Schedule 4**). Following original site plan approval, the property owner submitted a request for modified site plan approval (Site Plan File #: SP14A050) to accommodate various changes to the apartment building elevations. This site plan amendment was approved on August 11, 2014. Building permits have been issued, and construction is currently on-going.

Infrastructure, Development and Enterprise Comments

Planning Services recommends approval of this application for Draft Plan of Condominium, subject to the conditions outlined in **Schedule 2**. The development has received the necessary site plan approvals and building permits have been issued. The draft plan approval conditions recommended in **Schedule 2** will ensure that site development is completed and maintained to the satisfaction of the City, prior to the registration of the plan of condominium.

Location

1291 Gordon Street (**Schedule 1**); legally described as PART OF LOT 6, CONCESSION 7, GEOGRAPHIC TOWNSHIP OF PUSLINCH, CITY OF GUELPH *and more specifically* PART 2, 3, 4, 5, 8 AND 9, PLAN 61R-20267.

Summary of Proposal

Request for draft plan approval of a one-hundred and sixty (160) unit standard residential condominium with one-hundred and seventy-seven (177) off-street parking space units. Common element areas will comprise the balance of the property that is not designated as units such as the remaining seventeen (17) off-street parking spaces, lobby and interior corridors. The condominium is proposed to be registered in one (1) single phase.


DEPARTMENTAL & AGENCY CONSULTATION

The summary of comments received in the review of the application is included in **Schedule 5**.

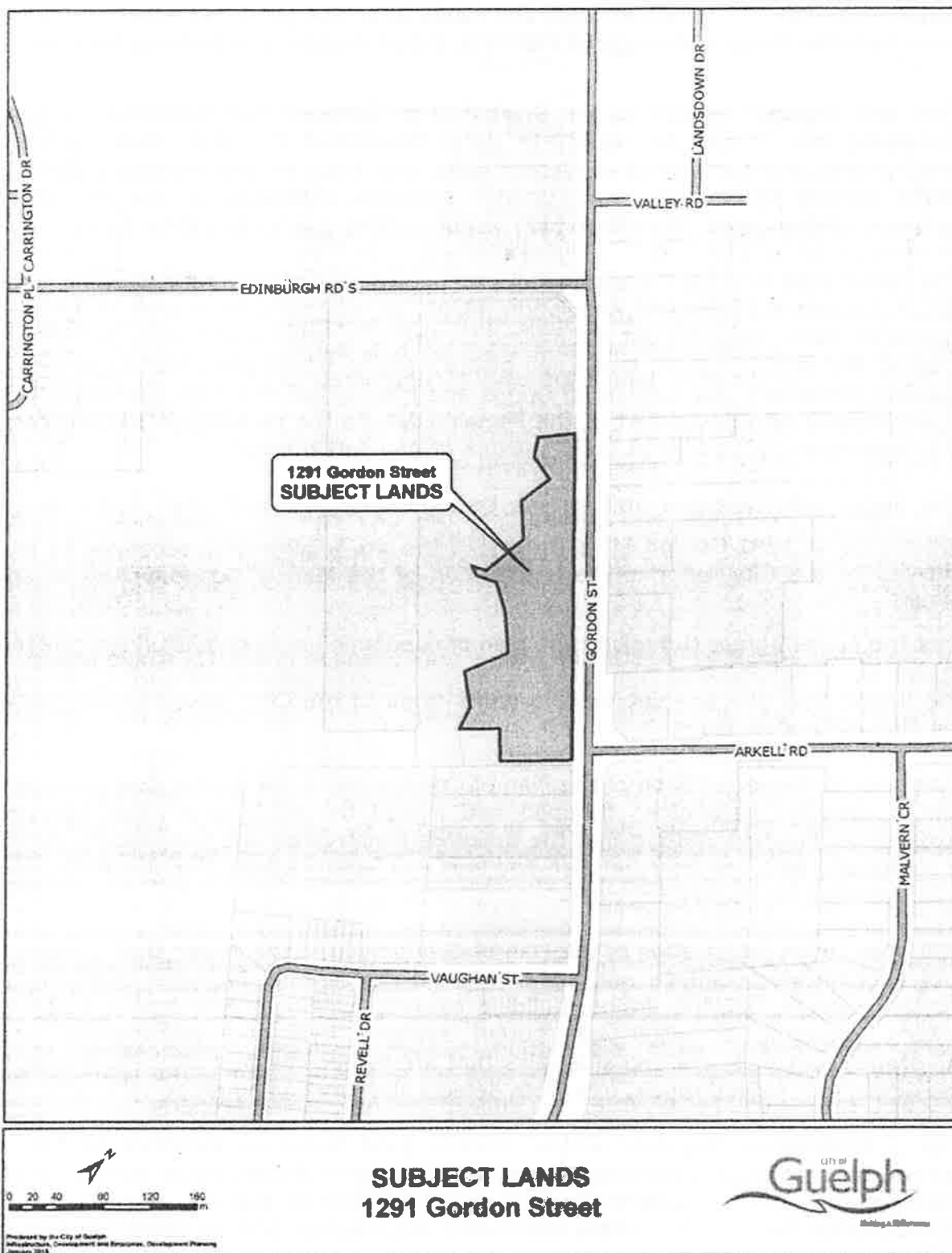
ATTACHMENTS

- Schedule 1** - Location Map
- Schedule 2** - Conditions
- Schedule 3** - Proposed Condominium Plan
- Schedule 4** - Approved Site Plan
- Schedule 5** - Department/Agency Comment Checklist


Prepared By:
Michael Witmer
Development Planner II


Approved By:
Todd Salter
General Manager of Planning, Urban
Design and Building Services

SCHEDULE 1 Location Map



SCHEDULE 2 Conditions

PREAMBLE: Draft Plan Approval will lapse and expire after five years (5) from date of issuance of approval from the General Manager of Planning, Urban Design, and Building Services.

- 1) That this approval applies to the Draft Plan of Condominium prepared by Van Harten Surveying Inc., Project No. 22479-14 dated November 26, 2014, illustrating a total of one-hundred and sixty (160) residential units, one-hundred and seventy-seven (177) off-street parking space units, and common elements consisting of, but not limited to a common amenity area, seventeen (17) visitor parking spaces and drive aisles.
- 2) The owner shall develop the site in strict accordance with the Ontario Building Code as set out in Section 6 of Ontario Regulation 48/01, as amended from time to time, and the approved plans, including but not limited to, the fully detailed site plan, servicing plan(s), grading and drainage plan, landscape plan(s), photometrics plan, traffic geometrics plan, building elevations and building drawings and mechanical drawings approved by the City in accordance with Section 41 of the Planning Act, to the satisfaction of the City, prior to the registration of the Plan of Condominium or any part thereof.
- 3) The owner acknowledges and agrees that the City can and shall make detailed site inspection(s) at 1291 Gordon Street to ensure the site is completed according to the plans approved by the City, prior to the registration of the Plan of Condominium or any part thereof.
- 4) That the owner agrees to register the plan of condominium in one (1) single phase.
- 5) The owner shall pay any outstanding debts owed to the City, prior to the registration of the Plan of Condominium.
- 6) That prior to the registration of the Plan of Condominium, the owner shall provide the City with a drainage certificate, stamped and signed by an Ontario Land Surveyor or a Professional Engineer stating that the buildings constructed and the grading of the lots is in conformity with the drainage plan and that any variance from the plan has received the prior approval of the City Engineer.
- 7) That prior to the registration of the Plan of Condominium, the owner shall provide the City with a certificate, stamped and signed from a Professional Engineer certifying that the sanitary sewers, building drains, building sewers, building storm drains, building storm sewers, watermains, water distribution system, hydrants, catchbasins, roadways, driveways, parking areas and sidewalks that are to become part of the common facilities and areas, are in good repair, free from defects and functioning properly.
- 8) That a Professional Engineer and/or Ontario Land Surveyor identifies all the sanitary sewers, building drains, building sewers, building storm drains, storm sewers, stormwater management system, watermains and water distribution system, serving the site and also identifies the locations where easements are required prior to registration of the Plan of Condominium.

-
- 9) That prior to the registration of the Plan of Condominium, an independent lawyer shall certify that the proposed condominium phase has easements for all the sanitary sewers, building drains, building sewers, building storm drains, storm sewers, stormwater management system, watermains and water distribution system serving the condominium phase, which are located on private lands other than the lands included in the phase being registered.
 - 10) That prior to the registration of the Plan of Condominium, the Developer shall have the Professional Engineer who designed the storm water management system certify to the City that he/she supervised the construction of the storm water management system, and that the storm water management system was approved by the City and that it is functioning properly.
 - 11) That prior to the registration of the Plan of Condominium, an independent lawyer shall certify that the following irrevocable commitment has been incorporated into the Condominium Declaration: *The Condominium Corporation, or its assigns or successors, agrees to provide the City of Guelph with annual post-construction monitoring reports, as per the recommendations of the approved Environmental Implementation Report (EIR) and associated addendum, prepared by Stantec Consulting Ltd. for 2274237 Ontario Inc.*
 - 12) That prior to the registration of the Plan of Condominium, an independent lawyer shall certify that the following irrevocable commitment has been incorporated into the Condominium Declaration: *In the event an annual monitoring report (prepared under the recommendations of the approved EIR and EIR addendum) results in a recommendation for additional fencing to be installed north of the deer corridor, the condominium corporation, or its assigns or successors, agrees to pay for the cost of design and construction of fencing, to the satisfaction of the General Manager of Planning, Urban Design, and Building Services or his/her designate.*
 - 13) That prior to the registration of the Plan of Condominium, the applicant shall acknowledge in writing that the property owner and/or Condominium Corporation is aware of the Region of Waterloo International Airport Zoning Regulations Notice issued under the federal *Aeronautics Act* (Registration *SOR/2006-78* on April 28, 2006) and registered on title on the subject lands as instrument No. WC243602 on May 4, 2009, and that they understand their responsibility to make all users of the land aware of the restrictions under these Regulations which may include but not limited to height restrictions on buildings or structures, height of natural growth, interference with communications, and activities or uses that attract birds.
 - 14) Prior to the registration of the plan of condominium or any part thereof, the owner shall pay to the City, the City's total cost of reproduction and distribution of the Guelph Residents' Environmental Handbook, to all future homeowners or households within the plan, with such payment based on a cost of one handbook per residential dwelling unit, as determined by the City.
 - 15) Further to requirements outlined in Condition 3, any works not completed as per the approved site plans shall be completed prior to registration of the plan of condominium, and/or the Owner shall pay to the City a security amount representing the outstanding items therein as agreed to by the Manager of Development Planning.

-
- 16) Prior to the registration of the Plan of Condominium, an independent lawyer shall certify and demonstrate that the following advisory clause has been incorporated into the Condominium Declaration: *"That private sidewalks, driveways and parking areas are to be maintained in a snow free condition and void of any obstructions twelve (12) months of the year."*
 - 17) The owner agrees to provide the City's Planning Services staff with a digital file of the plan of condominium in an AutoCAD (*.dwg) format prior to the registration of the Plan of Condominium or any part thereof.
 - 18) Prior to the City's final approval of the plan of condominium, the City shall be advised in writing by the owner how conditions 1 through 17 have been satisfied or acknowledged, whatever the case shall be.

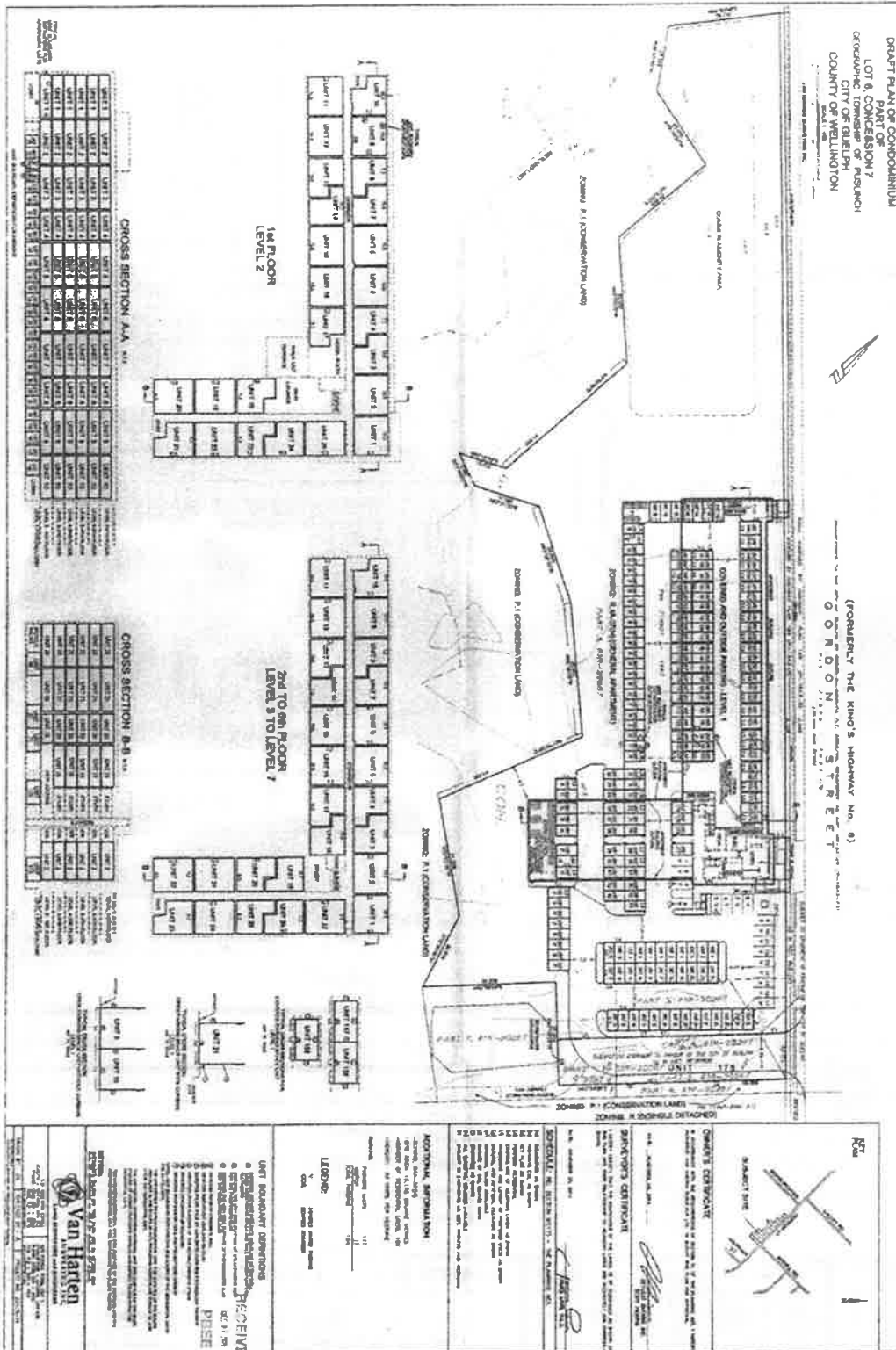
NOTES:

1. The Owner is advised that the lands, or a portion of the lands, are subject to the Region of Waterloo International Airport Zoning Regulations issued under the federal *Aeronautics Act* (Registration *SOR/2006-78* on April 28, 2006). Specifically, the subject lands have been identified as being within the "Take-off/Approach Surface" area. The purpose of the Airport Zoning Regulations is two-fold:
 - a. to prevent lands adjacent to or in the vicinity of the Region of Waterloo International Airport site from being used or developed in a manner that is incompatible with the safe operation of the airport or an aircraft; and
 - b. to prevent lands adjacent to or in the vicinity of facilities used to provide services relating to aeronautics from being used or developed in a manner that would cause interference with signals or communications to and from aircraft or to and from those facilities.

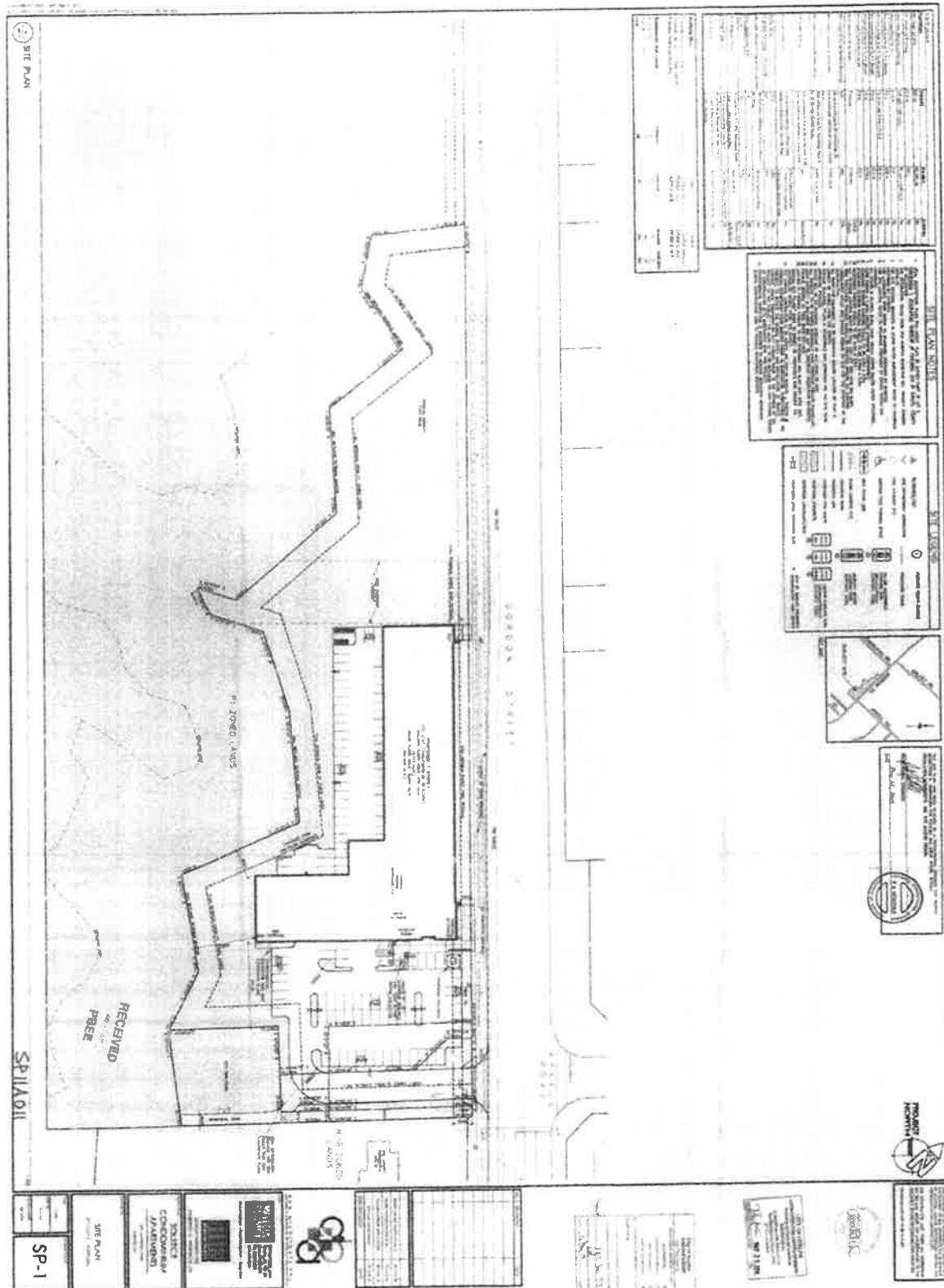
It will be the Condominium Corporation's responsibility to be aware of, and to make all users of the land aware of the restrictions under these Regulations which may include but not limited to height restrictions on buildings or structures, height of natural growth, interference with communications, and activities or uses that attract birds.

2. Site Plan approval (SP11A011) requires inspections and approval of works in the City trail and stormwater management blocks by Park Planning staff including: trail retaining wall, fencing, signs, planting, topsoil, sod, demarcation markers. The owner is required to contact Park Planning staff at least two weeks prior to starting these works to ensure that the review goes smoothly and the security can be released. Note that the retaining wall design must be reviewed and topsoil must be tested and amended per recommendations of the testing agency prior to placement.
3. The Developer is responsible for contacting Canada Post and arranging mailbox locations and mail delivery methods for the development.
4. Draft Plan of Condominium approval will expire five (5) years from the date draft plan approval is issued.

**SCHEDULE 3
Proposed Condominium Plan**



SCHEDULE 4 Approved Site Plan



SCHEDULE 5

Department/Agency Comment Checklist

<u>RESPONDENT</u>	<u>NO OBJECTION OR COMMENT</u>	<u>CONDITIONAL SUPPORT</u>	<u>ISSUES/CONCERNS</u>
Upper Grand District School Board	✓		
Engineering Services		✓	<ul style="list-style-type: none"> • Standard Engineering condominium conditions (certificates, etc.) • Development to be registered in one phase • Owner pays any outstanding debts to the city prior to registration
Economic Development	✓		
Fire Department	✓		<ul style="list-style-type: none"> • Advised that fire hydrants are to remain unobstructed and functioning during construction
Park Planning		✓	<ul style="list-style-type: none"> • Property owner to notify Parks Planning staff when work is to commence in SWM block and trails
Guelph Hydro	✓		
Building Services	✓		
Development Planning		✓	<ul style="list-style-type: none"> • Condo corporation to commit through declaration to implement on an on-going basis the recommendations of approved EIR (i.e. monitoring reports, fencing)

			<ul style="list-style-type: none"> • Airport zoning notice acknowledgement • Standard condominium conditions
Wellington Catholic District School Board	✓		
Union Gas	✓		
Canada Post		✓	<ul style="list-style-type: none"> • Property owner to supply, install and maintain mail delivery equipment to the satisfaction of Canada Post
Guelph Police Services	✓		

23CDM14510 – 1291 Gordon Street

Conditions

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 - b. to prevent lands adjacent to or in the vicinity of facilities used to provide services relating to aeronautics from being used or developed

in a manner that would cause interference with signals or communications to and from aircraft or to and from those facilities.

It will be the Condominium Corporation's responsibility to be aware of, and to make all users of the land aware of the restrictions under these Regulations which may include but not limited to height restrictions on buildings or structures, height of natural growth, interference with communications, and activities or uses that attract birds.

2. Site Plan approval (SP11A011) requires inspections and approval of works in the City trail and stormwater management blocks by Park Planning staff including: trail retaining wall, fencing, signs, planting, topsoil, sod, demarcation markers. The owner is required to contact Park Planning staff at least two weeks prior to starting these works to ensure that the review goes smoothly and the security can be released. Note that the retaining wall design must be reviewed and topsoil must be tested and amended per recommendations of the testing agency prior to placement.
3. The Developer is responsible for contacting Canada Post and arranging mailbox locations and mail delivery methods for the development.
4. Draft Plan of Condominium approval will expire five (5) years from the date draft plan approval is issued.



REPORT FIN-2015-022

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: May 20, 2015

SUBJECT: 2015 Final Tax Levy and Rates
File No. F02 TAX

RECOMMENDATIONS

That Report FIN-2015-022 regarding the 2015 Final Tax Levy and Rates be received; and

That the final property tax rates as identified in Schedule A and Schedule B to Report FIN-2015-022 be approved; and

That the final property tax due dates be established as Monday August 31, 2015 and Friday October 30, 2015; and

That a by-law be enacted for the levy and collection of property taxes for the 2015 taxation year as outlined in Schedule D to Report FIN-2015-022.

DISCUSSION

Purpose

The Municipal Act, 2001 requires a municipality to adopt its final tax levy, due dates and tax rates annually through the passing of a by-law.

Background

To enable the billing of final taxes for 2015, a by-law is required to establish the levy, due dates and other administrative needs regarding the final property tax amounts. The tax rates set out in the attached schedules for the Township and the County are based on 2015 budget requirements. The Education rates are set by the Province through

Regulation 400/98, as amended by Ontario Regulation 75/15 made under the Education Act.

Due Dates

The 2015 final tax levy will be payable in two (2) installments due August 31, 2015 and October 30, 2015. This bill will reflect the new assessed value of the property for 2015 as well as the 2015 tax rates. The amount of the 2015 interim tax bill will be deducted from the total levied with the balance being the 2015 final tax bill.

The properties enrolled in the Township's 11-month pre-authorized tax payment plan have their property tax payments withdrawn from their bank accounts in eleven (11) installments on the fifteenth (15th) (or next business day) of each month.

The 2015 Final tax bills will be produced and mailed by August 4, 2015.

FINANCIAL IMPLICATIONS

The tax rates indicated in Schedule A will generate a total 2015 levy of \$22,382,656 from all the various property classes, allocated as follows:

Township	\$3,366,369
County	\$12,894,438
Education	<u>\$6,121,849</u>
Total	<u>\$22,382,656</u>

The County of Wellington and School Boards' final payment due dates by the Township are September 30, 2015 and December 15, 2015.

The tax rates indicated in Schedule B for the Special Area rates will generate the following levies:

Barber's Beach Street Lights	\$5,363
Cambridge Fire	<u>\$108,156</u>
Total	<u>\$113,519</u>

The calculations for the above figures have been outlined in Schedule C to Report FIN-2015-022.

The overall final tax billing will be approximately \$11,537,029.

APPLICABLE LEGISLATION AND REQUIREMENTS

Section 290 of the Municipal Act, 2001, as amended, states that a local municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality. On February 18, 2015 Council

approved the Township's 2015 Budget in accordance with By-law No. 017/15. Ontario Regulation 400/98, as amended by Ontario Regulation 75/15 under the Education Act established the education tax rates for all property classes in 2015.

The County of Wellington established upper and lower-tier property tax ratios and tax reductions for prescribed subclasses for the year 2015 as per the County By-law number 5428-15 dated April 30, 2015. The County of Wellington adopted a by-law to establish and levy tax rates for upper tier purposes as per the County By-law number 5429-15 dated April 30, 2015.

The County of Wellington has adopted estimates of all sums required by the County during the year 2015 for all purposes of the County and has provided a general levy on area municipalities as per By-law Number 5419-15 dated January 29, 2015.

Once all required by-laws and regulations have been passed, the municipal Council may levy its taxes. The Township, as a lower-tier municipality, is required to collect the County and Education tax levies and forward it on to them regardless of a resident's payment of property taxes.

Section 342 of the Municipal Act, 2001 allows the ability to collect taxes in one payment or by installments. The Township has elected to collect its property taxes in four installments: February 27, April 30, August 31, and October 30, 2015.

ATTACHMENTS

Schedule A: 2015 Property Tax Rates

Schedule B: 2015 Barber's Beach Street Lights and Cambridge Fire Special Area Tax Rates

Schedule C: 2015 Special Area Tax Levy Calculation

Schedule D: A by-law to Provide for the Levy and Collection of Property Taxes for the 2015 Taxation Year

Schedule A to Report FIN-2015-022
2015 Property Tax Rates

Description	2015 Assessment	Tax Ratio	Tax Rate				Levy			
			Township	County	Education	Total	Township	County	Education	Total
res/farm (RT)	1,464,744,748	1.000000	0.00169434	0.00648995	0.00195000	0.01013429	2,481,776	9,506,119	2,856,252	14,844,147
multi-res (MT)	1,512,250	1.890000	0.00320230	0.01226600	0.00195000	0.01741831	4,843	18,549	2,949	26,341
farmlands (FT)	124,700,280	0.250000	0.00042359	0.00162249	0.00048750	0.00253357	52,821	202,325	60,791	315,937
commercial (CT)	77,415,482	1.460000	0.00247374	0.00947533	0.01026644	0.02221550	191,506	733,537	794,781	1,719,824
industrial (IT)	80,531,303	2.400000	0.00406642	0.01557588	0.01530000	0.03494229	327,474	1,254,346	1,232,129	2,813,949
large industrial (LT)	16,694,000	2.400000	0.00406642	0.01557588	0.01530000	0.03494229	67,885	260,024	255,418	583,327
pipeline (PT)	4,967,184	2.210000	0.00374449	0.01434279	0.01530000	0.03338728	18,600	71,243	75,998	165,841
shopping centre (ST)	0	1.460000	0.00247374	0.00947533	0.01026644	0.02221550	0	0	0	0
managed forests (TT)	9,320,137	0.250000	0.00042359	0.00162249	0.00048750	0.00253357	3,948	15,122	4,544	23,613
res/farm farmland class I (R1)	576,000	0.750000	0.00127076	0.00486746	0.00146250	0.00760072	732	2,804	842	4,378
residential taxable shared (RH)	0	1.000000	0.00169434	0.00648995	0.00195000	0.01013429	0	0	0	0
commercial excess/vacant unit (CU)	4,607,626	1.022000	0.00173162	0.00663273	0.00718651	0.01555085	7,979	30,561	33,113	71,653
commercial vacant land (CX)	462,533	1.022000	0.00173162	0.00663273	0.00718651	0.01555085	801	3,068	3,324	7,193
commercial farmland class I (C1)	0	0.750000	0.00127076	0.00486746	0.00146250	0.00760072	0	0	0	0
commercial taxable shared (CH)	0	1.460000	0.00247374	0.00947533	0.01026644	0.02221550	0	0	0	0
commercial vacant land taxable shared (CJ)	0	1.022000	0.00173162	0.00663273	0.00718651	0.01555085	0	0	0	0
parking lot (GT)	0	1.460000	0.00247374	0.00947533	0.01026644	0.02221550	0	0	0	0
industrial-hydro (IH)	510,250	2.400000	0.00406642	0.01557588	0.01530000	0.03494229	2,075	7,948	7,807	17,829
industrial excess land shared (IJ)	0	1.560000	0.00264317	0.01012432	0.00994500	0.02271249	0	0	0	0
industrial excess/vacant unit (IU)	2,159,479	1.560000	0.00264317	0.01012432	0.00994500	0.02271249	5,708	21,863	21,476	49,047
large ind excess land (LU)	0	1.560000	0.00264317	0.01012432	0.00994500	0.02271249	0	0	0	0
industrial vacant land (IX)	4,833,265	1.560000	0.00264317	0.01012432	0.00994500	0.02271249	12,775	48,934	48,067	109,775
industrial farmland class I (I1)	0	0.750000	0.00127076	0.00486746	0.00146250	0.00760072	0	0	0	0
industrial farmland class II (I4)	0	2.400000	0.00406642	0.01557588	0.01530000	0.03494229	0	0	0	0
shopping centre excess land (SU)	0	1.022000	0.00173162	0.00663273	0.00718651	0.01555085	0	0	0	0
new construction industrial (JT)	10,489,325	2.400000	0.00406642	0.01557588	0.01190000	0.03154229	42,654	163,380	124,823	330,857
new construction ind vacant land (JU)	429,000	1.560000	0.00264317	0.01012432	0.00773500	0.02050249	1,134	4,343	3,318	8,796
new construction large industrial (KT)	0	2.400000	0.00406642	0.01557588	0.01190000	0.03154229	0	0	0	0
new constr large ind vacant land (KU)	0	1.560000	0.00264317	0.01012432	0.00773500	0.02050249	0	0	0	0
new construction commercial (XT)	56,333,364	1.460000	0.00247374	0.00947533	0.01026644	0.02221550	139,354	533,777	578,343	1,251,474
new constr comm vacant land (XU)	1,702,732	1.022000	0.00173162	0.00663273	0.00718651	0.01555085	2,948	11,294	12,237	26,479
new construction office bldg (YT)	549,000	1.460000	0.00247374	0.00947533	0.01026644	0.02221550	1,358	5,202	5,636	12,196
new constr office vacant land (YU)	0	1.022000	0.00173162	0.00663273	0.00718651	0.01555085	0	0	0	0
new constr shopping centre (ZT)	0	1.460000	0.00247374	0.00947533	0.01026644	0.02221550	0	0	0	0
new constr shop ctr vacant land (ZU)	0	1.022000	0.00173162	0.00663273	0.00718651	0.01555085	0	0	0	0
Total	1,862,537,958						\$3,366,369	\$12,894,438	\$6,121,849	\$22,382,656

Schedule B to Report FIN-2015-022

2015 Barber's Beach Street Lights Special Area Tax Rates

Description	2015 Assessment	Tax Ratio	Tax Rate	Levy
res/farm (RT)	17,254,346	1.000000	0.00031081	5,363
multi-res (MT)	0	1.890000	0.00058743	0
farmlands (FT)	0	0.250000	0.00007770	0
commercial (CT)	0	1.460000	0.00045378	0
industrial (IT)	0	2.400000	0.00074594	0
large industrial (LT)	0	2.400000	0.00074594	0
pipeline (PT)	0	2.210000	0.00068689	0
shopping centre (ST)	0	1.460000	0.00045378	0
managed forests (TT)	0	0.250000	0.00007770	0
res/farm farmland class I (R1)	0	0.750000	0.00023311	0
residential taxable shared (RH)	0	1.000000	0.00031081	0
commercial excess/vacant unit (CU)	0	1.022000	0.00031765	0
commercial vacant land (CX)	0	1.022000	0.00031765	0
commercial farmland class I (C1)	0	0.750000	0.00023311	0
commercial taxable shared (CH)	0	1.460000	0.00045378	0
commercial vacant land taxable shared (CJ)	0	1.022000	0.00031765	0
parking lot (GT)	0	1.460000	0.00045378	0
industrial-hydro (IH)	0	2.400000	0.00074594	0
industrial excess land shared (IJ)	0	1.560000	0.00048486	0
industrial excess/vacant unit (IU)	0	1.560000	0.00048486	0
large ind excess land (LU)	0	1.560000	0.00048486	0
industrial vacant land (IX)	0	1.560000	0.00048486	0
industrial farmland class I (I1)	0	0.750000	0.00023311	0
industrial farmland class II (I4)	0	2.400000	0.00074594	0
shopping centre excess land (SU)	0	1.022000	0.00031765	0
new construction industrial (JT)	0	2.400000	0.00074594	0
new construction ind vacant land (JU)	0	1.560000	0.00048486	0
new construction large industrial (KT)	0	2.400000	0.00074594	0
new constr large ind vacant land (KU)	0	1.560000	0.00048486	0
new construction commercial (XT)	0	1.460000	0.00045378	0
new constr comm vacant land (XU)	0	1.022000	0.00031765	0
new construction office bldg (YT)	0	1.460000	0.00045378	0
new constr office vacant land (YU)	0	1.022000	0.00031765	0
new constr shopping centre (ZT)	0	1.460000	0.00045378	0
new constr shop ctr vacant land (ZU)	0	1.022000	0.00031765	0
Total	17,254,346			\$ 5,363

2015 Cambridge Fire Special Area Tax Rates

Description	2015 Assessment	Tax Ratio	Tax Rate	Levy
res/farm (RT)	183,790,667	1.000000	0.00057688	106,025
multi-res (MT)	0	1.890000	0.00109030	0
farmlands (FT)	4,220,892	0.250000	0.00014422	609
commercial (CT)	1,277,735	1.460000	0.00084225	1,076
industrial (IT)	139,000	2.400000	0.00138451	192
large industrial (LT)	0	2.400000	0.00138451	0
pipeline (PT)	0	2.210000	0.00127491	0
shopping centre (ST)	0	1.460000	0.00084225	0
managed forests (TT)	1,755,794	0.250000	0.00014422	253
res/farm farmland class I (R1)	0	0.750000	0.00043266	0
residential taxable shared (RH)	0	1.000000	0.00057688	0
commercial excess/vacant unit (CU)	0	1.022000	0.00058957	0
commercial vacant land (CX)	0	1.022000	0.00058957	0
commercial farmland class I (C1)	0	0.750000	0.00043266	0
commercial taxable shared (CH)	0	1.460000	0.00084225	0
commercial vacant land taxable shared (CJ)	0	1.022000	0.00058957	0
parking lot (GT)	0	1.460000	0.00084225	0
industrial-hydro (IH)	0	2.400000	0.00138451	0
industrial excess land shared (IJ)	0	1.560000	0.00089993	0
industrial excess/vacant unit (IU)	0	1.560000	0.00089993	0
large ind excess land (LU)	0	1.560000	0.00089993	0
industrial vacant land (IX)	0	1.560000	0.00089993	0
industrial farmland class I (I1)	0	0.750000	0.00043266	0
industrial farmland class II (I4)	0	2.400000	0.00138451	0
shopping centre excess land (SU)	0	1.022000	0.00058957	0
new construction industrial (JT)	0	2.400000	0.00138451	0
new construction ind vacant land (JU)	0	1.560000	0.00089993	0
new construction large industrial (KT)	0	2.400000	0.00138451	0
new constr large ind vacant land (KU)	0	1.560000	0.00089993	0
new construction commercial (XT)	0	1.460000	0.00084225	0
new constr comm vacant land (XU)	0	1.022000	0.00058957	0
new construction office bldg (YT)	0	1.460000	0.00084225	0
new constr office vacant land (YU)	0	1.022000	0.00058957	0
new constr shopping centre (ZT)	0	1.460000	0.00084225	0
new constr shop ctr vacant land (ZU)	0	1.022000	0.00058957	0
Total	191,184,088			108,156

**Schedule C to Report FIN-2015-022
2015 Special Area Tax Levy Calculation**

Barber's Beach Street Lights	
2014 Deficit	1,554
2015 Hydro One Networks	1,300
<i>2014 Actual</i>	<i>1,340</i>
<i>2015 1st Qtr</i>	<i>253</i>
<i>2015 Total Est.</i>	<i>1,300</i>
2015 Street Light Repairs	2,000
<i>2014 Actual</i>	<i>2,417</i>
<i>2015 1st Qtr</i>	<i>347</i>
<i>2015 Total Est.</i>	<i>1,000</i>
2014 Audit	509
2015 Total Levy	\$ 5,363

Cambridge Fire	
2014 Surplus	(4,153)
2015 Standby/Calls	115,100
2015 Payment in Lieu of Taxes Estimate	(3,300)
2014 Audit	509
2015 Total Levy	108,156

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO XX/15

A by-law to provide for the levy and collection of property taxes for the 2015 taxation year.

WHEREAS Section 312 of the Municipal Act, S.O. 2001, c. 25 provides that for purposes of raising the general local municipality levy, a local municipality shall, each year, pass a by-law levying a separate tax rate, as specified in the by-law, on the assessment in each property class in the local municipality rateable for local municipality purposes; and

WHEREAS Section 3 of the Assessment Act, R.S.O. 1990, c. A.31 as amended, provides that all real property, with specific exceptions, is subject to assessment and taxation; and

WHEREAS the property classes have been prescribed by the Minister of Finance under the Assessment Act, R.S.O. 1990, c. A.31 as amended, and the Regulations thereto; and

WHEREAS Ontario Regulation 400/98, as amended by Ontario Regulation 75/15 under the Education Act prescribes the tax rates for school purposes for all property classes ; and

WHEREAS the Council of the Corporation of the Township of Puslinch (~~%Township+~~) adopted By-law Number 017/15 which established the Budget for the Township for the year 2015; and

WHEREAS pursuant to the County of Wellington (~~%County+~~) By-law Number 5428-15, the County has established upper and lower-tier property tax ratios and tax reductions for prescribed subclasses for the year 2015 and By-law Number 5429-15, being a by-law to establish and levy tax rates for upper tier purposes; and

WHEREAS pursuant to the County By-law Number 5419-15, the County has adopted estimates of all sums required by the County during the year 2015 for all purposes of the County and has provided a general levy on area municipalities; and

WHEREAS it is required that the Council of the Township, pursuant to the Municipal Act, 2001, to levy upon the whole of the assessment for real property for the property classes according to the last revised assessment roll for the Township the sums set forth for various purposes in Schedule ~~%A+~~ attached hereto for the current year; and

WHEREAS the County's Tax Ratio by-law established the relative amount of taxation to be borne by each property class; and

WHEREAS the Municipal Act, 2001 authorizes a Council to pass by-laws for the payment of taxes by installments and the date or dates in the year for which the taxes are imposed on which the taxes or installments are due; and

WHEREAS the Municipal Act, 2001 authorizes a local municipality to pass by-laws to impose late payment charges for the non-payment of taxes or any installment by the due date; and

WHEREAS an interim levy was made by the Township before the adoption of the estimates for the current year as per By-law Number 01/15.

NOW THEREFORE the Council of the Corporation of the Township of Puslinch HEREBY ENACTS AS FOLLOWS:

1. For the year 2015, the Township shall levy upon all property assessments the rates of taxation per current value assessments for general purposes as set out in Schedule ~~%A+~~ attached to this by-law.

2. The levy provided for in Schedule ~~%A+~~ and Schedule ~~%B+~~ attached to this by-law shall be reduced by the amount raised by the 2015 interim levy imposed pursuant to By-law Number 01/15, where billed.
3. For the year 2015, pursuant to Section 312 (4) of the Municipal Act, 2001, the Township shall levy a special tax rate against rateable property in the Barber~~s~~ Beach Street Lights and Cambridge Fire areas as set out in Schedule ~~%B+~~ attached to this by-law.
4. For payments-in-lieu of taxes, the actual amount due to the Township shall be based on the assessment roll and the tax rates for the applicable classes for the year 2015.
5. That all taxes levied according to the provisions of this by-law shall be collected and paid over to the Treasurer of the Township.
6. That the amounts imposed by the rates for Commercial, Industrial, and Multi-Residential classes become adjusted according to the provisions of Section 329.1 of the Municipal Act, 2001.
7. The final levy shall be due and payable in two installments as follows:
 - (1) The 31st day of August, 2015; and
 - (2) The 30th day of October, 2015.
8. The final levy for those properties subject to the Township~~s~~ Pre-Authorized Tax Payment Plan shall be due and payable to the Township in 11 monthly installments, February through to December.
9. That realty taxes to be levied as a result of additions to the tax roll pursuant to the Assessment Act shall be due and payable in one installment not earlier than 21 days from the date of the mailing of the tax notice.
10.
 - (1) The Treasurer shall add a percentage as a penalty for default of payment of the installments in accordance with By-law No. 001/14, as amended;
 - (2) The Treasurer shall also add a percentage charge as interest for default of payment of the installments in accordance with By-law No. 001/14, as amended.
11. The Treasurer is hereby authorized to accept part payment from time to time on account of any taxes due and to give a receipt for such part payment, provided that acceptance of any such part payment does not affect the collection of any percentage charge imposed and collectable under the provision of By-law No. 001/14, as amended, in respect of non-payment of any taxes or any classes of taxes or of any installment thereof.
12. That the Treasurer is hereby authorized to mail every tax notice or cause the same to be mailed to the address of the residence or place of business of each person taxed unless the taxpayer directs the Treasurer in writing to send the bill to another address, in which case it shall be sent to that address, as provided by the Municipal Act, 2001, as amended.
13. There may be added to the tax roll all or any arrears of charges, fees, costs or other expenses as may be permitted by Provincial legislation and such arrears of charges, fees, costs or other expenses shall be deemed to be taxes, collected as taxes, or collected in the same manner as municipal taxes, or dealt with in such fashion as may be specifically authorized by the applicable statute.

14. Nothing in this by-law shall prevent the Treasurer from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the applicable statutes and by-laws governing the collection of taxes.

15. If any section or portion of this by-law is found by a court of competent jurisdiction to be invalid, it is the intent of the Council for the Township that all remaining sections and portions of this by-law continue in force and effect.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20th DAY OF MAY, 2015.

Dennis Lever, Mayor

Karen Landry, CAO/Clerk

**Schedule A
2015 Property Tax Rates**

Description	2015 Assessment	Tax Ratio	Tax Rate				Levy			
			Township	County	Education	Total	Township	County	Education	Total
res/farm (RT)	1,464,744,748	1.000000	0.00169434	0.00648995	0.00195000	0.01013429	2,481,776	9,506,119	2,856,252	14,844,147
multi-res (MT)	1,512,250	1.890000	0.00320230	0.01226600	0.00195000	0.01741831	4,843	18,549	2,949	26,341
farmlands (FT)	124,700,280	0.250000	0.00042359	0.00162249	0.00048750	0.00253357	52,821	202,325	60,791	315,937
commercial (CT)	77,415,482	1.460000	0.00247374	0.00947533	0.01026644	0.02221550	191,506	733,537	794,781	1,719,824
industrial (IT)	80,531,303	2.400000	0.00406642	0.01557588	0.01530000	0.03494229	327,474	1,254,346	1,232,129	2,813,949
large industrial (LT)	16,694,000	2.400000	0.00406642	0.01557588	0.01530000	0.03494229	67,885	260,024	255,418	583,327
pipeline (PT)	4,967,184	2.210000	0.00374449	0.01434279	0.01530000	0.03338728	18,600	71,243	75,998	165,841
shopping centre (ST)	0	1.460000	0.00247374	0.00947533	0.01026644	0.02221550	0	0	0	0
managed forests (TT)	9,320,137	0.250000	0.00042359	0.00162249	0.00048750	0.00253357	3,948	15,122	4,544	23,613
res/farm farmland class I (R1)	576,000	0.750000	0.00127076	0.00486746	0.00146250	0.00760072	732	2,804	842	4,378
residential taxable shared (RH)	0	1.000000	0.00169434	0.00648995	0.00195000	0.01013429	0	0	0	0
commercial excess/vacant unit (CU)	4,607,626	1.022000	0.00173162	0.00663273	0.00718651	0.01555085	7,979	30,561	33,113	71,653
commercial vacant land (CX)	462,533	1.022000	0.00173162	0.00663273	0.00718651	0.01555085	801	3,068	3,324	7,193
commercial farmland class I (C1)	0	0.750000	0.00127076	0.00486746	0.00146250	0.00760072	0	0	0	0
commercial taxable shared (CH)	0	1.460000	0.00247374	0.00947533	0.01026644	0.02221550	0	0	0	0
commercial vacant land taxable shared (CJ)	0	1.022000	0.00173162	0.00663273	0.00718651	0.01555085	0	0	0	0
parking lot (GT)	0	1.460000	0.00247374	0.00947533	0.01026644	0.02221550	0	0	0	0
industrial-hydro (IH)	510,250	2.400000	0.00406642	0.01557588	0.01530000	0.03494229	2,075	7,948	7,807	17,829
industrial excess land shared (IJ)	0	1.560000	0.00264317	0.01012432	0.00994500	0.02271249	0	0	0	0
industrial excess/vacant unit (IU)	2,159,479	1.560000	0.00264317	0.01012432	0.00994500	0.02271249	5,708	21,863	21,476	49,047
large ind excess land (LU)	0	1.560000	0.00264317	0.01012432	0.00994500	0.02271249	0	0	0	0
industrial vacant land (IX)	4,833,265	1.560000	0.00264317	0.01012432	0.00994500	0.02271249	12,775	48,934	48,067	109,775
industrial farmland class I (I1)	0	0.750000	0.00127076	0.00486746	0.00146250	0.00760072	0	0	0	0
industrial farmland class II (I4)	0	2.400000	0.00406642	0.01557588	0.01530000	0.03494229	0	0	0	0
shopping centre excess land (SU)	0	1.022000	0.00173162	0.00663273	0.00718651	0.01555085	0	0	0	0
new construction industrial (JT)	10,489,325	2.400000	0.00406642	0.01557588	0.01190000	0.03154229	42,654	163,380	124,823	330,857
new construction ind vacant land (JU)	429,000	1.560000	0.00264317	0.01012432	0.00773500	0.02050249	1,134	4,343	3,318	8,796
new construction large industrial (KT)	0	2.400000	0.00406642	0.01557588	0.01190000	0.03154229	0	0	0	0
new constr large ind vacant land (KU)	0	1.560000	0.00264317	0.01012432	0.00773500	0.02050249	0	0	0	0
new construction commercial (XT)	56,333,364	1.460000	0.00247374	0.00947533	0.01026644	0.02221550	139,354	533,777	578,343	1,251,474
new constr comm vacant land (XU)	1,702,732	1.022000	0.00173162	0.00663273	0.00718651	0.01555085	2,948	11,294	12,237	26,479
new construction office bldg (YT)	549,000	1.460000	0.00247374	0.00947533	0.01026644	0.02221550	1,358	5,202	5,636	12,196
new constr office vacant land (YU)	0	1.022000	0.00173162	0.00663273	0.00718651	0.01555085	0	0	0	0
new constr shopping centre (ZT)	0	1.460000	0.00247374	0.00947533	0.01026644	0.02221550	0	0	0	0
new constr shop ctr vacant land (ZU)	0	1.022000	0.00173162	0.00663273	0.00718651	0.01555085	0	0	0	0
Total	1,862,537,958						\$3,366,369	\$12,894,438	\$6,121,849	\$22,382,656

Schedule B

2015 Barber's Beach Street Lights Special Area Tax Rates

Description	2015 Assessment	Tax Ratio	Tax Rate	Levy
res/farm (RT)	17,254,346	1.000000	0.00031081	5,363
multi-res (MT)	0	1.890000	0.00058743	0
farmlands (FT)	0	0.250000	0.00007770	0
commercial (CT)	0	1.460000	0.00045378	0
industrial (IT)	0	2.400000	0.00074594	0
large industrial (LT)	0	2.400000	0.00074594	0
pipeline (PT)	0	2.210000	0.00068689	0
shopping centre (ST)	0	1.460000	0.00045378	0
managed forests (TT)	0	0.250000	0.00007770	0
res/farm farmland class I (R1)	0	0.750000	0.00023311	0
residential taxable shared (RH)	0	1.000000	0.00031081	0
commercial excess/vacant unit (CU)	0	1.022000	0.00031765	0
commercial vacant land (CX)	0	1.022000	0.00031765	0
commercial farmland class I (C1)	0	0.750000	0.00023311	0
commercial taxable shared (CH)	0	1.460000	0.00045378	0
commercial vacant land taxable shared (CJ)	0	1.022000	0.00031765	0
parking lot (GT)	0	1.460000	0.00045378	0
industrial-hydro (IH)	0	2.400000	0.00074594	0
industrial excess land shared (IJ)	0	1.560000	0.00048486	0
industrial excess/vacant unit (IU)	0	1.560000	0.00048486	0
large ind excess land (LU)	0	1.560000	0.00048486	0
industrial vacant land (IX)	0	1.560000	0.00048486	0
industrial farmland class I (I1)	0	0.750000	0.00023311	0
industrial farmland class II (I4)	0	2.400000	0.00074594	0
shopping centre excess land (SU)	0	1.022000	0.00031765	0
new construction industrial (JT)	0	2.400000	0.00074594	0
new construction ind vacant land (JU)	0	1.560000	0.00048486	0
new construction large industrial (KT)	0	2.400000	0.00074594	0
new constr large ind vacant land (KU)	0	1.560000	0.00048486	0
new construction commercial (XT)	0	1.460000	0.00045378	0
new constr comm vacant land (XU)	0	1.022000	0.00031765	0
new construction office bldg (YT)	0	1.460000	0.00045378	0
new constr office vacant land (YU)	0	1.022000	0.00031765	0
new constr shopping centre (ZT)	0	1.460000	0.00045378	0
new constr shop ctr vacant land (ZU)	0	1.022000	0.00031765	0
Total	17,254,346			\$ 5,363

2015 Cambridge Fire Special Area Tax Rates

Description	2015 Assessment	Tax Ratio	Tax Rate	Levy
res/farm (RT)	183,790,667	1.000000	0.00057688	106,025
multi-res (MT)	0	1.890000	0.00109030	0
farmlands (FT)	4,220,892	0.250000	0.00014422	609
commercial (CT)	1,277,735	1.460000	0.00084225	1,076
industrial (IT)	139,000	2.400000	0.00138451	192
large industrial (LT)	0	2.400000	0.00138451	0
pipeline (PT)	0	2.210000	0.00127491	0
shopping centre (ST)	0	1.460000	0.00084225	0
managed forests (TT)	1,755,794	0.250000	0.00014422	253
res/farm farmland class I (R1)	0	0.750000	0.00043266	0
residential taxable shared (RH)	0	1.000000	0.00057688	0
commercial excess/vacant unit (CU)	0	1.022000	0.00058957	0
commercial vacant land (CX)	0	1.022000	0.00058957	0
commercial farmland class I (C1)	0	0.750000	0.00043266	0
commercial taxable shared (CH)	0	1.460000	0.00084225	0
commercial vacant land taxable shared (CJ)	0	1.022000	0.00058957	0
parking lot (GT)	0	1.460000	0.00084225	0
industrial-hydro (IH)	0	2.400000	0.00138451	0
industrial excess land shared (IJ)	0	1.560000	0.00089993	0
industrial excess/vacant unit (IU)	0	1.560000	0.00089993	0
large ind excess land (LU)	0	1.560000	0.00089993	0
industrial vacant land (IX)	0	1.560000	0.00089993	0
industrial farmland class I (I1)	0	0.750000	0.00043266	0
industrial farmland class II (I4)	0	2.400000	0.00138451	0
shopping centre excess land (SU)	0	1.022000	0.00058957	0
new construction industrial (JT)	0	2.400000	0.00138451	0
new construction ind vacant land (JU)	0	1.560000	0.00089993	0
new construction large industrial (KT)	0	2.400000	0.00138451	0
new constr large ind vacant land (KU)	0	1.560000	0.00089993	0
new construction commercial (XT)	0	1.460000	0.00084225	0
new constr comm vacant land (XU)	0	1.022000	0.00058957	0
new construction office bldg (YT)	0	1.460000	0.00084225	0
new constr office vacant land (YU)	0	1.022000	0.00058957	0
new constr shopping centre (ZT)	0	1.460000	0.00084225	0
new constr shop ctr vacant land (ZU)	0	1.022000	0.00058957	0
Total	191,184,088			108,156

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BANK BALANCE	8,211,138
General Acct. Interest Earned to Date	21,436
2015 Taxes Levied to Date	
Interim 1st Installment	5,480,282
Interim 2nd Installment	5,478,864
Final 1st Installment	
Final 2nd Installment	
capping	
Total Taxes Levied	10,959,146
Taxes Written Off to Date	6,211
Supplemental Billings to Date	7,841
2015 Outstanding Taxes	1,539,484
2015 Outstanding Interest	7,631
<u>Outstanding Taxes and Interest (Prior years)</u>	
- 2014 Taxes & Interest	422,464
- 2013 Taxes & Interest	168,676
- 2012 & Prior & Interest	112,885
Total Outstanding Taxes & Interest - Prior Years	704,025

8.2(b)(ii)

Accounts Payable

TD Canada Trust Cheque Register By Date

01/04/2015 thru 30/04/2015

Cheque Number	Cheque Date	Payee	Cheque Amount
018328	09/04/2015	001807 HR DOWNLOADS INC.	4,061.22
018329	09/04/2015	000514 HYDRO ONE NETWORKS INC	1,493.02
018330	10/04/2015	000229 CIT FINANCIAL LTD.	2,264.68
018331	10/04/2015	001434 DENNIS LEVER	142.50
018332	10/04/2015	001429 KENNETH ROTH	134.15
018333	10/04/2015	000661 MANULIFE FINANCIAL	14,723.47
018334	10/04/2015	000761 NORTHERN ICE CO. INC.	89.10
018335	10/04/2015	001945 ONSERVE	2,575.27
018336	10/04/2015	000771 ONTARIO GOOD ROADS ASSOC.	852.05
018337	10/04/2015	000836 PUSLINCH PIONEER	498.33
018338	10/04/2015	000932 SENTEX COMMUNICATIONS	348.01
018339	24/04/2015	001847 AIRD & BERLIS LLP	9,376.71
018340	24/04/2015	000025 ASSOC. OF MUNICIPALITIES OF ON	2,238.25
018341	24/04/2015	001340 ASTLEY GILBERT	198.56
018342	24/04/2015	001946 BDO CANADA LLP	4,068.00
018343	24/04/2015	000119 BELL CANADA	1,170.43
018344	24/04/2015	001068 BFI CANADA INC.	246.62
018345	24/04/2015	000208 CARSWELL	165.14
018346	24/04/2015	001959 COISH, JUDY	128.82
018347	24/04/2015	001323 DILLON CONSULTING	6,153.99
018348	24/04/2015	000969 FCDQ	615.05
018349	24/04/2015	000399 G & A LOCK SERVICE LTD.	1,882.03
018350	24/04/2015	001936 HERNER, MARISSA	42.76
018351	24/04/2015	001960 IONESCU, ION	5,160.54
018352	24/04/2015	001817 JAGUAR MEDIA	649.75
018353	24/04/2015	001961 MERIDIAN PLANNING CONSULTANTS INC.	192.45
018354	24/04/2015	001872 MONTEITH BROWN	5,175.98
018355	24/04/2015	001440 REALTAX INC.	2,712.00
018356	24/04/2015	000861 REYNER ELECTRIC CONSTRUCTION INC.	1,647.54
018357	24/04/2015	001210 ROGERS	683.07
018358	24/04/2015	000914 S.T.O.P. RESTAURANT SUPPLY	125.57
018359	24/04/2015	001733 SHRED-IT INTERNATIONAL ULC	57.57
018360	24/04/2015	000998 TD VISA	1,915.89
018361	24/04/2015	001864 THE VENTIN GROUP LTD.	565.00
018362	24/04/2015	001787 YORK UNIVERSITY-SCHULICH EXC. EDUC. CTR	2,672.45
018363	28/04/2015	001478 ROBERT KELLY	927.07
018364	28/04/2015	001640 WOZNIAK, JANET	59.20
018365	30/04/2015	000514 HYDRO ONE NETWORKS INC	3,824.99
018366	30/04/2015	000021 A.F. POLLUTION ABATEMENT SYSTE	1,078.36
018367	30/04/2015	000023 A.J. STONE CO. LTD.	180.38
018368	30/04/2015	001352 AIR LIQUIDE CANADA INC.	329.25
018369	30/04/2015	000055 ALLIED MEDICAL INSTRUMENTS INC	106.54
018370	30/04/2015	001416 ALTRUCK INTL. TRUCK CENTRES	753.23
018371	30/04/2015	001340 ASTLEY GILBERT	417.65
018372	30/04/2015	001957 BEAUMONT, CAMERON	323.00
018373	30/04/2015	001432 BERRN CONSULTING LTD	201.00
018374	30/04/2015	000148 BOUCHER & JONES INC.	4,995.75
018375	30/04/2015	000136 BSR&D	1,150.50
018376	30/04/2015	001074 C-MAX FIRE SOLUTIONS	115.80
018377	30/04/2015	000182 CAMPUS HARDWARE LIMITED	385.84
018378	30/04/2015	000214 CBM AGGREGATES	3,033.72
018379	30/04/2015	000219 CEDAR SIGNS	203.54
018380	30/04/2015	001677 CHAMPION'S CHOICE	610.20

Accounts Payable

TD Canada Trust Cheque Register By Date

01/04/2015 thru 30/04/2015

Cheque Number	Cheque Date	Payee	Cheque Amount
018381	30/04/2015	000259 COUNTY OF WELLINGTON	13,085.48
018382	30/04/2015	001692 DEPENDABLE TRUCK AND TANK LTD	22.60
018383	30/04/2015	001323 DILLON CONSULTING	5,055.96
018384	30/04/2015	000378 FIRE MARSHAL'S PUB.FIRE SAFETY	100.00
018385	30/04/2015	000380 FIRE SAFETY CANADA	1,077.21
018386	30/04/2015	000382 FIRESERVICE MANAGEMENT LTD.	505.43
018387	30/04/2015	000423 GEORGIAN BAY FIRE & SAFETY LTD	226.00
018388	30/04/2015	000424 GERRIE ELECTRIC WHOLESALE LTD.	52.97
018389	30/04/2015	000425 GERRY'S INDUSTRIAL SERVICE LTD	516.55
018390	30/04/2015	001958 GILMOUR, GREG	110.00
018391	30/04/2015	000414 GM BLUEPLAN ENGINEERING LIMITED	11,481.05
018392	30/04/2015	001850 GOMES, RUSSELL	38.00
018393	30/04/2015	000448 GREAT-WEST LIFE ASSURANCE CO.	722.62
018394	30/04/2015	001216 GUELPH BUILDING SUPPLY	225.71
018395	30/04/2015	000400 GUELPH BUSINESS MACHINES	843.71
018396	30/04/2015	001962 GUELPH PONY CLUB	117.52
018397	30/04/2015	000468 GWS ECOLOGICAL & FORESTRY SERV	2,585.44
018398	30/04/2015	001964 GYM-CON LTD.	1,866.76
018399	30/04/2015	000476 HARDEN ENVIRONMENTAL SERVICES	7,021.13
018400	30/04/2015	000550 JEFFERY & SPENCE LIMITED	98.28
018401	30/04/2015	000565 JOHN UPTEGROVE	70.00
018402	30/04/2015	000650 M & L SUPPLY	327.11
018403	30/04/2015	000655 MACKINNON & ASSOCIATES	1,740.68
018404	30/04/2015	000685 MCELDERRY & MORRIS	312.10
018405	30/04/2015	000710 MICHAEL'S MOBILE	112.15
018406	30/04/2015	001945 ONSERVE	496.62
018407	30/04/2015	001795 PARKER, SCOTT	37.00
018408	30/04/2015	000822 PRESSURE WASHER SHOP LTD.	412.45
018409	30/04/2015	000830 PUROLATOR COURIER LTD.	108.79
018410	30/04/2015	000836 PUSLINCH PIONEER	274.59
018411	30/04/2015	001542 RICHARD HOOVER	112.99
018412	30/04/2015	000874 ROBERT FROSCH	69.50
018413	30/04/2015	000905 ROYAL SS TANK & TRUCK LTD	4,979.73
018414	30/04/2015	000906 RUBBERLINE PRODUCTS LTD.	9.84
018415	30/04/2015	001569 SCRUBBER SERVICE	8,305.50
018416	30/04/2015	000939 SHOOTER ELECTRIC INC.	360.92
018417	30/04/2015	000225 STRONGCO	136.82
018418	30/04/2015	000988 SWAN DUST CONTROL LTD	253.45
018419	30/04/2015	001076 THE WELLINGTON ADVERTISER	549.75
018420	30/04/2015	001963 THRIVE LANDSCAPES	700.00
018421	30/04/2015	001016 TOPECO COFFEE & TEA COMPANY	252.18
018422	30/04/2015	001036 TOWNSHIP OF CENTRE WELLINGTON	1,403.39
018423	30/04/2015	001039 UNION GAS LIMITED	1,116.95
018424	30/04/2015	000980 WAYNE STOKLEY	102.00
018425	30/04/2015	001085 WELL COUNTY FIRE CHIEFS ASSOC	200.00
018426	30/04/2015	001811 BARDWELL, SCOTT	37.00
018427	30/04/2015	000409 GAIL J. HUETHER	491.62
018428	30/04/2015	000717 MINISTER OF FINANCE	1,824.06
018429	30/04/2015	000764 O.M.E.R.S.	17,674.64
018430	30/04/2015	001926 PHILLIPS, KAREN	275.66
018431	30/04/2015	000856 RECEIVER GENERAL	240.98
018432	30/04/2015	001147 RECEIVER GENERAL	44,620.67
018433	30/04/2015	000977 STEVEN GOODE	1,208.96

Accounts Payable

TD Canada Trust Cheque Register By Date

01/04/2015 thru 30/04/2015

Cheque Number	Cheque Date	Payee	Cheque Amount
018434	30/04/2015	001965 WESTMAN, DON	144.40
018435	30/04/2015	001113 WORKPLACE SAFETY & INSURANCE	3,882.08
Cheque Register Total -			232,318.99

Corporate Financial Report - 2015-04

8.2(b) (List)

REVENUES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0017-7710	Sale of Flags	-	8	-	33	100	100	0%
01-0017-7770	Other Revenues	38	58	229	233	471	700	67%
01-0017-2310	Mun Tax Assistance	-	1,307	-	5,227	15,680	15,680	100%
01-0017-2320	Host Kilmer (Service Ontario)	-	1,856	-	7,423	22,270	22,270	100%
01-0017-2330	Ontario Hydro	-	1,012	-	4,049	12,147	12,147	100%
01-0017-2340	Greater Toronto Transit	-	580	-	2,319	6,956	6,956	100%
01-0017-2350	Public Works Canada	-	166	-	666	1,997	1,997	100%
01-0017-2400	Grant Guelph Junction Railway	-	444	-	1,777	5,330	5,330	0%
01-0017-2500	Puslinch Landfill	-	284	-	1,137	3,411	3,411	100%
01-0017-2600	City of Guelph	-	2,072	-	8,286	24,859	24,859	100%
01-0017-2700	University of Guelph	-	107	-	430	1,289	1,289	100%
01-0017-2800	CN Railway	-	95	-	378	1,135	1,135	100%
01-0017-2900	CP Railway	-	655	-	2,618	7,854	7,854	100%
01-0017-5110	OMPF	101,150	33,717	202,300	134,867	202,300	404,600	50%
01-0015-5310	Provincial Aggregate Levy	-	17,847	-	71,388	214,164	214,164	100%
01-0017-7510	Current Taxes	3,986	6,714	10,516	26,854	70,047	80,563	87%
01-0017-7520	Tax Arrears	8,420	8,983	44,120	35,931	63,673	107,793	59%
01-0014-1220	Supplemental Billings	860	4,167	7,841	16,667	42,159	50,000	84%
01-0017-7672	Interest on General	8,138	4,546	21,436	18,183	33,114	54,550	61%
01-0017-7675	Interest on Grading	192	127	972	507	548	1,520	36%
01-0017-7676	Int. Education/County DC's	4	14	34	56	135	169	80%
	Totals	122,788	84,757	287,448	339,029	729,638	1,017,086	72%

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0010-4501	Taxes written off (Twp share only)	91	17,832	6,211	71,328	207,773	213,984	97%
01-0010-4700	Conservation Authorities Levy Payment	-	12,856	40,336	51,422	113,930	154,266	74%
	Totals	91	30,688	46,547	122,750	321,703	368,250	87%

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REVENUES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0015-1110	Signature of Commissioner and FOI Requests	30	13	150	53	10	160	6%
01-0015-1120	Investigator Fees	-	-	-	-	-	-	0%
01-0015-1130	Engineering and Environmental Fees Recovered	-	167	910	667	1,090	2,000	55%
01-0015-1140	Legal Fees Recovered	-	-	-	-	-	-	0%
01-0015-1150	Recoveries from Staff Events	-	79	-	317	950	950	100%
01-0015-3738	Other recoveries	-	-	-	-	-	-	0%
	Totals	30	259	1,060	1,037	2,050	3,110	66%

CONTRIBUTION FROM WORKING RESERVES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0013-3185	Contribution from Legal Contingency Working Reserve	-	1,166.67	204	4,666.67	13,796	14,000	0%
01-0013-3195	Contribution from Insurance Contingency Working Reserve	-	833		3,333	10,000	10,000	0%
01-0013-3100	Contribution from Operating Carryforward Working Reserve	-	11,639		46,554	139,662	139,662	0%
	Totals	-	13,639	204	54,554	163,458	163,662	0%

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0010-4000	FT Wages	16,339	17,699	71,119	70,798	141,274	212,393	67%
01-0010-4001	PT Wages	2,589	3,037	11,159	12,147	25,281	36,440	69%
01-0010-4002	OT Wages	-	-	-	-	-	-	0%
01-0010-4100	FT Benefits	3,411	3,009	15,067	12,034	21,036	36,103	58%
01-0010-4101	PT Benefits	177	267	756	1,066	2,443	3,199	76%
01-0010-4102	Manulife Benefits	1,834	1,765	7,129	7,060	14,052	21,181	66%
01-0010-4103	WSIB	549	481	2,454	1,926	3,323	5,777	58%

Administration Financial Report - 2015-04

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0010-4200	Office Supplies & Equipment	201	177	237	708	1,886	2,123	89%
01-0010-4204	Water Protection	-	10	37	40	83	120	69%
01-0010-4302	Communication (phone, fax, intern)	50	55	219	218	436	655	67%
01-0010-4303	Professional Fees - Legal	293	2,383	4,058	9,533	24,542	28,600	86%
01-0010-4305	Professional Fees - Engineering & Environmental	4,727	2,250	9,464	9,000	17,536	27,000	65%
01-0010-4307	Events and Other	73	583	73	2,333	6,927	7,000	99%
01-0010-4308	Mileage	-	42	183	167	317	500	63%
01-0010-4309	Professional Development	-	1,571	4,140	6,283	14,710	18,850	78%
01-0010-4311	Membership and Subscription Fees	3,327	709	8,290	2,837	220	8,510	3%
01-0010-4312	Employee Travel - Meals	-	33	-	133	400	400	100%
01-0010-4313	Employee Travel - Accom/Parking	-	83	7	333	993	1,000	99%
01-0010-4314	Employee Travel - Airfare	-	42	323	167	177	500	0%
01-0010-4315	Insurance	-	3,478	-	13,913	41,739	41,739	100%
01-0010-4316	Advertising	208	238	208	950	2,642	2,850	93%
01-0010-4317	Water Monitoring	-	417	-	1,667	5,000	5,000	100%
01-0010-4320	Contract Services	-	42	-	167	500	500	100%
01-0013-3185	Legal Contingency Working Reserve	-	417	5,000	1,667	-	5,000	0%
01-0013-3195	Insurance Contingency Working Reserve	-	417	5,000	1,667	-	5,000	0%
	Totals	33,778	39,203	144,923	156,814	325,517	470,441	69%

Council Financial Report - 2015-04

8.2(Lb)(iii).

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0180-4001	PT Wages	7,316	7,040	28,160	28,159	56,316	84,476	67%
01-0180-4101	PT Benefits	89	486	502	1,943	5,327	5,829	91%
01-0180-4102	Manulife Benefits	1,701	1,701	7,191	6,805	13,224	20,415	0%
01-0180-4200	Office Supplies & Equipment	40	6	41	25	34	75	45%
01-0180-4308	Mileage	324	250	835	1,000	2,165	3,000	72%
01-0180-4309	Professional Development	2,423	384	4,117	1,537	493	4,610	11%
01-0180-4312	Employee Travel - Meals	-	33	135	133	265	400	66%
01-0180-4313	Employee Travel - Accom/Parking	17	417	4,241	1,667	759	5,000	15%
01-0180-4314	Employee Travel - Air Fare	-	42	-	167	500	500	100%
	Totals	11,910	10,359	45,222	41,435	79,083	124,305	64%

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8.2(b)(iii)

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0120-4304	Professional Fees - Audit	-	125	-	500	1,500	1,500	100%
01-0120-4320	Contract Services	-	-	1,208	-	- 1,208		0%
01-0013-3115	Contibution to Elections WR	-	1,167	14,000	4,667	-	14,000	0%
	Totals	-	1,292	15,208	5,167	292	15,500	2%

Finance Financial Report - 2015-04

8.2(b)(iii)

REVENUES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0015-3120	Tax Certificates	180	450	1,380	1,800	4,020	5,400	74%
01-0015-1170	NSF Fees	40	67	240	267	560	800	70%
01-0015-1180	Invoice Administration Fee	-	250	300	1,000	2,700	3,000	90%
01-0015-1160	Advertising, Legal, and Realtax Fees Recovered	2,442	167	3,348	667	- 1,348	2,000	-67%
01-0015-3739	Other Recoveries	121	167	75	667	1,925	2,000	0%
01-0017-7780	Garbage bags	495	917	3,536	3,667	7,464	11,000	68%
	Totals	3,278	2,017	8,879	8,067	15,321	24,200	63%

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0100-4000	FT Wages	17,015	18,434	74,068	73,738	147,146	221,214	67%
01-0100-4001	PT Wages	-	-	-	-	-	-	0%
01-0100-4002	OT Wages	-	42	-	167	500	500	0%
01-0100-4100	FT Benefits	3,328	3,194	14,712	12,778	23,621	38,333	62%
01-0100-4102	Manulife Benefits	2,105	2,020	8,165	8,081	16,079	24,244	66%
01-0100-4103	WSIB Benefits	494	502	2,223	2,006	3,796	6,019	63%
01-0100-4199	Computer Software & Hardware Operational Upgrades/Support from IT Consultant	-	250	1,155	1,000	1,845	3,000	62%
01-0100-4200	Office Supplies	329	667	1,718	2,667	6,282	8,000	79%
01-0100-4201	Hydro	459	436	1,811	1,743	3,419	5,230	65%
01-0100-4202	Heat	-	188	1,113	753	1,147	2,260	51%
01-0100-4215	Cleaning, Maintenance, Building Supplies	47	373	385	1,493	4,095	4,480	91%
01-0100-4216	Kitchen Supplies and Equipment	159	256	829	1,023	2,241	3,070	73%
01-0100-4222	Outdoor Maintenance of Building	-	125	-	500	1,500	1,500	100%
01-0100-4301	Postage	-	806	1,404	3,225	8,271	9,675	85%
01-0100-4302	Communication (phone, fax, intern)	409	383	1,546	1,533	3,054	4,600	66%
01-0100-4304	Professional Fees - Audit	1,852	1,167	12,536	4,667	1,464	14,000	10%
01-0100-4308	Mileage	-	57	-	227	680	680	100%

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Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0100-4309	Professional Development	2,317	415	2,317	1,660	2,663	4,980	53%
01-0100-4311	Membership and Subscription Fees	410	173	979	690	1,091	2,070	53%
01-0100-4312	Employee Travel - Meals	-	17	-	67	200	200	100%
01-0100-4313	Employee Travel - Accomodations	-	33	-	133	400	400	100%
01-0100-4316	Advertising	2,514	667	3,489	2,667	4,511	8,000	56%
01-0100-4320	Contract Services	3,431	4,302	11,920	17,207	39,700	51,620	77%
01-0100-4322	Emergency Management	199	160	523	640	1,397	1,920	73%
01-0100-4323	Environmental Service - Garbage Bags	3,322	917	3,322	3,667	7,678	11,000	70%
01-0100-4500	Bank Service Charges	100	219	406	875	2,219	2,625	85%
01-0100-4503	Debt Interest Repayment	-	1,617	-	6,468	19,405	19,405	100%
01-0100-4600	Grants	-	2,715	32,575	10,858	-	32,575	0%
01-0012-1200	Principle Repayment	-	8,833	-	35,333	106,000	106,000	100%
	Totals	38,490	48,967	177,196	195,867	410,405	587,601	70%

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REVENUES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0015-1192	Reproduction of Drawings Fees	-	21	-	83	250	250	0%
01-0017-7250	Residential Building Permits	31,395	16,667	99,116	66,667	100,884	200,000	50%
	Institutional, Commercial & Industrial Building Permits	-	4,167	3,650	16,667	46,350	50,000	93%
	Farm Building Permits	-	200	416	800	1,984	2,400	83%
	Demolition Permit	-	50	150	200	450	600	75%
	Septic System Permit	1,800	1,667	6,450	6,667	13,550	20,000	68%
01-0017-7210	Designated Structures Permit	-	67	800	267	-	800	0%
	Tent or Marquee Permit	-	75	350	300	550	900	61%
01-0017-7240	Deferral of Revocation of Permit	-	25	300	100	-	300	0%
	Reactivate Abandoned Permit	-	13	-	50	150	150	100%
	Transfer of Permit	-	-	-	-	-	-	#DIV/0!
	Revision to a Permit	900	250	900	1,000	2,100	3,000	70%
	Alternate Solution Application	-	58	-	233	700	700	100%
	Conditional Permits	-	-	-	-	-	-	0%
01-0017-7290	Special Inspection Fee	-	25	400	100	100	300	-33%
	Totals	34,095	23,283	112,532	93,133	166,868	279,400	60%

CONTRIBUTION FROM WORKING RESERVES

01-0013-3150	Contribution from Building Reserve Fund	-	7,021	-	28,083	84,248	84,248	100%
	Totals	-	7,021	-	28,083	84,248	84,248	100%

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0020-4000	FT Wages	14,070	15,244	61,213	60,977	121,719	182,932	67%
01-0020-4001	PT Wages	128	183	533	733	1,667	2,200	76%
01-0020-4002	OT Wages	-	100	-	400	1,200	1,200	0%
01-0020-4100	FT Benefits	2,767	2,668	12,164	10,673	19,854	32,018	62%
01-0020-4101	PT Benefits	7	16	30	64	163	193	84%

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Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0020-4102	Manulife Benefits	1,963	1,755	7,228	7,022	13,837	21,065	66%
01-0020-4103	WSIB	444	447	1,997	1,789	3,369	5,366	63%
01-0020-4199	Computer Software & Hardware	-	83	-	333	1,000	1,000	100%
01-0020-4200	Office Supplies	166	565	734	2,260	6,047	6,781	89%
01-0020-4201	Hydro	198	185	770	738	1,445	2,215	65%
01-0020-4202	Heat	-	117	834	470	576	1,410	41%
01-0020-4203	Fuel	-	680	-	2,718	8,155	8,155	100%
01-0020-4204	Water Protection	-	4	25	16	23	48	48%
01-0020-4208	Signage	-	8	-	33	100	100	0%
01-0020-4215	Cleaning, Maint & supplies for Bldg	20	155	162	620	1,698	1,860	91%
01-0020-4216	Kitchen Supplies and Equipment	71	157	371	630	1,519	1,890	80%
01-0020-4220	Vehicle Maintenance	-	158	1,470	633	430	1,900	23%
01-0020-4222	Outdoor Maintenance of Building	-	25	-	100	300	300	100%
01-0020-4301	Postage	-	346	602	1,383	3,548	4,150	85%
01-0020-4302	Communication(phone, fax, intern)	263	342	925	1,367	3,175	4,100	77%
01-0020-4303	Professional Fees-Legal	-	1,742	5	6,967	20,895	20,900	100%
01-0020-4304	Professional Fees - Audit	794	500	5,374	2,000	626	6,000	10%
01-0020-4305	Professional Fees - Engineering	-	167	539	667	1,461	2,000	73%
01-0020-4308	Mileage	52	8	274	33	174	100	-174%
01-0020-4309	Professional Development	-	661	1,739	2,645	6,196	7,935	78%
01-0020-4311	Membership and Subscription Fees	1,273	255	2,471	1,020	589	3,060	19%
01-0020-4312	Employee Travel - Meals	250	42	468	167	32	500	6%
01-0020-4313	Employee Travel - Accomodations	542	242	1,028	967	1,872	2,900	65%
01-0020-4315	Insurance	-	1,337	41	5,348	16,004	16,045	100%
01-0020-4316	Advertising	80	63	80	250	670	750	89%
01-0020-4318	Vehicle Plates	-	24	-	94	283	283	100%
01-0020-4320	Contract Services	1,708	1,843	6,370	7,373	15,750	22,120	71%
01-0020-4321	Clothing, Safety Allowance	-	58	135	233	565	700	81%
01-0020-4322	Emergency Management	85	68	225	272	590	815	72%
01-0020-4500	Service Charges	43	55	173	218	482	655	74%
	Totals	24,924	30,304	107,980	121,216	255,668	363,648	70%

Source Water Protection Financial Report - 2015-04

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REVENUES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0015-5270	Source Protection Municipal Implementation Fund	-	1,250	15,000	5,000	-	15,000	0%
	Totals	-	1,250	15,000	5,000	-	15,000	0%

CONTRIBUTION FROM WORKING RESERVES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0013-3100	Contibution from Operating Carryforward Working Reserve	-	2,018		8,072	24,215	24,215	0%
	Totals	-	2,018	-	8,072	24,215	24,215	100%

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0160-4000	FT Wages/Benefits Source Water Protection	-	1,017	-	4,067	12,202	12,202	0%
01-0160-4207	Public Education Costs	-	773	-	3,091	9,272	9,272	100%
01-0160-4305	Professional Fees	-	1,478	-	5,913	17,740	17,740	100%
	Totals	-	3,268	-	13,072	39,215	39,215	100%

Planning Financial Report - 2015-04

REVENUES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0015-1190	Engineering, Environmental, and Legal Fees Recovered	6,234	3,083	10,455	12,333	26,545	37,000	72%
01-0015-1191	Advertising Fees Recovered	-	250	-	1,000	3,000	3,000	100%
01-0015-3240	Zoning Compliance Letter	225	167	375	667	1,625	2,000	81%
01-0015-1200	Minor Variance Application	-	458	1,300	1,833	4,200	5,500	76%
01-0015-1205	Agreements	-	-	-	-	-	-	100%
01-0015-1210	Part Lot Control Exemption By-law	-	-	-	-	-	-	0%
01-0015-1220	Site Plan Control	-	500	-	2,000	6,000	6,000	100%
01-0015-1230	Zoning By-law Amendment	4,000	833	6,000	3,333	4,000	10,000	40%
01-0017-7760	Zoning By-law #19/85	-	-	-	-	-	-	0%
01-0015-1240	Zoning By-law Amendment - Aggregate Applications	-	-	-	-	-	-	0%
01-0015-4100	BR+E Municipal Implementation Fund	-	1,042	-	4,167	12,500	12,500	0%
	Totals	10,459	6,333	18,130	25,333	57,870	76,000	76%

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0130-4000	FT Wages	3,738	4,050	16,108	16,202	32,497	48,605	67%
01-0130-4002	OT Wages	-	50	-	200	600	600	0%
01-0130-4100	FT Benefits	709	708	3,066	2,833	5,432	8,498	64%
01-0130-4102	Manulife Benefits	513	480	1,905	1,921	3,858	5,763	67%
01-00130-4103	WSIB	109	118	484	472	933	1,417	66%
01-0130-4200	Office Supplies	-	21	-	83	250	250	100%
01-0130-4208	Signage	-	21	-	83	250	250	100%
01-0130-4215	Cleaning, Maintenance & Supplies for Building	-	-	-	-	-	-	0%
01-0130-4302	Communication (phone, fax, Internet)	46	2	46	8	21	25	0%
01-0130-4303	Professional Fees - Legal	-	417	-	1,667	5,000	5,000	100%
01-0130-4305	Professional Fees - Engineering & Environmental	5,646	3,750	10,756	15,000	34,244	45,000	76%
01-0130-4308	Mileage	-	21	218	83	32	250	13%

Planning Financial Report - 2015-04

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0130-4309	Professional Development	-	250	2,912	1,000	88	3,000	3%
01-0130-4311	Membership and Subscription Fees	-	38	-	150	450	450	100%
01-0130-4312	Employee Travel - Meals	-	8	-	33	100	100	100%
01-0130-4313	Employee Travel - Accomodations	-	29	-	117	350	350	100%
01-0130-4316	Advertising	297	333	1,099	1,333	2,901	4,000	73%
01-0130-4317	Professional Fees - Water Monitoring	-	184	-	735	2,205	2,205	100%
01-0130-4320	Contract Services	-	292	570	1,167	2,930	3,500	84%
	Totals	11,058	10,772	37,164	43,088	92,100	129,264	71%

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By-law Financial Report - 2015-04

REVENUES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0015-1000	Lottery Licences	90	17	338	67	138	200	-69%
01-0017-7220	Dog Tags and Kennel Licences	1,900	1,000	9,575	4,000	2,425	12,000	20%
01-0015-1260	Fence Viewer's Application	-	-	-	-	-	-	0%
01-0017-7270	Septic Compliance Letter	-	83	75	333	925	1,000	93%
01-0017-7280	Special Occasion Permit Letters	-	13	-	50	150	150	100%
	Pool Enclosure Permit	1,050	233	1,050	933	1,750	2,800	63%
	Inspection Permit - LCBO	-	17	-	67	200	200	100%
01-0017-7230	Municipal addressing signs	80	67	320	267	480	800	60%
01-0015-5240	Ontario Wildlife Damage Compensation	-	125	-	500	1,500	1,500	100%
01-0017-7410	Guelph Humane Society Fees	-	150	605	600	1,195	1,800	66%
01-0015-1250	Mobile Food Service	-	-	-	-	-	-	100%
01-0015-1270	Engineering, Environmental and Legal Fees Recovered	955	833	4,860	3,333	5,140	10,000	51%
01-0015-1280	Site Alteration Agreement Revenues	-	167	590	667	1,410	2,000	71%
	Totals	4,075	2,704	17,413	10,817	15,037	32,450	46%

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0140-4000	FT Wages	2,066	2,238	9,239	8,952	17,618	26,857	66%
01-0140-4001	Per Diems	493	167	776	667	1,224	2,000	61%
01-0140-4002	OT Wages	-	-	-	-	-	-	0%
01-0140-4100	FT Benefits	372	399	1,672	1,596	3,117	4,789	65%
01-0140-4102	Manulife Benefits	327	300	1,227	1,198	2,368	3,595	66%
01-0140-4103	WSIB	60	64	272	258	501	773	65%
01-0140-4200	Office Supplies	1	21	1	83	249	250	100%
01-0140-4208	Signage	-	108	20	433	1,280	1,300	98%
01-0140-4303	Professional Fees - Legal	8,444	1,250	8,444	5,000	6,556	15,000	44%

By-law Financial Report - 2015-04

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0140-4305	Professional Fees - Engineering & Environmental	2,486	1,479	3,879	5,917	13,871	17,750	78%
01-0140-4308	Mileage	128	38	173	150	277	450	62%
01-0140-4309	Professional Development	-	100	-	400	1,200	1,200	100%
01-0140-4311	Membership and Subscription Fees	-	52	180	207	440	620	71%
01-0140-4312	Employee Travel - Meals	-	4	-	17	50	50	100%
01-0140-4313	Employee Travel - Accomodations	-	21	-	83	250	250	100%
01-0140-4316	Advertising	-	83	-	333	1,000	1,000	100%
01-0140-4319	Permits	-	17	-	67	200	200	100%
01-0140-4320	Contract Services	-	403	684	1,613	4,156	4,840	86%
01-0140-4324	Livestock Loss	-	167	-	667	2,000	2,000	100%
	Totals	14,377	6,910	26,567	27,642	56,358	82,925	68%

Public Works Financial Report - 2015-04

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REVENUES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0015-1290	Oversize-Overweight Load Permits	\$ -	-	-	-	-	-	0%
01-0015-3310	Entrance Permit	450	188	900	750	1,350	2,250	60%
01-0015-3740	Roads Other Recoveries	759	65	759	260	21	780	0%
01-0015-2000	Third Party Cost Recovery	-	-	-	-	-	-	0%
01-0015-2100	Third Party Cost Recovery Administration Fee	-	-	-	-	-	-	0%
	Totals	1,209	253	1,659	1,010	1,371	3,030	45%

CONTRIBUTION FROM WORKING RESERVES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0013-3170	Public Works Replacement and Restoration of Aging Infrastructure Working Reserve	-	7,083	-	28,333	85,000	85,000	100%
	Totals	-	7,083	-	28,333	85,000	85,000	100%

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0030-4000	FT Wages	28,095	31,041	117,461	124,164	255,031	372,492	68%
01-0030-4001	PT/Seasonal Wages	4,364	1,503	31,835	6,014	13,794	18,041	-76%
01-0030-4002	OT Wages	948	2,725	22,044	10,900	10,656	32,700	33%
01-0030-4100	FT Benefits	5,370	5,276	24,424	21,104	38,888	63,312	61%
01-0030-4101	PT/Seasonal Benefits	314	132	2,766	528	1,182	1,584	-75%
01-0030-4102	Manulife Benefits	3,936	3,800	15,336	15,198	30,259	45,595	66%
01-0030-4103	WSIB	976	909	5,155	3,634	5,748	10,903	53%
01-0030-4200	Office Supplies	52	42	87	167	413	500	83%
01-0030-4201	Hydro	493	467	2,538	1,867	3,062	5,600	55%
01-0030-4202	Heat	-	470	2,817	1,880	2,823	5,640	50%
01-0030-4203	Fuel	4,499	7,025	39,971	28,098	44,324	84,295	53%
01-0030-4205	Equipment Maintenance & Supplies	42	171	42	683	2,008	2,050	98%
01-0030-4208	Signage	183	833	917	3,333	9,083	10,000	91%

Public Works Financial Report - 2015-04

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0030-4209	Pavement Markings	-	2,467	-	9,867	29,600	29,600	100%
01-0030-4210	Railway Maintenance	-	6,667	-	26,667	80,000	80,000	100%
01-0030-4212	Maintenance Gravel	-	6,667	-	26,667	80,000	80,000	100%
01-0030-4213	Calcium	-	3,675	-	14,700	44,100	44,100	100%
01-0030-4214	Winter Maintenance	10,416	15,250	128,287	61,000	54,713	183,000	30%
01-0030-4217	Waste Removal	-	125	-	500	1,500	1,500	100%
01-0030-4218	Shop Overhead	395	1,083	2,261	4,333	10,739	13,000	83%
01-0030-4219	Road Maintenance supplies	203	3,117	1,119	12,467	36,281	37,400	97%
01-0030-4220	Vehicle Maintenance	5,751	3,833	13,521	15,333	32,479	46,000	71%
01-0030-4221	Speed Monitor	-	42	-	167	500	500	100%
01-0030-4224	Sidewalk Repairs	-	417	-	1,667	5,000	5,000	100%
01-0030-4302	Communication(phone, fax, intern)	186	213	734	852	1,823	2,557	71%
01-0030-4305	Professional Fees - Engineering	1,036	167	1,473	667	527	2,000	26%
01-0030-4308	Mileage	-	8	-	33	100	100	100%
01-0030-4309	Professional Development	865	118	865	473	555	1,420	39%
01-0030-4311	Membership and Subscription Fees	-	67	787	267	13	800	2%
01-0030-4312	Employee Travel - Meals	-	8	-	33	100	100	100%
01-0030-4315	Insurance	98	7,417	98	29,669	88,908	89,006	100%
01-0030-4316	Advertising	-	63	-	250	750	750	100%
01-0030-4318	Vehicle Plates	-	564	-	2,257	6,772	6,772	100%
01-0030-4319	Permits	-	83	-	333	1,000	1,000	100%
01-0030-4320	Contract Services	99	3,267	511	13,067	38,689	39,200	99%
01-0030-4321	Clothing, Safety Allowance	-	63	142	250	608	750	81%
01-0030-4326	Bridge Inspections	-	833	-	3,333	10,000	10,000	0%
01-0030-4400	Street Lights: Repairs and Hydro Bills	3,924	3,863	15,505	15,450	30,845	46,350	67%
	Totals	72,245	114,468	430,696	457,872	942,921	1,373,617	69%

Parks Financial Report - 2015-04

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REVENUES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0015-2200	Horse Paddock Rental	-	-	-	-	-	-	0%
01-0015-2300	Picnic Shelter	150	8	225	33	125	100	0%
01-0015-2400	Aberfoyle/Morriston Ball Park/ Morriston Meadows	-	83	-	333	1,000	1,000	100%
01-0015-2500	Sports Facility User Fees	-	980	-	3,922	11,765	11,765	100%
	Totals	150	1,072	225	4,288	12,640	12,865	98%

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0110-4000	FT Wages - Parks	1,442	2,083	1,442	8,331	23,550	24,992	0%
01-0110-4001	PT Wages - Parks	-	510	-	2,040	6,120	6,120	100%
01-0110-4002	OT Wages - Parks	-	-	-	-	-	-	0%
01-0110-4100	FT Benefits - Parks	128	198	128	793	2,251	2,379	95%
01-0110-4101	PT Benefits - Parks	-	45	-	179	537	537	100%
01-0110-4103	WSIB	42	75	42	299	854	896	95%
01-0110-4203	Fuel	-	183	-	733	2,200	2,200	100%
01-0110-4204	Water Protection	-	167	-	667	2,000	2,000	0%
01-0110-4205	Equipment Maintenance and Supplies	-	375	-	1,500	4,500	4,500	100%
01-0110-4220	Vehicle Maintenance	-	42	-	167	500	500	100%
01-0110-4222	Outdoor Maintenance	-	833	-	3,333	10,000	10,000	100%
01-0110-4308	Mileage	-	42	-	167	500	500	100%
01-0110-4316	Advertising	-	13	-	50	150	150	100%
01-0110-4320	Contract Services	700	1,725	700	6,900	20,000	20,700	97%
	Totals	2,312	6,290	2,312	25,158	73,162	75,474	97%

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REVENUES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0015-2600	Ice Rental - Prime	200	3,167	34,103	12,667	3,897	38,000	10%
01-0015-2700	Ice Rental - Non-Prime	-	167	1,613	667	387	2,000	19%
01-0015-2800	Arena Summer Rentals	3,227	1,833	3,227	7,333	18,773	22,000	85%
01-0015-2900	Gymnasium Rental	1,209	1,000	7,085	4,000	4,915	12,000	41%
01-0015-3000	Rink Board and Ball Diamond Advertising	350	29	350	117	-	350	0%
01-0015-3100	ORC Drink Machine	-	108	315	433	985	1,300	76%
01-0015-3735	Other Recoveries	-	42	-	167	500	500	0%
	Totals	4,986	6,346	46,693	25,383	29,457	76,150	39%

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0080-4000	FT Wages - ORC	4,326	4,687	18,832	18,748	37,412	56,244	67%
01-0080-4001	PT Wages - ORC	1,752	2,126	9,022	8,502	16,485	25,507	65%
01-0080-4002	OT Wages - ORC	-	100	-	400	1,200	1,200	100%
01-0080-4100	FT Benefits - ORC	788	830	3,486	3,319	6,470	9,956	65%
01-0080-4101	PT Benefits - ORC	87	187	495	746	1,744	2,239	78%
01-0080-4102	Manulife Benefits	649	612	2,424	2,449	4,922	7,346	67%
01-0080-4103	WSIB	176	199	832	796	1,557	2,389	65%
01-0080-4200	Office Supplies	8	25	80	100	220	300	73%
01-0080-4201	Hydro	-	1,827	9,464	7,310	12,466	21,930	57%
01-0080-4202	Heat	559	475	3,656	1,902	2,049	5,705	36%
01-0080-4203	Fuel	197	255	1,475	1,020	1,585	3,060	52%
01-0080-4204	Water Protection	-	67	45	267	755	800	94%
01-0080-4205	Equipment Maintenance & Supplies	-	1,083	992	4,333	12,008	13,000	92%
01-0080-4208	Signage	-	17	-	67	200	200	100%
01-0080-4215	Bldg-Cleaning, Maint,Supplies Interior	1,777	833	3,165	3,333	6,835	10,000	68%
01-0080-4216	Drink Machine Supplies	-	42	87	167	413	500	0%
01-0080-4217	Waste Removal	44	50	118	200	482	600	80%
01-0080-4222	Bldg-Cleaning, Maint,Supplies Exterior	64	833	531	3,333	9,469	10,000	95%

ORC Financial Report - 2015-04

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0080-4302	Communication(phone, fax, intern)	191	195	763	780	1,577	2,340	67%
01-0080-4305	Professional Fees - Engineering	230	583	230	2,333	6,770	7,000	97%
01-0080-4308	Mileage	-	42	-	167	500	500	100%
01-0080-4309	Professional Development	-	125	-	500	1,500	1,500	100%
01-0080-4311	Membership and Subscription Fees	-	13	137	50	13	150	9%
01-0080-4312	Employee Travel - Meals	-	13	-	50	150	150	100%
01-0080-4315	Insurance	-	1,287	-	5,148	15,445	15,445	100%
01-0080-4316	Advertising	-	42	-	167	500	500	100%
01-0080-4320	Contract Services	-	29	-	117	350	350	0%
01-0080-4321	Clothing Safety Allowance	102	13	102	50	48	150	0%
	Totals	10,950	16,588	55,936	66,353	143,124	199,060	72%

PCC Financial Report - 2015-04

8.2(b)(iii)

REVENUES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0015-3110	Archie MacRobbie Hall - Prime	2,760	1,342	9,934	5,367	6,166	16,100	38%
01-0015-3115	Archie MacRobbie Hall - Non-Prime	1,359	642	3,955	2,567	3,745	7,700	49%
01-0015-3130	Alf Hales Room	150	358	2,547	1,433	1,753	4,300	41%
01-0015-3160	Licensed Events Using Patio	-	50	55	200	545	600	91%
01-0015-3170	Commercial Rentals	-	63	-	250	750	750	100%
01-0015-3180	Bartenders	575	733	3,335	2,933	5,465	8,800	62%
01-0015-3190	Pop, Glasses, & Ice	-	233	383	933	2,417	2,800	86%
01-0015-3200	Kitchen Facilities	105	283	840	1,133	2,560	3,400	75%
01-0015-3220	Advertising Sign	-	17	-	67	200	200	100%
01-0015-3736	Other Recoveries	-	100	69	400	1,131	1,200	0%
01-0015-5250	Recreation Conditional Grants	-	431	-	1,722	5,167	5,167	100%
	Totals	4,949	4,251	21,118	17,006	29,899	51,017	59%

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0070-4000	FT Wages - Recreation	3,364	4,101	14,644	16,404	34,569	49,213	70%
01-0070-4001	PT Wages - Recreation	3,240	2,917	9,750	11,667	25,250	35,000	72%
01-0070-4002	OT Wages - Recreation	70	34	173	137	237	410	58%
01-0070-4100	FT Benefits - Recreation	298	395	1,307	1,581	3,435	4,742	72%
01-0070-4101	PT Benefits - Recreation	87	256	261	1,024	2,812	3,073	92%
01-0070-4102	Manulife Benefits - Recreation	921	897	3,612	3,587	7,149	10,761	66%
01-0070-4103	WSIB	193	203	778	812	1,659	2,437	68%
01-0070-4200	Office Supplies	7	25	7	100	293	300	98%
01-0070-4201	Hydro	244	1,843	5,029	7,373	17,091	22,120	77%
01-0070-4202	Heat	447	273	2,215	1,090	1,055	3,270	32%
01-0070-4203	Fuel	-	42	-	167	500	500	100%
01-0070-4204	Water Protection	-	425	504	1,700	4,596	5,100	90%
01-0070-4215	Bldg-Cleaning, Maint,Supplies Interior	410	1,667	2,295	6,667	17,705	20,000	89%

PCC Financial Report - 2015-04

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0070-4216	Kitchen Supplies and Equipment	202	417	1,369	1,667	3,631	5,000	73%
01-0070-4217	Waste Removal	178	200	474	800	1,926	2,400	80%
01-0070-4222	Outdoor Maintenance of Building	-	267	294	1,067	2,906	3,200	91%
01-0070-4302	Communication(phone, fax, intern)	255	250	1,106	1,000	1,894	3,000	63%
01-0070-4308	Mileage	39	21	265	83	- 15	250	-6%
01-0070-4309	Professional Development	-	63	-	250	750	750	100%
01-0070-4311	Membership and Subscription Fees	-	19	224	75	1	225	0%
01-0070-4312	Employee Travel - Meals	-	13	38	50	112	150	75%
01-0070-4313	Employee Travel - Accomodations	149	38	298	150	152	450	34%
01-0070-4315	Insurance	-	1,439	-	5,756	17,267	17,267	100%
01-0070-4316	Advertising	376	292	376	1,167	3,124	3,500	89%
01-0070-4320	Contract Services	-	421	338	1,683	4,712	5,050	93%
	Totals	10,480	16,514	45,357	66,056	152,812	198,169	77%

Fire and Rescue Financial Report - 2015-04

8.2(b)(iii)

REVENUES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0015-3241	Tent or Marquee Permit	-	58	-	233	700	700	100%
01-0015-3230	Open Burning Permit and Inspection	2,640	625	6,520	2,500	980	7,500	13%
01-0015-3235	Burning Permit Violations	-	171	820	683	1,230	2,050	60%
01-0015-3245	Fire Extinguisher Training	-	8	-	30	90	90	100%
01-0015-3260	Fireworks Permits	200	33	200	133	200	400	50%
01-0015-3210	Information/Fire Reports	-	38	75	150	375	450	83%
01-0015-3215	Other Recoveries	-	208	54	833	2,446	2,500	0%
01-0015-3270	Occupancy Load	-	17	-	67	200	200	100%
01-0015-3280	Fire Safety Plan Review	-	30	480	120	120	360	-33%
01-0015-3290	Post Fire Watch	-	34	-	137	410	410	100%
01-0015-3300	Boarding up or Barricading	-	-	-	-	-	-	0%
01-0015-3320	Key Boxes	-	8	-	33	100	100	100%
01-0015-3330	Inspections	40	17	40	67	160	200	80%
01-0015-3340	Motor Vehicle Emergency Responses	-	4,783	27,910	19,133	29,490	57,400	51%
01-0015-3350	Fire Alarm False Alarm Calls	-	34	410	137	-	410	0%
	Totals	2,880	6,064	36,509	24,257	36,261	72,770	50%

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0040-4001	PT Wages - Fire Dept	31,079	29,070	111,494	116,280	237,346	348,840	68%
01-0040-4101	PT Benefits - Fire Dept	1,659	2,552	4,768	10,209	25,860	30,628	84%
01-0040-4102	Group Benefits	723	1,225	10,100	4,900	4,600	14,700	31%
01-0040-4103	WSIB	838	859	3,352	3,435	6,954	10,306	67%
01-0040-4200	Office Supplies	822	392	1,107	1,567	3,593	4,700	76%
01-0040-4201	Hydro	557	404	2,065	1,615	2,780	4,845	57%
01-0040-4202	Heat	-	80	834	318	121	955	13%
01-0040-4203	Fuel	-	922	-	3,688	11,065	11,065	100%
01-0040-4204	Water Protection	-	13	44	53	116	160	73%
01-0040-4205	Equipment Maintenance & Supplies	3,164	1,508	5,203	6,033	12,897	18,100	71%
01-0040-4206	Oxygen & Medical Supplies	277	258	1,160	1,033	1,940	3,100	63%

Fire and Rescue Financial Report - 2015-04

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0040-4207	Public Education	985	317	985	1,267	2,815	3,800	74%
01-0040-4215	Cleaning, Maint & supplies for Bldg	17	842	339	3,367	9,761	10,100	97%
01-0040-4216	Kitchen Supplies and Equipment	-	100	-	400	1,200	1,200	100%
01-0040-4217	Waste Removal	-	33	-	133	400	400	100%
01-0040-4220	Vehicle Maintenance	253	2,083	11,134	8,333	13,866	25,000	55%
01-0040-4302	Communication(phone, fax, intern)	382	1,058	3,569	4,233	9,131	12,700	72%
01-0040-4308	Mileage	1,339	625	1,982	2,500	5,518	7,500	74%
01-0040-4309	Professional Development	468	1,583	3,282	6,333	15,718	19,000	83%
01-0040-4311	Membership and Subscription Fees	639	230	2,795	919	39	2,756	-1%
01-0040-4312	Employee Travel - Meals	101	58	351	233	349	700	50%
01-0040-4313	Employee Travel - Accomodations	-	200	-	800	2,400	2,400	100%
01-0040-4315	Insurance	-	1,084	-	4,337	13,010	13,010	100%
01-0040-4316	Advertising	-	104	-	417	1,250	1,250	100%
01-0040-4319	Permits	-	44	471	175	54	525	10%
01-0040-4320	Contract Services	830	2,133	4,937	8,533	20,663	25,600	81%
01-0040-4321	Clothing, Safety Allowance	455	2,562	2,149	10,247	28,591	30,740	93%
	Totals	44,588	50,340	172,121	201,360	431,960	604,081	72%

Library Financial Report - 2015-04

8.2(b)(iii)

REVENUES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0010-4224	Library Costs Recovered from County	-	172	-	687	2,060	2,060	100%
	Totals	-	172	-	687	2,060	2,060	100%

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0010-4221	Library Rent for Historical society	1,126	376	1,297	1,503	3,213	4,510	71%
01-0010-4223	Library Water Monitoring	-	146	421	583	1,329	1,750	76%
	Totals	1,126	522	1,718	2,087	4,542	6,260	73%

Badenoch Financial Report - 2015-04

8.2(b)(iii)

REVENUES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0015-3741	Badenoch Rental Revenue	-	1	10	3	-	10	0%
	Totals	-	1	10	3	-	10	0%

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0150-4200	Interior Maintenance Costs	-	438	-	1,750	5,250	5,250	100%
01-0150-4204	Water Protection	-	5	15	22	50	65	77%
01-0150-4320	Contract Services	-	13	-	50	150	150	100%
01-0150-4325	Badenoch Comm Ctr Grant	-	83	1,000	333	-	1,000	0%
	Totals	-	539	1,015	2,155	5,450	6,465	84%

Committees Financial Report - 2015-04

8.2(b)(iii)

EXPENDITURES

Recreation Committee

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0075-4001	Per Diems	-	348	-	1,393	4,180	4,180	100%
01-0075-4309	Professional Development	-	83	-	333	1,000	1,000	100%
	Totals	-	432	-	1,727	5,180	5,180	100%

Heritage Committee

01-0050-4001	Per Diems	-	149	-	597	1,790	1,790	100%
01-0050-4200	Office Supplies & Equipment	-	21	-	83	250	250	100%
01-0050-4308	Mileage	-	4	-	17	50	50	100%
01-0050-4309	Professional Development	-	83	-	333	1,000	1,000	100%
	Totals	-	258	-	1,030	3,090	3,090	100%

Planning and Development Advisory Committee

01-0060-4001	Per Diems	-	348	-	1,393	4,180	4,180	100%
01-0060-4308	Mileage	-	13	-	50	150	150	100%
01-0060-4309	Professional Development	-	208	-	833	2,500	2,500	100%
	Totals	-	569	-	2,277	6,830	6,830	100%

Revenues Financial Report - 2015-04

8.2(b)(iv)

Total Revenues

Department	Curr Mnth Actual Operating Revenues	Curr Mnth Budget Operating Revenues	YTD Actual Operating Revenues	YTD Budget Operating Revenues	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
Corporate	122,788	84,757	287,448	339,029	729,638	1,017,086	72%
Administration	30	259	1,060	1,037	2,050	3,110	66%
Elections	-	-	-	-	-	-	0%
Finance	3,278	2,017	8,879	8,067	15,321	24,200	63%
Building	34,095	23,283	112,532	93,133	166,868	279,400	60%
Source Water Protection	-	1,250	15,000	5,000	-	15,000	0%
Planning & Development	10,459	6,333	18,130	25,333	57,870	76,000	76%
By-law	4,075	2,704	17,413	10,817	15,037	32,450	46%
Public Works	1,209	253	1,659	1,010	1,371	3,030	45%
Parks	150	1,072	225	4,288	12,640	12,865	98%
Optimist Recreation Centre	4,986	6,346	46,693	25,383	29,457	76,150	39%
Puslinch Community Centre	4,949	4,251	21,118	17,006	29,899	51,017	59%
Fire and Rescue	2,880	6,064	36,509	24,257	36,261	72,770	50%
Library	-	172	-	687	2,060	2,060	100%
Badenoch	-	1	10	3	-	10	0%
Committee	-	-	-	-	-	-	0%
Totals	188,899	138,762	566,676	555,049	1,098,472	1,665,148	66%

Total Contributions from Working Reserves

Department	Curr Mnth Actual Operating Revenues	Curr Mnth Budget Operating Revenues	YTD Actual Operating Revenues	YTD Budget Operating Revenues	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
Administration	-	13,639	204	54,554	163,458	163,662	100%
Building Surplus Reserve Fund	-	7,021	-	28,083	84,248	84,248	100%
Source Water Protection	-	2,018	-	8,072	24,215	24,215	100%
Public Works	-	7,083	-	28,333	85,000	85,000	100%
Totals	-	29,760	204	119,042	356,921	357,125	100%

Expenses Financial Report - 2015-04

Department	Curr Mnth Actual Operating Expenditures	Curr Mnth Budget Operating Expenditures	YTD Actual Operating Expenditures	YTD Budget Operating Expenditures	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
Corporate	91	30,688	46,547	122,750	321,703	368,250	87%
Administration	33,778	39,203	144,923	156,814	325,517	470,441	69%
Council	11,910	10,359	45,222	41,435	79,083	124,305	64%
Elections	-	1,292	15,208	5,167	292	15,500	2%
Finance	38,490	48,967	177,196	195,867	410,405	587,601	70%
Building	24,924	30,304	107,980	121,216	255,668	363,648	70%
Source Water Protection	-	3,268	-	13,072	39,215	39,215	100%
Planning & Development	11,058	10,772	37,164	43,088	92,100	129,264	71%
By-law	14,377	6,910	26,567	27,642	56,358	82,925	68%
Public Works	72,245	114,468	430,696	457,872	942,921	1,373,617	69%
Parks	2,312	6,290	2,312	25,158	73,162	75,474	97%
Optimist Recreation Centre	10,950	16,588	55,936	66,353	143,124	199,060	72%
Puslinch Community Centre	10,480	16,514	45,357	66,056	152,812	198,169	77%
Fire and Rescue	44,588	50,340	172,121	201,360	431,960	604,081	72%
Library	1,126	522	1,718	2,087	4,542	6,260	73%
Badenoch	-	539	1,015	2,155	5,450	6,465	84%
Committee	-	1,258	-	5,033	15,100	15,100	100%
Totals	276,329	388,281	1,309,962	1,553,125	3,349,412	4,659,375	72%



REPORT FIN-2015-021

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: May 6, 2015

SUBJECT: 2015 Grant Application Policy and Fee Reduction/Waiver Policy
File No. A09 GRA and A09 FEE

RECOMMENDATIONS

That Report FIN-2015-021 regarding the 2015 Grant Application Policy and Fee Reduction/Waiver Policy, be received; and

That Council directs staff to proceed with holding a Public Meeting on June 18, 2015 at 7:00 pm in the Council Chambers, Municipal Complex to obtain public input on the proposed Grant Application Policy and Fee Reduction/Waiver Policy as outlined in Schedule C and Schedule D respectively to Report FIN-2015-021; and

That staff publish notice in the Puslinch Pioneer, Township website, and provide notice to previous funding recipients to advise of the Public Meeting; and

That staff report back on the results of the Public Meeting; and

That staff report back in 2016/2017 with regard to organizations under separate agreement.

DISCUSSION

Purpose

The purpose of this report is to provide Council with a proposed Grant Application Policy and Fee Reduction/Waiver Policy as outlined in Schedule C and Schedule D to Report FIN-2015-021 respectively and to obtain direction from Council to proceed with holding a public meeting to solicit input on the proposed policies.

Background

For grant requests, the Township of Puslinch currently sends letters to community organizations in advance of operating budget deliberations requesting certain financial information for consideration. This information is brought to Council for review and approved by Council through the budgeting process (Schedule F).

For in-kind bookings, through Council Resolution Number 2015-043 which indicates that Report FIN-2015-06 regarding In-Kind Bookings and Contributions be received; and that the community groups identified in Report FIN-2015-06 be provided gratuitous use of the rooms in 2015 based on 2014 usage of the Puslinch Community Centre and Optimist Recreation Centre; and that staff report back to Council on the development of a policy regarding the use of Township facilities by community groups and the associated fees prior to consideration of the 2016 Budget. See Schedule E to Report FIN-2015-021 for the analysis performed on in-kind bookings and contributions in 2014.

Council at its special meeting held on December 22, 2014 for the purpose of setting goals and objectives for the 2014 to 2018 Council term included the following items as goals/objectives for their term:

- Development of a Grant Policy for the Spring of 2015 prior to consideration of the 2016 budget; and
- Development of a policy regarding the Use of Township Facilities by community groups for the Spring of 2015 prior to consideration of the 2016 budget.

The draft Recreation and Parks Master Plan includes the following recommendations:

- To adopt a community grant system policy (with an annual intake from a set pool of money within the Township's budget) through which community organizations can apply for funds.
- To adopt a policy relating to special requests for fee waivers for the purposes of equity and transparency.

Considering that a fee reduction/waiver is essentially an informal grant program, it is important to view the Grant Application Policy in conjunction with the Fee Reduction/Waiver Policy.

Benefits

In the interest of consistency and clarity, there is merit in establishing a common approach to dealing with grant funding and in-kind contribution requests in the Township. The creation of these policies allows for Council to approve a series of policy guidelines from which all applications will be evaluated against.

The newly proposed policies enhance accountability and transparency and provide a streamlined and consistent process in reviewing applications. This is in keeping with the

Township's Accountability and Transparency Policy passed through By-law No. 60/08. Grant recipients will be accountable to the Township once funding is utilized through submission of post-event/year-end/project completion reports. These policies are included in Schedule C and D to Report FIN-2015-021. The Grant Application Form is detailed in Schedule G to Report FIN-2015-021. The Fee Reduction/Waiver Application Form is detailed in Schedule H to Report FIN-2015-021.

Annual in-kind bookings and contributions amounted to \$49,355 in 2014 as outlined in Report FIN-2015-06. The proposed Fee Reduction/Waiver Policy provides Council with numerous benefits to effectively administer fee reduction/waiver requests to eligible groups within the community utilizing a consistent and transparent framework. Groups who have not traditionally been aware of the opportunity for fee reductions/waivers will receive clear and concise information to determine their eligibility. By allocating specific funds as part of the Township annual budget process, Council will have a clear understanding of the cost to provide this level of support to the invaluable network of groups and organizations in the community.

Recovering expenses associated with the daily cost of operating recreation facilities is a fundamental component of an overall strategy to manage and maintain community assets for future use and enjoyment. The fee reduction/waiver policy establishes a framework for consistent application and evaluation criteria.

Research

Grant Application Policy:

Township staff obtained policies and application forms from municipalities that have an established program including the County of Wellington, Town of Caledon, Town of Halton Hills, Town of Oakville and Township of Centre Wellington in order to appropriately define the framework going forward for applicants requesting funding from the Township. The summarized results of the review of these municipalities are outlined in Schedule A to Report FIN-2015-021.

Fee Reduction/Waiver Policy:

Township staff obtained fee reduction/waiver policies and application forms from municipalities that have an established program including the Town of Caledon, Town of Halton Hills, Municipality of Thames Centre and Municipality of Central Huron. The summarized results of the review of these municipalities are outlined in Schedule B to Report FIN-2015-021.

The following municipalities were not reviewed for the fee reduction/waiver policy for the following reasons:

- The County of Wellington does not have a policy for waiving or providing favourable fees for community groups and charitable organizations as they do not provide special rates to these organizations.
- The Town of Oakville does not have a separate policy for fee reduction/waivers.

- Organizations in Centre Wellington requesting a reduction in the Township's fees for the purpose of Parks and Recreation facility rental/service are required to submit a written request directly to Council.

Grant Funding and In-Kind Bookings and Contributions as a Percentage of Taxes Levied

Table 1 below provides an analysis of grant funding and in-kind bookings and contributions as a percentage of taxes levied:

Table 1:

2015 Figures	Puslinch	Wellington County	Caledon	Halton Hills	Oakville	Centre Wellington	Thames Centre	Central Huron
Grant Budget	\$33.6K	\$52.9K	\$54.5K	\$16.5K	\$843.8K	\$52K	\$22K	\$40K
In-Kind Budget	\$49.4K	N/A	\$25K	\$56K	Note A	Note A	Note B	Note A
Tax Base	\$3.4M	\$84.5M	\$49.8M	\$40.8M	\$165.1M	\$11M	\$8.2M	5.8M
%	2.46%	0.06%	0.16%	0.18%	0.51%	0.47%	0.27%	0.69%
Avg. %								0.33%

Note A . the 2015 in-kind bookings and contributions budget is included in the total 2015 grant budget.

Note B . An amount is not budgeted for in-kind bookings and contributions.

Note: Based on discussions with the Director of Financial Services/Treasurer of the Municipality of Thames Centre, Council is in the process of potentially disbanding the Community Partnership Fund and the Waiver of Fees program due to significant budget restraints.

Note: Based on discussions with the Director of Finance of the Municipality of Central Huron, the funds granted for the Central Huron Donation Fund are revenues obtained from the OLG Casino.

The Township's 2015 approved taxation levy based on 2015 Budget By-law No. 017/15 is \$3,366,369. The 2015 budgeted grants (excluding in-kind bookings and contributions) amounts to \$33,575 as outlined in Schedule F to Report FIN-2015-021. The 2014 actual in-kind bookings and contributions amounted to \$49,355 as outlined in Schedule E to Report FIN-2015-021. Therefore, the Township is currently providing grant and in-kind contribution funding of 2.5% of taxes levied.

Total Upset Limit of Funds

It is recommended that a grant application policy and fee reduction/waiver policy include a combined upset limit of funding per organization per calendar year.

Notwithstanding the above, where an organization is hosting a community event (excluding fundraising activities and events), funds available to the organization are limited to a maximum of \$XXX per event capped at three (3) events per calendar year.

Table 2 below includes the upset limits per calendar year for the municipal policies reviewed:

Table 2:

Upset Limit	Wellington County	Caledon	Halton Hills	Oakville	Centre Wellington	Thames Centre	Central Huron
Grants	\$2,000	No limit	\$5,000	No limit	\$5,000	No limit	No limit
In-Kind	N/A	\$2,500	No limit	No limit	Included above	No limit	\$500
Total	\$2,000	\$2,500	\$5,000	No limit	\$5,000	No limit	\$500

Recommendations

Combined Upset Limit Analysis

Table 3 below includes a summary of combined upset limit amounts ranging from \$750 to \$1,250 and their impact as a percentage of the Township's 2015 tax base. The table also includes estimates of the amount of 2016 funding eligible to organizations that received previous grant funding and/or in-kind bookings based on the proposed Grant Application Policy and Fee Reduction/Waiver Policy.

As noted in Table 1 above, the average of grant and in-kind contribution funding as a percentage of taxes levied is 0.33%. Establishing a combined upset limit of \$750 would result in 1.09% of grant and in-kind contribution funding as a percentage of taxes levied as noted in Table 3 below. This is 0.75% higher than the average of the sample municipalities. To be in line with the 0.33% indicated in Table 1 above, the Township would need to limit grant and in-kind contribution funding (including organizations under separate agreement) to \$11,109 per year.

Table 3:

Organizations	\$	\$	Combined Upset Limit \$ - 2016			Proposed Policy Linkages
	2014 In-Kind	2015 Grant	\$750	\$1,000	\$1,250	
Aberfoyle Agricultural Society	3,490	3,000	1,500	2,000	2,500	Assumption of one (1) community event (excluding fundraising activities/events) based on past events, ie. Fall Fair.
Aberfoyle Public School	1,927	Nil	Nil	Nil	Nil	It is proposed that educational institutions are not eligible for funding. See recommendation for Aberfoyle Public School below.
Community Oriented Policing Centre	311	500	1,500	2,000	2,500	Assumption of one (1) community event based on past events.
Crime Stoppers Guelph Wellington	Nil	Nil	750	1,000	1,250	
Friends of Mill Creek	1,260	1,250	750	1,000	1,250	In-kind bookings for facility space
Guelph Community Health Centre (Playgroup)	4,520	Nil	4,520	4,520	4,520	Organization under separate agreement . see below.
Junior Garden Club	497	Nil	750	1,000	1,250	In-kind bookings for facility space
Kiwanis Music Festival	Nil	100	750	1,000	1,250	
Mill Creek	848	Nil	750	1,000	1,250	In-kind bookings for facility space
Mindful RemedEase	Nil	Nil	750	1,000	1,250	
Morrison United Church	1,650	Nil	Nil	Nil	Nil	It is proposed that groups or organizations of a religious nature are not eligible for funding.
Optimist Club of Puslinch	15,739	Nil	3,000	4,000	5,000	Assumption of three (3) community events (excluding fundraising activities/events) based on past events, ie. Winter Classic Tournament, Santa Claus Parade, Canada Day Pancake Breakfast.
Puslinch Historical Society . Library Rental	5,000	Nil	5,000	5,000	5,000	Organization under separate agreement . see below.
Puslinch Lake Conservation Association	Nil	25,000	750	1,000	1,250	
Puslinch Minor Soccer Club	1,034	Nil	750	1,000	1,250	In-kind bookings for facility space

Organizations	\$	\$	Combined Upset Limit \$ - 2016			Proposed Policy Linkages
	2014 In-Kind	2015 Grant	\$750	\$1,000	\$1,250	
Senior Community Event (Euchre)	1,243	Nil	Nil	Nil	Nil	Note C
Sunrise Therapeutic Riding & Learning Centre	Nil	2,500	750	1,000	1,250	
Wellington County Farm and Home Safety Association	Nil	125	750	1,000	1,250	
Wellington County Plowmen's Association	Nil	100	750	1,000	1,250	
Whistle Stop Daycare	11,838	Nil	11,838	11,838	11,838	Organization under separate agreement . see below.
Badenoch Community Centre	Nil	1,000	1,000	1,000	1,000	Organization under separate agreement . see below.
Grand Total	82,930		36,608	41,358	46,108	
% of 2015 Tax Base	2.46%		1.09%	1.23%	1.37%	

Note C: Note that the estimates of 2016 funding in Table 3 above are preliminary. There are specific applicant qualification criteria that must be met for an organization to be eligible for funding and requires a detailed review of pertinent documentation submitted by the applicant.

Organizations under Separate Agreement

The following organizations have a separate agreement with the Township for the use of facilities for nominal consideration:

- Badenoch (term of lease agreement is to December 31, 2026)
- Whistle Stop Daycare (facility use agreement expires June 19, 2015 and is renewed annually)
- Guelph Community Health Centre (Playgroup) (facility use agreement expires June 23, 2015 and is renewed annually)
- Puslinch Historical Society (term of lease agreement is to September 15, 2015)

It is proposed that those organizations that have entered into an agreement for the use of a Township facility at a nominal rate are not eligible to receive funding under the Grant Application Policy and the Fee Reduction/Waiver Policy.

The following organizations have a separate agreement with the Township for the use of facilities at negotiated rates.

- YMCA-YWCA . Puslinch Power Camp Agreement (agreement expires August 21, 2014 and is renewed annually)
- Aberfoyle FarmersqMarket (agreement expires on February 1, 2017)

It is recommended that a separate review be conducted for organizations that are currently under separate agreement to establish fair and consistent evaluation criteria and fees in 2016/2017. Further, it is recommended that no additional organizations be eligible for entering into a separate agreement for gratuitous use of Township owned facilities until such a review is completed.

Aberfoyle Public School

Aberfoyle Public School utilized the Township's facilities at a nominal consideration in 2014 as per Schedule E to Report FIN-2015-021. The Township's agreement with the Wellington County Board of Education (now known as the Upper Grand District School Board) dated the 2nd day of December 1996 expired. It is recommended by the Township's insurers that Township staff work with the Upper Grand District School Board to develop a new agreement for the use of Township facilities.

Other Contributions

The practice in the past has been to provide photocopies and mailings free of charge on behalf of certain community organizations. It is recommended that the costs to the Township of providing free photocopies and mailings on behalf of certain community organizations be encompassed in the organization's total upset limit of funding per calendar year. See costs below:

Photocopies - \$0.25 per page as per the Township's User Fee By-law No. 076/14
Per Mailing - postage - \$0.77; envelope - \$0.06

The practice in the past has been for the Township to pay for the advertising costs associated with the Santa Claus Parade and Aberfoyle Fall Fair. There have also been requests by community groups to waive fees associated with ball diamond and rink board advertising as well as sign rentals at the Puslinch Community Centre (electronic sign). It is recommended that the fees associated with these be encompassed in the organization's total upset limit of funding per calendar year.

FINANCIAL IMPLICATIONS

The 2014 actual in-kind bookings and contributions amounted to \$49,355 as outlined in Report FIN-2015-06.

The Township of Puslinch maintains a budget for grants in account number 01-0100-4600 and in the Badenoch Cost Centre in account number 01-0150-4325. See below for further details.

Account Number	Description	2014 Budget	2014 Actual	2015 Budget
01-0100-4600	Grants	\$32,800	\$32,925	\$32,575
01-0150-4325	Badenoch Comm Ctr Grant	\$1,000	\$1,000	\$1,000
Total		\$33,800	\$33,925	\$33,575

APPLICABLE LEGISLATION AND REQUIREMENTS

Accountability and Transparency Policy passed through By-law No. 60/08

Municipal Act, 2001

Directly from the Municipal Act, 2001 regarding Grants:

Assistance prohibited

Despite any Act, a municipality shall not assist directly or indirectly any manufacturing business or other industrial or commercial enterprise through the granting of bonuses for that purpose. 2001, c. 25, s. 106 (1).

General power to make grants

Despite any provision of this or any other Act relating to the giving of grants or aid by a municipality, subject to section 106, a municipality may make grants, on such terms as to security and otherwise as the council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that council considers to be in the interests of the municipality. 2001, c. 25, s. 107 (1)

ATTACHMENTS

Schedule A: Other Municipal Grant Application Policies

Schedule B: Other Municipal Fee Reduction/Waiver Policies

Schedule C: Proposed Grant Application Policy

Schedule D: Proposed Fee Reduction/Waiver Policy

Schedule E: Report FIN-2015-06 . In-Kind Bookings and Contributions

Schedule F: 2015 Approved Grant Allocations

Schedule G: Grant Application Form

Schedule H: Fee Reduction/Waiver Application Form

**Schedule A to Report FIN-2015-021
Other Municipal Grant Application Policies**

	County of Wellington	Town of Caledon	Town of Halton Hills
Purpose	Establish a set of guidelines to provide financial assistance to not-for-profit organizations by means of a grant.	Support organizations with goals and objectives that support the Town's Community Based Strategic Plan and Vision.	Provide support to individuals, community organizations, groups and businesses that maintain and improve the quality of life for residents by providing facilities and services.
Applicant Qualification/ Criteria	1.) The applicant must be operating as a not-for-profit organization. 2.) The applicant must have a formal organizational structure (ie. a Board of Directors, Committee Structure, or a structure similar in nature). 3.) The applicant must be providing services, products, etc. that are benefiting the County and its residents.	Priority will be given to groups or organizations that are aligned with the following criteria: 1.) Community-based and fairly represent their own interest and those of the communities which they serve. 2.) Maintain a historical and community link between our agricultural, rural and urban communities. 3.) Must be in adherence with the requirements of the Ontario Government, including the Ontario Human Rights Code	1.) Demonstrate the aims, objectives and activities are of benefit to the community and support the strategic priorities of Council. 2.) Criteria to evaluate proposals: benefits the majority of residents; affordable, accessible, inclusive and diverse; demonstrates collaboration, positive community engagement and civic pride; promotes volunteerism, participation and leadership development; new or complimentary to existing services; facilitates self-sufficiency and/or sustainability; promotes efficient/effective use of municipal resources; fosters a healthy, safe and active community. 3.) Must be in good standing with the Town.
Applicants Not Eligible	See eligibility discussion above.	For profit organizations; foundations that raise funds for another organization and their associated groups or agencies; groups or organizations of a religious nature; groups or organizations affiliated with any political party or event; hospitals, hospital foundations and hospital auxiliary groups or agencies; educational institutions including universities, colleges, schools and associated auxiliary groups; organizations not in good financial standing with the Town or in litigation with the Town.	1.) faith organizations; political affiliations; service clubs; hospitals, clinic based or medical treatment services; educational institutions; government (federal, provincial, regional, municipal). 2.) Consideration may be given to the organizations noted above for activities/events that support the strategic priorities of Council as contained in the Town's strategic plan and municipal assistance policy. 3.) Fundraising activities/events are only eligible when 100% of the net funds raised are directed back to a Town facility, program and/or service.
Application Requirements	1.) Must be submitted to the Clerk by the specified date and time as printed in the application page (November 30th). 2.) Must be completed in full, with all requested information attached 3.) A copy of operating budget and recent financial statements for the organization/project. 4.) A letter of reference upon request.	1.) An operating budget for the organization's operating year in which the funds would be utilized; if not available, most recent operating budget is required. 2.) Previous years' financial statements (reviewed or audited); if not available, most recent financial statements are required. 3.) Complete and submit an official application form in accordance with guidelines and deadlines 4.) An organization applying for multiple grants must complete an application form for each separate funding request. 5.) Not mandatory but invited to present grant requests to Council at a future announced date after all of the above information is provided (maximum 10 minute presentation to Council) 6.) Deadline - October 31st of a given year	1.) Projects must present a detailed budget including actual and projected revenue and expenses; copies of invoices are required with submission for funding; proposals for major initiatives must be received 6 months in advance of the proposed initiative to facilitate the review process; initiatives must take place in the Town and serve Town residents; initiatives must have community-wide benefit and not duplicate the efforts of existing initiatives/events. 2.) Proposals will be reviewed by staff for accuracy, completeness and compliance with the Municipal Assistance Policy and Procedures; only complete proposals will be forwarded under a staff report to the Community Affairs Committee of Council for consideration at the designated meetings (see Deadlines for Applications.); community affairs committee of Council may request a presentation of the applicant's proposal.
Grant Categories and Funding Allocation	None	1.) Sustaining/Continuing Support - grants for organizations that are community based and fairly represent both their own interest and those of the communities in which they serve. Priority will be given to organizations that maintain a historical and community link between our agricultural, rural and urban communities. No guarantee on future funding regardless of past funding received. 2.) Project-Based Support/One-Time - Grants are to be given only to organizations for the purpose of a specific and measurable project or program. Priority will be given to organizations that maintain a historical and community link between our agricultural, rural and urban communities. 3.) Special Event Activity Support - Grants are to be given as "seed" money. Funds are allocated to provide start-up funding for a new organization, or a new program within an already existing organization, for activity deemed to be of significant value to the community at a large.	all proposals are subject to available funds 1.) Marketing/Promotion 2.) Special Purposes, Projects or Start-up Costs

**Schedule A to Report FIN-2015-021
Other Municipal Grant Application Policies**

	County of Wellington	Town of Caledon	Town of Halton Hills
Requirements after Approval of Grant Request	No requirements.	<p>1.) Recognizing the Town's grant contribution at the organization's event or activity and acknowledging funding on all promotional material (if the Town logo is used, approval must be obtained from the Communication Department prior to printing of the promotional material).</p> <p>2.) Recipients awarded a grant for a specific project or event are required to submit a final report within 3 months of project/event completion. The report must evaluate the outcomes of the events, as well as identify how the project/event met its goals and objectives. Such reports may be used in awarding grants in subsequent years. Must identify and advise of any surplus funds. Surplus funds may be required to be returned to the Town and/or deducted from future grant considerations.</p> <p>3.) Recipients awarded a grant for sustaining/continuing support are required to submit a year-end report which evaluates how the funding was utilized and how it contributed to overall goals and objectives of the organization.</p> <p>4.) Any grant recipient that does not comply with the requirements may not receive future grant funding.</p>	<p>1.) Successful proposals will acknowledge the Town's support in all communications and promotions.</p> <p>2.) Funds received are to be used as specified by the Community Affairs Committee of Council</p> <p>3.) All unused funds will be returned</p> <p>4.) Adherence to all applicable municipal by-laws, policies and procedures is required</p>
Threshold	Community Programmes and Community Events that apply for a grant will be allotted a maximum of \$2,000 per application. All requests over \$2,000 will be considered by the Administration, Finance and Personnel Committee as a special grant request.	No limit . based on request and past history	Special Purposes, Projects or Start-up Costs - a one-time start up grant is available for new initiatives/events which have community-wide benefit. The Town may provide a grant up to 25% of project costs, to a maximum of \$5,000. Request over \$5,000 will be referred to Council by the Community Affairs Committee of Council.
Special Exemptions	<p>1.) Exempt from the formal application process: All Agricultural Societies within Wellington County; Wellington 4H; Wellington Farm and Home Safety; Wellington County Plowmens Association; Wellington Soil and Crop Improvement; Wellington County Cattlemen's Association (these organizations are included in the County's 2015 budget figure of \$52,900 for the grant application program).</p> <p>2.) In order to apply for a grant, a letter must be sent to the County from the exempted organization(s). The letter must identify the need for a grant for the year in question and the general intent of use of the funds. These letters must be received by November 30th annually before any grant funds are to be forwarded to the organization(s).</p> <p>3.) The Committee will review the Organizations listed every year. Any changes (additions or deletions) to this section will be communicated to the affected Organizations in writing.</p>	None	None

**Schedule A to Report FIN-2015-021
Other Municipal Grant Application Policies**

	Town of Oakville	Township of Centre Wellington
Purpose	Acknowledges and supports the enhancement and preservation of a positive quality of life for its citizens. One means of achieving this goal is the provision of financial assistance through grants, donations, loans, fee assistance or in-kind services to organizations, community groups and individuals for purposes which support the town's corporate goals and strategy.	Provide financial assistance to not-for-profit organizations by means of a grant to enhance the overall well-being of the community.
Applicant Qualification/ Criteria	<p>1.) Community assistance funding is available only to Oakville-based, non-profit volunteer community groups which exist for the purpose of providing municipally-related programs, services or projects specifically to the residents of Oakville subject to criteria and limitations contained herein.</p> <p>2.) Organizations requesting funding for a purpose which meets the criteria of a funding opportunity offered by another level of government will be referred to that funding source. Assistance received should not be considered as the primary source of funding. The applicant must show that there has been exploration of other financial support mechanisms (i.e. fundraising) prior to making the request and adequate volunteer support.</p> <p>3. Not-for-profit community group or organization (registered as a charitable organization by Revenue Canada) initiating or delivering programs and services to the municipality.</p> <p>4. Formal organizational structure with an active Board of Directors and/or Executive committee/Officers.</p> <p>5. Based in Oakville, with a majority of members being Oakville residents.</p> <p>6. Services, programs and activities that primarily benefit Oakville citizens.</p> <p>7. Demonstrate the fiscal viability and accountability of the organization.</p>	<p>1.) Not-for-profit organization; independent volunteer board of directors, meet regularly, maintain appropriate minutes and recordings of proceedings; based in the Township, majority of members residents; membership and programs open to all Township citizens, and services, programs and activities benefit primarily to Township citizens; programs or services serve clearly identified community needs not already adequately addressed by another organization, be it government, corporate or another not-for-profit organization; existence for one or more years; community commitment to programs through participation in organization/attendance at functions sponsored by organization; support from other sources than public funds (ie. through ticket sponsorships or membership sales); not in arrears with Township.</p> <p>2.) Council may grant special consideration to entities that do not meet the eligibility requirements but are unique in nature and fulfill a specific need in the community.</p> <p>3.) Criteria: merit and achievement; professional standards; community service and participation; fiscal and overall accountability of the applicant; administrative accountability; responsiveness to existing community need; degree of accessibility; economic impact.</p>
Applicants Not Eligible	Religious organizations for sacred or sectarian purposes; political parties, ridings, associations and candidates; individuals; donations to charitable causes; debt retirement; as replacement for other funding sources; commercial and/or third-party fundraising individuals; coalitions such as ratepayer or tenant/landlord associations, or to support programs or services geared specifically to these groups; on a retroactive basis for purposes which have already occurred; travel	Profit oriented organizations; individuals; marketing, travel or accommodation, uniforms, personal equipment, banquets, trophies or entertainment; rent (excluding Township facilities), utilities or debt repayment; attendance at conferences, workshops or seminars; request for funding prior year deficits; failed to provide satisfactory reports, including financial statements, as to the success of the previous year and specifically with respect to the allocation of grant funds; requests for grants to an individual, or an individual group that is controlled by a parent organization (parent organization should apply instead); organizations that receive other subsidies from the Township; service clubs, except under the Specific Annual Grants category.
Application Requirements	All requests for community assistance funding shall be by application, directed to the Commissioner of Corporate Services and Treasurer or his/her delegate, and contain: Proof of registration as a charitable organization with Revenue Canada or status as a Not for Profit organization (NPO); Organization structure with Board of Directors' names, positions, and phone numbers; Information about the organization and how its programs or services benefit the community; A statement of the organization's goals and objectives, constitution and by-laws or, operating guidelines; amount financial assistance requested, including where the funds will be used; a current business plan/budget as well as audited financial statements for the immediately preceding year; completed application form	Preparation and submission of operating budgets and complete financial statements (both balance sheet and income statement including comparative information from previous year); verification of non-profit/charitable status (ie. incorporating documents, constitution, by-laws, etc.); listing of executive officers of the organization; two letters of reference at arm's length to applicant.
Requirements after Approval of Grant Request	Community funding assistance may not be used for purposes other than the purposes approved by Council. If such assistance is used for a purpose other than that approved by Council, it must be repaid. An organization receiving other than in-kind contributions will be required to provide verification through financial statements or receipts that the financial assistance provided was expended according to the resolution of support approved by Council. Community assistance recipients will be required to acknowledge the support of the Town in all advertising, publicity, programs, signage and plaques relating to the project for which funds were provided. The recipient may not represent the town as a partner, or hold the town responsible for any obligations relating to the project.	Acknowledge the support of the Township of Centre Wellington in all printed materials; provide a written statement of use of funds within two months of the event/program/service. Organizations will not be considered for future grant funding until all required reports are received by the Township. Grant Application Exempt Organizations awarded Specific Annual Grants are exempt from this requirement. Funds to be used for the purposes described in the application. Council must be informed if the project is delayed or changed substantially for any reason. In the event the project does not go forward, the applicant will return those funds granted for the proposed project.

**Schedule A to Report FIN-2015-021
Other Municipal Grant Application Policies**

	Town of Oakville	Township of Centre Wellington
Threshold	Budget of \$964,300 in grants in 2015. This includes recreation subsidies, heritage grants, sports grants, cultural grants as well as BIA support for community events. \$120,500 of the amount relates to Seniors Tax Reductions and Registered Charity Rebates.	Grant funds available to an organization in a budget year are limited to a maximum of \$5,000 which includes requests for subsidized Township parks and recreation facility rentals.
Special Exemptions	None	<p>The following organizations have been approved by Council for annual funding without application (\$20.1K total)- Fergus and District Horticultural Society - \$1,650; Elora and Salem Horticultural Society - \$1,950; Elora Lions Club (Elora Santa Claus Parade) - \$1,600; Elora Cataract Trailway Association - \$5,000; Fergus Lions Club (Fergus Santa Claus Parade) - \$1,700; Royal Canadian Legion Wreaths - \$450; Wellington County Farm and Home Safety Association - \$500; Senior Summer Games - \$750; Ponsonby Recreation Club - \$1,500; Centre Wellington Food Bank - \$5,000</p> <p>In order to be eligible, a letter must be received by the Township annually prior to August 31st before any grant funds are to be considered from the exempt organization identifying the need for the grant and the general intent of use of the funds. If the organization wants to submit a request for increased funding, must identify the need and the amount of increase within the required letter noted above. The budget committee will review the grant application exempt organizations listed above annually in September during preliminary annual budget process. Any changes will be communicated to the affected organizations in writing prior to the grant application process advertisement.</p>
Grant Categories and Funding Allocation	None	<p>1.) Performing/Visual Arts (\$20K budget) - enhance quality of life for residents by fostering and strengthening the arts and culture, supporting artistic excellence and stimulating wider community appreciation and participation.</p> <p>2.) Special Events (\$5K budget) - enhance the quality of life for residents by fostering and strengthening special events and stimulating wider community appreciation and participation.</p> <p>3.) Social/Environmental Organizations (\$6K budget) - enhance the quality of life by fostering, strengthening and stimulating wider community appreciation and participation in social and/or environmental activities.</p> <p>4.) Specific Annual Grants (\$20.1K budget) - enhance the quality of life by fostering, strengthening and stimulating wider community appreciation and participation in the community.</p>

**Schedule B to Report FIN-2015-021
Other Municipal Fee Reduction/Waiver Policies**

	Town of Caledon	Town of Halton Hills	Municipality of Thames Centre	Municipality of Central Huron
Purpose	The Town supports special events planned by community groups based in Caledon and acknowledges that local events celebrate and strengthen communities, fostering a spirit of involvement, learning, sharing and giving.	Provide the process, categories of eligibility and support documents related to submitting a proposal for waiver of municipal fees.	Guide employees, Council, Not-for-Profit organizations and the public on how the municipality will handle special requests to waive or reduce fees at Municipal Facilities.	Create consistency and parameters around the waiving or reduction of fees to such parties. To streamline the fee waiver process and provide a consistent approach in the information that is provided for consideration. To consistently record the revenue for the parks and facilities as they are utilized.
Applicant Qualification/ Eligibility	<p>1.) Groups must exist for the benefit of Caledon and provide services that are available to residents of Caledon. Groups eligible are Caledon-based groups that are not-for-profit, volunteer-based organizations.</p> <p>2.) Financial Responsibility - must demonstrate capability of carrying out its objectives and meeting its financial obligations</p> <p>3.) Constitution and By-laws - must operate in an open and democratic manner through the holding of annual membership meetings and the election of an executive from the general membership; annual general meetings must be advertised to the group's membership no less than 30 days prior to the meeting; all members must be eligible to vote; groups must adhere to the Human Rights Code.</p> <p>4.) Majority of voting members of executive/board must be residents or ratepayers of the Town.</p> <p>5.) Consideration for event funding will be given if the event meets the following: the event has a broad appeal, the event is free or a low cost to participants and attendees, the event is organized with community partners.</p>	<p>1.) For fundraising activities/events facility fee waivers are only eligible when 100% of the net funds raised are directed back to a Town facility, program or service.</p> <p>2.) Events should be approved community-wide events where admissions are free.</p> <p>3.) This application is for rental fees for municipally owned or controlled facilities.</p> <p>4.) Groups registered with the Town who conduct an Annual General Meeting where the election of officers takes place. Some restrictions may apply.</p> <p>5.) Community events where an admission charge is levied, fees may be waived when costs are not recovered due to extenuating circumstances.</p>	<p>1.) Not for profit organizations</p> <p>2.) Thames Centre Council will make a decision to approve or deny a request utilizing the following criteria: availability of the venue; the potential for detrimental noise impacts of the event on nearby residents and businesses; other events scheduled; adherence to all relevant municipal policies.</p>	Operate as non-for-profit; based in the Municipality of Central Huron; School Groups; activity does not duplicate an existing program or activity; activity will provide benefit to the community/public; Event/activity/function will occur within the Municipal boundaries at a designated Municipal facility or park; Organizations must demonstrate financial need.
Applicants Not Eligible	Fundraising events	Fundraising activities/events; costs for personnel services are ineligible for Municipal Assistance; third party fees; request for relief from licences, development charges, building permits; requests for relief from fees not controlled by the municipality.	On occasion, Thames Centre Council or staff receives requests to raise money for a cause, to sponsor a particular organization, or to help underwrite the cost of a trip by a class, a club or a sports organization by making a financial contribution to the organization. The municipality shall not make financial contributions to support organizations or clubs.	Private events such as weddings, birthdays, anniversary parties, engagement parties, etc.; for-profit organizations, individuals or groups; events or activities that are not open to the general public; organizations based outside the Municipality of Central Huron (unless the demonstrated benefits are primarily to the residents of the Municipality of Central Huron); projects or organizations that did not fulfill their obligation during previous events or activities for which park or facility fees were waived or reduced; Any activity, event or program that contravenes the Municipality's existing policies.
Requirements after Approval of Grant Request	All approved events must acknowledge the Town in all advertising pieces (must be provided to and approved by Parks and Recreation prior to event date). Must provide a post event report to the Parks and Recreation Department designate within 90 days of event date. This will include a detailed financial report and attendance numbers.	Post event financial statement must be submitted to secure the fee waiver(s).	Acknowledge municipality in all materials and announcements about the event.	Advertisement of events must include acknowledgement of the Municipality's contribution.

**Schedule B to Report FIN-2015-021
Other Municipal Fee Reduction/Waiver Policies**

	Town of Caledon	Town of Halton Hills	Municipality of Thames Centre	Municipality of Central Huron
Application Requirements	<p>1.) The event must utilize the Town's facilities or services. The event must comply with Town requirements for events and facility rentals including necessary insurance, permits and approvals in place within the required timelines. All rentals are subject to facility service/availability. Community groups will be required to apply for funding on an annual basis.</p> <p>2.) Annual financial statements must be included with the application.</p> <p>3.) A constitution must be submitted with the application.</p> <p>4.) All applicants must be received a minimum of 6 months prior to the event date.</p>	<p>1.) Proposals reviewed by staff for accuracy, completeness and compliance</p> <p>2.) Only complete proposals will be forwarded under a staff report to the Community Affairs Committee of Council for consideration at the designated meetings.</p> <p>3.) Request for waiver of municipal fees must be received prior to activity/event</p> <p>4.) Community Affairs Committee of Council may request a presentation of the applicant's proposal.</p> <p>5.) Special consideration may be granted to proposals at the discretion of the Community Affairs Committee of Council.</p>	<p>1.) Consider providing grants to not-for-profit organizations to support services they provide to Thames Centre community through the Community Partnership Fund provided the application is submitted by the last Friday in October annually.</p> <p>2.) Organization is required to indemnify the municipality from and against any and all injuries and claims for damages incurred as a result of their use of the Municipal facility.</p>	<p>1.) Any approval given for the reduction or waiver of fees will only be applied to a single event. Any future or ongoing (annual) events will require further applications to be submitted.</p> <p>2.) Community groups, individuals or organizations that wish to be considered for waiving or reduction of rental fees for parks and facilities must apply in writing to the Clerk's Department using the detailed application form. Applications must be submitted to the Clerk's Department a minimum of 60 days prior to the event for consideration.</p> <p>3.) The application will be reviewed by the Clerk and Facilities Manager for eligibility and assessed based on the application provided. If the Clerk and Facilities Manager are unable to approve the application because the request falls outside eligibility criteria, the applicant has the option to make a formal request to Council for consideration. Council will then, through resolution at a Regular Council meeting, make the final decision with regard to approval, partial approval or denial of the waiver or reduction of fees request.</p>
Threshold	<p>1.) Events hosted by community groups up to a maximum of \$2,500 per calendar year regardless of the number of events hosted. Required to apply on a per event basis.</p> <p>2.) Requests exceeding \$2,500 require the host group to delegate to Council. Written requests shall be received by the Parks and Recreation Department staff and be administered on a first-come-first served basis subject to approved annual budget. The program and its funding shall be reviewed annually as part of the Town's budget process. The amount of funding awarded will be subject to availability within the annual budget.</p>	<p>All proposals are subject to available funds.</p>	<p>No limit</p>	<p>The maximum allotment of fees to be waived will be \$500 per group, per annum and will be determined after review of the completed application form by the Clerk and Facilities Manager.</p>



TITLE: GRANT APPLICATION POLICY
DATE: May 6, 2015
SUBJECT: GRANT APPLICATION POLICY
File No. A09 GRA

1.0 Purpose

To establish a set of guidelines for providing support to not-for-profit organizations that maintain and improve the quality of life for residents of the Township of Puslinch (Township).

2.0 Applicant Qualifications

Organizations applying for funding must meet the following qualifications:

- The organization must be operating as a not-for-profit organization.
- The applicant must have a formal organizational structure (ie. a Board of Directors, Committee Structure, or a structure similar in nature) and hold regular meetings.
- The agency or group is a Puslinch-based organization or an organization that benefits Township residents. The service or project provided by the group provides a unique benefit to the residents of the Township.
- The organization must be able to demonstrate that the funding assistance requested from the Township supplements funding the organization has received through other sources and its own fundraising efforts.
- The applicant must be able to demonstrate that there is volunteer involvement in the day to day provision of its services.
- The applicant must show that the service or project is needed and not in conflict with a similar service provided by another organization in the community.
- The applicant must demonstrate financial need and should indicate the impact on the activity that will take place if the funding is not received.

The following organizations are not eligible for funding:

- Groups or organizations of a religious nature.
- Groups or organizations affiliated with any political party or event.
- Individuals, commercial organizations, and coalitions such as ratepayer associations.

- Hospitals, hospital foundations and hospital auxiliary groups or agencies.
- Educational institutions including universities, colleges, schools and associated auxiliary groups.
- Organizations not in good financial standing with the Township or in litigation with the Township.
- Organizations who did not meet the requirements or fulfill their obligations of a previous grant application or fee reduction/waiver application.
- Organizations that have entered into an agreement for the use of a municipally owned or controlled facility at a nominal rate.

3.0 Funding Criteria

The following requests are not eligible for funding:

- Fundraising activities and events.
- Donations to charitable causes.
- Travel or accommodations, uniforms, personal equipment, banquets, entertainment.
- Attendance at conferences, workshops or seminars.
- Personnel costs.
- Retroactive costs for purposes which have already occurred.
- Funding of prior year deficits.
- Political campaigns, parties or events.

4.0 Criteria

The following criteria will be used to evaluate grant applications submitted to the Township:

- Demonstrates collaboration, positive community engagement and civic pride
- Promotes volunteerism, participation and leadership development
- Fosters a healthy, safe and active community
- Fiscal and overall accountability
- Responsiveness to existing community need

5.0 Categories of Funding

Category 1 – Sustaining/Continuing Support

Grants for organizations that are community-based and fairly represent both their own interest and those of the community in which they serve. There is no guarantee on future funding regardless of past funding received. Services, programs and activities must demonstrate a benefit to the majority of residents.

The following costs are eligible for funding:

- Marketing or advertising costs including fees associated with ball diamond, rink board and sign rental advertising.
- Photocopy costs
- Mailing costs including postage and envelopes

Category 2 – Project-Based/One Time/Start-Up Support

Grants are to be given as ~~seed~~ money. Funds are allocated to provide start-up funding for a new not-for-profit organization, or a new program within an already existing not-for-profit organization, for an activity deemed to be of significant value to the community at large.

Category 3 – Community Event Support

Grants are to be given to organizations for the purpose of a community event that benefits the majority of residents. Examples include the Santa Claus Parade, Fall Fair, and the Canada Day Pancake Breakfast and Fireworks. Note, for the use of a Township owned facility at a reduced or waived fee, refer to the Fee Reduction/Waiver Policy.

6.0 Application Requirements

The following items are required as part of the grant application process:

- The grant application must be submitted to the attention of the Finance Department by 2:00 pm on the last business day of September.
The Corporation of the Township of Puslinch
7404 Wellington Road 34
Guelph, ON, N1H 6H9
Attention: Grant Application Program
- The grant application form must be completed in full with all requested information attached. Only complete and accurate proposals will be forwarded under a staff report to Council for consideration at the Operating Budget meeting.
- Verification of not-profit/charitable status (ie. incorporating documents, constitution, by-laws, etc.). This is a requirement for the initial application only.
- Organization structure with Board of Directors or Executive Officers names and positions.
- An operating budget for the organization's operating year in which the funds would be utilized; if not available, most recent operating budget is required.
- Previous years' financial statements (reviewed or audited); if not available, most recent financial statements are required.
- An organization applying for multiple grants must complete an application form for each separate funding request.

- Invited to present grant requests to Council at a future announced date. This is not mandatory.

7.0 Conditions of Funding

- Grant funding assistance may not be used for purposes other than the purposes described in the application.
- Recipients awarded a grant for a specific project or event are required to submit a final report within three (3) months of project/event completion. The report must include a financial statement and/or receipts.
- Recipients awarded a grant for sustaining/continuing support are required to submit a year-end report within three (3) months of the end of the fiscal period (December 31st of a given year) which outlines how the funding was utilized and how it contributed to the overall goals and objectives of the organization.
- Adherence to all applicable municipal by-laws, policies and procedures is required.
- Organizations will not be considered for future grant funding until all required reports are received by the Township's Finance Department. Any grant recipient that does not comply with the requirements may not receive future grant funding.

8.0 Maximum of Funds Available

Funds available to an organization are limited to a maximum of \$XXX per organization per calendar year which includes requests for fee reductions/waivers. The granting of financial assistance in any year is not to be regarded as a commitment by the Township to continue such assistance in future years.

Notwithstanding the above, where an organization is hosting a community event (excluding fundraising activities and events), funds available to the organization are limited to a maximum of \$XXX per event capped at three (3) events per calendar year.

9.0 Attachments

- Grant Application Form



TITLE: FEE REDUCTION/WAIVER POLICY
DATE: May 6, 2015
SUBJECT: FEE REDUCTION/WAIVER POLICY
File No. A09 FEE

1.0 Purpose

To establish a set of guidelines for providing financial assistance, in the form of a fee reduction or waiver for municipally owned or controlled facilities including the Optimist Recreation Centre, Puslinch Community Centre, and playing fields and surfaces to not-for-profit organizations that maintain and improve the quality of life for residents of the Township of Puslinch (Township).

2.0 Applicant Qualifications

Organizations applying for funding must meet the following qualifications:

- The organization must be operating as a not-for-profit organization.
- The applicant must have a formal organizational structure (ie. a Board of Directors, Committee Structure, or a structure similar in nature) and hold regular meetings.
- The agency or group is a Puslinch-based organization or an organization that benefits Township residents.
- The organization must be able to demonstrate that the fee reduction/waiver assistance requested from the Township supplements funding the organization has received through other sources and its own fundraising efforts.
- The applicant must be able to demonstrate that there is volunteer involvement in the community event.
- The applicant must show that the service or event is needed and not in conflict with a similar service or event provided by another organization in the community.
- The applicant must demonstrate financial need and should indicate the impact on the activity that will take place if the funding is not received.

The following organizations are not eligible for funding:

- Groups or organizations of a religious nature.
- Groups or organizations affiliated with any political party or event.

- Individuals, commercial organizations, and coalitions such as ratepayer associations.
- Hospitals, hospital foundations and hospital auxiliary groups or agencies.
- Educational institutions including universities, colleges, schools and associated auxiliary groups.
- Organizations not in good financial standing with the Township or in litigation with the Township.
- Organizations who did not meet the requirements or fulfill their obligations of a previous grant application or fee reduction/waiver application.
- Organizations that have entered into an agreement for the use of a municipally owned or controlled facility at a nominal rate.

3.0 Funding Criteria

The following requests are not eligible for funding:

- Fundraising activities and events
- Requests for relief from licences, development charges, building permits, inspections, insurance.
- Requests for relief from fees not controlled by the Township.
- Township staff labour.
- Political campaigns, parties or events.

4.0 Criteria

The following criteria will be used to evaluate fee reduction/waiver requests for events:

- Demonstrates collaboration, positive community engagement and civic pride
- Promotes volunteerism, participation and leadership development
- Fosters a healthy, safe and active community
- Fiscal and overall accountability
- Responsiveness to existing community need

5.0 Application Requirements

The following items are required as part of the fee reduction/waiver application process:

- All applications must be received a minimum of sixty days prior to the facility usage date(s) to the Finance Department in order to ensure timely processing.
The Corporation of the Township of Puslinch
7404 Wellington Road 34
Guelph, ON, N1H 6H9
Attention: Fee Reduction/Waiver Program

**Township of Puslinch
Corporate Policy
Schedule D to Report FIN-2015-021**

- Application forms received after this time will be processed, however, groups must assume responsibility for any consequences associated with delays in the confirmation/administration process. All applications are subject to facility service/availability.
- The fee reduction/waiver application form must be completed in full with all requested information attached.
- Verification of not-profit/charitable status (ie. incorporating documents, constitution, by-laws, etc.). This is a requirement for the initial application only.
- Organization structure with Board of Directors or Executive Officers names and positions.
- An operating budget for the organization's operating year in which the fee reduction/waiver is being requested; if not available, most recent operating budget is required.
- Previous years' financial statements (reviewed or audited); if not available, most recent financial statements are required.
- Organizations will be required to apply for funding on a per event basis or annually depending on the nature of the application.

6.0 Conditions of Funding

- The facility usage must comply with Township requirements for events and facility rentals including necessary insurance, permits, and approvals in place within the required timelines.
- Adherence to all applicable municipal by-laws, policies and procedures is required.

7.0 Maximum of Funds Available

Funds available to an organization are limited to a maximum of \$XXX per organization per calendar year which includes requests for grants. The granting of fee reductions/waivers in any year is not to be regarded as a commitment by the Township to continue such assistance in future years.

8.0 Attachments

- Fee Reduction/Waiver Application Form



Schedule E to Report FIN-2015-021

REPORT FIN-2015-06

TO: Mayor and Members of Council
FROM: Mary Hasan, Director of Finance/Treasurer
MEETING DATE: January 28, 2015
SUBJECT: In-Kind Bookings and Contributions

RECOMMENDATIONS

That Report FIN-2015-06 regarding the 2014 In-Kind Bookings and Contributions be received; and

That Council consider the financial implications as noted in Report FIN-2015-06.

DISCUSSION

Purpose

The purpose of this report is to provide Council with the financial implications of in-kind bookings and contributions to the various service groups, community groups, clubs, daycare and playgroups. The 2014 actual grants provided and 2015 grants requested are discussed in Report FIN-2015-05.

Background

Township staff provided this information to Council during the 2014 operating budget process through Report ADM-2014-010.

FINANCIAL IMPLICATIONS

The following chart indicates the amount of the 2014 in-kind contributions received from the following organizations:

Group	2013 In-Kind	2014 Photocopying	2014 Advertising	2014 In-Kind	2014 Total
Optimist Club	\$5,600	Photocopies Note A	Santa Claus Parade . \$94	\$15,645	\$15,739
Seniors Community Event (Euchre)	Nil	Nil	Nil	\$1,243	\$1,243
Mill Creek Subwatershed Community Liaison Team	\$660	Nil	Nil	\$848	\$848
Friends of Mill Creek	\$650	Photocopies and mailings Note A	Nil	\$1,260	\$1,260
COPS	Nil	Nil	Nil	\$311	\$311
Morrison United Church . Mount Carmel-Zion United Church	\$1,460	Nil	Nil	\$1,650	\$1,650
Junior Garden Club	Nil	Nil	Nil	\$497	\$497
Agriculture Society	\$2,800	Nil	Aberfoyle Fall Fair - \$116	\$3,374	\$3,490
Aberfoyle Public School	\$780	Nil	Nil	\$1,927	\$1,927
Puslinch Minor Soccer Club	\$825	Nil	Nil	\$1,034	\$1,034
Whistle Stop Daycare	\$6,015	Nil	Nil	\$11,838	\$11,838
Guelph Community Health Centre (Playgroup)	\$2,035	Nil	Nil	\$4,520	\$4,520
Puslinch Historical Society . Library Rental	\$5,000	Nil	Nil	\$5,000	\$5,000
Total	\$25,825	Note A	\$210	\$49,145	\$49,355

Note A - Amounts have not been quantified at this time.

APPLICABLE LEGISLATION AND REQUIREMENTS

Township User Fee By-law No. 076/14

Municipal Act, 2001

Directly from the Municipal Act, 2001 regarding Grants:

Assistance prohibited

Despite any Act, a municipality shall not assist directly or indirectly any manufacturing business or other industrial or commercial enterprise through the granting of bonuses for that purpose. 2001, c. 25, s. 106 (1).

General power to make grants

Despite any provision of this or any other Act relating to the giving of grants or aid by a municipality, subject to section 106, a municipality may make grants, on such terms as to security and otherwise as the council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that council considers to be in the interests of the municipality. 2001, c. 25, s. 107 (1)

ATTACHMENTS

Schedule A . In-Kind Bookings - Service Community Groups and Clubs

Schedule B . In-Kind Bookings - Daycares/Playgroups

Schedule "A"

Service Community Groups and Clubs

User Group	Event	Facility Used	Details	Revenues
Optimist Club	Euchre	Community Centre - Archie MacRobbie	<p>Jan . May, Oct, Nov, 2014 1st Friday of Jan . May & 2nd Tues of Oct & Nov</p> <p>Jan . May (3 hrs/booking) Oct & Nov (4 hrs/booking)</p> <p>7 bookings total Friday bookings: \$479.00 + HST x 5 = \$2,706</p> <p>Tuesday bookings: \$215.00 + HST x 2 = \$485.90</p> <p>Total: 3191.90</p>	\$3,191.90
	Regular Meetings	Community Centre - Alf Hales	<p>Jan . Feb, March 4 & 11, April . May, Sept 2 & 9</p> <p>1st or 2nd Tuesday 1.5 hours/bookings</p> <p>8 bookings total 1.5 x \$25.00 + HST = \$42.38 8 x \$42.38 = 339.04</p> <p>Total: \$339.04</p>	\$339.04
	Dinner Meetings	Community Centre - Archie MacRobbie	<p>Jan . June, Sept . Dec, 2014</p> <p>Tuesday Evenings 4 hrs/booking</p> <p>10 bookings total</p> <p>\$215.00 + HST = \$242.95</p> <p>\$242.95 x 10 = 2,429.50</p> <p>Total: \$2,429.50</p>	\$2,429.50

	Winter Classic Tournament	Optimist Recreation Centre . Rink Pad	Feb 15 -17, 2014 Feb 15 (9:00 a.m. . 10:00 p.m. Feb 16 -17 (9:00 a.m. . 7:00 p.m.) <i>Feb 15 – 16:</i> \$155.00 +HST = \$175.15 \$175.15 x 23 hrs = \$2,101.80 <i>Feb 17:</i> 8 hrs @ \$78.00 + HST + 2 hrs @ \$155.00 + HST = \$1055.42 Total: \$3,157.22	\$3,157.22
	Santa Clause Parade	Optimist Recreation Centre . Rink Pad Community Centre . Kitchen Sign Rental	Nov. 23, 2014 Rink: 8:00 a.m. . 4:30 p.m. 8.5 hrs \$65.00 + HST = \$73.45 \$73.45 x 8.5 = \$625.32 Kitchen: 5.5 hrs First 4 hours = \$105.00 + HST = \$118.65 Additional hours = \$25.00/hr x 1.5 hrs + HST = \$42.58 Parade advertisement: (Nov. 13 . 24, 2014) 1 week 4 lines = \$63.00 + HST = \$71.19 Thank-you sign: (Dec. 8 . 14, 2014) 1 week 4 lines 1 week 4 lines = \$63.00 + HST = \$71.19 Total: 929.63	\$929.63

Breakfast with Santa	Community Centre Archie MacRobbie & Alf Hales	Nov 22, 2014 Large hall: 6 hrs (7:00 a.m. . 1:00 p.m.) Archie MacRobbie (rented on a 4 hours basis on Sun. 6 hours of use would be charged for 8 hours of use) 4 hrs = \$215.00 + HST = \$242.95 8 hrs = \$242.95 x 2 = \$485.90 Small hall: 6 hrs (7:00 a.m. . 1:00 p.m.) 1 hr = \$25.00 + HST = \$28.25 6 hrs = \$28.25 x 6 = \$169.50 Breakfast Advertisement: (Nov. 15 . 23, 2014) 1 week 5 lines = \$63.00 + HST = \$71.19 Total: \$726.59	\$726.59
Fish Fry	Community Centre Archie MacRobbie & Alf Hales	May 7, 2014 Thursday all day event Large hall (all day): \$365.00 + HST = \$412.45 Small hall 18 hrs (8:00 a.m. . 2:00 a.m.) 1 hr = \$25.00 + HST = \$28.25 18 hrs = \$28.25 x 6 = \$508.50 Fish Fry Advertisement: May 1 . 8, 2014 1 week 5 lines = \$63.00 + HST = \$71.19 Total: \$992.14	\$992.14

	Spring Classic Steak Night	Community Centre Archie MacRobbie & Alf Hales	March 28, 2014 Friday all day event Large hall (all day): \$479.00 + HST = \$541.27 Small hall: 18 hrs (8:00 a.m. . 2:00 a.m.) 1 hr = \$25.00 + HST = \$28.25 18 hrs = \$28.25 x 6 = \$508.50 Total: \$1,049.77	\$1,049.77
	Canada Day Pancake Breakfast	Community Centre Archie MacRobbie Sign	July 1, 2014 Sunday Large room 5 hrs: 7:00 a.m. . 12:00 p.m. Archie MacRobbie (rented on a 4 hours basis on Sun. 6 hours of use would be charged for 8 hours of use) 4 hrs = \$215.00 + HST = \$242.95 8 hrs = \$242.95 x 2 = \$485.90 Pancake Breakfast Advertisement: June 17 . July 1, 2014 2 weeks 5 lines 1 week = \$63.00 + HST = \$71.19 2 weeks = \$71.19 x 2 = \$142.38 Firework Sale Advertisement: June 24 . July 1, 2014 1 week 5 lines 1 week = \$63.00 + HST = \$71.19 Total: \$699.47	\$699.47

	Spring Classic Steak Night	Community Centre Archie MacRobbie & Alf Hales	<p>Oct. 24, 2014 Friday all day event</p> <p>Large hall (all day): \$479.00 + HST = \$541.27</p> <p>Small hall 18 hrs (8:00 a.m. . 2:00 a.m.) 1 hr = \$25.00 + HST = \$28.25</p> <p>18 hrs = \$28.25 x 6 = \$508.50</p> <p>Total: \$1,049.77</p>	\$1,049.77
	Cribbage Tournament	Community Centre . Archie MacRobbie & Alf Hales Sign Rental	<p>Jan. 25, 2014 Saturday all day event</p> <p>Large hall (all day): \$479.00 + HST = \$541.27</p> <p>Small hall 14 hrs (8:00 a.m. . 10:00 p.m.) 1 hr = \$25.00 + HST = \$28.25</p> <p>14 hrs = \$28.25 x 6 = 395.50</p> <p>Cribbage Advertisement: (Jan. 10 . 25, 2014) 2 weeks 6 lines</p> <p>1 week = \$63.00 + HST = \$71.19</p> <p>2 weeks = \$71.19 x 2 = \$142.38</p> <p>Total: \$1,079.50</p>	\$1,079.50 Usage Total: \$15,644.53
Seniors Community Event	Euchre	Community Centre Alf Hales	<p>Jan. 14 & 27, Feb. 11 & 25, Mar. 11 & 25, Apr. 8 & 22, Oct . Dec Small room 12:00 p.m. . 4:00 p.m.</p> <p>11 bookings</p> <p>\$25.00/hr + HST = \$28.25</p> <p>\$28.25 x 4 hrs = \$113.00</p> <p>\$113.00 x 11 = \$1,243.00</p>	\$1,243 Usage Total: \$1,243

Mill Creek	Meeting	Community Centre Alf Hales	Jan . Sept & Nov Small room 1:00 p.m. . 4:00 p.m. 10 bookings \$25.00/hr + HST = \$28.25 \$28.25 x 3 hrs/meeting = \$84.75 \$84.75 x 10 = \$847.50	\$847.50 Usage Total: \$847.50
Friends of Mill Creek	Meetings	Community Centre Alf Hales Room	Jan . Dec, 2014 Monthly Meetings 3:30 p.m. . 5:00 p.m. 18 hrs Small room: \$25.00/hr + HST = \$28.25 \$28.25 x 18 = \$508.50	\$508.50
	BBQ	Archie MacRobbie	Aug. 21, 2014 Thursday 4:00 p.m. . 7:00 p.m. Large hall: 4 hrs = \$215.00 + HST = \$242.95 Total: 751.45	\$751.45 Usage Total: \$1,259.95
COPS	Meeting	Community Centre Alf Hales Room	Jan . Dec, 2014 Monthly Meetings 7:00 p.m. . 8:30 p.m. 11 hours Small room: \$25.00/hr + HST = \$28.25 \$28.25 x 11 = \$310.75 Total: \$310.75	\$310.75 Usage Total: \$310.75

Morrison United Church	Senior Luncheon	Community Centre Archie MacRobbie	<p>Wednesday, April ,June, Oct, Dec, 2014 8:30 a.m. . 3:00 p.m. * Charging full day rate, as it is less expensive than two 4 hour rental rates*</p> <p>Large room: \$365.00 + HST = \$412.45</p> <p>\$412.45 x 4 = \$1,649.80</p> <p>Total: 1,649.80</p>	<p>\$1,649.80</p> <p>Usage Total: \$1,649.80</p>
Junior Garden Club	Registration	Foyer/ Alf Hales	<p>April 2, 2014 6:00 p.m. - 9:00 pm 3 hrs</p> <p>Small room: \$25.00/hr + HST = \$28.25</p> <p>\$28.25 x 3 = \$84.75</p> <p>Total: \$84.75</p>	<p>\$84.78</p>
	Banquet	Archie MacRobbie	<p>Sept. 9, 2014 8:00 a.m. . 10:00 p.m. Large room</p> <p>\$365.00 + HST = \$412.45</p> <p>Total: \$412.45</p>	<p>\$412.45</p> <p>Usage Total: \$497.23</p>

Agriculture Society	Chicken BBQ	Community Centre Archie MacRobbie Alf Hales	<p>June 5, 2014 Large hall (all day) & small hall (7:30 a.m. . 10:00 p.m.)</p> <p>Large room: \$365.00 + HST = \$412.45</p> <p>Small room: 14.5 hrs \$25.00/hr + HST = \$28.25</p> <p>\$28.25 x 14.5 hrs = \$409.62</p> <p>Total = \$822.07</p>	\$822.07
	Meetings	Community Centre Alf Hales	<p>Jan, May, June, Aug, Oct -- Nov Small room 7:00 p.m. . 10:00 p.m.</p> <p>Small room: 18 hrs \$25.00/hr + HST = \$28.25</p> <p>\$28.25 x 18 hrs = \$508.50</p> <p>Total = 508.50</p>	\$508.50
	Fall Fair	Community Centre Soccer pitches Green shed storage Horse paddock	<p>Sept 5 & 6, 2014 Sept 5: Large & small room Sept 6: Large & small room</p> <p>Large room: \$479.00 + HST = \$541.27</p> <p>\$541.27 x 2 days = \$1,082.54</p> <p>Small room: 7:00 a.m. . 10:00 p.m. 18 hrs \$25.00/hr + HST = \$28.25</p> <p>\$28.25 x 18 hrs = \$508.50</p> <p>N/A N/A Sept. 5 & 6, 2014 \$200.00 + HST per day = \$226.00 \$226.00 x 2 = \$452.00</p> <p>Total: \$2,043.04</p>	\$2,043.04
				Usage Total: \$3,373.61

Aberfoyle Public School	Graduation	Community Centre Archie MacRobbie Alf Hales	<p>June 26, 2014 Large & small room</p> <p>Large room (all day) \$365 + HST = \$412.45</p> <p>Small room (6:00 p.m. . 10:00 p.m.) - 4 hours</p> <p>\$25.00/hr + HST = \$28.25</p> <p>\$28.25 x 4 hrs = \$113.00</p> <p>Total: \$525.45</p>	\$525.45
	Cross Country Event	Community Centre Grounds	N/A . No charge	N/A
	Kids Skate	Optimist Recreation Centre . Rink	<p>Jan . March, 2014 Based on invoices issued and paid</p> <p>Total: \$745.80</p>	\$745.80
	Chess Tournament	Archie MacRobbie	<p>April 9 & 10, 2014 Large room</p> <p>April 9, 2014 (Set-up): 1:30 p.m. . 3:30 p.m. . 2 hrs</p> <p>*Archie MacRobbie (rented on a 4 hours basis on Wed. 2 hours of use would be charged for 4 hours)*</p> <p>\$215.00 + HST = \$242.95</p> <p>April 10, 2014: All day</p> <p>\$365.00 + HST = \$412.45</p> <p>Total: \$655.40</p>	<p>\$655.40</p> <p>Usage Total: \$1,926.65</p>

Puslinch Minor Soccer Club	Meetings	Alf Hales	<p>Monthly</p> <p>January 16, 2014 . Annual general meeting Large room (Thursday) 4 hours/booking = \$215.00 + HST = \$242.95</p> <p>Jan . March, May, Aug - Sept, Nov. 6 & 27 Small room (7:00 p.m. . 10:00 p.m.) 8 bookings 3 hrs/booking = 75.00 + HST = \$84.75</p> <p>84.75 x 8 = \$678.00</p> <p>Total: \$920.95</p>	\$977.45
	Registration	Alf Hales	<p>Jan. 23, 2014 Small room 6:30 p.m. . 8:30 p.m. 1 hr = \$25.00 x HST = \$28.25</p> <p>\$28.25 x 2 = \$56.50</p> <p>Total: \$56.50</p>	\$56.50
	BBQ	Grounds	N/A . No charge	N/A
Total:				Usage Total: \$1,033.95
				27,786.97

Schedule "B"

Daycare /Playgroup

Daycare/Playgroup		Details	
Whistle Stop Daycare	Community Centre Foye/Alf Hales Daycare	Daycare Monday, Wednesday, Friday 8:30 a.m. – 12:00 p.m. – 3.5 hrs/booking Jan (beginning Jan 6), Feb (except Feb. 17), March (except Mar. 10, 12, 14), April (except April 18 & 21), May (except May 19), June (until week of June 23), Sept. (beginning Sept. 8), Oct (except Oct. 13), Nov, Dec (except Dec. 3, ending Dec. 12) Small room \$25.00 + HST per hour = \$28.25 \$28.25 + 3.5 hrs/booking = \$98.87 Total of 95 bookings at \$98.87/booking \$98.87 x 95 = \$9,392.65 Total: \$9,382.65	\$9,382.65
	Community Centre Alf Hales Toy Clean	Jan. 8, 2014 7:00 p.m. . 9:00 p.m. April 16, 2014 6:30 p.m. . 9:30 p.m. June 18, 2014 6:30 p.m. . 9:30 p.m. Dec. 17, 2014 7:00 p.m. . 9:00 p.m. Small Room \$25.00 + HST per hour = \$28.25 \$28.25 x 10 hrs = \$197.75 Total: \$282.50	\$282.50
	Community Centre Archie MacRobbie Christmas Party	Dec. 15, 2014 Large room (all day) \$365.00 + HST = \$412.45	\$412.45

		Total: \$412.45	
	Community Centre Alf Hales Pre-School Meeting	Nov. 17, 2014 7:00 p.m. . 9:00 p.m. Small Room \$25.00 + HST per hour = \$28.25 \$28.25 x 2 hrs = \$56.50 Total: \$56.50	\$56.50
	Community Centre Alf Hales Parent Meeting	Sept. 15, 2014 7:00 p.m. . 9:00 p.m. Small Room \$25.00 + HST per hour = \$28.25 \$28.25 x 2 hrs = \$56.50 Total: \$56.50	\$56.50
	Community Centre Alf Hales Teacher Interviews	Aug. 8, 2014 9:00 a.m. . 10:30 a.m. & 6:00 p.m. . 8:00 p.m. 3.5 hours Small Room \$25.00 + HST per hour = \$28.25 \$28.25 x 3.5 = \$98.87 Total: 98.87	\$98.87
	Graduation	June 20, 2014 9:00 a.m. . 1:00 p.m. Large room \$479.00 + HST = \$541.27 Total: \$541.27	\$541.27
	Workshop	June 2, 2014 6:30 p.m. . 9:00 p.m. Small room \$25.00 + HST per hour = \$28.25 \$28.25 x 2.5 hrs = \$70.62 Total: \$70.62	\$70.62
	Valentine's Day Dance	February 23, 2014 Large & small room Large room (all day): \$479 + HST = 541.27	\$936.77

		<p>Small room (all day) 8:00 a.m. . 10:00 p.m.</p> <p>\$25.00 + HST per hour = \$28.25</p> <p>\$28.25 x 14 hrs = \$395.50</p> <p>Total: \$936.77</p>	<p>Usage Total: \$11,838.13</p>
Guelph Community Health Centre (Playgroup)	Community Centre Foye/Alf Hales room Playgroup	<p>Tuesdays 8:00 a.m. – 12:00 p.m. - 4 hrs/booking</p> <p>(Jan, Feb, March, April, May, June, Sept (beginning Sept. 9), Oct, Nov, Dec (with the exception of Dec. 30))</p> <p>Small room</p> <p>\$25.00 + HST per hour = \$28.25</p> <p>\$28.25 + 4 hrs/booking = \$113.00</p> <p>Total of 40 bookings at \$113.00/booking = \$4,520</p> <p>Total: \$4,520</p>	<p>\$4,520</p> <p>Usage Total: \$4,520</p>
Total:			\$16,358.13
Total for all:			<u>44,145.10</u>



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JANUARY 28, 2015 OPERATING BUDGET MEETING

Schedule F to Report FIN-2015-021.

Councillor Bulmer requested that staff work on a policy with respect to grant donations.

Resolution 2015-041: Moved by Councillor Roth and
Seconded by Councillor Fielding

That the grant allocations be provided as follows with approval of the budget:

Aberfoyle Agricultural Society	\$3,000
Community Oriented Policing Centre	\$500
Crime Stoppers Guelph Wellington	Nil
Friends of Mill Creek-Grand River	\$1250
Kiwanis Music Festival	\$100
Mindful RemedEase	Nil
Puslinch Lake Conservation	\$25,000
Sunrise Therapeutic Riding & Learning Centre	\$2,500
Wellington County Farm and Home Safety Association	\$125
Wellington County Plowmens Association	\$100
Badenoch Community Centre	\$1,000
Total:	\$33,575.00

CARRIED

*refer to item 2 - regarding Disclosure of Pecuniary Interest- Councillor Stokley.

Resolution 2015-042: Moved by Councillor Roth and
Seconded by Councillor Fielding

That the 2015 Cost of Living Adjustment be approved at the rate of 2%.

CARRIED

2. Report FIN-2015-06 – In-Kind Bookings and Contributions

Mary Hasan, Director of Finance/Treasurer provided Council with a summary of Report FIN-2015-06.

Mayor Lever advised that the Optimist Club has cancelled the Friday Euchre for 2015 and that the Breakfast with Santa is not an Optimist event as identified in Report FIN-2015-06.

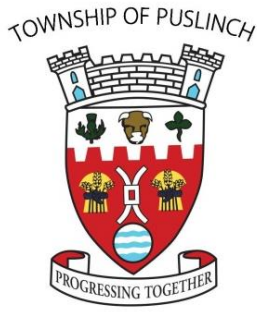
Resolution 2015-043 : Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Report FIN-2015-06 regarding In-Kind Bookings and Contributions be received; and

That the community groups identified in Report FIN-2015-06 be provided gratuitous use of the rooms in 2015 based on 2014 usage of the Puslinch Community Centre and Optimist Recreation Centre; and

That Staff report back to Council on the development of a policy regarding the use of Township facilities by community groups and the associated fees prior to consideration of the 2016 Budget.

CARRIED



Township of Puslinch
7404 Wellington Road #34
Guelph, ON, N1H 6H9
T: (519) 763 . 1226
F: (519) 763 . 5846
www.puslinch.ca

Schedule G - Grant Application Form

Applicant Information:

Organization Name: _____

Contact Name and Position: _____

Current Mailing Address: _____

Town/City/Province: _____

Postal Code: _____

Email Address: _____

Website: _____

Telephone Number: _____

Fax Number: _____

Questionnaire:

Grant amount applied for: _____

Organization's Mandate:

a) Purpose/Mission:

b) Goals and Objectives:

Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as Ineligible for Funding under Section 3.0 of the Grant Application Policy are not listed.

Have funds been requested from other levels of government or organizations? If yes, please indicate which organizations, or to which level of government, and the current status of the request.

Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community.

Is there a local organization that provides similar services to those provided by your organization? If yes, how are your services different from this other organization?

Do volunteers participate in your organization? If yes, please indicate the number of volunteers and type of involvement.

The proposed event, project or service will involve the following demographics (check all that apply):

- Children Youth Seniors Volunteers
Persons with Disabilities Low income individuals
Other (describe) _____

Describe how the community has supported your organization in previous years (check all that apply):

- Participation Attendance Sponsorship
Other (describe) _____

Please describe the nature of the support.

What steps is your organization taking to reduce dependence on grants such as the Township Grant Application Program or the Fee Reduction/Waiver Program?

If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project?

Please provide a list of board of directors and/or executive officers:

Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____

Description of Categories of Funding

Category 1: Sustaining/Continuing Support

Grants for organizations that are community-based and fairly represent both their own interest and those of the community in which they serve. There is no guarantee on future funding regardless of past funding received. Services, programs and activities must demonstrate a benefit to the majority of residents. The following costs are eligible for funding: marketing or advertising costs including fees associated with ball diamond, rink board and sign rental advertising; photocopy costs; and mailing costs including postage and envelopes.

Category 2: Project-Based/One Time/Start-Up Support

Grants are to be given as seed money. Funds are allocated to provide start-up funding for a new not-for-profit organization, or a new program within an already existing not-for-profit organization, for an activity deemed to be of significant value to the community at large.

Category 3: Community Event Support

Grants are to be given to organizations for the purpose of a community event that benefits the majority of residents. Examples include the Santa Claus Parade, Fall Fair, and the Canada Day Pancake Breakfast and Fireworks.

Please Check Appropriate Boxes:

Category 1: Sustaining/Continuing **(choose one category only)**

Category 2: Project-Based/One Time/Start-Up **(choose one category only)**

Category 3: Community Event **(choose one category only)**

Most recent financial statements **(mandatory)**

Current year budget for the proposed event, service, or project **(mandatory)**

Verification of non-profit/charitable status attached (ie. incorporating documents, constitution, by-laws, etc.). This is a requirement for the initial application only **(mandatory)**.

Time slot request for a short presentation to Council **(not mandatory)**

If your organization was a successful applicant in a previous year, the final reporting requirements have been submitted in accordance with Section 7 of the Township of Puslinch Grant Application Policy. **(mandatory)**

The applicant has reviewed the Grant Application Policy, the Terms and Conditions, and has signed the application. **(mandatory)**

Terms and Conditions:

- The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes.
- The applicant will inform Council if the project is delayed or changed substantially for any reason.
- Funds received are to be used as described in this application.
- All applicable municipal by-laws, policies and procedures will be adhered to.

I agree to the terms and conditions outlined above. The information given in support of this application is true, correct and complete in every respect. I acknowledge that the contents of this application will be discussed in an open Council forum.

Signature of Applicant

Date of Application

Position on Executive

The last day for filing an application is by 2:00 pm on the last business day of September.

For Office use only:

Date received: _____

Received by: _____

Grant Status: _____

Amount \$: _____

Manager Approval

Date of Approval

Personal information on this form is collected under the authority of the Municipal Act and will be used for the purpose of determining the eligibility of a grant. The information is used for the purpose of processing this application and administering the Grant Application Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.



Township of Puslinch
7404 Wellington Road #34
Guelph, ON, N1H 6H9
T: (519) 763 . 1226
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www.puslinch.ca

Schedule H - Fee Reduction/Waiver Application Form

Applicant Information:

Organization Name: _____

Contact Name and Position: _____

Current Mailing Address: _____

Town/City/Province: _____

Postal Code: _____

Email Address: _____

Website: _____

Telephone Number: _____

Fax Number: _____

Questionnaire:

Facility Requested: _____

Date(s)/Time(s): _____

Number of People: _____

Admission/Participation Fee: _____

Reduction/Waiver Amount: _____

Will the event include: (check all that apply)

Food

Alcohol

Music

Organization's Mandate:

a) Purpose/Mission:

b) Goals and Objectives:

Briefly describe the proposed event and/or service that will be funded by this fee reduction/waiver request. Please ensure that items identified as Ineligible for Funding under Section 3 of the Fee Reduction/Waiver Policy are not listed.

Have funds been requested from other levels of government or organizations? If yes, please indicate which organizations, or to which level of government, and the current status of the request.

Please provide a narrative description explaining how the Township’s approval of this fee reduction/waiver would enable your organization to sustain or provide additional support to the community.

Is there a local organization that provides a similar event/service to the community? If yes, how is your event/service different from this other organization?

Do volunteers participate in your event/service? If yes, please indicate the number of volunteers and type of involvement.

The proposed event/service will involve the following demographics (check all that apply):

- Children Youth Seniors Volunteers
- Persons with Disabilities Low income individuals
- Other (describe) _____

Describe how the community has supported your event/service in previous years (check all that apply):

Participation

Attendance

Sponsorship

Other (describe) _____

Please describe the nature of the support.

What steps is your organization taking to reduce dependence on grants such as the Township Grant Application Program or the Fee Reduction/Waiver Program?

If your organization is unsuccessful in receiving a fee reduction/waiver approval, what will be the effect on the proposed event/service?

Please provide a list of board of directors and/or executive officers:

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Please Check Appropriate Boxes:

Most recent financial statements **(mandatory)**

Current year budget for the proposed event **(mandatory)**

Verification of non-profit/charitable status attached (ie. incorporating documents, constitution, by-laws, etc.). This is a requirement for the initial application only **(mandatory)**.

If your organization was a successful applicant in a previous year, the final reporting requirements have been submitted in accordance with Section 7 of the Township of Puslinch Grant Application Policy. **(mandatory)**

The applicant has reviewed the Fee Reduction Waiver Policy, the Terms and Conditions, and has signed the application. **(mandatory)**

Terms and Conditions:

- The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes.
- Organizations will be required to apply for funding on a per event basis or annually depending on the nature of the application.
- The facility usage must comply with Township requirements for events and facility rentals including necessary insurance, permits, and approvals in place within the required timelines.
- All applicable municipal by-laws, policies and procedures will be adhered to.

I agree to the terms and conditions outlined above. The information given in support of this application is true, correct and complete in every respect. I acknowledge that the contents of this application will be discussed in an open Council forum.

Signature of Applicant

Date of Application

Position on Executive

The last day for filing an application is sixty days prior to the facility usage date(s). Application forms received after this time will be processed, however, groups must assume responsibility for any consequences associated with delays in the confirmation/administration process. All applications are subject to facility service/availability.

For Office use only:

Date received: _____

Received by: _____

Fee Reduction/Waiver Status: _____

Amount of Fees Waived/Reduced \$: _____

Manager Approval

Date of Approval

Personal information on this form is collected under the authority of the Municipal Act and will be used for the purpose of determining the eligibility of a fee reduction/waiver. The information is used for the purpose of processing this application and administering the Fee Reduction/Waiver Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

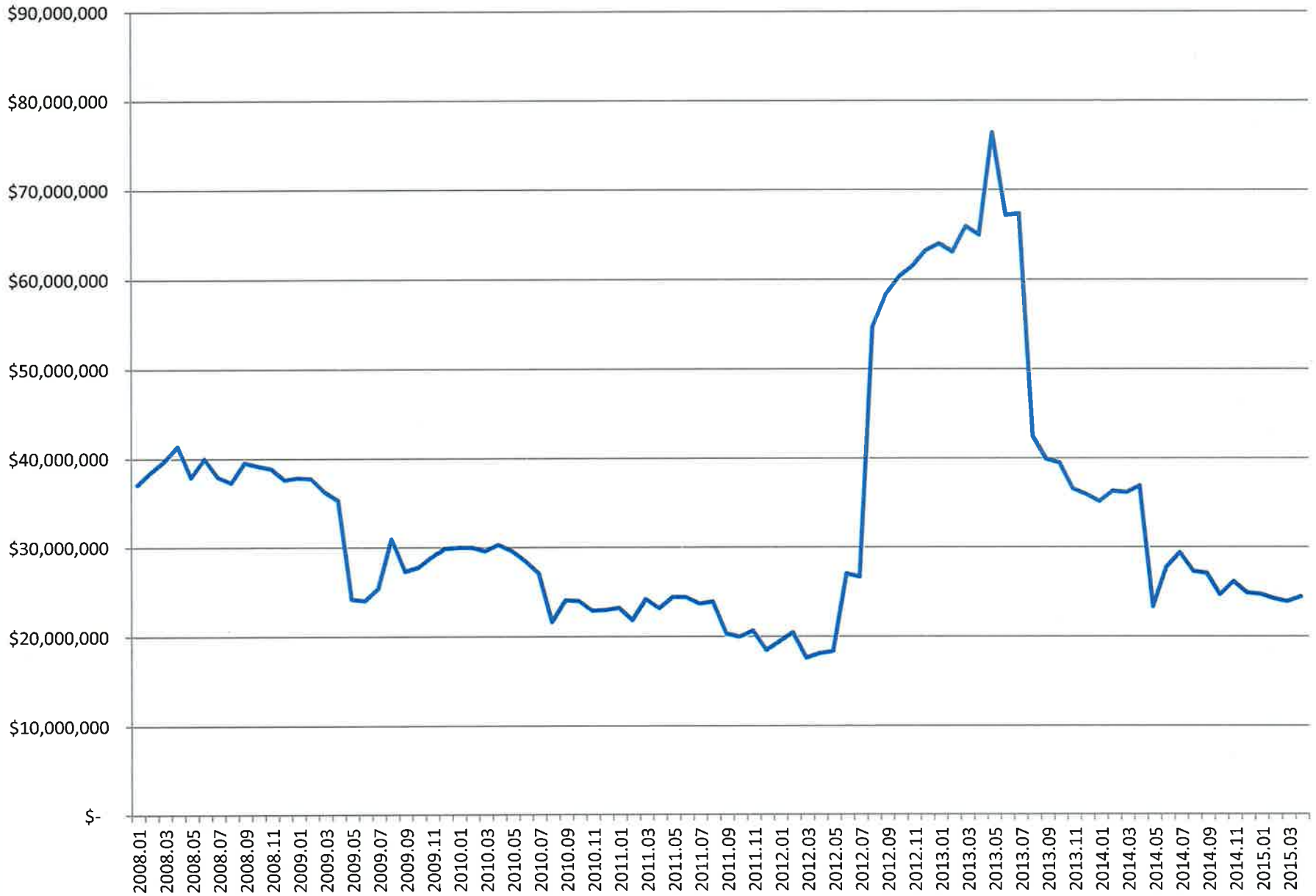
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8.4(a).

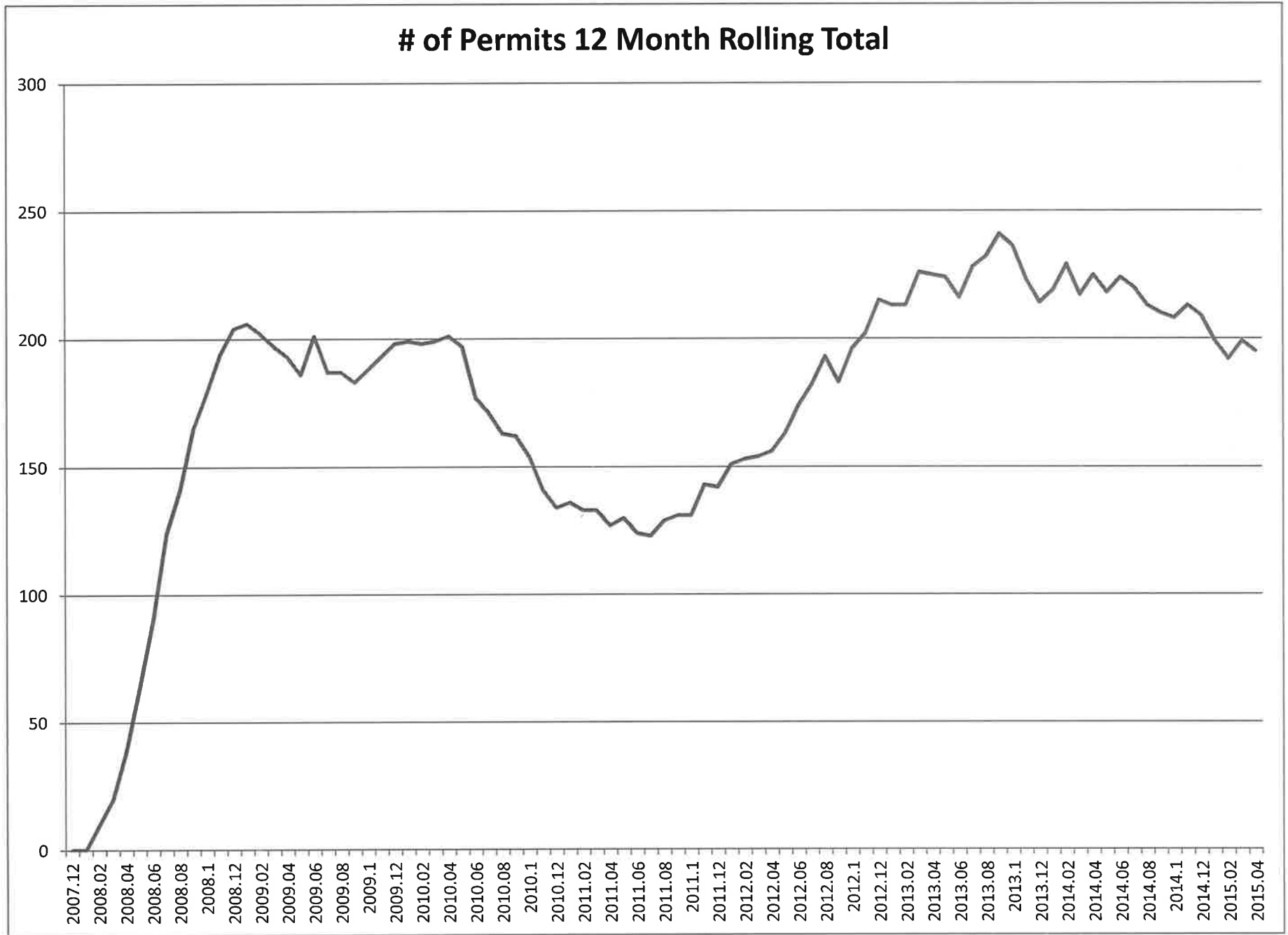
2015 BUILDING REPORT						
	VALUE OF CONSTRUCTION		PERMIT FEES COLLECTED		%	PERMITS
	2014	2015	2014	2015	CHANGE	ISSUED
January	\$1,527,500.00	\$1,355,000.00	\$17,727.00	\$13,967.00	89%	7
February	\$1,574,900.00	\$1,069,000.00	\$16,728.10	\$12,381.00	68%	7
March	\$2,755,000.00	\$2,436,000.00	\$31,787.85	\$23,235.95	88%	15
April	\$1,645,500.00	\$2,188,000.00	\$20,197.10	\$31,680.20	133%	16
May	\$0.00	\$0.00	\$0.00	\$0.00	0%	
June	\$0.00	\$0.00	\$0.00	\$0.00	0%	
July	\$0.00	\$0.00	\$0.00	\$0.00	0%	
August	\$0.00	\$0.00	\$0.00	\$0.00	0%	
September	\$0.00	\$0.00	\$0.00	\$0.00	0%	
October	\$0.00	\$0.00	\$0.00	\$0.00	0%	
November	\$0.00	\$0.00	\$0.00	\$0.00	0%	
December	\$0.00	\$0.00	\$0.00	\$0.00	0%	
TOTALS TO DATE		\$7,048,000.00		\$81,264.15		45
2014 COMPARISON		\$7,502,900.00		\$86,440.05		59
Total % CHANGE		94%		94%		76%

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

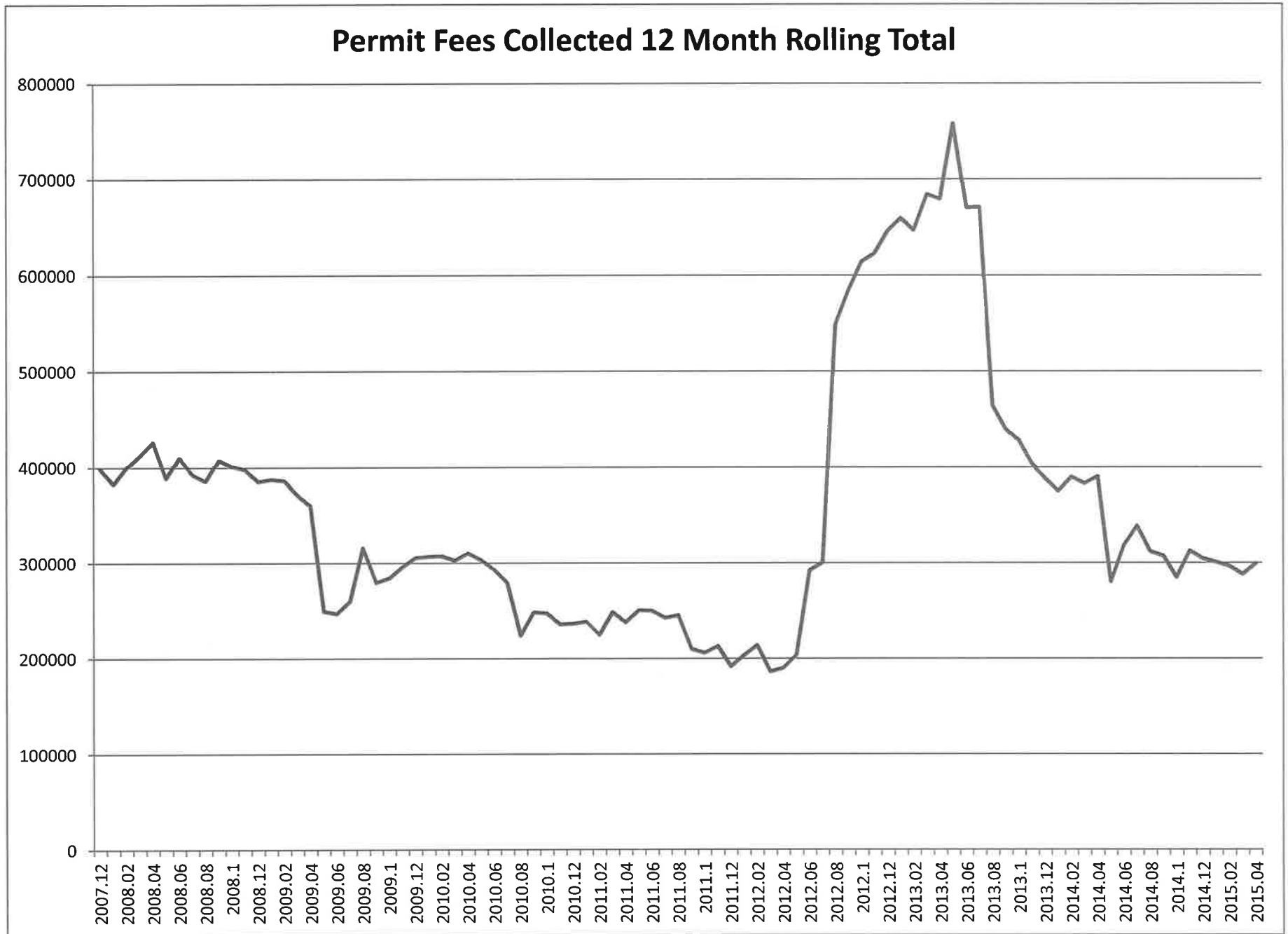
Total Value of Permits 12 Month Rolling Total



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



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





COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Mark Paoli, Manager of Policy Planning
Date: May 14, 2015
Subject: **COMMENTS ON PROVINCIAL PLANNING INITIATIVES (PD2015-16)**

1.0 Background:

In recent months, the province has circulated a number of proposals to improve the planning process:

- an initial discussion document on the coordinated review of: the Growth Plan for the Greater Golden Horseshoe (the Growth Plan); the Greenbelt Plan; the Niagara Escarpment Plan; and the Oak Ridges Moraine Conservation Plan;
- Bill 73 the proposed Smart Growth for Our Communities Act;
- Draft Guidelines on permitted uses in Prime Agricultural Areas; and
- Draft changes to the Minimum Distance Separation (MDS) Guidelines.

This report is to provide staff comments on these initiatives.

2.0 Provincial Plan Review:

The provincial plans that apply to Wellington County are the Growth Plan and the Greenbelt Plan. The review will have two phases. The current phase is to gather input on how to strengthen the plans and make them work together better, and on what parts are working well and should not change. The second phase will involve comments on draft amendments that the province will prepare and circulate. Staff reviewed the discussion paper and raise the following points:

2.1 The discussion paper asks:

- “How can the plans be strengthened to ensure our communities make best use of key infrastructure such as transit, roads, sewers and water?” and
- “How can the plans better support the development of communities that attract workers and the businesses that employ them?”

Wellington County is diverse, with a number of different market areas that have different kinds of economic opportunities and different levels of provincial and municipal infrastructure investment planned and in the ground. Under the current Plans, due to an apparent surplus of employment lands when budgeted on a County-wide basis, the County and local municipalities are unable to respond to local growth pressures by designating new employment lands.

The County has an employment lands surplus that is largely a product of Official Plans approved by the province decades ago under a much different policy regime. It is widely recognized that employment lands are not easily replaced as they have more specialized location requirements than residential lands. The current 20-year maximum on employment land use designations does not reflect the need to identify and protect these lands on a longer term basis as a strategic resource.

The Growth Plan should be strengthened by providing a longer time frame for assessing the need for employment land designations, and by recognizing well located employment lands as a community resource requiring protection.

2.2 The discussion paper asks “How can the plans better support the long term protection of agricultural lands, water and natural areas?” A further question posed under this heading is:

- “Where are the opportunities to expand the Greenbelt both within urban areas, such as urban river valleys, and in rural areas beyond the Greater Toronto Area?”

The question should be: Is expansion of the Greenbelt necessary and appropriate? The Greenbelt Plan was established primarily to contain growth pressures from the Greater Toronto Area and Hamilton, and this is why the outer boundary was based on Lake Ontario watersheds.

The Greenbelt Plan is doing its intended job reasonably well, and we see no rationale for expanding beyond its current boundary in Wellington County.

2.3 The discussion paper asks “How can the implementation of the plans be improved?” Further questions posed under this heading are:

- “Are there opportunities to better align key components of the plans with each other, and with other provincial initiatives? Are there ways to reduce overlap and duplication?” and
- “Do the plans appropriately distinguish between urban and rural communities? “

The Greenbelt Plan and Growth Plan overlap with the 2014 Provincial Policy Statement (PPS) in policy areas that in our view are beyond the core purposes of these plans. Examples include the Mineral Aggregate Resources and ‘Culture of Conservation’ policies in the Growth Plan, and the Parkland, Open Space and Trails policies in the Greenbelt Plan.

The Plans should narrow their focus to reduce overlap with the 2014 PPS and, by extension, with Official Plans that will be amended to be consistent with the 2014 PPS.

In terms of overlap between the Plans, we note that both Plans deal with settlement expansions. Settlement expansions in the Growth Plan involve a municipal comprehensive review that is required to consider servicing matters along with broader planning considerations. Settlement boundaries in the Greenbelt Plan (referred to as Towns/Villages) were essentially frozen with two exceptions. One of the exceptions is the current 10 year review policy which provides for modest expansion, but only on municipal sewage and water systems.

This limiting of expansion in the Greenbelt:

- is inconsistent with the comprehensive approach in the Growth Plan, and takes a key growth management tool out of the hands of municipal Councils where it belongs, and
- fails to recognize that in certain rural settlements like Morriston, private sewage and water systems are the only option for development, and that such settlements should have the flexibility to serve as growth nodes when needed.

Therefore, the Growth Plan and the Greenbelt Plan settlement expansion components are not aligned and the Greenbelt Plan does not appropriately distinguish between the different challenges of managing growth in urban and rural communities. Settlement expansion should be governed by the Growth Plan and implemented by the Official Plan; this is already the case with other key growth management policies such as forecasts, intensification, and greenfield densities.

3.0 Bill 73 – Smart Growth for Our Communities Act:

The overall purposes of Bill 73 are to:

- enhance municipal transparency and accountability;
- provide certainty and stability while reducing costs; and
- support investment in growth related infrastructure.

The Bill introduces a number of changes to both the *Planning Act* and the *Development Charges Act*.

3.1 Planning Act changes

While there are a number of provisions that would result in administrative changes, and others that may be convenient as they would reduce appeals on provincial issues (which we note is questionable in terms of enhancing transparency), our comments focus on two main areas: planning advisory committees; and notices.

Planning Advisory Committee

A planning advisory committee is optional for municipalities in the current *Planning Act*. This would continue to be the case for lower-tier municipalities. An upper-tier council on the other hand, shall appoint a Planning Advisory Committee, which shall include a minimum of one resident of the municipality who is not a member of Council or an employee of the municipality. This is an unnecessary intrusion into municipal governance.

The planning process has a number of mandatory as well as informal opportunities for public input. Public input often reflects competing and/or private interests, and it is the elected Council's job to weigh the input against the broader community interest. Although there may be benefits of an advisory committee with public members in some communities, the existing County Planning Committee structure appears to be working.

The mandatory addition of unelected individuals is a concern in principle, and we do not see how this would make the decisions more transparent in practice. The current optional provisions in the Planning Act should be retained.

Notices of Decision or Adoption

A number of new sections would require Notices to contain a brief explanation of the effect, if any, that the written and oral submissions made at the public meeting or before Council made its decision, had on the decision. This will pose major difficulties for applications with multiple issues and trade-offs as it is often impossible to document what weight was given to the various submissions. Further, it is not clear who gets to decide what input had an effect, and what that effect was.

The notion that the effect of submissions can be captured in a brief statement actually discounts the role of public input, and ignores the practical reality that deliberations at Council on planning issues can be quite complex. Moreover, we do not see how an oversimplified statement about public input contributes to greater transparency.

The provisions requiring Notices to contain a brief explanation of the effect, if any, that written and oral submissions made at the public meeting or before Council made its decision, had on the decision, should be removed.

3.2 Development Charges Act changes:

Treasury staff reviewed Bill 73 and offered the following comments:

- Beyond removing the 10% mandatory deduction for transit (which doesn't impact Wellington County) the list of eligible expense categories should have been expanded to include more categories, including hospital expansion. This is not consistent with the purpose to support investment in growth related infrastructure and doesn't appear to assist rural municipalities in particular.
- New requirements to explore and/or develop "area specific charges" (or area rating) are not clear and the potential implications of these requirements are unknown.
- Additional requirements for: enhanced Asset Management reporting and an enhanced Annual Report from the Treasurer appear to be administratively burdensome and could increase costs, rather than create an opportunity to recover more growth related costs as intended.

4.0 Guidelines on Permitted Uses in Prime Agricultural Areas:

There are a number of changes and new terminology in the 2014 PPS sections on permitted uses in prime agricultural areas. The guidelines, according to the introduction, "are meant to complement, be consistent with, and explain the intent of the PPS policies and definitions." *We hope that this purpose is maintained, as our overall concern with these guidelines is that they should not have the same force as the PPS.*

In terms of the technical content of the guidelines, we have two main concerns:

Agriculture-related Uses

In the explanation and examples of "agriculture-related uses", the guidelines state that "Commercial and Industrial operations must, as a primary activity, sell their products and/or services to farm operations to meet this criterion" and provide a number of examples, including:

- Local farm product retailers (selling products like wine, cider, fruits, vegetables and meat)
- Farmers' market selling local produce
- Winery using local grapes
- Abattoir processing and selling local meat
- Auction for local produce

We understand that the businesses cited above are providing services to farm operations by processing farm products and/or making them available for sale, and we support this interpretation; however, we see potential confusion as some users of the guidelines may question this as the people buying the goods are unlikely to be farmers.

The guidelines should elaborate upon and clarify the relationship between these kinds of businesses and farms in the community.

On-Farm Diversified Uses – 'limited in area' criterion

The PPS allows on-farm diversified uses and the policy and definitions set out certain criteria; one of these is that the use is 'limited in area'. The guidelines set out 2% of the farm parcel, up to a maximum coverage of 1 ha, as the basis to determine whether a use would meet the 'limited in area' criterion. Aside from the fact that we question the approach, the larger point is that this part of the guidelines is overly detailed and prescriptive.

The determination of 'limited in area' does not lend itself to a province-wide standard, and should be based on local context and implemented through Zoning By-laws.

5.0 Draft Revised Minimum Distance Separation (MDS) Guidelines:

The province has proposed changes and updates to the MDS Guidelines. Staff reviewed the changes and found that most of the changes clarify the guidelines in ways that are in line with how our office has been interpreting and applying them, or result in changes that would be supported. There are a few exceptions to this; however, where we are working with provincial staff to understand the implications of the revisions in the areas of: non-application of MDS to accessory buildings; lot size vs tillable hectares in determining expansion factors; and rural residential clusters. When we have completed those discussions, we will be providing a comment letter to the province.

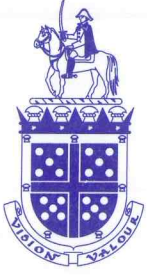
Recommendation:

That report PD2015-16 Comments on Provincial Planning Initiatives be forwarded to the appropriate provincial agencies.

Respectfully submitted,



Mark Paoli
Manager of Policy Planning



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

May 12th, 2015

John Turvey
Policy Advisor (Land Use Planning)
Food Safety and Environmental Policy Branch
Ministry of Agriculture, Food and Rural Affairs
1 Stone Road W., 3rd Floor SE
Guelph, ON N1G 4Y2

RE: Minimum Distance Separation Review

Staff of this office have reviewed the Draft Minimum Distance Separation (MDS) Guidelines and offer the following comments. Please note that our review focused primarily on setbacks from new development and existing livestock facilities (MDS1).

Overall, we found that most of the changes clarify or update the guidelines in ways that are in line with how our office has been applying them, so in many cases the revisions are welcome. A few exceptions or areas for clarification follow.

Guideline 13: MDS Not Applicable to Accessory Structures

In situations where the Zoning By-law requires MDS 1 to be applied to a vacant lot, it shall not be applied to accessory buildings or structures, including garages, outbuildings or sheds. Although this is not a big change from current guidelines, we recommend additional wording to the effect that:

Where the Zoning By-law allows an accessory apartment to be established within a building that is accessory to a dwelling, MDS shall apply.

Guidelines 33 and 34: Creation of the 4th lot or use results in Type B Land Use

Under the current guidelines, a consent application is considered to be a Type B use (more sensitive than Type A) if it would result in a rural residential cluster (defined as: *four or more adjacent rural lots, generally one ha or less, sharing a common boundary. Lots located directly across a road from one another shall be considered as having a common boundary*).

As a general comment, we recommend eliminating this particular aspect of determining Type A vs B land uses. We find it, and the proposed revision, to be arbitrary, difficult to explain and questionable to defend.

If the draft guidelines are to be carried forward, we recommend that further justification be added to the document, and we offer the following more detailed input.

In the draft guidelines, the rural residential cluster defined term and Guideline 39 would be eliminated and replaced. We see three different outcomes of this:

1. The guidelines would no longer only apply to residential lots, instead referring to non-agricultural uses, which is consistent with 2014 Provincial Policy Statement terminology, and makes sense from a compatibility standpoint. If this aspect of the guideline is to be retained, we would support this change to it.
2. The rural residential cluster definition, which is to be removed, included the size criterion 'generally 1ha or less in size' which served as a guide to what is meant by a residential vs agricultural lot. We understand that the 1 ha limit would not make sense for many of the uses included under the broader 'non-agricultural uses'; however, wording should be added in order to retain the 1 ha limit for residential lots.
3. The revised wording requires the four lots in question to be 'in immediate proximity' which would weaken the guideline and make it more difficult to implement. We recommend the phrase 'in immediate proximity' be removed to make it clear that the lots are required to be contiguous (where the term 'contiguous' retains the current meaning that the lots can be across the road from one another, as noted above).

We note that the complexity of the foregoing points reinforces our suggestion to remove this particular aspect of determining Type A vs Type B land uses.

Thank you for the opportunity to comment, and we would be happy to discuss any of these points further with you.

Yours truly,



Mark Paoli, M.Sc., MCIP, RPP
Manager of Policy Planning

cc: Mike Givens, CAO, Wellington North
Bill White, CAO/Clerk, Town of Minto
Patty Sinnamon, CAO/Clerk, Mapleton Township
Andy Goldie, CAO, Centre Wellington Township
Kim Wingrove, CAO, Guelph/Eramosa Township
Kathryn Ironmonger, CAO/Town Manager, Town of Erin
Karen Landry, CAO/Clerk, Puslinch Township

Linda Dickson, CEMC



REPORT PD-2015-009

TO: Mayor and Members of Council

FROM: Kelly Patzer, Development Coordinator

DATE: May 20, 2015

SUBJECT: Public Meeting – Rezoning Application File D14/DEM – Adriaan & Brenda Demmers, Concession 5, Rear Part Lot 13, municipally known as 4855 Pioneer Trail

RECOMMENDATIONS

That Report PD-2015-009 regarding Notice of Public Meeting – Rezoning Application File D14/DEM – Adriaan & Brenda Demmers, Concession 5, Rear Part Lot 13, municipally known as 4855 Pioneer Trail be received; and

That Council authorize the holding of a Statutory Public Meeting on Wednesday June 17, 2015, at 7:00 pm in the Council Chambers, Municipal Complex.

DISCUSSION

Purpose

The purpose of this report is to obtain direction from Council to schedule the Statutory Public Meeting for Adriaan & Brenda Demmers – Rezoning Application D14/DEM.

Application

The Township, in consultation with County Planners, has deemed the application complete and has circulated it to the required agencies for comments, including the Planning and Development Advisory Committee.

Notice

Notice regarding the Public Meeting will be given in accordance with the Planning Act.

Financial Implications

None

Applicable Legislation and Requirements

Planning Act



REPORT PD-2015-010

TO: Mayor and Members of Council

FROM: Kelly Patzer, Development Coordinator

DATE: May 20, 2015

SUBJECT: Public Meeting – Rezoning Application File D14/DRS and County of Wellington Draft Plan of Subdivision File 23T-10004 (Township file D12/DRS) – DRS Developments Inc. - Concession 7, Part Lot 31, Plan 135, municipally known as 66 Queen Street, Morriston.

RECOMMENDATIONS

That Report PD-2015-010 regarding Notice of Public Meeting – Rezoning Application File D14/DRS and County of Wellington Draft Plan of Subdivision File 23T-10004 (Township file D12/DRS) – DRS Developments Inc. - Concession 7, Part Lot 31, Plan 135, municipally known as 66 Queen Street, Morriston, be received; and

That Council authorize the holding of a Statutory Public Meeting on Monday June 22, 2015, at 7:00 pm in the Council Chambers, Municipal Complex.

DISCUSSION

Purpose

The purpose of this report is to obtain direction from Council to schedule the Statutory Public Meeting for DRS Developments Inc. – Rezoning Application D14/DRS and related County of Wellington Draft Plan of Subdivision File 23T-10004 (Township file D12/DRS).

Application

The Township, in consultation with County Planners, has deemed the rezoning application complete and has circulated it to the required agencies for comments, including the Planning and Development Advisory Committee.

The proposed draft plan of subdivision, formerly known as Stewart Farms/Meran Holdings/Bouck is currently under review. County of Wellington Official Plan Amendment 81 identified Greenlands on the subject lands which are proposed to be rezoned to Natural Environment Zone. A joint Public Meeting will be held for the proposed rezoning and draft plan of subdivision applications.

Notice

Notice regarding the Public Meeting will be given in accordance with the Planning Act.

Financial Implications

None

Applicable Legislation and Requirements

Planning Act



REPORT PW-2015-001

TO: Mayor and Members of Council

FROM: Don Creed, Director of Public Works and Parks

MEETING DATE: May 20, 2015

SUBJECT: Tender Results for the 2015 Annual Road Rehabilitation and
Culvert Upgrades
File No. L04 COX

RECOMMENDATIONS

That Report PW-2015-001 regarding the Tender Results for the 2015 Annual Road Rehabilitation and Culvert Upgrades be received; and

That the tender for the 2015 Annual Road Rehabilitation and Culvert Upgrades be awarded to Cox Construction at their tendered amount of \$621,196 inclusive of the non-refundable portion of HST; and

That Council authorize the Mayor and Clerk to sign the required contract documents.

DISCUSSION

Purpose

The purpose of this report is to seek Council's approval to award the tender for the 2015 Annual Road Rehabilitation and Culvert Upgrades to Cox Construction. As the tender amount exceeds \$500,000, Council authorization is required in accordance with the Purchasing & Procurement of Goods and Services By-law 60/08.

Background

The 2015 Annual Road Rehabilitation and Culvert Upgrades include the following,

Replacement of Gore Road Culvert # 2017
Replacement of Gore Road Culvert # 2018
Pulverize and pave Gore Road between Cooper Road and Village Road
Pulverize and pave all roads in the Morriston Meadows Sub-Division
Rehabilitation of Leslie Road Culvert # 2014

A public tender for the 2015 Capital Projects was advertised on the Township of Puslinch website for two weeks and local contractors were made aware that the tender was available. The tender closed on April 29, 2015.

As the result of a call for tenders, three (3) bids were received as follows:

Cox Construction
Capital Paving Inc.
Steed and Evans

After a review of the submitted bids, Staff are recommending the contract for the 2015 Annual Road Rehabilitation and Culvert Upgrades be awarded to Cox Construction, the lowest compliant bid submitted. The successful bid conforms to the specifications as requested in the tender document.

Attached as Schedule A to this report is a summary of the bids submitted.

FINANCIAL IMPLICATIONS

The 2015 Capital Budget includes \$872,864 for the 2015 Annual Road Rehabilitation and Culvert Upgrades. This amount is funded as follows:

Taxation Levy	\$430,606
Gas Tax	\$253,706
Development Charges	\$134,410
OCIF Formula Based Grant	\$42,878
Capital Carry forward	<u>\$11,264</u>
Total	\$872,864

There are sufficient funds to proceed with the work based on the breakdown of costs as detailed below:

Contract Tender Price (excluding taxes)	\$609,016
Add: Non-refundable portion of HST	\$12,180
Add: Engineering	<u>\$70,000</u> (estimated)
Total Cost	\$691,196

APPLICABLE LEGISLATION AND REQUIREMENTS

The works for the above projects have been procured in accordance with the Township's Purchasing and Procurement of Goods and Services By-law 60/08.

ATTACHMENTS

Schedule A: Public Tender Opening Results

Schedule "A"

Public Tender Opening Results



These results are unofficial and no determination of award should be determined from this information.

Project Name: Tender for the 2015 Annual Road Rehabilitation and Culvert Upgrades

Closing Date: April 29, 2015, 12:00 P.M. Council Chambers

No.	Bidder	Date Tender Received	Amount of Tender including all taxes
1	Cox Construction	April 29, 2015	\$688,187.67
2	Capital Paving Inc.	April 29, 2015	\$796,267.50
3	Steed and Evans	April 29, 2015	\$857,059.68



REPORT PW-2015-002

TO: Mayor and Members of Council

FROM: Don Creed, Director of Public Works and Parks

MEETING DATE: May 20, 2015

SUBJECT: 2015 Capital Budget . Funding for Additional Projects
File No. F26 CAP

RECOMMENDATIONS

That Report PW-2015-002 regarding 2015 Capital Budget . Funding for Additional Projects be received; and

That Council approve funding in the estimated amount of \$82,000 for the signalization of the railway crossing on Watson Road; and

That Council approve funding in the estimated amount of \$12,500 for repairs for a portion of Sideroad 10 North between Niska Road and the deadend; and

That Council approve funding in the estimated amount of \$23,484 for a culvert replacement at 4820 Nassagaweya-Puslinch Townline; and

That Council approve funding in the estimated amount of \$37,100 inclusive of benefits for an extended contract position from 12 months to 18 months to temporarily replace the Director of Finance/Treasurer; and

That the remaining two months of the contract position be included in the 2016 operating budget; and

That these four items be funded from the surplus funds derived from the 2015 Capital Projects as outlined in Report PW-2015-002.

DISCUSSION

Purpose

The purpose of this Report is to obtain Council approval to reallocate surplus funds from the 2015 Capital Budget projects identified under the Financial Implications section of this Report to the following projects:

Signalization of the Railway Crossing on Watson Road

Currently the railway crossing located on Watson Road is not signalized. During discussions with Guelph Junction Rail it has been determined that this crossing requires signalized protection and Guelph Junction Rail indicated they would be able to supply the hardware from an existing crossing in the City of Guelph. Since this commitment, the Canada Transportation Regulations for rail crossings have changed and this hardware no longer meets the new Regulation that came into effect on January 1, 2015. The Township and Guelph Junction Rail have come to an agreement regarding cost sharing for the installation of new signals at the crossing on Watson Road and installation could occur early fall of 2015. This work was budgeted as part of the 2015 Operating Budget in Public Works, account number 01-0030-4210 at an amount of \$80,000 funded from the Public Works Replacement and Restoration of Aging Infrastructure Working Reserve. Additional funds in the amount of \$82,000 are required.

Repairs Sideroad 10 North between Niska Road and deadend

Currently there is 150 metres of road between Niska Road and the deadend that has deteriorated to a state that inhibits the ability of staff to facilitate maintenance in a timely and efficient manner. Township staff recommend completing this in order to mitigate any potential risk. This section of the road is currently scheduled for repaving in 2019 as per the 10 year Capital forecast at a budgeted cost of \$31,000. This location was added to the 2015 Annual Road Rehabilitation and Culvert Upgrades Tender as optional work to seize the opportunity of lower pricing for a smaller area.

Culvert Replacement at 4820 Nassagaweya-Puslinch Townline

The Town of Milton has notified the Township that a road culvert located at 4820 Nassagaweya-Puslinch Townline requires immediate replacement. Under the Joint Jurisdiction Highway Routine Maintenance and Repair Agreement dated January 1, 2007 the Township is responsible for 50% of the replacement cost. This work was not budgeted as part of the 2015 budget process.

Director of Finance/Treasurer . Contract Position

In accordance with Report ADM-2015-005, staff recommend that a replacement for the Director of Finance/Treasurer be retained as soon as possible to provide sufficient time to facilitate training, awareness of job related requirements, projects, expectations, legislative reporting requirements and introduction to the Township budget process. This additional amount was not budgeted as part of the 2015 budget process.

FINANCIAL IMPLICATIONS

Funding will be provided through capital projects that have been awarded under budget. The financial details regarding the subject capital projects are as follows:

Project	2014 Capital Cfd.	2015 Capital	Tax Levy	Gas Tax	DC	Grant
Gore Rd. Culvert # 2017	\$2,731	\$100,000	\$41,522		\$15,600	\$42,878
Gore Rd. Culvert # 2018	\$6,672	\$100,000	\$84,400		\$15,600	
Gore Rd. between Cooper Rd. and Village Rd.		\$300,600		\$253,706	\$46,894	
Morrison Meadows		\$250,000	\$211,000		\$39,000	
Leslie Rd. Culvert # 2014	\$1,861	\$111,000	\$93,684		\$17,316	
Totals	\$11,264	\$861,600	\$430,606	\$253,706	\$134,410	\$42,878

The tender results for the 2015 annual road rehabilitation and culvert upgrades amounted to the following in accordance with Report PW-2015-001:

Contract Tender Price (excluding taxes)	\$609,016
Add: Non-refundable portion of HST	\$12,180
Add: Engineering	\$70,000 (estimated)
Total Cost	\$691,196

The total estimated surplus for 2015 Capital Roads Projects is \$155,084. See below for further details on the proposed revised budget based on the tender results.

Funding Sources	Initial Budget	Revised Budget	Surplus
2014 Capital Cfd.	\$11,264	\$11,264	\$0
Tax Levy	\$430,606	\$275,522	\$155,084
Gas Tax	\$253,706	\$253,706	\$0
DC	\$134,410	\$107,826	Less DC funding required.
OCIF Formula Based Grant	\$42,878	\$42,878	\$0
Total	\$872,864	\$691,196	

The estimated costs for the works outlined in this report are approximately \$155,084 inclusive of the non-refundable portion of HST. See below for further details.

Project	Operating/ Capital	Cost	2015 Budget	Additional Funds Required	Description
Railway Crossing	Operating - 2015	\$162,000	\$80,000	\$82,000	2015 Budget funded from Public Works Replacement and Restoration of Aging Infrastructure Working Reserve.
Sideroad 10 North	Capital - 2019	\$12,500	N/A	\$12,500	Budgeted in 2019
Culvert Replacement	N/A . not budgeted	\$23,484	N/A	\$23,484	
Director of Finance/Treasurer . Contract Position	N/A . not budgeted	\$37,100	N/A	\$37,100	
Total		\$235,084	\$80,000	\$155,084	

APPLICABLE LEGISLATION AND REQUIREMENTS

Purchasing and Procurement of Goods and Services By-law 60/08.

ATTACHMENTS

None



REPORT REC-2015-004

TO: Mayor and Members of Council

FROM: Donna Tremblay, Deputy Clerk

MEETING DATE: May 20, 2015

SUBJECT: 2015 Township of Puslinch Recreation and Parks Master Plan

RECOMMENDATIONS

That Report REC-2015-004 regarding the 2015 Township of Puslinch Recreation and Parks Master Plan be received; and

That Council adopt in principle the 2015 Township of Puslinch Recreation and Parks Master Plan prepared by Monteith Brown dated May 20, 2015 attached as Schedule "A" to report REC-2015-004; and

That Council consider any recommendations made in the 2015 Township of Puslinch Recreation and Parks Master Plan which contain budget implications during the 2016 Budget process.

PURPOSE

To provide Council with the 2015 Township of Puslinch Recreation and Parks Master Plan ("RPMP") and to obtain Council's approval, in principle, of the RPMP.

DISCUSSION

Background

The Township retained the services of Monteith Brown Planning Consultants in August 2014 in order to assist the Township in developing a RPMP.

The purpose of the plan is to provide a clear action plan and strategy to guide the:

- development of recreation and parks facilities and services
- parks and open spaces, trails and environmental areas
- special events services and facilities
- opportunities for all residents regardless of age and ability
- 10 year time frame.

The development of the Master Plan was accomplished through three project phases including:

Phase 1 - Research and Engagement

- Background review and asset inventory
- Demographic & Trends
- Public Engagement

The first phase involved analyzing existing background documents and studies, including the 1988 Study of the Leisure System in Puslinch Township, as well as understanding the Township's demographic profile and its impact on relevant leisure trends.

A public engagement strategy was undertaken to solicit input from the public, Township Officials, Council and community stakeholders.

The Public Engagement Strategy included:

1. Community Launch

On Saturday, September 20, 2014, at the Puslinch Farmer's Market, Recreation Committee members provided the Public with flyers detailing information regarding the launch date and information on completing the survey.

Event held on October 4, 2014 at Optimist Recreation Centre Gymnasium with the consultant having a number of display boards wherein they sought input from the Public with respect to Community Values, Future of the Township, Improving Local Recreation Facilities, Improving Programs and Activities, Improving Local Parks, Improving Local Trails and Vision for Parkland addition behind the Puslinch Community Centre. Laptops were available for individuals to complete an on-line community survey. Over 20 participants were in attendance and the consultants were able to receive valuable feedback from those who attended.

A full page advertisement regarding the launch was placed in October Puslinch Pioneer and write up regarding the launch of the Recreation and Parks Master Plan was included on Page 2. Advertisements were also placed in the Community Events Section of the Wellington Advertiser.

Participation in the community group survey was advertised on the Township's website and a message regarding survey participation was posted on the Marquee sign at the Community Centre lands. Posters were prepared and placed at various locations throughout the Township.

Details of the Community Launch can be found in Section 4.1 of the Recreation and Parks Master Plan.

2. **On Line Community Surveys** were completed during the months of September and October 2014. 98 completed surveys received.
3. **User Group Surveys** were completed during the months October and mid-November 2014 with approximately 7 groups completing the survey.

Details of the on line and user group surveys can be found in Section 4.2 and 4.3 of the Recreation and Parks Master Plan.

4. **Staff, Council and Recreation Committee Workshops** were held on the following dates:
 - August 12, 2014 - Recreation Committee/ Recreation and Parks Master Plan Project Team met with the consultant to provide input on items they would like to see included in the plan;
 - October 1, 2014 - workshop with various Township Staff to seek their input.
 - October 1, 2014 - presentation to Council to seek input on the items to be considered in the development of the plan.
 - November 18, 2014 - presentation to the Recreation Committee/Recreation and Parks Master Plan Project Team to provide completed community survey results.
 - February 17, 2015 – presentation to Recreation Committee/Recreation and Parks Master Plan Project Team regarding draft recommendations.
 - March 4, 2015 – presentation to Council regarding draft recommendations.

5. Stakeholder Focus Groups and Interviews

During the months of November and December, 2014 the Consultant conducted both in person and telephone interviews with a number of stakeholder groups.

Details of the Focus Group and Key information interviews can be found in Section 4.4 of the Recreation and Parks Master Plan.

Phase 2 – Analysis

The tasks completed in phase 1 formed the foundation for the second phase, which included:

- An assessment of facility and park needs. Details can be found in Sections 5 – Existing Assets & Providers, Section 7 – Facility Needs Assessment and Section

8 – Parks and Open Space & Trails Assessment of the Recreation and Parks Master Plan.

- A service and program delivery audit – undertaken to identify solutions to optimize management and operational roles for recreation and parks in the Township. Details can be found in Section 6 – Service Delivery Assessment of the Recreation and Parks Master Plan.
- Implementation – key recommendations were drawn and are supported by an implementation strategy which is contained in Section 9 of the Recreation and Parks Master Plan.

Phase 3 - Master Plan Development

Phases 1 and 2 culminated in the third and final phase, consisting of:

- Draft Master Plan

A copy of the draft Recreation and Parks Master Plan was provided to Council, Recreation Committee/Recreation and Parks Master Plan Project Team, stakeholders and public for review on April 2, 2015

- Public Meeting

A Public Open House was held on Saturday, April 11th and Public Information Meeting on Thursday, April 17, 2015 to review details of the plan and seek input.

Details relating to date, time and location of the Public meetings were advertised on the township's website, April edition of the Puslinch Pioneer, Marquee Sign on Community Centre lands and email invites were provided by staff to stakeholders who participated in meetings with the consultant.

Written comments regarding the draft plan were welcomed from the Public until April 30, 2015.

- Finalize Master Plan

The Consultant has finalized the plan based on input received from the Open House, Public Information Meeting and written comments received.

Based on the input received modest adjustments were made to the body of the Plan. However, no changes resulted in the recommendations contained in the draft RPMP.

Next Steps/Summary

1. Adoption by Council of the Recreation and Parks Master Plan.

By approving the RPMP the Township is not bound to implement every recommendation or providing facilities/services in the order, amount, or timing indicated; rather the RPMP provides guidance on community priorities and sets a general course for meeting the needs as they are presently defined.

2. Implementation

Section 9 of the Recreation and Parks Master Plan provides an implementation strategy.

This implementation strategy provides guidance for ensuring that the most critical recommendations are implemented over time.

The timing of the projects proposed in the RPMP recognizes the need for phased implementation as some recommendations are based upon what is needed and not necessarily what is financially achievable by the Township at present time.

Staff recommend that as part of the annual budget process, the RPMP be reviewed to identify areas where the availability of resources may affect the timing of implementation.

Staff will be working with the Recreation Committee to identify and implement those recommendations contained in the RPMP that are identified as High/Medium Priority, ongoing or short-term needs that can be achieved without financial implications and are achievable with monies allocated in the 2015 Budget.

Staff will be also working with the members of the Recreation Committee to develop an Annual Work Plan as identified in recommendation 9 "development of an annual work plan identifying key projects as priorities" details of which will be approved by Council.

Summary

The primary goal of the project was to research, develop, design and produce a fiscally responsible Master Plan document for recreation, parks, open space and trails, including their respective services and facilities. Staff believe that the primary goal of the project has been achieved and submit the Recreation and Parks Master Plan to Council for their adoption in principle.

Financial Implications

Staff will incorporate the recommendations in the plan as part of the future operating budgets and the Capital budget and forecast of the Township.

Applicable Legislation and Requirements

Not applicable.

ATTACHMENTS

Schedule "A" – Recreation and Parks Master Plan (RPMP) Final dated May 20, 2015

**SCHEDULE "A" TO
REPORT
REC-2015-004**



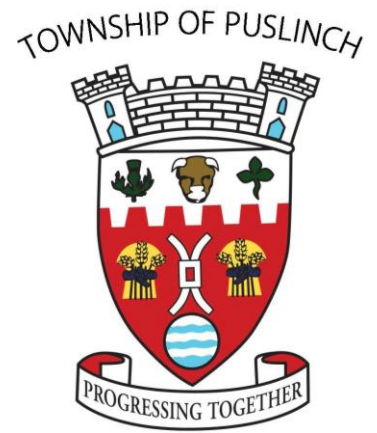
Township of Puslinch

Recreation & Parks Master Plan

May 2015



Monteith • Brown
planning consultants



Township of Puslinch Recreation & Parks Master Plan

May 2015



ACKNOWLEDGEMENTS

This Master Plan is a product of the vision and dedication of Township Council and Staff. We also extend our thanks to the many residents and community groups throughout the Township of Puslinch who provided valuable insights and opinions and whose feedback has made the Plan a document that is reflective of the needs of the community.

Township Council

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

Recreation Committee

Councillor Wayne Stokley
Nichole Caswell
Tom Jefferson
Daina Makinson
June Williams
Councillor Jerry Schmidt (previous term)

Township Staff

Karen Landry, CAO/Clerk
Don Creed, Director Public Works/Parks
Donna Tremblay, Deputy Clerk (Project Manager)
Marissa Herner, Communications Associate/Customer Service Representative
Richard Hoover, Facility Operator

Project Consultant

Monteith Brown Planning Consultants

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1. INTRODUCTION

1.1 About the Master Plan

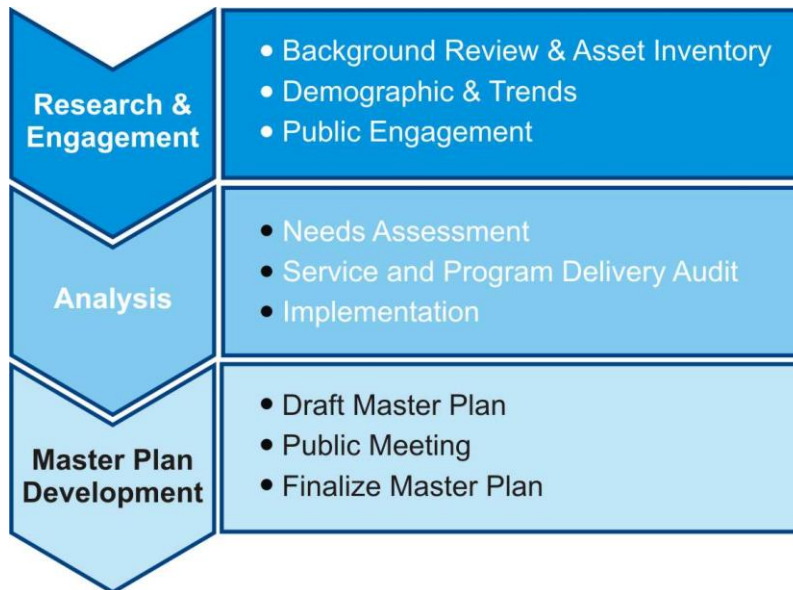
Ontarians are spoiled for choice when it comes to indulging in their favourite leisure activities. Yet, in today’s digital age, sedentary activities dominate, resulting in higher levels of physical inactivity. As a result, access to high quality and responsive recreation opportunities has never been more paramount. The Township of Puslinch has recognized this trend and has commissioned this Recreation & Parks Master Plan, which will serve as a guide for municipal decision-making over a ten year period. The scope of this Master Plan includes strategic direction for the following:

- Recreation services and facilities
- Provision of parks, open space, and trails,
- Opportunities for children, youth, adults, older adults, families, and persons with disabilities.

1.2 Master Plan Framework

The primary goal of this project is to research, develop, design, and produce a fiscally responsible Master Plan document for recreation, parks, open space, and trails, including their respective services and facilities. This has been accomplished through three project phases.

Figure 1: Master Plan Framework



The first phase involved analyzing existing background documents and studies, including the 1988 Study of The Leisure System in Puslinch Township, as well as understanding the Township’s demographic profile and its impact on relevant leisure

trends. A public engagement strategy was then undertaken to solicit input from the public, Township officials, Council, and community stakeholders.

These tasks formed the foundation for the second phase, which included an assessment of facility and park needs. A service and program delivery audit was also undertaken to identify solutions to optimize management and operational roles for recreation and parks in the Township. Key recommendations were drawn and are supported by an implementation strategy.

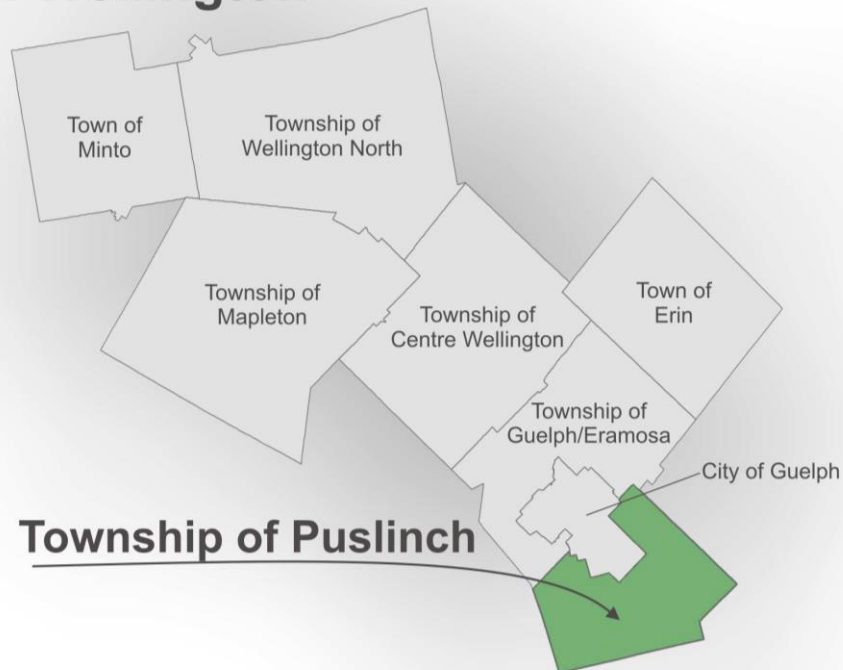
These two phases culminated in a third and final phase, which consisted of the draft and final Master Plan development, confirmed through public consultation and direction from Council.

1.3 Study Context

The Township of Puslinch is the smallest municipality in Wellington County in terms of both land mass and population. Largely rural with a strong agricultural heritage, the Township's partial location in Ontario's Greenbelt and lack of municipally serviced land will continue to limit its residential growth potential into the foreseeable future.

Figure 2: Regional Location Map

County of Wellington



Nevertheless, the Township's industrial and commercial sectors are robust, with Nestle Waters, Laidlaw Carriers, Royal Canin, and a host of other major employers that contribute to the local and regional economies. There remains considerable opportunity to expand the amount of unserved industrial uses – such as warehousing, logistics, aggregate extraction, dry manufacturing, and small businesses – within the Township.

Puslinch also benefits from its proximity to the City of Guelph, which offers a much wider range of recreation opportunities, many of which are available to Township residents. At the same time, growth pressures within the City of Guelph create challenges for the Township and other surrounding municipalities through the increased use of roads and community infrastructure.

Due to its location, the Township is an attractive place to locate for many working in the Greater Toronto Area. New residents are attracted not only to the nearby employment opportunities, but also the rural lifestyle and outdoor recreation options. New residents also tend to bring higher expectations for urban quality services, creating a variety of challenges and opportunities for the Township.

1.4 Report Organization

The Recreation & Parks Master Plan is organized into nine sections described below.

Section 1: Introduction

This Section describes the purpose, methodology, and organization of the Master Plan.

Section 2: Community Profile

This Section examines the socio-demographic characteristics of the Township of Puslinch, including a look at population and age cohort figures, population projections, and other key demographic factors that may impact the provision of recreation and parks in Puslinch.

Section 3: Key Trends & Best Practices

This Section contains a review of emerging trends and best practices observed across Ontario, as well as potential impacts on recreation and parks facilities, programs, and services in the Township.

Section 4: Community Input

This Section provides a summary of the consultation strategy undertaken for the Master Plan, which includes the opinions, preferences, and priorities of the general public, stakeholders, Township staff, and Council.

Section 5: Existing Assets & Providers

This Section identifies existing parks and recreation facilities available within the Township. Details regarding facility condition, amenities, opportunities, and constraints are also discussed.

Section 6: Service Delivery Assessment

This Section assesses the effectiveness of the Township's existing service and program delivery model to identify opportunities to improve Township processes and explore areas of improvement.

Section 7: Facility Needs Assessment

This Section evaluates the current supply of indoor and outdoor recreation facilities utilizing a combination of market driven targets and other Master Plan inputs to inform future facility needs.

Section 8: Parks, Open Space & Trails Assessment

This Section analyzes parks, open spaces, trail needs, and policy considerations.

Section 9: Implementation Strategy

This Section prioritizes the timing of all recommendations contained in this Master Plan with implications on Township resources, and processes for monitoring and updating the Master Plan.

2. COMMUNITY PROFILE

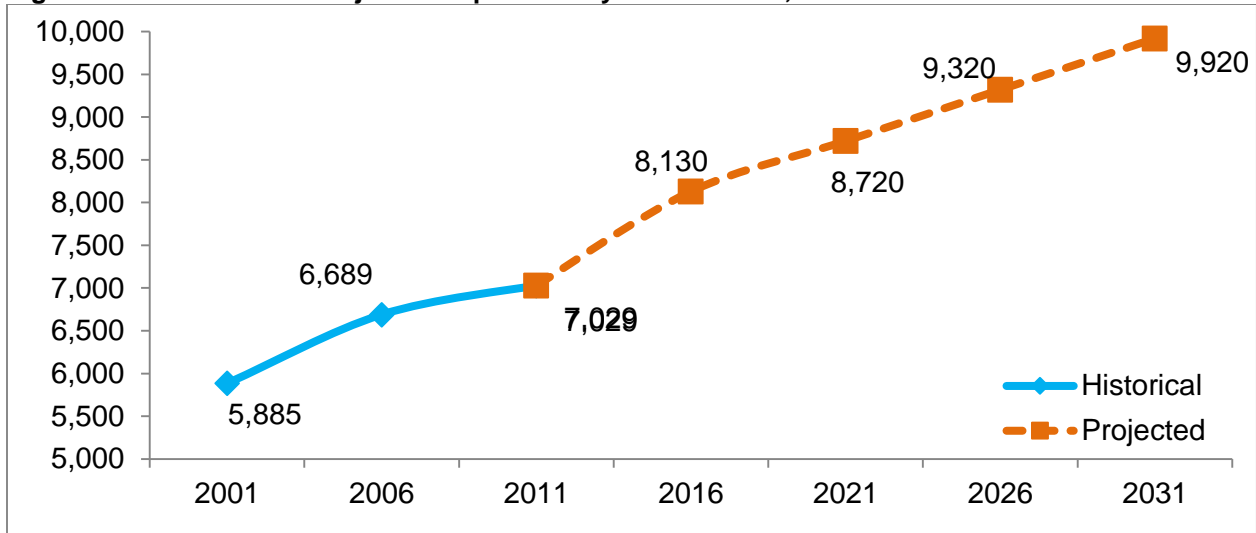
This section provides an overview of the Township’s socio-demographic profile, including details regarding population growth trends that may have implications on the provision of recreation and parks facilities, programs, and services.

2.1 Population Growth

For 2011, Statistics Canada recorded a population of 7,029 for the Township of Puslinch, representing a modest growth of 5.1% from the 2006 Census. Since 2001, the Township has grown nearly 20%. As illustrated in Figure 3, population projections contained in the Wellington County Official Plan (2010) suggest that the Township will experience consistent growth over the foreseeable future. By 2031, it is expected that the Township of Puslinch will reach a population of 9,920 (nearly 2,900 new residents), representing a growth of 41% from 2011.

Population projections by community are currently unavailable. It is difficult to predict exactly where population growth will occur given that the Township is generally unserved and portions of the Township (south of Highway 401) are located within the Greenbelt, which restricts significant development. In accordance with forecasted demand and available land supply, the Development Charges Background Study allocated housing growth over a 20-year period and forecast Aberfoyle and Morriston to accommodate 6% and 4% of future housing growth, respectively, with the balance (90%) expected to occur throughout the Township’s smaller villages and rural areas.

Figure 3: Historical and Projected Population by Census Year, 2001 – 2031



Source: Statistics Canada, 2001 – 2011; Wellington County Official Plan

The 2014 Development Charges Background Study identified a current population estimate of **7,240** persons, which will be used as the baseline for the Master Plan.

2.2 Age Structure

Understanding the age structure of a community assists in determining what types of recreation facilities and activities are in demand. For example, a strong market of children and youth bolsters participation in organized minor sports such as soccer and hockey, whereas greater proportions of older adults and seniors may lead to increased participation in less physically active activities such as pickleball or walking.

Between the 2006 and 2011 Census, the Township’s older adult and senior population (age 55+) experienced the most growth. This finding suggests that the Township’s population is aging overall. Evidence of Township-wide aging trends is further supported by the fact that during this period, the median age increased from 44.2 to 47.6 years, which is the highest median age in Wellington County. The Township’s median age is also substantially higher compared to the Provincial median (40.4 years) and the County median (39.5 years). Marginal growth was also observed among young adults (age 20 – 34), while all other age cohorts in the Township declined by 4% to 9%.

Table 1: Population Growth by Age Group, 2006 – 2011

Age Group	2006	2011	Change (%)	Proportion of Population	
				2006	2011
0-9	650	590	-9%	10%	8%
10-19	930	895	-4%	14%	13%
20-34	845	875	4%	13%	12%
35-54	2,195	2,160	-2%	33%	31%
55-69	1,430	1,680	17%	21%	24%
70+	635	825	30%	9%	12%
Total	6,685	7,025	5%	100%	100%

Source: Statistics Canada, 2006 – 2011

As national aging trends suggest, it is anticipated that the Township’s demographic profile will continue to age, particularly as the baby boomer generation moves through the age cohorts. Although age cohort forecasts exist for Wellington County, there are currently no age cohort forecasts specific to the Township. However, some broad comparisons can be made from the existing forecasts as the Township is likely to be impacted by similar population trends. The following table illustrates age-specific population forecasts by percentage for the County between 2014 and 2031. Most notable is the dramatic increase projected in the 70+ age group – an increase of 105% by 2031, despite only a 14% increase across all ages. Greater than average growth is also forecasted for the 55 to 69 age group. With a growing proportion of older adults, the Township can expect a greater demand for recreation and park opportunities oriented towards this age group, although recreation activities should continue to be advanced for all age groups to enhance available opportunities.

Projections for the County suggest that the youth and adult age groups are expected to grow at a slower pace than the rest of the population. This is notable as many

recreation and park services are traditionally oriented toward younger age groups; however, it is likely that the total number of youth will remain relatively stable in several communities throughout Wellington County.

Table 2: Population by Age (2011 & 2036), Wellington County

Age Group	Percent of Total Population – 2014 (estimate)	Percent of Total Population – 2031 (forecasted)	Forecasted Change in Total Population – 2014 to 2031
0 to 4 years	6%	5%	15%
5 to 19 years	18%	17%	8%
20 to 34 years	21%	17%	1%
35 to 54 years	28%	25%	7%
55 to 69 years	18%	18%	21%
70+ years	10%	18%	105%
Total	100%	100%	14%

Source: Ontario Ministry of Finance. Population Projections. Fall 2014.
 Totals may not add due to rounding.

2.3 Income & Occupation

Research has shown income can be an indicator of participation levels in recreational pursuits. Generally speaking, higher levels of participation are typically correlated with greater income levels. This correlation suggests that those with higher incomes participate to a greater degree than those with lower incomes, presumably due to greater disposable income. Research also suggests that persons with office-related occupations commonly seek recreational pursuits outside the workplace to remain physically-active.

According to the National Household Survey (NHS)¹, about 76% of the Township’s workforce is employed in an office setting where physical activity may be low, suggesting that residents may be more physically active during their leisure time outside of the workplace. This percentage is generally on par with the Province, but higher compared to Wellington County.

The NHS also recorded income for individuals and households. For 2010, the NHS revealed that the median income of individuals in the Township was \$38,013, which is considerably higher than the Provincial (\$30,526) and County (\$30,423) median. The median income for households in the Township (\$89,261) was also significantly higher compared to the Provincial (\$66,358) and County (\$79,070) median. Based on income and occupation alone, these findings may suggest that Township residents are more

¹ The National Household Survey was a voluntary, self-administered survey conducted for the first time in 2011 as a replacement for the long census questionnaire. Due to the survey methodology, the Township of Puslinch data has a non-response rate of 32.9%, which may affect data quality.

likely to participate in recreational pursuits compared to other communities in Wellington County and the Province as a whole. The provision of physical activity spaces accessible to all residents will ensure that these opportunities are inclusive to all groups.

2.4 Immigration & Ethnicity

Similar to income and occupation, immigrant and ethnicity levels may also impact participation in recreational pursuits. The NHS found that about 15% of the Township's residents are immigrants, representing 1,065 persons. Half of the Township's immigrants arrived prior to 1971 and less than 3% of immigrants (30 residents) arrived within the past 10 years, indicating that Township residents are generally well established in traditional Canadian sports and recreational pursuits.

National trends suggest that communities are becoming more ethnically diverse due to increasing levels of immigration from non-European countries. This trend is yet to be felt in the Township as the NHS reported that approximately 22% of the Township's residents are visible minorities from origins including Asia, South America, Africa, and Caribbean. As Canada continues to become more diverse, this trend may evolve at a local level over time and result in requests for non-traditional recreational activities.

2.5 Mobility

The NHS reported that 93% of the employed workforce commutes to work as a driver or passenger in a private vehicle, which is a higher rate than the Province (79%) and County (88%). The balance of the employed workforce walk, use public transit, or have other means to commute. This is expected given that the Township is generally a rural community and is adjacent to larger communities such as Guelph, resulting in a higher commuter base that is employed outside of the Township. Given the spatial distribution of the Township, that the local workforce is generally a car-oriented community, it is likely that a majority of residents drive and will continue to drive to access the recreational pursuits they do the most.

3. KEY TRENDS & BEST PRACTICES

Regional, provincial, and national trends are commonly used to supplement local data and input to establish an understanding of what may occur in the Township over the planning period and beyond. This Section explores a broad range of trends that have been observed across the Province and its implications on the provision of recreation and parks opportunities in the Township of Puslinch.

3.1 Participation in Recreational Activities

Increasing Rates of Physical Activity

Research shows increasing rates of physical inactivity in Canada. A lack of free time, largely due to busier lifestyles and a number of socio-economic circumstances (such as low income or lone-parent households) have traditionally been the primary barriers to participation for youth and adults. Heavier workloads together with competing interests and access to an array of sedentary activities have resulted in less time for physical activity. In a survey undertaken by ParticipACTION, teens identified that socializing (97%), entertainment (96%), and the internet (93%) were the most important aspects of their daily lives compared to physical activity.² The online survey conducted for this Study found that at a local level, 57% of respondents who were not able to participate in recreation and parks activities as often as they would like expressed that lack of time or being too busy was the most common barrier.

While the Canadian Physical Activity Guidelines recommends that teens achieve a minimum of 60 minutes of physical activity each day, a report by Active Healthy Kids Canada on physical activity among the Country's younger population reports that only 7% of children (between the ages of 5 and 11) and 4% of youth (between the ages of 15 and 17) are meeting this target, resulting in a physical activity grade of "D-" for 2014. This grade is consistent with the previous year, which suggests that there has been little or no improvement in increasing physical activity.³

Broadly speaking, a lack of free time has contributed to other notable trends such as increases in rates of obesity and chronic disease (resulting from less physical activity), decreasing levels of volunteerism, and a greater desire for more flexible and convenient program options.

² ParticipACTION. (2010). Coca-Cola and ParticipACTION survey results fact sheet. Retrieved from <http://www.participaction.com/wpcontent/uploads/2013/04/sogoactivefactsheet-final.pdf>

³ Active Healthy Kids Canada. (2014). Is Canada in the running? Report card on physical activity for children and youth. Retrieved from: http://dvqdas9jty7g6.cloudfront.net/reportcard2014/AHKC_2014_ReportCard_ENG.pdf

Aging Population

Across Canada, the population of older adults age 55 and over is growing at a much faster rate than the rest of the population; in 1991, the 55+ age cohort represented only 9% of the country's population, but this figure had grown to 28% by 2011 and is poised for further growth. As previously identified, evidence of an increasingly aging population is observed in the Township of Puslinch, which has some of the oldest residents in Wellington County. In 2011, Statistics Canada reported a median age of 47.6 years, considerably higher compared to the County and Province (39.5 and 40.4 years, respectively). The local older adult and senior population also experienced a combined 21% increase in population between the 2006 and 2011 Census. National aging trends suggest that the Township's population will continue to age, driving the expectation for targeted and high quality older adult programs and services.

Responding to Emerging Activities

With the growing emphasis on non-programmed, unstructured activities, many new forms of recreational activities are emerging beyond the traditional spectrum of programs and facilities. Some of these emerging activities includes pickleball, off-leash dog parks, ultimate Frisbee, and countless other leisure pursuits. The popularity of these and other activities are driven by a number of factors including the shift in demographics and leisure preferences. One of the most notable activities requested in other communities is pickleball. While the sport originated in 1965, the activity has surged in popularity over the past few years due to the growing older adult community who desire to remain moderately active. Other communities have also experienced a renewed interest in tennis, which is driven in part by the baby boomer demographic.

The Township has yet to experience strong demands for non-traditional activities. Nevertheless, the Township can proactively plan for future requests through repurposing underutilized facilities and providing flexible facility spaces that appeal to a broad range of uses as the preferences and profile of residents continue to evolve.

3.2 Trends in the Provision of Recreation and Parks Facilities

Aging Infrastructure

In 2006, Parks and Recreation Ontario estimated that 30-50% of recreation facilities were nearing the end of their useful lifecycle.⁴ Many recreation facilities were built between 1956 and 1980, with a number of them constructed to celebrate Canada's Centennial year in 1967. Since this period, infrastructure province-wide has been underfunded, though these pressures have been somewhat alleviated through recent provincial and federal economic stimulus programs. Locally, the Township of Puslinch benefited from the Recreation Infrastructure Canada (RInC) program that secured nearly \$21,000 in financial support towards the rehabilitation of the tennis courts located

⁴ Parks and Recreation Ontario. (2006). Ontario sport and recreation infrastructure study. Retrieved from: <http://216.13.76.142/PROntario/index.htm>

at the Puslinch Community Centre. The Building Canada Fund also contributed \$1.4 million towards the construction of the Optimist Recreation Centre in 2010.

These infrastructure projects illustrate that the Township has recognized the need to continue to conduct regular maintenance and upgrades to its facilities in order to provide high quality venues to meet the expectations of its users. Most recently, the Township replaced the floors and renovated the washrooms at the Puslinch Community Centre. Looking towards 2018, the Township has identified several capital improvement projects through the Asset Management Plan and Capital Budget, totalling nearly \$1 million. A number of projects are related to improving the Puslinch Community Centre, including parking lot repaving, window replacement, kitchen upgrades, and HVAC. A new ice re-surfacer and floor scrubber are identified for the Optimist Recreation Centre.

Barrier Free Facilities

Municipalities are striving to remove physical barriers through the design of new facilities and adaption of existing facilities in order to promote inclusivity and to position themselves in advance of the requirements associated with the 2005 *Accessibility for Ontarians with Disabilities Act (AODA)*, which strives to remove all barriers by 2025.

It is estimated that nearly one-quarter of Ontarians are living with a disability.⁵ Applying this rate to the Township's population could suggest that over 1,700 residents have some form of disability. The Township has demonstrated its commitment to removing barriers by adopting the County of Wellington Facility Accessibility Design Manual (FADM). The Manual addresses accessibility requirements for the design and construction of new facilities, as well as the retrofit, alteration, and addition to existing facilities. It incorporates the belief in universal design, which recognizes the broad diversity of people who use Township facilities. The Township will continue to ensure that all future construction and major renovation projects comply with the FADM and/or the AODA Accessible Built Environment Standard, whichever is more stringent.

The Township has recently completed (or plans to complete) the following accessibility improvements to recreation buildings and open spaces:

- Optimist Recreation Centre (2010) – Accessible features within new construction
- Puslinch Community Centre building (2012/2013) – Accessible washrooms
- Puslinch Community Centre grounds (2016) – Fully accessible play area
- Puslinch Community Centre building (2018) – Kitchen and bar area renovation to include lowering of countertops for wheelchair access
- Badenoch Community Centre (3-year phased project beginning in 2019) – Accessible washrooms and doorways, lowering of kitchen countertop for wheelchair access, ramp installed at front of building, front door widened and automatic door opener installed

⁵ Statistics Canada. (2006). Canadians in context – People with disabilities. Retrieved from <http://www4.hrsdc.gc.ca/.3ndic.1t.4r@-eng.jsp?iid=40>

Multi-Use and Multi-Generational Facilities

There is a growing expectation that facilities contain something for everybody, rather than being designed solely for singular uses. Co-location of complementary facility components often creates convenient, centralized activity centres and generates operating efficiencies. The provision of high quality, multi-use facilities encourages physical and social activity among all age groups, while also supporting opportunities for sport tourism at a municipal or regional scale.

Building on the aspect of convenience and consumer demand for high quality facilities, the traditional single sports field park is losing favour among sport groups who instead prefer multi-field parks that provide amenities such as parking, concession stands, and washrooms. Multi-field complexes are also gaining favour because they cater to the lucrative tournament market and provide opportunities for households to have participants at the same location at the same time.

The Puslinch Community Centre is one of the many examples of a multi-use recreation facility in the Township. This facility is co-located with the Optimist Recreation Centre, Wellington County Library Branch, and associated parkland, providing a broad range of leisure opportunities at a single destination. One of the impetuses for this Study is also driven by the need to consider new recreation facility types for the newly acquired lands at the rear of the park.

Community Use of Schools

Through the Community Use of Schools Program, several partnerships exist throughout Ontario between municipalities and surrounding school boards to facilitate the sharing of community facilities. The success of this program varies across municipalities and school boards. For example, some municipalities have solidified long term reciprocal agreements to share or share or access facilities. As a result, some municipalities may not be required to provide certain recreation spaces, such as gymnasiums, if they have access to school counterparts through partnerships or joint-use agreements.

At present, the Upper Grand District School Board and Wellington Catholic District School Board provide opportunities for municipalities and non-profit groups to access school facilities for use of gymnasiums. A verbal agreement is currently in place that allows the Aberfoyle Public School to utilize the Puslinch Community Centre and Optimist Recreation Centre for various track and field events, chess tournaments, graduation, and winter skating.

3.3 Enhancing Service Delivery in Recreation and Parks

Partnerships

Forming partnerships with school boards, community partners, and private entities can leverage resources of each party and can be a beneficial way to increase the amount of publicly accessible facilities. A successful outcome is realized when the public interest is maximized and that partnerships fulfill the desired objectives of each party. For example, many municipalities provide facility space while service responsibilities (operating and maintenance) are provided by a partnering community organization. Some of the partnership examples in the Township include the following:

- The Optimist Club of Puslinch provides volunteers to assist with the maintenance of ice and supervision of skating, and uses the facilities for meetings and events
- The Township maintains the soccer fields at the Calvary Baptist Church, which are used by the Puslinch Minor Soccer Club
- YMCA/YWCA Guelph utilizes the Optimist Recreation Centre as the location for Puslinch Power Camp, a sports-based summer program.

Volunteerism

Volunteers are essential to the operation and delivery of recreation and park opportunities and many communities rely heavily on their assistance, particularly in smaller communities (such as the Township of Puslinch) where resources are limited. The National Survey of Giving, Volunteering and Participating (2010) indicated that volunteerism is rising slightly, but experiences in several other communities suggest that many groups still struggle in finding volunteers, particularly younger volunteers.

Older adults currently represent the most active volunteer group; however, it is anticipated that this group will soon move on from the volunteer workforce, resulting in greater pressures on the delivery of services and impact programming capacity. This gap in the volunteer base opens opportunities to attract new volunteers, particularly among youth. Although volunteer hours for high school students are mandatory, youth ages 15 and under represent the smallest proportion of volunteers, representing a need to engage this age group early to improve the likelihood of retaining volunteers in the future.

As previously mentioned, the Township relies heavily on local service clubs and community partners (such as the Optimist Club of Puslinch) whose memberships consists of dedicated volunteers to assist with delivering key recreation and parks services. Some of these groups have formed successful partnerships in operating and maintaining recreation and parks facilities while other groups are responsible for the success of local events such as the Aberfoyle Fall Fair and other community-run programs and services.

4. COMMUNITY INPUT

The Master Plan engaged the community, municipal representatives, and other stakeholders throughout the process to gain an understanding of a broad range of leisure interests and to raise awareness for the Master Plan and the recreation and park opportunities that are available within the Township. This section summarizes the key findings that emerged from each consultation tool.

4.1 Community Launch Event

A Community Launch Event was held at the Optimist Recreation Centre, concurrently with the Aberfoyle Farmers' Market, on October 4, 2014 to introduce the Recreation & Parks Master Plan and to solicit input from the public. Over 20 participants attended the informal gathering, which had displays that included background information about the Township and the master planning process. Attendees were asked to respond to a series of questions, which are summarized below. A transcription of responses from the event can be found in Appendix B.

Community Values and Future Vision

Participants indicated that they value the Township's sense of community and rural feeling, which is punctuated by a variety of open spaces. When participants were asked what they would like to see in 20 years, it was articulated that the Township should retain its independence from adjacent communities.

Improving Local Recreation Facilities

Participants provided a mix of ideas to improve local recreation facilities, which included providing new facilities or improving existing ones. Some attendees felt that there is a need for a splash pad, as well as an older adult centre and a greater variety of recreation activities at the Badenoch Community Centre. A suggestion was made to construct sidewalks to recreation facilities to ensure that they are easy to get to and are accessible. Other participants suggested that improvements could be made in promoting existing recreation facilities as some may not know what opportunities are available. It was also suggested that access to the Optimist Recreation Centre for local residents should be improved and given priority over non-resident users and organization.

Improving Programs and Activities

Several suggestions were received for improving recreation programs and activities in the Township that focused on opportunities for youth and older adults. Participants felt that more youth programs could be provided at the Optimist Recreation Centre such as drop-in hockey, power skating, basketball, and volleyball. Outdoor fitness programs were also suggested. Older adult program opportunities included board games, cards, movie nights, music, and discussion groups.

Improving Parks and Trails

When participants were asked how the Township can improve parks and trails, attendees expressed that more promotion of parks and trails is needed to raise awareness of where they are located. Others felt that the Township should limit pit quarry growth to preserve existing open space lands and convert old quarries to parks and/or campgrounds. It was also suggested that hunting should be prohibited in conservation areas.

Puslinch Community Centre Lands Expansion

Participants were asked what outdoor amenities should be considered as a part of the Puslinch Community Centre Park expansion. Several amenities were advanced, with the most popular feature being trails for walking or cycling. Other potential amenities identified were splash pads, a running track, a community garden, naturalized open space, a leash free dog park, and soccer fields.

4.2 Online Community Survey

To assist with the preparation of the Master Plan, an online survey was available between the months of August and October 2014. The survey collected information regarding the attitudes, opinions, usage, and priorities related to various recreation and parks opportunities. A total of 98 surveys were completed and analyzed. This section provides a summary of the main findings of the survey. A complete listing of survey responses is contained in Appendix C.

Of note, this was a self-administered survey and the results cannot be considered to be statistically significant or representative of the opinions of all residents in the absence of random sampling. As with other consultation tools, the survey findings should not be considered in isolation, but instead factored in the context of other community input and assessment methodologies.

Household Participation in Recreation and Parks Activities

Over the past 12 months, 81% of respondents reported participation in walking or hiking for leisure, making it the most popular activity of those listed. Rounding out the most popular activities were swimming (63%), aerobics/fitness/weight-training (56%), hockey/figure skating/ice skating (45%), dog walking (45%), cycling/mountain biking (41%), and use of playground equipment (41%). These top activities are indicative of current recreation trends where most are unstructured pursuits that can be flexibly scheduled or done at one's own pace. A summary of results is illustrated in the following figure.

Figure 4: Participation in Recreation and Parks Activities, Past 12 months (n=95)



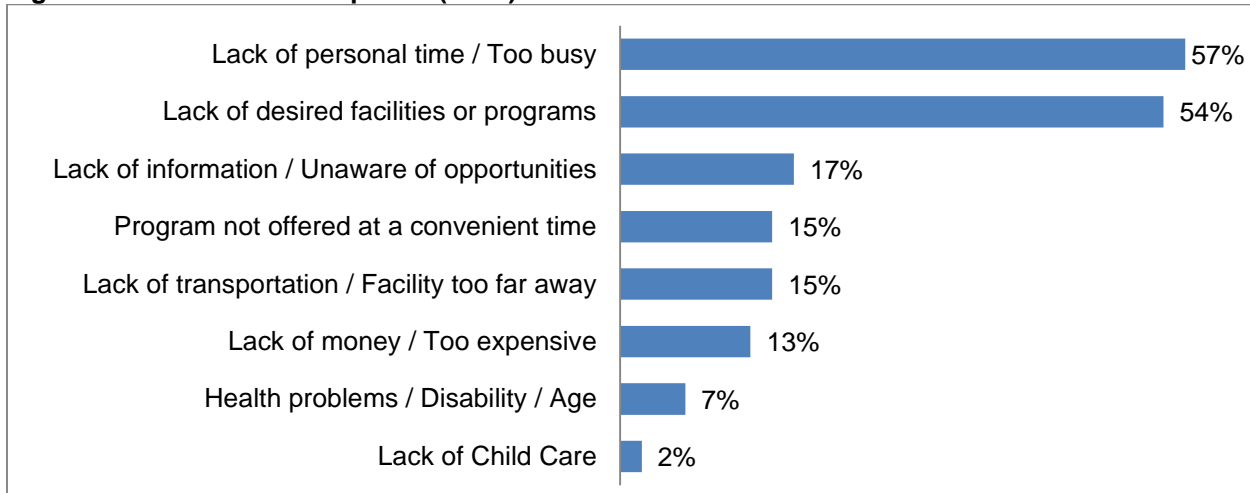
When survey respondents were asked where they primarily participate in these recreation and park activities, the most common response was at home (46%), followed by at a municipal park or facility within the Township of Puslinch (40%), and outside of the Township (39%).

Barriers to Participation in Recreation and Parks Activities

Respondents were generally divided when asked if they or members of their household are able to participate in recreation and parks activities as often as they would like. 47% of survey respondents identified that they were able to participate in recreation and parks activities as often as they would like, while 48% of respondents indicated that they were not (5% were unsure). Over half of survey respondents who were unable to participate in recreation and parks activities as often as they would like indicated that this was due to a lack of personal time/too busy (57% of those unable to participate),

followed closely by the lack of desired facilities or programs (54%). A summary of responses are contained in the following figure.

Figure 5: Barriers to Participation (n=46)



Our experience in other communities suggests that lack of time is often the primary barrier to participation. Although there is little that the Township (and its community partners) can do to alleviate the time constraints of local residents, ensuring that recreation and parks facilities, services, and programs are accessible (via appropriate operating hours, flexible times, etc.) could assist with facilitating a greater level of participation in local leisure opportunities.

The fact that a lack of desired facilities or programs was also reported as a significant barrier to participation suggests that current recreation and parks opportunities are not meeting expectations. Specific gaps are explored in a subsequent section.

Participation in Recreation and Parks Activities within Puslinch

The survey asked where households typically participate in parks and recreation activities. Only 5% of survey respondents reported that 'All' of their recreation and parks needs are met within the Township of Puslinch. A majority of respondents indicated that 'Some' (45%) or 'About Half' (32%) of their recreation needs are met within the Township. As a follow-up question, respondents were asked what recreation and parks activities they participate in outside of the Township.

A broad range of leisure pursuits were articulated including swimming (38% of those who participate outside of the Township), fitness/aerobics/weight-training (25%), walking/running/hiking (23%), hockey/ringette (16%), and baseball/softball (11%).

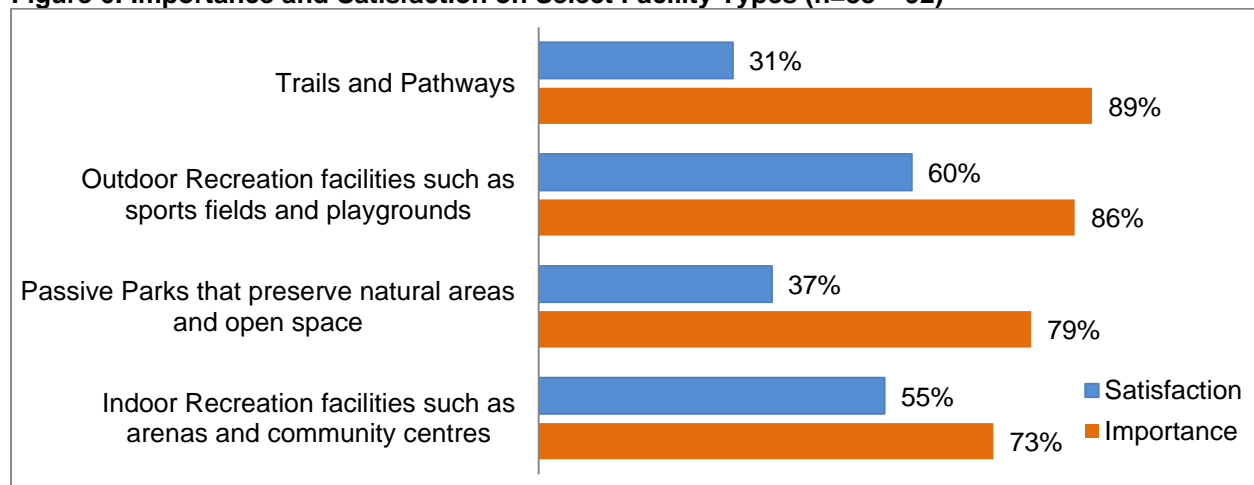
Survey respondents were then asked why they choose to travel outside of the Township to participate in these activities. An overwhelming majority of respondents identified that it was because the facility or program is not available in the Township (84%). The second most common response was that the quality of the facility or program in the other community is superior (17%).

Through an open-ended question, survey respondents were asked if there were any recreation and parks activities they would like to see offered that are not currently available. 63% of respondents identified that there were activities they would like to see offered. The most common activities respondents would like to see offered within the Township were swimming (38%), hockey and recreational skating programs (23%), hiking trails (18%), aerobics/fitness/weight-training (13%), and a splash pad (11%). When asked which organization should be providing these new opportunities, 67% of respondents felt that these activities should be provided as a partnership between the Township of Puslinch, community/volunteer organizations, and the private sector, while 43% indicated that they should be provided solely by the Township and 17% supported sole provision through community/volunteer organizations.

Importance and Satisfaction of Recreation and Parks Facilities

To gauge the level of importance of and satisfaction with various recreation and parks facilities in the Township, respondents were asked to rate select facility types. Overall, respondents generally reported higher levels of importance for each facility type compared to their level of satisfaction. Lower levels of satisfaction typically indicates that the Township’s facilities are not meeting respondents’ expectations and that there may be opportunities for improvement. The greatest gap in importance and satisfaction levels exists among trails and pathways in the Township; respondents indicated that this facility type was most important to their household (89%); however, only 31% of households were satisfied with them. A notable gap in importance and satisfaction is also observed in passive parks such as natural areas and open space; 79% of households expressed that this facility type is important to their household, although 37% of households were satisfied with them. A summary of results is illustrated in the following figure.

Figure 6: Importance and Satisfaction on Select Facility Types (n=88 – 92)



When respondents were asked to rate their level of satisfaction with the recreation and parks opportunities in the Township available to specific age groups, respondents were most satisfied with opportunities for children (34%), followed by teens (29%), older adults and seniors (16%), and adults (14%). Most respondents were neither satisfied

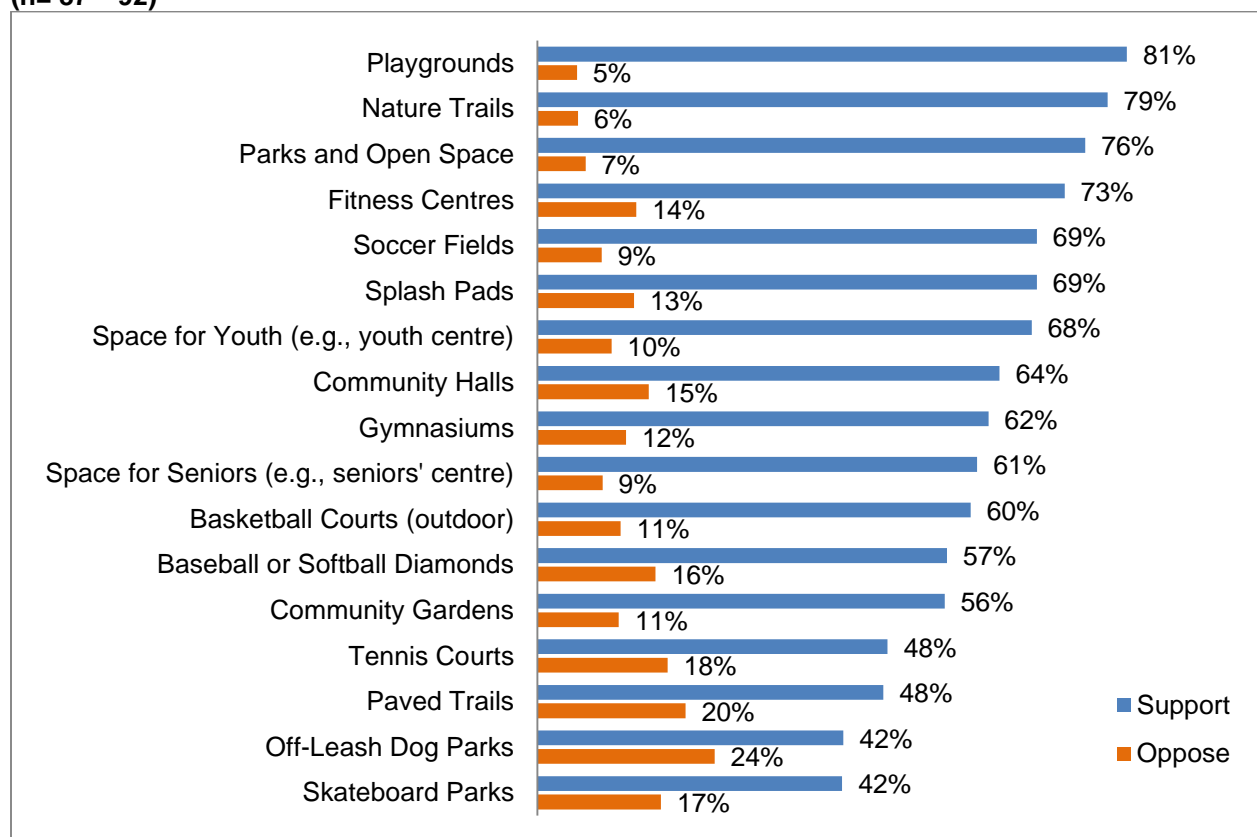
nor dissatisfied. These results are generally consistent with other communities we have surveyed as there are gaps in recreation and parks opportunities across each age group, particularly among adults, older adults, and seniors.

Recreation and Parks Facility Priorities

To understand the priorities for the provision of recreation and park facilities, respondents were asked to identify their support for spending additional public funds on various facility types. The top facility types were playgrounds (81%), nature trails (79%), parks and open space (76%), fitness centres (73%), soccer fields (69%), splash pads (69%), and spaces for youth (68%). With the exception of soccer fields, these top facility types reinforce respondents' preference for unstructured and self-scheduled recreation activities.

By contrast, survey respondents were most opposed to spending additional public funds on off-leash dog parks (24%), paved trails (20%), tennis courts (18%), skateboard parks (17%), and ball diamonds (16%), although there was more support than opposition for each of these items. A summary of results is illustrated in the following figure.

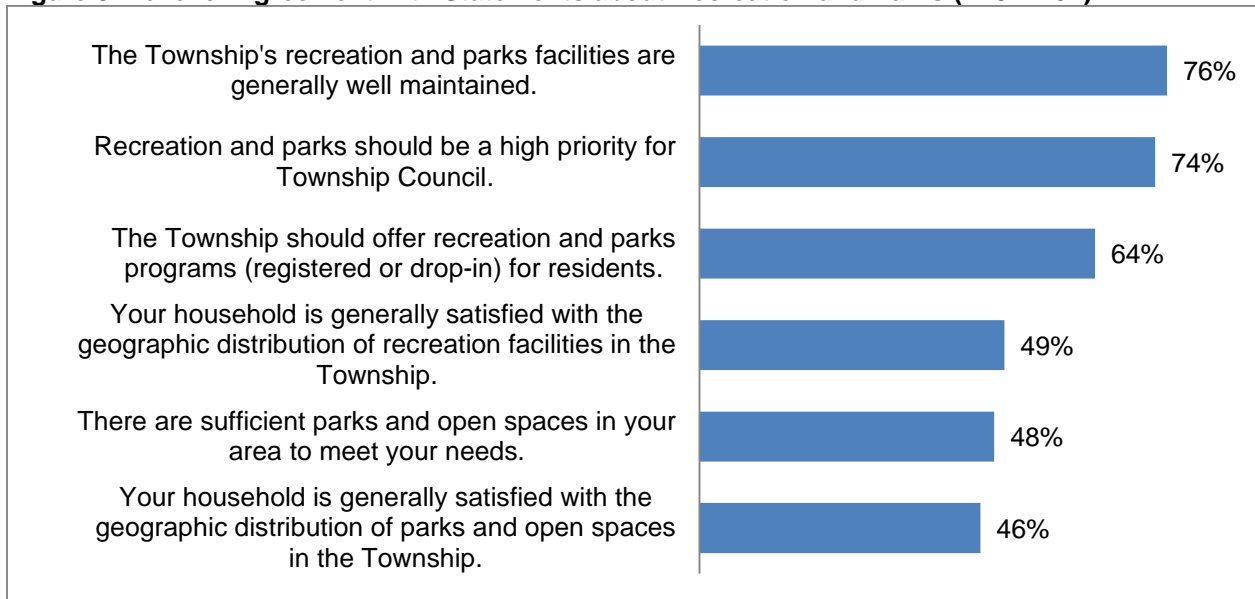
Figure 7: Support for Spending Additional Public Funds on Improving and/or Developing Facilities (n= 87 – 92)



Respondents were asked to rate their level of support with a number of statements related to the provision of recreation and park opportunities in the Township of Puslinch, the results of which are illustrated in the following figure. It is clear that recreation and

parcs facilities are very important to survey respondents. While respondents generally feel that the parks and facilities are well maintained, there may be opportunities to improve the number and distribution of parks in the Township. There was also some support for the provision of registered or drop-in programs offered by the Township.

Figure 8: Level of Agreement with Statements about Recreation and Parks (n=91 – 92)



Respondents also had an opportunity to submit any final comments regarding the provision of recreation and parks in the Township of Puslinch. A broad range of comments were received, primarily regarding the provision of recreation and park facilities. A number of respondents reported that there should be more trails and cycling lanes in the Township, as well as improving existing trails by maintaining trails and marking pathways. Many suggested that there is need for a splash pad and dog park. The need to maintain the Township’s ball diamonds and provide additional soccer fields (including lit fields) was also articulated. By contrast, other respondents indicated that there should be limited spending for new recreation and park facilities. Instead, respondents felt that Township residents should be utilizing recreation facilities provided by the City of Guelph.

Respondents also provided comments related to improving local programming, such as the need to bring back hockey at the Optimist Recreation Centre (ORC). Some respondents also felt that local residents should have a greater priority in utilizing the gymnasium at the ORC.

Profile of Survey Respondents

The median age of survey respondents was 49 years, which is slightly higher compared to the median age reported in the 2011 Census (47.6 years), which is not unexpected as surveys are not typically completed by children. The average size of responding households was 3.4 persons, higher than the average household size identified by the 2011 Census (2.9). An over-representation of families with children is often expected in

these types of voluntary surveys, particularly as they may have a higher interest in recreation and parks activities and are more likely to respond to this survey. This assumption is supported by the following data.

Table 3: Household Age Structure of Survey Respondents (n=90)

Age Group	Online Survey	2011 Census
Children (0 – 9)	20%	8%
Youth (10 – 19)	9%	13%
Younger Adults (20 – 34)	14%	12%
Mature Adults (35 – 54)	30%	31%
Older Adults (55 – 69)	21%	24%
Seniors (70+)	6%	12%
Total	100%	100%

With respect to distribution, 45% of the respondents live north of Highway 401, east of Hanlon Parkway / Highway 6 North, in communities such as Aberfoyle and Arkell. 40% of respondents live south of Highway 401 in communities including Morriston and Puslinch Lake. 14% of respondents live in rural areas north of Highway 401, west of Hanlon Parkway / Highway 6 North.

4.3 Stakeholder Survey

A self-administered online survey oriented towards stakeholder groups (e.g., community associations, volunteer organizations, local agencies, partners, facility/park renters, etc.) was initiated in October 2014 to collect information regarding group participation, facility utilization, and future group needs, and more. A total of 10 surveys were completed and received from the groups listed below, followed by a summary of key findings. Additional information about each stakeholder group can be found in Appendix D. Interviews were also conducted with a number of these groups (see section 4.4).

- Aberfoyle Farmers’ Market Association
- Aberfoyle Parent-Child Place
- Badenoch Community Centre Board
- Cross Roads Memorial Church
- Fergie Jenkins Baseball
- Puslinch Minor Ball
- Puslinch Minor Soccer Club
- The Clarks of Tomfad
- The Spiritual Assembly of the Baha’is of Puslinch
- Whistle Stop Co-op Preschool

Expanding Programs and Services

Two-fifths (40%) of survey respondents expressed plans to expand the scope of their programs or services within the next three years, while the remaining three-fifths (60%) reported that there would be no change. Groups that identified plans for expansion

included the Aberfoyle Farmers' Market Association, Cross Roads Memorial Church, Puslinch Minor Soccer, and the Clarks of Tomfad.

With the exception of the Clarks of Tomfad, a common constraint that was identified was the need for appropriate facility space. The Aberfoyle Farmers' Market Association noted that while there is sufficient physical space at the Optimist Recreation Centre to increase the number of vendors, the arena floor pad is slippery and temporary walls are required to minimize cross winds and the weather elements. The Cross Roads Memorial Church noted that the basement of their facility is not accessible and volunteers are needed to assist with services and programs. The Puslinch Minor Soccer Club also identified that they are nearly at maximum capacity and require additional field space, preferably one that is lit.

Improving Municipal Recreation Facilities

Survey respondents identified a number of opportunities to improve municipal recreation facilities, several of which were mentioned above. A comment was also received to replace some of the cupboards in the Alf Hales room at the Puslinch Community Centre, although it is recognized that this issue has been acknowledged and a replacement program is already underway. Additional storage for large items in the Alf Hales room was also expressed.

Locations of Play

Eighty percent (80%) of respondents utilize municipal facilities in the Township. The Puslinch Community Centre was the most common facility used by responding organizations, followed by the Optimist Recreation Centre, ball diamonds, and soccer fields.

Half of the responding stakeholders (50%) also utilize facilities in other communities; primarily in Guelph. The use of facilities in Guelph/Eramosa was also reported. The use of facilities in other communities is largely due to the fact that these organizations generally cater to participants across multiple municipalities. Sports groups including Puslinch Minor Ball and Puslinch Minor Soccer also reported participation in away games in adjacent communities.

Providing New Recreation Facilities

Only 20% of survey respondents identified the need for new municipal recreation facilities in the next five to ten years, while half of the groups (50%) reported that they did not and 30% were unsure. The desire for a baseball complex and field house as well as additional (and lit) soccer fields was expressed.

Willingness to Contribute

About one-third (30%) of responding groups reported that their organization would be willing to contribute to improving or developing new recreation facilities, while one-third identified that they were not and 40% were unsure. Options for participating in municipal

projects included through partnerships (60%), fundraising (20%) and another form of contribution (20%) such as a personal donation.

Inclusivity

It was clear that responding stakeholders recognized the importance of providing inclusive programs and services by implementing mechanisms to remove participation barriers. Some groups reported that they provide free to low-cost programs, such as the Puslinch Minor Soccer Club, which has partnered with the Children’s Foundation of Guelph and Wellington to provide financial assistance to those in need. Other groups suggested that public transit from Guelph should be made available at the Puslinch Community Centre to allow those without access to a vehicle to travel between the Township and Guelph.

Providing Additional Supports

One-third (30%) of responding groups reported the need for additional supports from the Township. Requests included an annual grant, volunteers, and facility space for an office, mailbox, and storage. Two-fifths (40%) of responding groups indicated that they do not require additional supports and 30% were unsure.

4.4 Focus Groups and Key Informant Interviews

Several key informant interviews were undertaken with various community partners and stakeholders during November 2014 to provide an opportunity for organizations to speak candidly about a range of recreation and park topics. Subjects included facility utilization, areas for improvement, programming and service needs, opportunities for partnerships and funding, and more. Input received from these consultation sessions are confidential, although key directions have been integrated into subsequent sections of the Master Plan, as appropriate. Groups that participated in the focus groups and interviews included:

- Aberfoyle Agricultural Society/Fall Fair
- Aberfoyle Parent-Child Place Playgroup
- Badenoch Community Centre Board
- Duff’s Presbyterian Church
- Fergie Jenkins Baseball
- Optimist Club of Puslinch
- Puslinch Lake Conservation Association
- Puslinch Minor Soccer Club
- Puslinch Minor Ball
- Puslinch Men’s Senior Fastball
- Puslinch Oldtimers Baseball
- Puslinch Senior Ladies Baseball
- Puslinch Tennis Club
- Mini Lakes
- Whistle Stop Co-op Preschool

4.5 Public Open House and Public Meeting

A Public Open House and Public Meeting were held on April 11th and 16th, 2015, respectively, to present the draft Recreation & Parks Master Plan to solicit initial feedback from the public. A total of 11 residents attended including representatives of local organizations and general members of the public. The feedback received was generally positive, with particular support for trails, a public tennis court, enhanced use of the Optimist Recreation Complex, and the continual need for public engagement. The Puslinch Minor Soccer Club indicated support for new soccer fields at the Puslinch Community Centre. Positive comments were also received regarding the splash pad as it provides an excellent opportunity to be used by students of Aberfoyle Public School, although concerns were expressed over its cost. Two pieces of subsequent correspondence from Township residents expressed concern over the possible removal of a lit ball diamond and support for additional cycling routes and outdoor recreation (possibly through the rehabilitation of former gravel pits).

5. EXISTING ASSETS & PROVIDERS

This section provides an inventory of existing recreation and park assets and programs found within the Township of Puslinch and surrounding area. The amenities and services described in this section includes those owned and operated by the Township of Puslinch and other community partners including the County, Conservation Authority, school board, and other providers.

5.1 Municipal Recreation Facilities

Puslinch Community Centre

The Puslinch Community Centre is owned by the Township and functions as a hub of leisure activity for local and regional residents. Flanked by residential and natural open space, the Community Centre is located on the same lands as the Wellington County Library (Puslinch Branch), Puslinch Community Centre Park and Optimist Recreation Centre. Constructed in 1981, the Community Centre boasts a range of indoor and outdoor recreation opportunities. It contains a community hall that is available for weddings, banquets, and other large events. The hall, known as the Archie MacRobbie Room, has a capacity between 247 and 362 guests and is supported by an associated commercial kitchen, bar, and patio. A smaller meeting room, known as the Alf Hales Room, is also located within the Community Centre, which has a capacity of 40 to 70 persons and is equipped with storage space.

The facility is generally in excellent condition, with recent upgrades including a new accessible washroom and new hardwood floor in the main hall. Roof repairs were also recently completed to address a water leak issue. A building condition assessment undertaken in early 2014 identified approximately \$354,750 in building upgrades and replacement of various building components including, but not limited to, electrical and mechanical equipment, roof panels, and windows and doors.

Optimist Recreation Centre

The Optimist Recreation Centre is located on the same lands as the Puslinch Community Centre and Wellington County Library (Puslinch Branch) and Puslinch Community Centre Park. Constructed in 2010, the Optimist Recreation Centre features a covered outdoor skating rink (20 metres by 43 metres) and a gymnasium (17 metres by 16 metres). The facility was constructed through funding provided by the Building Canada Fund and Optimist Club of Puslinch, totaling approximately \$1.75 Million. An additional \$350,000 was contributed from the Township. A small activity room complements the skating rink and gymnasium, in addition to four change rooms. These facilities can be used for a broad range of leisure activities including, but not limited to, recreational skating, weddings, banquets, fundraisers, roller skating, farmers' markets, the Aberfoyle Fall Fair, and more. This facility is staffed by the Facility Operator and part-time employees, along with seasonal use of volunteers by the Optimist Club of Puslinch.

Badenoch Community Centre

Located in Badenoch, the Badenoch Community Centre was a former school erected in 1889, although the building has no heritage designation. This facility is owned by the Township and operated by a group of volunteers (the Badenoch Community Centre Board, which is not a formal board of Council or board of management) as a community hall suitable for weddings, banquets, meetings, and other small events. The Board is generally responsible for minor changes and day-to-day operations, while the Township is responsible for other major works. A practice ball diamond and swing set is located outside, in addition to parking for approximately 20 cars.

The facility is generally in good condition and is equipped with a full kitchen and bathrooms, although the building is not accessible. The roof was also recently replaced in 2010. A wheelchair ramp flanks the east side of the building; however it is not built to code. The building also has a basement, although it is not currently utilized. A building condition assessment prepared in early 2014 identified several areas requiring attention including fire safety supplies, water infiltration repairs, water treatment equipment, light fixtures, and replacement of the furnace, heating oil tank, windows, doors, and hot water tank, as well as exterior wall rehabilitation. These projects are estimated to cost approximately \$135,850. In addition to the improvements identified in the building condition report, a number of enhancement opportunities may exist including upgrading the building to ensure that it is accessible, improving outdoor amenities, and developing a trail connection to the Badenoch Tract to the west.

5.2 Parks

The Township provides approximately 22.2 hectares (54.9 acres) of active and passive parkland at nine sites. With 7,240 residents, the Township is providing a parkland service level of about 3.1 hectares per 1,000 residents. Moreover, other non-municipal parks are found in the Township from providers including Conservation Authorities, Wellington County, Upper Grand District School Board and private recreation and parks providers. The following is a description of the existing conditions and potential opportunities of some of the notable municipal and non-municipal parks available to residents.

Aberfoyle Public School (School Board)

The Aberfoyle Public School is located in Aberfoyle, approximately 200 metres from the Puslinch Community Centre. Located adjacent to a number of residential dwellings, residents have access to a number of outdoor recreation facilities available at the Public School including an intermediate soccer field, three practice ball diamonds, two basketball courts, and a playground and swing set. The soccer and ball fields are in poor condition and are not generally used by the community. The school also offers a gymnasium, which provides opportunities for community rentals under the Community Access to Schools initiatives.

Boreham Park

Boreham Park is a small neighbourhood park located in Arkell. This park largely consists of open space, with the exception of a small slide and swing set with a sand base. A single bench, trash receptacle, and street light complement the playground. A drainage swale traverses through the park, which may pose an accessibility issue for some users. Future opportunities may exist to upgrade the playground with the addition of a border and new base fill material. Limited grass parking is available on site, although it is likely that this park is generally used by residents within walking distance.

Badenoch Field

Badenoch Field is located in Badenoch, approximately 350 metres west of the Badenoch Community Centre. Surrounded by mostly natural open space and agricultural lands, Badenoch Field offers one unlit full soccer field (formerly used as a ball diamond) and is supported by off-street parking, a permanent storage facility and portable washroom. Future opportunities may include the development of a trail connection to the Badenoch Trail, which is located east of Badenoch Field.

Calvary Baptist Church Soccer Fields (Private)

The Calvary Baptist Church Soccer Fields are located approximately 700 metres west of Arkell. The lands are owned by the Calvary Baptist Church and are maintained by the Township; however, a formal operating agreement does not currently exist. One full and two intermediate soccer fields exist at this location and are used by the Puslinch Minor Soccer Club and other groups, all of which are unlit. The fields are supported by ample parking with the associated Church, in addition to a portable washroom. No opportunities for improvement exist at this location given that the Township does not own the lands. Long-term availability of this site is unknown given that there is no formal agreement with the Church.

Fox Run Park

Fox Run Park is located north of Aberfoyle. This flag-shaped park is bordered by residential dwellings on all sides with extremely limited frontage along Fox Run Drive and Deer View Ridge. No amenities or facilities are available at this park and no signage exists identifying its location. As this park is land locked and largely serves as an extended backyard for neighbouring estate residential dwellings, this park may be suitable to naturalize or divest from the Township's responsibilities.

Morrison Historical Block Corner Park

Morrison Historical Block is located in the west corner of Queen Street and Church Street, where the Old Morrison Town Hall once stood. According to the Clarks of Tomfad, a committee was formed in 1978 consisting of representatives of the Women's Institute, community partners, and interested members of the public to create a park to remember the former Town Hall. The passive park is approximately 0.13 hectares (0.31 acres) in size with picturesque vegetation, pathway, and seating. Limited opportunities are available at this site due to the small size of the park.

Morrison Meadows

Morrison Meadows is located within the community of Morrison, surrounded by residential dwellings, open space, and commercial businesses. This active park offers an unlit adult softball diamond, a small practice diamond, basketball court, and a playground with a sand base, all of which are in generally good condition. Supporting amenities at this park include a permanent washroom, pavilion, and ample parking.

Old Morrison Ball Field

Old Morrison Ball Field is located in the community of Morrison, adjacent to residential dwellings and open space. Owned by the Township, this park has one lit softball diamond and batting cage with associated permanent washrooms, and limited grass parking and open space. The facilities are generally in good condition (with the exception of the washrooms), although potential opportunities for improvement include updating lighting and park signage. The Township's long-term capital budget has allocated \$50,000 to replace the light standards for 2016-17, which is subject to the outcome of this Master Plan.

Puslinch Community Centre Park

The Puslinch Community Centre Park is co-located with the community centre, Optimist Recreation Centre, and Puslinch Branch Library. As previously described, several passive and active outdoor recreation opportunities exist, including a tranquil ornamental garden provided in partnership by the Puslinch Horticultural Society. Active recreation facilities include one unlit intermediate soccer field, one lit softball diamond, horseshoe pits, playground, and three lit club tennis courts (public access restricted). A horse paddock and tractor pull area is also located at the rear of the Park, which is used during the Aberfoyle Fall Fair. The outdoor facilities are generally in good condition, although the Tennis Club has requested improvements.

In 2012, the Township purchased 4 hectares (10 acres) of land immediately adjacent to the rear of the Puslinch Community Centre Park complex, with the intent of developing them for future recreation uses. These lands currently contain an open field and a wooded area along a tributary of Mill Creek. The development potential of the lands is limited due to the Core Greelands designation, current zoning (Natural Environment), location within the floodplain, and proximity to a wetland. Pre-consultation with the GRCA and County Planning and Development Department indicated that passive recreational uses would be permitted. A more active form of recreation, such as soccer fields and parking, would require an amendment to the Zoning By-Law and assurances that no infrastructure or paved parking would be located on the lands, nor any significant change in grading.

In June 2012, the Township held a stakeholder group meeting to discuss options for the development of the newly acquired lands at the rear of the Park. Ideas generated from this session included a full size lit soccer field, walking track, parking, playground/picnic area, equestrian ring, outdoor pavilion, and skate park. A concept and master plan for the lands was subsequently developed, but has yet to be implemented.

Puslinch Lake Park (Private)

A private park is located in the private community of Puslinch Lake. This neighbourhood park largely consists of open space that can support a range of passive leisure opportunities. Active recreation facilities include an unlit tennis court, basketball hoop, and playground, which are all in generally fair condition. An old baseball backstop is also located at this park. Given that the private park is not operated or maintained by the Township, opportunities for improvement are limited.

Telfer Glen Park

Telfer Glen Park is a small naturalized park in Morriston with generally thick vegetation. Located along Calfass Road south of Queen Street and north of Settlers Court, Telfer Glen Park is approximately 1.5 hectares (3.8 acres) in size and offers a naturalized trail loop. Limited opportunities are available given the naturalized state of the park.

5.3 Trails

Approximately 33.3 kilometres of natural off-road trails are located throughout the Township of Puslinch. This section provides a brief description of each trail located on lands owned by the Township, County of Wellington, and various Conservation Authorities. A select number of trails are also located on privately owned lands and others are maintained by the Guelph Hiking Trail Club.

Badenoch Tract Trail

As previously described, Badenoch Tract is situated between the Badenoch Community Centre to the east and Badenoch Field to the west. Owned and maintained by Wellington County, the 1 kilometre trail has a grass and dirt surface for a number of activities including walking, hiking, cross-country skiing, and mountain biking. The trailhead is located along Watson Road South, which has limited parking, park signage, and a wayfinding station, although the wayfinding sign is currently not in use. Given that the Township does not own or maintain the Badenoch Tract, there is limited opportunity for improvement, although options may exist to develop connections to the Tract from Badenoch Field and the Badenoch Community Centre.

Lakeshore Lookout Trail

The Lakeshore Lookout Trail is located at the Mountsberg Conservation Area, which straddles the border between Wellington County and Halton Region, and is owned and maintained by the Halton Region Conservation Authority. This admission-based Conservation Area provides several passive recreation activities including, but not limited to, hiking, bird watching, educational programs, and environmental events such as maple syrup harvesting demonstrations and wagon rides.

The Conservation Area provides 16 kilometres of walking trails, although the Lakeshore Lookout Trail located within the Township measures approximately 5 kilometres, suitable for walking, hiking, cross-country skiing, and snow shoeing. Several amenities

are available along the trail including rest stations, trash receptacles, and two lookout towers. A visitors centre, signage, parking, and washrooms are also available.

Little Tract Trail

Little Tract Trail is located in the rural area of the Township on the north side of Wellington Road 34 between Wellington Road 32 and 35. This trail is owned and maintained by Wellington County Forest, which provides over 8 kilometres of natural hiking trails that range between easy and moderate difficulty levels as there are a number of sloping areas along the walking route. The trail length, difficulty, and quality may vary throughout as there may be a number of informal hiking trails blazed by previous users. The trailhead is located along Wellington Road 34 with park signage and a wayfinding station, although the wayfinding station does not display any information about the trail. It is currently being utilized by the community as an informational bulletin board. A parking lot is also located at the trailhead, which can support a number of vehicles.

Smith Side Trail

Smith Side Trail (also known as Smith Property Loop) is located approximately one kilometre northwest of Arkell. This trail is owned by the Grand River Conservation Area (GRCA) and is maintained by the Guelph Hiking Trail Club. The trail has a natural surface with a moderate difficulty and measures approximately 3 kilometres in length. The trailhead is located along Watson Road South with park signage identifying the trail route, ownership, and permitted uses, which includes walking, cross country skiing, and mountain biking. Permitted uses include motorized vehicles, hunting, horseback riding, and camping. Signage is also available reminding users that all dogs should be on a leash. Road-side parking is also available at the trailhead.

Speed River Trail

The Speed River Trail was established through an agreement between the Guelph Hiking Trail Club and private land owners, which permits club members and the public to cross their lands for the purposes of walking or hiking. Located in the northwest corner of the Township of Puslinch, there are two segments of this trail. The first trail measures approximately 5 kilometres and is located between Wellington Road 32 and Townline Road, on the south side of the Speed River. The second segment measures approximately 4 kilometres and is located between Wellington Road 32 and Sideroad 10 North, on the north side of Speed River. Given that this trail is located on privately owned lands, the trail route is unmarked and there may be variations in trail quality and difficulty.

Starkey Hill Trail

Starkey Hill Trail is located a short distance from Smith Side Trail and approximately 1.2 kilometres east of Arkell. This trail was originally constructed by the Guelph Hiking Trail Club but it is now owned and managed by the GRCA. The trail has a natural surface, which measures approximately 4 kilometres in length. Some sections of the trail are uneven, offering users a more challenging hike that have a moderate difficulty level. The

trailhead is located from Arkell Road, where there is ample parking, a park sign, and a wayfinding station that provides users with key information including a map of the walking route, native species, and rules for using the trail. Walking and hiking are the only activities permitted and any other activity, such as hunting and camping, are prohibited. This trail, however, does not have an address sign.

Telfer Glen Park Trail

The only trail owned and maintained by the Township of Puslinch is located at Telfer Glen Park in Morriston. This short trail loop measures approximately 270 metres in length and is located within a naturalized wooded area. Accessible from Calfass Road, this trail has a natural hiking surface with an easy to moderate difficulty. A park sign is located at the main trail access point; however, there is no wayfinding signage that identifies the trail route and other key information. Improvements can also be made to improve entrance visibility and vegetation clearing to widen the trail. Limited road-side parking is available along Calfass Road, although it is anticipated that this trail is used by local residents only.

Quarry Trail

Quarry Trail is owned and managed by the Hamilton Conservation Authority as part of the Fletcher Ecological Preserve. This unique trail is located in a former quarry, which has been rehabilitated since with an assortment of flora and fauna by the Conservation Authority in partnership with McMaster University. The trail measures approximately 3 kilometres with a natural hiking surface. Given that the lands were formerly used as a quarry, the trail traverses through elevation changes with moderate difficulty. The trail is accessible from Gore Road and Concession Road 7, with parking available at each.

Figure 9: Parks & Facility Inventory Map, Township of Puslinch

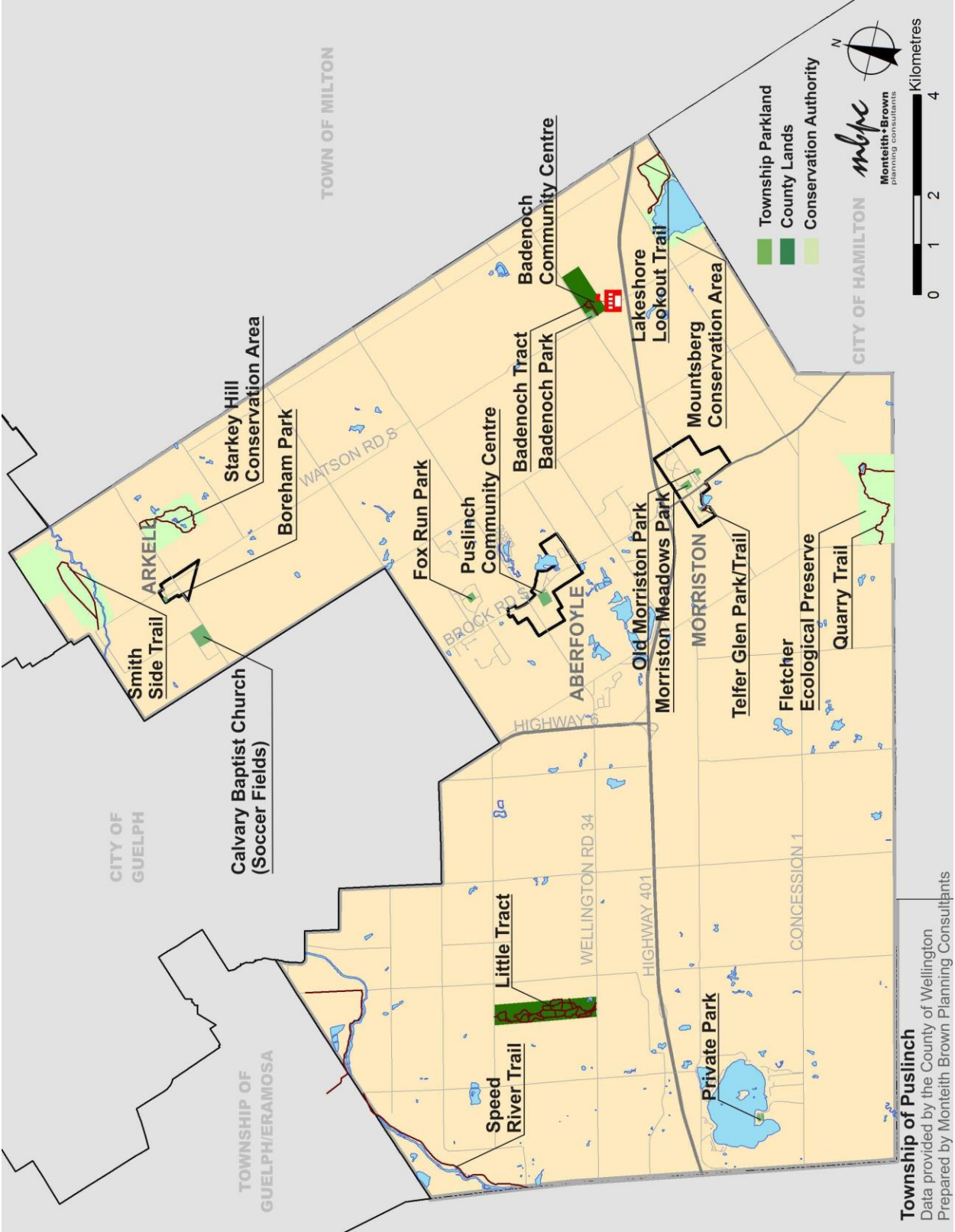


Figure 10: Parks & Facility Inventory Map, Aberfoyle

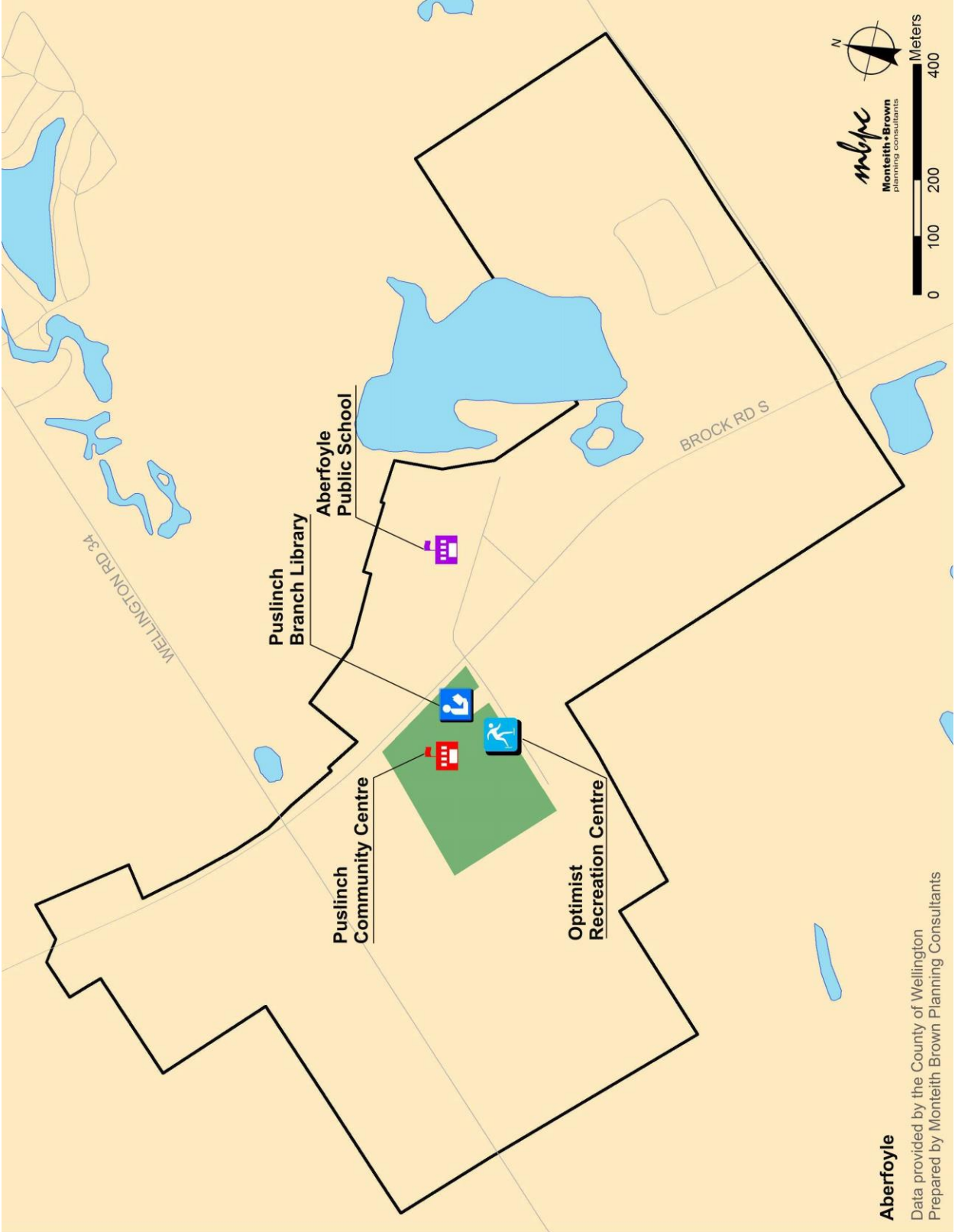


Figure 11: Parks & Facility Inventory Map, Morriston



5.4 Non-Municipal Facilities & Services

In addition to the recreation facilities, parks, and trails described in the previous sections, there are several not-for-profit, non-municipal, and private organizations that provide a variety of community services. In smaller communities, these organizations are often relied upon for providing vital leisure services as municipal resources are often limited. As a result, it is imperative that the Township of Puslinch continue to foster relationships and support these organizations, where possible, by ensuring that the residents are aware of their presence and the services that they provide. In some cases, some form of resource sharing may already exist between the Township and these organizations as a number of groups may utilize Township facility space to conduct their programs, meetings, or events.

A scan of community partners located in the Township, and those that provide services in the Township, are identified below, although this is not an exhaustive list. Detailed mandate or services that each organization provides is contained in Appendix E.

Conservation Authorities

- Conservation Halton
- Grand River Conservation Authority
- Hamilton Conservation Authority

Community Service / Social Clubs

- 4 H Club Wellington
- Aberfoyle Agricultural Society
- Aberfoyle Farmers' Market Association
- Aberfoyle Parent-Child Association
- Badenoch Community Centre Board
- Big Brothers Big Sisters of Guelph
- Clarks of Tomfad
- Friends of Mill Creek
- Gravel Watch Ontario
- Guelph Community Health Centre
- Guelph Hiking Club
- Ontario Quarter Horse Association
- Optimist Club of Puslinch
- Puslinch Power Camp / YMCA-YWCA of Guelph
- Puslinch Historical Society
- Puslinch Junior Garden Club
- Puslinch Lake Conservation Association
- Puslinch Red Cross Society
- Rotary Club of Guelph
- Seniors' Euchre Club
- Square Dance Club

- Twilights Dance Club

Sports Groups

- Intermediate Mens Fastball
- Ladies Softball
- Oldtimers Baseball
- Puslinch Minor Baseball
- Puslinch Minor Soccer Club
- Puslinch Tennis Club

Churches

- Arkell United Church
- Calvary Baptist Church
- Cross Roads Church
- Duff's Presbyterian Church
- Ellis Community Pioneer Chapel
- Knox Presbyterian Church-Crieff
- Mount Carmel-Zion United Church
- Seventh Day Adventists Reform Movement
- The Spiritual Assembly of the Baha'is of Puslinch

Schools

- Aberfoyle Public School (Aberfoyle)
- Little Country School (Rural)
- Scientists in School (Rural)
- Whistle Stop Co-op Preschool

Health and Fitness

- Aberfoyle Yoga
- Aberfoyle Family Chiropractic
- Fitness After 50
- Mango Tree Family Health Team
- Santosha Yoga and Pilates Studio

Other Providers (Commercial)

- Badenoch Archery
- Cherrylane Equestrian Centre
- Club 6 Practice Golf
- Copper County Foods
- Cornerstone Equestrian Centre
- Emerald Lake Trailer Resort and Water Park

- Fletcher Creek Ecological Preserve
- Havencrest Riding Academy
- Irish Creek Stables
- Kasachie Stables
- Maple Grove Trailer Park
- Mini Lakes
- Puslinch Lake Golf Club
- Victoria Park Valley Golf Club

5.5 Parks and Recreation Amenities in Adjacent Communities

Township residents enjoy access to a wide variety of recreation and park offerings in the adjacent communities of Guelph, Milton, Cambridge, and more. Many of these facilities and programs are more common in large urban communities that have the population and tax base to support them (e.g., indoor arenas, aquatic complexes, municipal recreation programming, etc.). The following table contains a summary of municipal recreation facilities available in Guelph, Cambridge, and Milton, three urban municipalities surrounding the Township, although this is not an exhaustive list. Resident access to these services is explored more fully in the following sections of this Plan.

Table 4: Recreation Facilities in Guelph

Guelph		
Centennial Arena	• Single ice pad	
Centennial Pool	• 23 metre swimming pool	
Clair Road Emergency Services	• Community room	
Evergreen Seniors Community Centre	<ul style="list-style-type: none"> • Auditorium / Gymnasium • Board room • Dining room 	<ul style="list-style-type: none"> • 4 Multi-purpose rooms • Rotunda / Lounge
Exhibition Arena / Hall	• Single ice pad	• Hall
Guelph Civic Museum	• Children’s museum	
River Run Centre	• 2 Halls	• Stage
Sleeman Centre	• Single ice pad	• Private suite rental
Victoria Road Recreation Centre	<ul style="list-style-type: none"> • Single ice pad • 50 metre swimming pool • 25 metre swimming pool 	<ul style="list-style-type: none"> • Therapy pool • Conference room • 3 Multi-purpose rooms
West End Community Centre	<ul style="list-style-type: none"> • Twin ice pads • Lap pool • Leisure pool 	<ul style="list-style-type: none"> • Therapy pool • Gymnasium • 2 Multi-purpose rooms

Guelph		
Outdoor Recreation Facilities	<ul style="list-style-type: none"> • 36 soccer field locations • 34 ball diamond locations • 11 tennis court locations • 32 basketball court locations 	<ul style="list-style-type: none"> • 83 playgrounds • 70 kilometres of trails • 9 splash pads • 8 leash-free zones

Table 5: Recreation Facilities in Cambridge

Cambridge		
Allan Reuter Centre	<ul style="list-style-type: none"> • Fitness centre / conditioning room 	<ul style="list-style-type: none"> • 50+ Recreation Centre
Com Dev Indoor Soccer Park	<ul style="list-style-type: none"> • Indoor artificial turf 	
David Durward Centre	<ul style="list-style-type: none"> • Fitness centre / conditioning room 	<ul style="list-style-type: none"> • 50+ Recreation Centre
Dickson Centre	<ul style="list-style-type: none"> • Single ice pad 	
Duncan McIntosh Arena	<ul style="list-style-type: none"> • Single ice pad 	
Galt Arena Gardens	<ul style="list-style-type: none"> • Single ice pad 	
Hespeler Memorial Arena	<ul style="list-style-type: none"> • Twin ice pads 	
John Dolson	<ul style="list-style-type: none"> • 25 metre swimming pool 	
Karl Homuth Arena	<ul style="list-style-type: none"> • Single ice pad 	
Preston Auditorium	<ul style="list-style-type: none"> • Single ice pad 	
W.G. Johnson Centre	<ul style="list-style-type: none"> • 23 metre swimming pool • Gymnasium 	<ul style="list-style-type: none"> • Fitness centre • 50+ Recreation Centre
William E. Pautler Centre	<ul style="list-style-type: none"> • Fitness centre / conditioning room 	<ul style="list-style-type: none"> • 50+ Recreation Centre
Outdoor Recreation Facilities	<ul style="list-style-type: none"> • 36 soccer field locations • 45 ball diamond locations 	<ul style="list-style-type: none"> • 11 splash pads • 1 skateboard park

Table 6: Recreation Facilities in Milton

Milton		
Boyne Community Hall	<ul style="list-style-type: none"> • Hall 	
Mattamy National Cycling Centre	<ul style="list-style-type: none"> • Cycling track • Gymnasium • Walking track • Fitness centre 	<ul style="list-style-type: none"> • 2 Meeting rooms • Event space • Ancillary services and shops
Memorial Arena	<ul style="list-style-type: none"> • Single ice pad 	<ul style="list-style-type: none"> • Hall
Milton Centre for the Arts	<ul style="list-style-type: none"> • Theatre • 2 halls 	<ul style="list-style-type: none"> • 3 multi-purpose rooms
Milton Indoor Turf Centre	<ul style="list-style-type: none"> • Indoor artificial turf 	
Milton Leisure Centre	<ul style="list-style-type: none"> • 25 metre swimming pool • Therapy pool • Double gymnasium 	<ul style="list-style-type: none"> • Fitness centre / studio • 2 multi-purpose rooms
Milton Seniors Activity Centre	<ul style="list-style-type: none"> • 6 multi-purpose rooms 	

Milton		
Milton Sports Centre	<ul style="list-style-type: none"> • 4 ice pads • 25 metre swimming pool • Therapy pool 	<ul style="list-style-type: none"> • Double gymnasium • Walking track • 7 multi-purpose rooms
Nassagaweya Tennis Centre	<ul style="list-style-type: none"> • Hall 	<ul style="list-style-type: none"> • Board room
Nassagaweya Community Centre	<ul style="list-style-type: none"> • Hall 	
Tonelli Sports Centre	<ul style="list-style-type: none"> • Single ice pad 	<ul style="list-style-type: none"> • 2 multi-purpose rooms
Outdoor Recreation Facilities	<ul style="list-style-type: none"> • 26 soccer field locations • 15 ball diamond locations • 6 tennis court locations • 16 basketball courts 	<ul style="list-style-type: none"> • 13 splash pads • 1 skateboard park • 57 playgrounds

6. SERVICE DELIVERY ASSESSMENT

This Section contains a review of the Township's existing parks and recreation service delivery system, including considerations related to policies, customer service, fees, governance, and more.

6.1 Township Roles & Responsibilities

Responsibilities for parks and recreation services are split between the Township's Public Works & Parks Department and Administration/Clerks Department. A primary function of the Township's Public Works & Parks Department is to manage the operations of the Optimist Recreation Centre and local parks. The Administration/Clerks Department oversees the management of the Puslinch Community Centre, facility rentals, special events, policy development, and community liaison. The Township does not currently have a direct programming role, although it does offer free drop-in times at the ORC.

The strength and success of the Township's parks and recreation system lies in its ability to work in partnership with the community to provide its residents and visitors with high quality facilities, programs, and events. In recognizing and utilizing the assets available within the community, the Township is able to concentrate on its current role as a facilitator of parks and recreation spaces while benefitting from the expertise in parks and recreation programming that already exists amongst local residents and organizations. This requires collaboration between the Township, volunteers, non-profit providers, stakeholder agencies, and the private sector, with each entity delivering a key component of the parks and recreation system. Strengthening these collaborations through the implementation of a variety of proactive and thoughtful mechanisms should be a key point of emphasis for the Township moving forward.

In terms of providing equitable service delivery, the Township's role is to respond to the broad parks and recreation needs of the community. In activating this role, the following municipal service delivery responsibilities are proposed:

- Understanding local demographics, community issues, and emerging needs and trends;
- Ensuring that the Township's community facilities are available, safe, affordable, and meet the needs of residents and community organizations;
- Building and fostering relationships with community partners;
- Playing a supporting role to community organizations, partners, and volunteer groups that are directly responsible for the delivery of programs and services;
- Encouraging parks and recreation opportunities that are inclusive of all groups, regardless of background, orientation, and abilities;
- Advancing parks and trail development through parkland dedication and conveyance of land for pathways through the land development process;

- Ongoing staff training and development to provide exceptional customer service, compliance with legislative requirements, etc.; and
- Engaging the community in meaningful dialogue through planning, decision-making, and service delivery processes.

Recommendation

1. Continue to serve as a provider of space for parks and recreation opportunities within Puslinch by offering the community access to core indoor and outdoor facilities (through free use, rental, or other agreement).

6.2 Programming

The Township does not currently have a direct role in programming. Other service providers such as YMCA-YWCA of Guelph and community groups offer these opportunities, while the Township is primarily responsible for facility provision, rentals, and maintenance. This model is typical of most small rural communities, but increasing pressure to maximize facility utilization and improve the financial bottom line provides an opportunity to rationalize the Township's role in program delivery.

Several program providers serving people of all age groups currently exist in the Township and surrounding municipalities. A summary of local organizations and the programs they provide has been compiled and is provided in Section 5.4 and Appendix E of this Master Plan. This inventory represents a good starting point in maintaining an inventory of recreational opportunities available in the Township. It is recommended that the Township continue to improve this inventory in order to maintain an updated portfolio of recreation activities in the area. In addition, through activating the proposed community development role, the Township should have regular contact with various community partners (e.g., YMCA, Wellington-Dufferin-Guelph Public Health / in motion, Wellington County Library, Guelph/Wellington Volunteer Centre, Wellington County Social Services, Guelph Wellington Seniors Association, school boards, etc.) – either collectively (e.g., through committees, working groups, etc.) or individually – to identify potential opportunities for community-led programming and facility rentals, with an emphasis on low cost options for older adults/seniors and children/youth.

In terms of programming, types of offerings vary widely from community to community across the province. The following are the most common categories:

- Special events – typically free and open to all that wish to attend – are the most basic form of programming that is commonly offered amongst the municipal sector. The Township of Puslinch does not directly plan any special events, but does host several that are organized by local groups, such as the Aberfoyle Fall Fair, Winter Classic, and Canada Day.
- Drop-in programming – open times during which free or low cost structured or unstructured activity takes place, often with little instruction and/or direct supervision – is becoming increasingly common as it is responsive to busy schedules and is often accepting of a wide range of skill levels. The Township of

Puslinch offers drop-in times for sports such as “sticks and pucks” and basketball at the ORC.

- Registered programs – those requiring advance sign-up and often led by a paid instructor (paid for partially or fully through a registration fee) – represent the most sophisticated form of programming. Registered programs may be one-time or a series of sessions and typically require a minimum participant threshold in order to run. The Township of Puslinch does not offer any registered programs, although some are managed by community groups that rent municipal facilities. Examples of registered programs offered in other municipalities include swimming and skating lessons, arts and dance classes, summer camps, and a wide range of special interest courses such as computers, photography, cooking, specific sports, and much more.

Depending on the type of programming offered, the development of a municipal program function would come with it the need for additional staff resources, something in short supply in the Township. For example, registered programs for youth and/or older adults would require instructional and clerical support and would likely require ongoing municipal subsidies in order to encourage usage and maintain affordability to the user.

Costs aside, the abundance of quality program opportunities in adjacent urban municipalities (particularly registered programs), combined with options offered by local volunteer organizations (e.g., sports groups, service clubs, etc.) and service providers, suggest that Township residents have reasonable access to a wide variety of program opportunities.

Given this and the level of risk associated with registered programming, we cannot recommend that the Township take on a direct programming role at this time. Instead, where resources and availability allows, additional efforts may be taken to offer a growing complement of drop-in programs or times (particularly at the ORC gymnasium, which has a dedicated staff presence), as well as non-registered special or one-time events. As outlined in the previous section, the Township should also play a stronger role in encouraging and promoting the programs of those community service providers that utilize municipal facilities.

In examining activity demands, it is important to note that the Township’s population base is growing (slowly), but also aging. The older adult and senior age groups will become more important markets over time due to the aging baby boomer demographic. Trends suggest that there are a growing number of older adults participating in active recreational activities (e.g., zumba, pole walking, dance, etc.), thereby creating new demands for expanded and emerging activities.

In playing a supporting role in program delivery, the Township must work to facilitate and promote the provision of third-party active living, sport, and community activities in its facilities and parks. One opportunity to do so is through participation in “Guelph in motion”, a regional collaborative developed out of a partnership between Wellington County, Dufferin County, and the City of Guelph that aims to address physical inactivity

among its communities. The goals of “in motion” are to: increase access to recreation; design communities that allow citizens to safely commute to and from work, school or play by walking or cycling; increase residents’ physical activity rates; and create policies to support residents being active. Although the Township of Puslinch is already a partner in the “in motion” initiative, greater participation in this program will assist in achieving the goals of this Master Plan.

Recommendations

2. Maintain an up-to-date inventory of recreation opportunities within the community (including a database of community groups and their contact information) to ensure that a full range of activities are available for all age groups. This database should be made accessible to local residents and serve to enhance awareness of local activities, programs, leagues, and events.
3. Establish regular contact with various community partners (e.g., Public Health, Library, Social Services, Seniors Association, Volunteer Centre, YMCA, school boards, etc.) – either collectively (e.g., through committees, working groups, etc.) or individually – to identify potential opportunities for community-led programming and facility rentals, with an emphasis on low cost options for older adults/seniors and children/youth.
4. Through municipal leadership, practices, policies, and resources, support opportunities for informal, unstructured, and inclusive active recreation experiences, including drop-in programs and non-registered special or one-time events (where resources and availability allow).
5. Actively promote physical activity and healthy communities through participation in the Wellington-Dufferin-Guelph “in motion” initiative and similar programs.

6.3 Community Development & Partnerships

Community development involves building the capacity of local residents and community partners in order that they may work together to enhance the community, and in this case, the parks and recreation culture opportunities available for residents and visitors. It is through this collective attitude and cooperation that issues and gaps can be addressed and local expertise and assets emphasized. In Puslinch Township, this largely consists of a dedicated base of community organizations, service clubs, and volunteers, along with all of the resources (e.g., people power, fundraising capability, activity-specific skills and knowledge, etc.) that they possess.

The role of the Township in community development should be one of coordination, with respect to both facilities and service delivery. In particular, it is recommended that the Township continue to serve as a provider of space for parks and recreation opportunities by offering the community access to core indoor and outdoor facilities (through rental or other agreement). The geographic distribution of the Township’s population and strategic location in close proximity to a number of other communities

that offer a range of leisure opportunities also provide residents with variety and access to alternative providers.

Partnerships are a key tool in the provision of parks and recreation opportunities in most municipalities. This is particularly true in the Township of Puslinch, where there is a focus of providing facility space and where municipal resources are limited. As mentioned, the Township currently works with a number of groups to facilitate facility access, as well as countless volunteer groups. These organizations offer a range of programs, facilities, and services that enhance their quality of life of Township residents.

There are undoubtedly numerous organizations within the Township that may be good candidates for partnership, but care must be taken to ensure that these agreements are mutually beneficial. There are a number of criteria that must be considered prior to establishing a partnership with any entity (public, not-for-profit, private, etc.) wishing to introduce a new level of service with municipal assistance (e.g., a new facility or recreational program). At a minimum, the Township should consider:

- First and foremost, that the proposed partnership is consistent with the municipal mandate and philosophies;
- That there is a role for the Township to play in the provision of the program or service (e.g., facility provision, promotion, coordination, etc.);
- Whether there is a quantifiable or justified need for the service in the community;
- That the service can be sustainably accommodated within the Township's long-term capital and/or operating resources;
- Whether the partner is sufficiently capable/qualified (e.g., financially, staffing, internal expertise, etc.) to be able to deliver the service over the long-term, and in compliance with legislated policies and municipal standards;
- The level of risk (e.g., financial, liability, etc.) and how this will be managed by the partner or the Township;
- Whether the partner can provide the service on a sole source basis; and
- Agreeing upon terms, conditions, standards, and responsibilities for all parties involved.

After partnerships are developed and agreements are formalized, it is important that the Township regularly meet with its partners to discuss successes and challenges of the partnership by revisiting the original agreement and, where necessary, strengthening the agreement to ensure that a dynamic process exists to respond to challenges and public preferences. For example, the Township could arrange annual or semi-annual meetings with partners to discuss not only the effectiveness of the agreements but also as a means to continually understand local trends, needs, and usage patterns.

Recommendations

6. Seek fundraising, partnership, and sponsorship opportunities that are consistent with the Township's vision in order to reduce reliance on tax dollars in providing quality parks and recreation opportunities.

7. Build relationships with local religious institutions and adjacent municipalities to improve collaboration and ensure affordable access to facilities and programs for residents.

6.4 Staffing & Volunteerism

The Township has made a number of significant investments in the parks and recreation staffing complement in recent years. For example, the Township has added a full-time Facility Operator for the ORC, two part-time Facility Operators, and has elevated the Customer Service Representative to a full-time position. More recently, the Township transitioned an Equipment Operator position from seasonal to full-time.

In addition to municipal staff, volunteers from the Optimist Club of Puslinch (equivalent to one full-time position) are available during the week in the winter to assist with operations at the Optimist Recreation Centre.

Based on our review, there are four areas that require specific consideration relative to current and future staffing levels: (1) ORC daytime operations; (2) recreation management; (3) Township-wide facility maintenance responsibilities; and (4) growth-related maintenance requirements. These matters are discussed below.

While the Township has benefited from the volunteer services provided by the Optimist Club of Puslinch at the ORC, there are justified concerns with respect to liability, accountability, and shift coverage as the volunteers are not directly employed by the Township. Although the intentions of the Optimist Club are well placed, the potential liabilities associated with volunteer staffing, particularly where there is no immediate on-site municipal supervision, are considerable. With a desire to enhance utilization of the ORC, it is recommended that the Township strongly consider a municipal position to oversee the daytime operation of the ORC (the facility is currently supervised by a facility operator during evenings through the winter). Opportunities to redeploy the volunteer resources to other areas (with appropriate municipal oversight) may be considered.

There is currently a gap in the coordination of community recreation within the Township, particularly given the enhanced municipal role outlined in Section 6.1 relative to community development activities and policy development. As there is no senior administrative position dedicated solely to parks and recreation, these areas are generally addressed by the Deputy Clerk on an as-needed basis. An enhanced role in community development, drop-in and special event programming, and greater participation in the “in motion” program and related initiatives may require additional staff resources to make these a success. While a dedicated parks and recreation department or senior administrator are not recommended at this time, a part-time coordinator position would go a long way toward maximizing facility utilization and elevating the priority of recreation in the Township. Depending on how this role fits with other municipal requirements, there may be an opportunity to blend this role with the new position recommended for daytime supervision at the ORC.

It is also noted that there is currently no facility maintenance position responsible for municipal facilities and properties beyond the Optimist Recreation Centre. As these facilities age and require greater upkeep (including event set-up and takedown), this may be another area for the Township to address through additional staff resources. As this role extends beyond the scope of this Master Plan, consultation with other municipal departments is recommended to more fully explore this requirement.

Lastly, as the Township continues to grow and demand for high quality facilities and services increase, additional job realignments and/or new positions may be required in the future to enhance organizational competency and effectiveness. For example, the Puslinch Community Centre Park expansion lands will require additional resources for maintenance; one option may be to elevate a part-time position to full-time to address these new responsibilities or to blend this with a Township-wide facility maintenance position.

Special events and programs in the Township are dependent upon volunteers, which means that the demand for individuals to fill these positions is high. Traditionally, older adults have provided many volunteer hours, although there has been a drive in recent years to involve youth in volunteering through mandatory hours being required for graduation from Ontario secondary schools. There is still some concern across the province that as the population continues to age, there will be a shortage of volunteers if proactive solutions are not discovered and put into practice. Community development is the preferred approach in attempting to secure a long-term volunteer presence within the municipality; engaged residents are more likely to remain involved!

Recognition of the achievements and efforts of volunteers is also of great importance as it can serve as incentive for involvement as well as aid in the retention of existing volunteers. The Township recently initiated a volunteer recognition program to show their appreciation for volunteers and the Township's website promotes local volunteer opportunities offered by Wellington County. The County database of volunteers is an excellent tool to assist local community groups in identifying and matching volunteer needs.

Recommendations

8. Evaluate options to improve the existing municipal parks and recreation staffing model to enhance coordination, accountability, and transparency. This may include, but not be limited to, the following:
 - a. The creation of a municipal position(s) to coordinate community development and recreation policy matters, as well as oversee the daytime operation of the ORC; and
 - b. Consolidating part-time staff into full-time equivalents (or creating a new full-time position) to address growing Township-wide facility and park maintenance requirements.

6.5 Governance

The Township recently completed a Committee Governance Review that examined the governance structure of several municipal committees, such as the Recreation Committee and Badenoch Community Centre Board.

The Recreation Committee is currently responsible for:

- advising Council on issues that affect all recreation facilities, parks, playing fields, playgrounds and community centre (including policy and fee schedules)
- providing input to Council on the operating and capital budget
- reviewing existing practices and policies and making recommendations to improve the delivery of services to the public
- bringing forward and discussing concerns raised by the public that may affect the operation of the department
- encouraging and assisting, where necessary, programs of recreation to meet the needs and interest of the community
- reviewing revenue and expense reports

While the Recreation Committee meets regularly, the length of its agendas are dependent upon key projects or issues. For example, the Committee played a large role in the planning of the Optimist Recreation Centre as well as this Master Plan. This Committee model is effective in many communities.

A primary role of the Committee is to give a platform for public input on matters relating to parks and recreation. In addition, the Committee should assist in defining community needs, responding to leisure trends, reviewing policies and budgets, and advising on service delivery partnerships. The Committee members have the tools and skills necessary to activate this mandate, with support from Township staff. A concentrated effort needs to be made to elevate the Committee's profile and to actively engage the community.

Special projects and initiatives are excellent opportunities to utilize the varied skills and knowledge on the Committee. One potential task would be to develop an annual work plan identifying key projects and priorities, using this Master Plan as a guide. Within this context, it is recommended that the Township undertake a comprehensive review of the Recreation Committee's terms of reference.

The Badenoch Community Centre Board is responsible for the following:

- advising Council on issues that affect the Badenoch Community Centre (including policy and fee schedules)
- providing input to Council on the operating and capital budget
- reviewing existing practices and policies and make recommendations to improve the delivery of services to the public
- bringing forward and discussing concerns raised by taxpayers, users or staff that may affect the operation of the department

As currently constituted, the Badenoch Community Centre Board operates with much autonomy from the Township and has taken over responsibilities for the management and operation of the Badenoch Community Centre, having hired a booking coordinator that is not a municipal employee. Procedurally, the Board (which has a sitting member of Township Council) does not report directly to Council like the Township's other committees, but rather operates as a board of management. However, the Board is not incorporated and, therefore, is not subject to the same policies, procedures, and guidelines as not-for-profit corporations (requirements that are in place to protect all parties involved, including insurance coverage). While this arrangement has been cost-effective for the Township, the current arrangement lacks the same accountability and transparency that other municipal operations enjoy and there are also concerns about the long-term viability of this model given the high level of commitment from a small number of members. It is recommended that the Township work with the Board to seek its incorporation as a not-for-profit entity responsible for the operation of the Badenoch Community Centre. Should this direction not be supported by the Board/Council, the Township may consider assuming the operational duties for this facility and absorb the Board's mandate into that of the Recreation Committee.

Recommendations

9. Undertake a comprehensive review of the Recreation Committee's terms of reference with consideration to the recommendations contained in this Master Plan. Seek ways to activate the Committee's mandate through the development of an annual work plan identifying key projects and priorities.
10. Work with the Badenoch Community Centre Board to seek its incorporation as a not-for-profit entity responsible for the operation of the Badenoch Community Centre. Should this direction not be supported by the Board/Council, the Township may consider assuming the operational duties for this facility and absorb the Board's mandate into that of the Recreation Committee.

6.6 Communication & Awareness

Enhancing communication with the Township's residents should be a high priority. By promoting the benefits of maintaining creative, healthy, and active lifestyles, a higher quality of life will be achieved. The Township's recreation and parks system is supported by local and regional community partners, who also play a key role in educating the public and influencing the degree of active participation within the community. However, the availability and quality of leisure activities can be rendered ineffective if the public is unaware of the many opportunities that exist.

At present, Township residents can access recreation and parks information through sources such as the Township's website, Puslinch Pioneer, community organization advertisements and publications, roadside signs, and word-of-mouth. While this is a good start for promoting local opportunities, a lack of public awareness of facilities, activities, and services has been a longstanding issue for the Township (it was noted in the Township's 1988 Leisure Service Delivery System Study). This is not uncommon in

rural communities, where residents (and facilities/parks) are geographically dispersed and where word-of-mouth remains a preferred form of communication. However, as new forms of communication – such as the internet and social media – have become more established, more opportunities for raising awareness and reaching new audiences are emerging.

It is recommended that the Township undertake a Communications and Branding Strategy to promote local parks and recreation opportunities. Such a strategy can take many forms to maximize outreach to residents and regional visitors, thereby enhancing utilization of facilities. One option involves the creation of a bi-annual community leisure guide, containing all things related to recreation and parks such as the location of parks, trails, and facilities, as well as the amenities within them, services provided by the Township and its community partners, volunteer opportunities, an events calendar, and more. The Puslinch Pioneer and County of Wellington currently provide some of this information; however, consolidating all recreation and parks-related information into a dedicated community leisure guide would demonstrate the Township's commitment to provide high quality leisure experiences. The community leisure guide may also be supplemented with the distribution of digital newsletters containing key messages or discussions of current issues. The creation of consistent signage at all parks and facilities may also assist with building the Township's recreation and parks brand, and is discussed in greater detail in section 8.4 of this Master Plan.

Best practices suggest that the use of the internet (through Facebook, YouTube, Twitter, mobile applications, etc.) has become a primary medium for targeting the public. The use of technology is particularly effective for reaching younger demographics, although traditional means should continue to be utilized to remain inclusive of those who are less technologically-savvy. Extending the Township's marketing mediums to include emerging technological and social media solutions can assist with reaching a broader range of residents.

The Township recently completed an update to its website to improve its scope and usability. With respect to recreation and parks, online visitors may now find information about community facilities and parks and the amenities within them, as well as a recreation and leisure calendar for activities at the Optimist Recreation Centre. This is a positive step forward.

It is also crucial for the public to be aware of the many ways for them to become engaged and provide feedback to decision-makers. The Township should provide opportunities to facilitate dialogue between groups (e.g., the Recreation Committee, community partners, and residents) through an annual forum (or a similar approach) in order to bolster communication and to promote a collaborative approach in service delivery. Additional engagement opportunities should also be provided prior to undertaking large community projects to solicit input from the public.

Recommendations

11. Undertake a Communications & Branding Strategy to promote local parks and recreation opportunities. This Strategy may include:
 - a. Publishing a bi-annual community leisure guide containing information relating to parks, trails, and recreation opportunities, as well as other services provided by the Township and its community partners;
 - b. Exploring digital signage, social media, and emerging technologies to maximize awareness opportunities and outreach to wider audiences; and
 - c. Township-wide signage to easily identify municipal assets and branding (logo, tag line, etc.) and to provide consistent messaging.
12. Provide opportunities to facilitate dialogue between groups (e.g., Recreation Committee, community partners, and residents) through an annual forum (or similar approach) in order to bolster communication. Additional engagement opportunities should also be provided prior to undertaking large community projects to solicit input from the public.

6.7 User Fees & Financial Assistance

Recreational user fees can be relied upon to mitigate tax increases, particularly as some residents may not participate in certain activities. However, user fees can also create concerns relating to affordability and fairness, thereby negating the intrinsic benefits generated by subsidization. By allowing free community access to select activities at the Optimist Recreation Centre, the Township has recognized that recreation should be a subsidized service and that affordable community access is a priority.

There are also several other free to low-cost leisure programs in the City of Guelph and Wellington County that are promoted through the Access to Recreation Guide. For lower-income individuals and families, details regarding subsidies offered in the Guelph-Wellington area are also contained in this guide.

Residents of the Township have benefited from competitively-priced facility rentals for some time, including the arena and gymnasium at the Optimist Recreation Centre. The Township also applies fees for ball diamonds and soccer fields based on per user charge (e.g., residents are charged \$10 per player and non-residents pay an additional \$15).

The growing popularity of soccer has resulted in the need to revisit the Township's soccer user fee structure to assist with offsetting increasing maintenance costs. Other municipalities have implemented a range of fee structures such as per player, per game, or per season. The most common fee structure amongst other area municipalities may be the pay per game model, with rental rates generally ranging from

\$20 to \$80 for minor groups and \$30 to \$120 for adult groups, depending on the quality and amenity of the field. Forming an operating agreement with user groups or another third-party in order to shift maintenance responsibilities from the Township can also limit user fees increases. The simplicity and predictability of the participant-based charge are key advantages to the Township in maintaining this structure; however, there is also a need to establish an hourly charge for groups other than Puslinch Minor Soccer that may wish to utilize the fields.

For ball diamonds, the Township offers an hourly charge for adult and non-resident ball groups, as well as a participant-based charge for minor ball participants. Other area municipalities apply varying rate structures, although the most common model is per game pricing generally ranging from \$12 to \$60 per game for minor groups and \$30 to \$70 for adult groups. The Township's ball diamond rental rates are appropriate and do not appear to be a reason for the facilities being underutilized.

The Township's User Fees and Charges By-law identifies rental rates for various recreation facilities, but does not address circumstances for waiving or reducing the fees, leaving this to Council's discretion. For the purposes of equity and transparency, the Township should establish a policy relating to special requests for fee waivers. Examples from other communities include: each affiliated community organization may receive one two-hour room rental free each year for an annual meeting; and non-profit youth-based groups may qualify for a discount for Monday to Friday daytime rentals.

In terms of special funding and in-kind service requests, the Township occasionally provides one-time project-specific grants to community organizations to build or renovate facilities, provide equipment, or assist in the provision of specific events or activities. These grants are not based on a formal policy and are not guided by evaluation criteria. There is currently no ongoing annual subsidy available for local organizations; requests are heard and decided on by Municipal Council as they arise.

By adopting a community development approach, it is appropriate for the Township to provide a community grant system (with an annual intake from a set pool of money within the Township's budget) through which community organizations can apply for funds to:

- offset start-up funds associated with a group or activity (but not ongoing operational costs);
- to install, build, renovate, or upgrade smaller-scale parks or recreation facilities that are needed within the community; and/or
- to assist with a special program or event that would not otherwise be financially viable but that provides a justifiable social or economic return to the Municipality as a whole.

Note: We understand that the Township is seeking to put such a policy and mechanism in place in 2015.

There is typically an expectation that these grants be awarded on a cost-sharing basis, with the organization being required to fund a set portion of the cost themselves (e.g., through fundraising, user fees, etc.). Most applications would address project-specific or one-time projects; however, multi-year funding may also be considered. These grants should be based on published criteria that are aligned with the Township's mandate. The grants are not intended to be used to offset rental fees for municipal facilities; affordability related to this component is best addressed through a fees and charges review and allocation policies. Depending on the needs of the community, the Township may consider reducing or increasing the grant allocation on a year-to-year basis, recognizing that the program is not intended to be used for major facility or park expenditures.

These grants should be guided by a Community Funding Policy developed and implemented by the Township, with guidance from the Recreation Committee. This approach – which would set out an annual or bi-annual application process and evaluation criteria – is preferred over ad hoc decisions that are made in absence of municipal policy and an understanding of broader community needs.

Recommendations

13. Promote the use of external partners that provide subsidies for participation in recreational opportunities in order to mitigate financial barriers for low income households.
14. Regularly assess rental fees and charges to ensure that they represent a fair and equitable balance between true costs and public benefits, are competitive in the broader regional market, and allow the Township to meet its financial goals.
15. Establish an hourly charge for groups interested in renting the Township's soccer fields (other than the local minor soccer association, which pays a fee per participant).
16. Establish a policy to address special requests for fee waivers in an equitable and transparent manner. (e.g., each affiliated community organization may receive one two-hour room rental free each year for an annual meeting).
17. Develop a Community Funding Policy and grant program to assist community organizations in implementing initiatives that are aligned with the Township's goals and priorities (funding could go towards offsetting the cost of items such as materials, equipment, promotion, staffing/administration, etc.). There is an expectation that organizations would also be required to fund a portion of the cost themselves.

6.8 Policies & Procedures

There is an increasing need for municipalities to ensure legislative compliance in all areas of operation. As these requirements can change from time to time, a staff member should be assigned to complete a full listing and ensure that all parks and recreation staff are aware of and are in compliance with applicable legislation.

Additional and improved facilities in Puslinch are creating the need for greater complexity in Township operations. The Optimist Recreation Facility is a good example of a project that has brought about the need for many new policies and procedures. A focus must continue to be placed on creating policies to guide matters related to risk and liability management, health and safety for staff and facility users, government regulations, fiscal responsibility, inter-departmental coordination, and operating performance.

Specifically, there is benefit in considering the establishment of a Facility Allocation Policy to establish scheduling procedures and booking priorities (e.g., residents v. non-residents, non-profit v. commercial groups, youth v. adult users, etc.). Furthermore, the Township does not currently have a policy to articulate the practices and procedures for the level and frequency of maintenance of the Township's sports fields and parks. Such a policy may outline a preferred maintenance schedule that gives priority to sports fields (as opposed to open space areas) given that these spaces accommodate extensive use by sports groups.

Tracking the number of users associated with sports groups and community organizations can assist in identifying facility utilization levels, key trends, changing demands, and allocation. Registration data is also commonly used to establish quantifiable provision targets to assist with identifying the level of need for municipal facilities (e.g., sports fields). It is recommended that the Township tracks annual registration data from minor sports organizations, including the number of non-residents. This should be extended to adult participants and different types of groups, which may be achieved through recommended Facility Allocation Policy.

Some of the Township's recreation and parks-related practices and procedures are not formally documented and there is a need to preserve the managerial and operational knowledge established over years of experience and commitment. Clear direction for staff is needed to respond to community requests (e.g., booking and insurance requirements), to perform day-to-day operations, and to standardize various approaches. It is recommended that the Township conduct an annual review of all applicable parks and recreation policies and procedures to identify gaps and ensure that current policies and procedures are current, fair, and accurate to the parties involved.

Recommendations

18. Conduct an annual review of all applicable parks and recreation policies and procedures to identify gaps and ensure that current policies and procedures are current, fair, and accurate to the parties involved.

19. Develop a parks maintenance policy for sports fields and other park types.
20. Develop a facility allocation policy to establish a priority ranking for facility and park scheduling, as well as scheduling procedures.
21. Collect annual registration data from all organizations that use Township parks and facilities and monitor facility utilization to assist in tracking trends, changing demands, and allocation.

7. FACILITY NEEDS ASSESSMENT

This Section evaluates the current supply of indoor and outdoor recreation facilities utilizing a combination of market driven targets and other Master Plan inputs to inform future facility needs.

7.1 Methodology

The current and future (to 2026 and beyond) needs for recreation facilities in the Township of Puslinch have been assessed using a blend of factors. In completing this task, the Township's historic provision of leisure facilities has been assessed and gaps in geographic distribution have been identified. Public and municipal input has also been taken into account, as have local participation and utilization factors.

To assist in deriving and supporting meaningful recommendations pertaining to recreation facilities, quantitative projections of current and future demand for facilities have been developed using "Puslinch-specific" facility provision targets, where applicable. The purpose of the targets is to provide a general guideline for determining facility needs based upon population and/or participation thresholds. Participant-based provision targets (e.g., one soccer field per "x" participants) are generally used for leisure activities that are primarily registration-driven, while population-based targets (e.g., one tennis court per "y" population) are applied to facilities that serve a broader cross-section of the community and/or are less structured in their use. The provision of some facilities is not driven by provision targets due to a wider variety of factors affecting provision and delivery.

Although the focus of this Master Plan is the entire Township of Puslinch, the needs analysis also examines the geographic distribution of neighbourhood-level leisure opportunities to better assess proximity and accessibility to residents. Location, travel patterns, and historic service levels influence how local residents perceive the accessibility of recreation opportunities in the Township. Proximity is one of many factors that can increase one's physical activity.

Lastly, it is important to note that, given the size and composition of Puslinch, it is not feasible nor realistic for the Township to provide the same complement of facilities and services typically offered in large urban communities. For example, indoor aquatic facilities are one of the most sought after public facilities due to their ability to accommodate a wide range of ages, interests, and abilities. The Township does not currently provide any municipal indoor aquatic facilities; however, Township residents are within a 10 to 30 minute drive of several public indoor swimming facilities. Aquatic facilities are amongst the most expensive leisure facilities to operate and are seldom provided in smaller communities, particularly municipalities like the Township of Puslinch that have ready access to opportunities in adjacent communities. The Township's rural charm and affordability are two of the key aspects that residents value, and these factors must continue to be balanced against new levels of service.

7.2 Ice Rinks

Supply

The Township does not have an indoor arena; however, a covered refrigerated outdoor ice pad is located at the Optimist Recreation Centre, translating into a service level of one ice pad per 7,240 residents. Built in 2010 with the assistance of the Optimist Club of Puslinch and senior government funding, the ice pad measures 20 metres by 43 metres (65 feet by 140 feet) and is accompanied by four change rooms.

The primary uses of the Township's ice pad are private rentals (e.g., hockey games, practices, birthday parties, etc.) during the winter and ball hockey during the summer. The Optimist Club of Puslinch also utilizes prime time ice during one weekend in February for the Winter Classic Weekend. Some non-prime time hours are utilized by the Aberfoyle Public School and the Township, which offers free drop-in skating sessions that are very popular among residents.

Market Conditions

Hockey and skating are traditional Canadian pastimes; however, their popularity has declined slightly in recent years due to the high cost to participate, concerns over safety, multi-culturalism, and the shift towards unorganized, self-structured recreation pursuits. Hockey Canada reports that since the 2008-09 season, participation in minor hockey has steadily declined over the past five years across Canada and Ontario⁶. Recreational skating – which is the focus of the ORC rink – remains a popular activity for those learning to skate or seeking an occasional leisure time pursuit.

Outdoor rinks like the one in Puslinch provide neighbourhood-level programs and open skating/shinny opportunities and also help to foster community spirit through the various events. These facilities tend to have a shorter season and are subject to the elements, although the Township's facility is covered and refrigerated, thereby extending its availability.

Public Engagement

The Master Plan's online survey revealed that hockey, figure skating, or ice-skating were the most popular organized sports in Puslinch, with 45% of respondents having participated within the past 12 months. 14% of all respondents indicated that they participate in hockey/ringette in other municipalities. 23% of survey respondents also identified that they would like to see more hockey and recreational skating programs offered within the Township of Puslinch.

Input received from the Community Launch Event also echoed the need for more hockey and recreational skating programs for both youth and adult users. In particular, there was a specific reference to reinstate the drop-in "sticks and pucks / shinny"

⁶ Hockey Canada. Annual General Meeting Reports.

programs (note: the Township terminated a prior program due to various on-ice conflicts and has recently initiated a similar pilot program for specific age groups).

Analysis

In response to public demand, the Township recently initiated a Sticks and Pucks / Shinny pilot program beginning over the 2014 Christmas break, which provides children with designated times for drop-in hockey. Separate weekly drop-in Sticks and Pucks programs were announced for children ages 5 to 7, 8 to 12, and 13 to 17; the programs require adult supervision.

A review of a typical ice schedule for the 2013/14 winter season reveals that the Township's ice pad was operating at approximately two-thirds capacity (69%) during prime time hours.⁷ It is recognized, however, that the ice usage may fluctuate each week depending on rentals. As of February 2015, 30% of the facility's ice time was allocated to public skating, sticks and pucks, and shinny hockey. There is capacity at the facility – predominantly daytime and late evening – to accommodate additional demand during all months of the year. As usage increases, it is suggested that the Township develop a Facility Allocation Policy to guide decisions relating to ice time priority and scheduling.

In low growth rural communities, seldom are new arenas built where previously there were none. There are a number of reasons for this, with the primary being that arenas are rental-driven facilities that require substantial usage from minor sport associations. There are no minor hockey or figure skating associations in Puslinch, rather residents register with organizations in neighbouring urban communities.

The City of Guelph is currently in the planning stages for the South End Community Centre, which is proposed to include two ice pads, among other leisure facilities. This facility will be located approximately six kilometres from Aberfoyle and less than 10 kilometres from Morrison. It is anticipated that once completed, the South End Community Centre will satisfy needs for organized ice activities for residents living in the northern portion of the Township, many of which belong to Guelph's minor ice sports associations. Given these considerations, together with the Township's long-term growth forecast, the provision of an additional ice pad (or enclosed arena) is not recommended during this planning period.

7.3 Gymnasiums

Supply

The Township provides one gymnasium at the Optimist Recreation Centre, equating to one gymnasium per 7,240 residents. The gymnasium measures 17 metres by 16

⁷ Prime time hours are defined as 5 pm to 10 pm Monday to Friday and 9 am to 10 pm Saturday and Sunday.

metres (56 feet by 54 feet) and was developed along with the ice rink in partnership with the Optimist Club of Puslinch and senior government funding.

There is also a gymnasium at the Aberfoyle Public School. There is no formal reciprocal use agreement between the Township and the school, although it is believed that the school gym is used by community members for various activities.

Market Conditions

Gymnasiums provide flexible space that can accommodate a broad range of indoor sports and activities. Most often, gymnasiums are used for active sports, such as basketball, volleyball, and floor hockey, but can also be used for active programming including aerobics, fitness, dance, and other activities that are compatible with a hard surface court. Municipalities may also utilize gymnasium space for other non-recreational activities such as trade shows, large gatherings, and other events, although some activities are not compatible with certain floor types (as is the case at the ORC).

Public Engagement

62% of online survey respondents supported spending additional public funds on new or improved gymnasiums (12% oppose). Gymnasiums ranked ninth out of 17 facility types, suggesting that while there is modest support for additional spending on gymnasium facilities, there are other facilities that are higher in priority. The need for more youth-oriented gymnasium programs (e.g., basketball and volleyball) and resident-priority gymnasium use was also expressed at the Community Launch Event.

Analysis

A review of a typical weekly schedule reveals that with a prime time utilization rate of 51%⁸, the Optimist Recreation Centre gymnasium is moderately used. Non-prime time usage also exhibits low demand with a utilization rate of 25%. The gymnasium is used largely for birthday party rentals, private sports games, Parent and Tot groups, zumba classes, and open gym time for casual drop-in basketball games. During the summer, the gymnasium is used by the YMCA/YWCA Guelph for Puslinch Power Camp, a sports-based summer program. On occasion, a variety of non-recreational events and gatherings are also held in the gymnasium.

Given the gymnasium's modest usage levels, it can be expected that additional demand over the course of the next ten years can be accommodated within the existing gymnasium. Typical provision targets for municipal gymnasiums (excluding school gymnasiums) are in the range of one per 20,000 to 40,000 residents and the Township is well below this threshold. Moreover, the South End Community Centre in Guelph is proposed to include a double gymnasium that will accommodate a broad range of

⁸ Prime time is generally defined as 5 pm to 10 pm during the week and 9 am to close during the weekend, exclusive of holidays, maintenance, and closures.

recreation activities. Although the two facilities will have different pricing and dimensions, the South End Community Centre may have a modest impact on the Township's gymnasium. Emphasis should be placed on promoting the Optimist Recreation Centre gymnasium rather than providing a second such facility, with priority being given to local residents and active recreation rentals.

7.4 Multi-Purpose Spaces

Supply

The Township currently has two community halls and one meeting room, each with varying capacities, which translates into one multi-purpose space per 2,413 residents. A community hall and meeting room are located at the Puslinch Community Centre, known as the Archie MacRobbie Room and Alf Hales Room, respectively. The MacRobbie Room is equipped with a full kitchen, stage, and outdoor area, and the meeting room boasts ample storage space. A second community hall is located at the Badenoch Community Centre, which was a former school and converted into a community facility in 1965. This stand-alone facility is operated by the Badenoch Community Centre Board and is equipped with a warming kitchen.

Market Conditions

Community halls were historically provided as single-purpose facilities for passive activities (such as gatherings and meetings). The Badenoch Community Centre is an excellent example of such a facility, which continues to serve local residents today. Today, the co-location of community spaces with complementary facilities has become the norm in the provision of modern recreation facilities, thus functioning as multi-purpose spaces that accommodate a broader range of uses. These multi-purpose spaces can enhance cross-programming opportunities for public and private functions and achieve economies of scale in facility construction, maintenance, and/or management.

Public Engagement

The online community survey reported that 64% of respondents supported spending additional public funds on improving or developing new community halls, which ranked eighth out of 19 facility types. Local user groups indicated that they are generally satisfied with the community halls and meeting rooms in the Township. It was expressed that repairs to the storage cabinets in the Alf Hales meeting room were needed, although the Township is in the process of addressing this issue.

Analysis

A review of the Township's booking schedules for the Puslinch Community Centre reveals that these spaces are generally well utilized, predominantly on Fridays and the weekend. Although the weekdays typically observe lower levels of utilization, this is common in these types of municipal facilities, particularly where there is no direct

municipal programming function. Bookings at the Badenoch Community Centre are coordinated by a third-party and, thus, this information is not readily available.

In a small rural municipality such as the Township of Puslinch, the presence of local facilities provides a great deal of community benefit and ensures that affordable and accessible venues are available. These benefits are evident by the high levels of satisfaction of local users. The Township’s multi-purpose spaces are meeting local needs, but have capacity to accommodate additional demand. Typical provision targets for municipal meeting and multi-purpose rooms vary widely, but are often in the range of one per 2,000 to 5,000 residents and the Township is well within this range. No new multi-purpose spaces are recommended during this planning period.

Given the vital role that these facilities have in the Township, continued improvement and maintenance of these multi-purpose spaces should be a priority. In early 2014, the Township completed building condition assessments to evaluate the structural conditions of each facility. These reports identified a number of building elements requiring repair or replacement over the next fifteen years, together with estimated costs (summarized in the table below).

Table 7: Total Capital Costs for Repairs and Replacement, by Building Component and Facility - 2014 – 2029

Building Component	Puslinch Community Centre	Badenoch Community Centre
Structural	\$3,000	\$10,000
Roof	\$100,000	n/a
Walls and Windows	\$140,000	\$80,000
Mechanical	\$45,000	\$25,600
Electrical	\$61,000	\$19,000
Fire and Safety	\$5,750	\$1,250
Total Uninflated (Inflated)	\$354,750 (\$488,184)	\$135,850 (\$158,422)

Source: Township of Puslinch Building Condition Assessments

Some of the aforementioned repairs and replacements have been considered in the Township’s long-term Capital Budget Forecast. The Township should continue to identify and prioritize necessary improvements to these multi-purpose spaces to ensure that they remain responsive to the needs of mainstream users. As the Township is responsible for major capital projects at the Badenoch Community Centre, meaningful dialogue with the Badenoch Community Centre Board is necessary to identify and carry-out required improvements, particularly with respect to barrier-free compliance.

The Township should also explore opportunities to increase utilization of its community spaces and consider options for promoting them for a diverse and flexible range of uses. Reorienting the Township’s single-use facilities to accommodate a wider variety of uses is important to their long-term sustainability. When assessing community halls – or any type of facility for that matter— consideration should be given to the following items:

- **Adaptable Design:** Can the facility accommodate various current and future opportunities and can it serve the functional needs of numerous activities at one location?
- **Community Wellness:** How does the facility benefit the health, wellbeing, and social development of the community?
- **Accessibility:** Is the facility barrier-free and inclusive of all potential users?
- **Sustainability:** Is the facility economically sustainable?
- **Geographic Coverage:** How does the facility contribute to the geographic spread of facilities throughout the Township?

Recommendation

22. Prioritize improvements to the Puslinch Community Centre and Badenoch Community Centre and link projects to the Township’s long-term capital forecast.

7.5 Older Adult Spaces

Supply

The Township does not provide any dedicated older adult spaces, such as seniors’ centres, but does accommodate a wide range of older adult programming in its facilities.

It should also be noted that there is also a good supply of older adult facilities and programming opportunities in surrounding communities, including the Evergreen Seniors Centre in Guelph, although Puslinch residents may be required to pay non-resident fees for programs and rentals in some cases.

Market Conditions

Providing accessible leisure opportunities for older adults and seniors has become an increasingly important requirement due to the aging population of baby boomers, which make up a significant portion of the population. This is particularly relevant in Puslinch as the Township has a median age of 47.6 years, the highest in the County. Looking further into the future, the Ontario Ministry of Finance projections for Wellington County forecast that the number of County residents age 70 and older will more than double by 2031, despite the entire population increasing by only 14%.

Research has revealed a number of key trends in older adult participation in recreation. Today’s older adults are generally more physically active compared to previous generations and thus participate in active recreation activities longer in life, albeit at a reduced intensity. Popular activities typically sought by the aging baby boomers include

swimming, fitness, pickleball, walking, lifelong learning, and other low impact sports. Traditional older adult and seniors activities (such as cards, curling, and carpet bowling) also remain popular. This age group is generally more active and wealthier than ever before. As a result, these characteristics drive growing expectations for municipalities and their community partners to provide high quality recreation opportunities to meet the increasingly diverse range of activities desired by older adults and seniors.

Public Engagement

The online community survey indicated that approximately 13% of respondents had one or more members of their household who participated in organized seniors programs. 61% of respondents also supported spending additional public funds on improving or developing new seniors' facilities, which ranked tenth out of 17 facility types. The online survey was representative of the proportion of older adults age 55 to 69, but seniors over the age of 70 were under-represented.

The results of the online community survey may suggest that the demand for older adult space and activities is relatively low; however, comments were received at the Community Launch Event for more older adult activities such as board games, cards, movie nights, music, and discussion groups.

Analysis

Municipal facilities are heavily used for older adult-oriented activities. There are also a number of community organizations that provide senior-oriented opportunities through non-municipal spaces. For example, the Wellington County Library provides reading clubs, scrabble nights, and discussion groups, while Duff's Church also provides some older adult programming. The Mini Lakes retirement community provides older adult programming for their members at their recreation hall under the direction of their Social Committee; Mini Lakes are considering the development of a new recreation hall as they have outgrown their existing space. It is recommended that the Township strengthen partnerships with these organizations to promote and raise awareness about the services they offer to older adults and seniors in the Township.

With the Township's proportion of residents age 55+ growing from 36% in 2011 to nearly 50% by 2031, there is a need to proactively plan for the needs of this demographic. Over time, the Township should coordinate with local partners to assess facility needs for older adults and identify ways to maximize use of existing municipal spaces.

An important trend affecting older adults is the explosion of "pickleball", a variation of the sports of tennis and badminton that can be played indoors or outdoors on surfaces that are roughly half the size of a tennis court (which would be well suited for the ORC gymnasium). Interest in pickleball – which is among the fastest growing sports in Canada – can be expected in the Township, although little interest has been expressed to date. The unstructured and unprogrammed nature of these sports may bode well for future participation as the sport can be accommodated within a busy lifestyle.

The provision of a dedicated older adult space was raised as an option for the Township to consider. However, the Township's geographic size and dispersal of its population makes this a difficult and financially unsustainable proposition. The construction and operation of new recreation space can be costly (particularly for a smaller community), suggesting that the enhanced usage of an existing space may be a more feasible option, should demand exist.

Recommendation

23. Strengthen community partnerships and explore options for enhancing the use of existing municipal facilities for community-led programs and events for the Township's growing older adult population.

7.6 Youth Spaces

Supply

The Township does not currently provide any dedicated youth space, but does accommodate youth activities within its various facilities.

Market Conditions

The provision of engaging, interesting, and safe opportunities for youth is important in all communities. The facilitation of positive choices through the provision of spaces (both indoor and outdoor) is seen as a core component of healthy youth development. A lack of opportunities for social interaction and skill development can contribute to higher rates of physical inactivity, obesity, and involvement in unfavourable activities. The trends among youth participation have revealed a preference for unstructured pursuits compared to organized activities, promoting the emergence of drop-in youth activities in many communities. Although population projections by age group are unavailable for Puslinch, growth trends in the region suggest that this segment will remain relatively stable over time.

Public Engagement

The online community survey reported that 21% of respondents had one or more members of their household participate in preschool or children programs, while only 9% of respondents had one or more members of their household participate in organized teen programs. Nevertheless, 68% of respondents also supported additional spending on improving or developing new spaces for youth, such as a youth centre. Requests were also received for a broader range of drop-in sports at the Optimist Recreation Centre such as power skating, drop-in hockey, basketball, and volleyball, particularly for youth under the age of 16.

Analysis

Although the Township does not provide any dedicated youth space (which is more commonly provided in larger urban communities), designated time is available at the

Optimist Recreation Centre for free drop-in sports such as open gym time and “sticks and pucks” programs. There are also local and regional community partners that provide youth opportunities in Puslinch and surrounding municipalities, such as YMCA/YWCA Guelph, which utilizes the Optimist Recreation Centre to run a Puslinch Power Camp. The Puslinch Power Camp is a summer program attended by both local and regional youth to participate in a broad spectrum of indoor and outdoor recreation activities such as ball hockey, soccer, ultimate frisbee, cooking, photography, and arts.

The Puslinch Library also provides youth-oriented programs such as reading clubs and activities that promote creativity and learning. Other community providers of youth programs include the 4-H Club, Big Brothers and Big Sisters of Guelph, and the Puslinch Youth Group (of the Duff’s Presbyterian Church).

The Township should continue to emphasize youth accessibility within its facilities and, where possible, encourage and promote activities offered by youth service providers. While there does not appear to be sufficient demand at the present time, should a need arise, opportunities to establish a drop-in youth centre time/location may be considered in partnership with a viable provider.

7.7 Fitness Centres

Supply

The Township of Puslinch does not currently provide any municipal fitness facilities, but is able to accommodate third-party fitness programs within its facilities.

Market Conditions

Access to fitness programs and opportunities has never been more important as mounting evidence reveals increased rates of physical inactivity and obesity. In addition to traditional fitness and aerobics, activities that promote active living and wellness are the fastest growing segments in the fitness industry. Active living and wellness are described as health-based and specialized programs such as yoga, pilates, Zumba, athletic training, physiotherapy, personal training, and more. The growth of active living and wellness is largely driven by the older adult and senior demographic, who seek low impact physical activities.

Public Engagement

The online survey undertaken for this Master Plan revealed that 56% of respondents participated in aerobics, fitness, or weight-training in the past 12 months, ranking third out of 19 leisure pursuits. 73% of respondents supported additional funding for the provision of fitness centres (14% opposed), ranking them fourth out of 17 facility types, suggesting that fitness centres are a fairly high priority. A suggestion for outdoor fitness programs was also received through the Community Launch Event.

Analysis

Equipment-based fitness facilities are traditionally provided by the private sector given their ability to provide a premium level of service and high quality facilities. For these reasons, smaller municipalities often elect not to enter this market and face competition from for-profit entities that can expend greater resources on the latest fitness equipment and offer a more comprehensive fitness experience. Those municipalities that decide to enter the market tend to provide basic fitness equipment and offer a more entry-level fitness experience, often in a turnkey environment. The provision of this type of facility is more affordable compared to the private sector, although a membership fee is typically imposed to assist with offsetting capital and operating costs.

Although there are no municipally owned fitness facilities in the Township, there are a number of private fitness studios and programs, including Aberfoyle Yoga, Aberfoyle Family Chiropractic, Mango Tree Family Health Team, and Santosha Yoga and Pilates Studio. Fitness After 50 also provides private, in home fitness classes. Fitness programs are also available to members at the Mini Lakes community and zumba for seniors is offered by Duff's Presbyterian Church. There are also several fitness providers located in Guelph and neighbouring communities. For example, Goodlife Fitness is located approximately four kilometres from Aberfoyle and eight kilometres from Morriston. The supply of fitness centres will further expand once the development of the new South End Community Centre is completed, which will include a new fitness centre. Given the presence of existing fitness providers in the Township and surrounding municipalities, it is not recommended that the Township enter into the equipment-based fitness market during this planning period.

The Township of Puslinch currently offers the rental of municipal facilities for fitness programming. The Badenoch Community Centre is currently used once a week for pilates classes and the Optimist Recreation Centre is used for zumba classes. It is recommended that the Township continue to focus on promoting and facilitating active living and fitness programs at existing municipal facilities.

7.8 Soccer Fields

Supply

The Township currently provides five unlit soccer fields – two adult fields and three intermediate fields. Each of these fields can be further subdivided into smaller mini fields to support simultaneous play. This supply includes one full field at Badenoch Field, one intermediate field at the Puslinch Community Centre, and three fields (one full and two intermediate) at the Calvary Baptist Church. This supply represents a service level of one soccer field per 1,448 residents. A sixth soccer field is also available at the Aberfoyle Public School; however, it is not utilized by the Puslinch Minor Soccer Club or the Township due to its lower quality.

Market Conditions

Soccer experienced tremendous growth during the 1990s when it overcame baseball and hockey as the most popular organized sport among Canada's youth. Coupling this trend with the sport's world-wide appeal, high fitness quotient, and low cost to participate, soccer fields are in high demand in most municipalities.

After years of tremendous growth, the Ontario Soccer Association has witnessed declining enrolment in outdoor soccer since 2007. The South-West Regional Soccer Association (which includes the Puslinch Minor Soccer Club) reported that between 2007 and 2013, participation declined by nearly 10%.

The provision of appropriately sized soccer fields have also been a growing concern across the Province, partially due to the Long Term Player Development (LTPD) program that has been adopted by the Ontario Soccer Association. The LTPD program introduced a series of new rules, regulations, and standards to promote grassroots soccer programs and skill development, with less emphasis on playing games and scoring. Some of these changes will have a direct impact on the provision of soccer fields (e.g., field sizes), thus influencing the demand for field time.

Public Engagement

The online survey for the Master Plan identified that 29% of responding households had at least one household member who participated in soccer within the past 12 months, which ranked as the second most popular organized sport (after hockey / ice sports) in the survey. 69% of survey respondents also supported spending additional public funds on improving or developing new soccer fields, particularly lit soccer fields. Consultation with the Puslinch Minor Soccer Club revealed that additional soccer fields were needed in order to accommodate continued growth as it has been reported that the current supply of fields is nearing capacity. The Club reports that the ideal soccer field would be a full size field (11v11) with lights. Artificial turf would also be an option to extend the playing season. The Club feels that at least one new soccer field could be accommodated on the newly acquired lands adjacent to the Puslinch Community Centre.

Analysis

Puslinch Minor Soccer Club has reported steady and consistent growth in membership, increasing from 430 registered participants in 2011 to 484 players for 2014, fuelled partially by residential growth in south Guelph. The Soccer Club notes that a majority of their participants play in the U8 category (age 8 and under), which the Club accommodated by dividing larger fields into multiple smaller sections. The Club expects to have over 500 participants for 2015; however, they feel that the current availability of soccer fields is the biggest constraint to accommodating growth.

A review of the Club's schedule reveals a heavy reliance on the soccer fields at the Calvary Baptist Church. Time slots are booked at 90 minute increments, which allows for up to two games to be played per field each night based on new LTPD standards.

Bookings are held no later than 9 pm as there are no lit soccer fields in the Township. In addition, it is understood that adult soccer leagues commonly use the full size field at this location.

Field quality at the Calvary Baptist Church is acceptable with the availability of supporting amenities including a portable washroom and on-site parking. However, concerns with respect to the long-term availability of these soccer fields have been identified as these fields are not municipally-owned. The Township is responsible for maintaining the lands for the Soccer Club; however, it is understood that no formal agreement exists between the Church and the Township. As a result, the Soccer Club is at risk of losing a key venue for games and practices should the Church elect to terminate this arrangement.

As previously identified, the Minor Soccer Club reported 484 participants for the 2014 season, translating into a service level of one field per 97 players. This service level is lower compared to communities with similar characteristics, which typically utilize a provision standard of one field for every 80 participants, which is the target recommended for Puslinch.

Proportionally, of the 484 players identified by the Soccer Club for 2014, half the registrants are Township residents (242 players), while the remainder are Guelph residents. Assuming that this ratio and soccer participation rates remain steady (about 20% of the population, ages 5 to 19), an interpolation of population projections (based on Ontario Ministry of Finance projections) suggests that by 2031, the Puslinch Soccer Club will have approximately 600 players. Despite recent growth in Club membership, the slowing growth of the youth age groups suggests that soccer registration will eventually plateau.

The demand for local adult soccer teams remains largely unknown at this point (as does the demand for other field sports, such as rugby, lacrosse, etc.), but it can be expected that some additional demand will be generated. Applying this forecast to the recommended provision target of one unlit field per 80 participants suggests the long-term need for 7.5 soccer fields, **2.5 more fields** than what is presently available. Long-term field needs should be evaluated through the monitoring of annual registration figures (and application of the recommended provision target), as well as regular communication with local soccer groups.

A scan of available Township-owned parkland suggests that the Puslinch Community Centre Park expansion lands represent the only viable option for new soccer fields. This site would serve as an excellent location for new soccer fields to satisfy the need for 2.5 additional fields during this planning period. One new lit full-size soccer field (11v11) and one smaller unlit soccer field (9v9) – an equivalent of 2.5 unlit fields as each lit field can accommodate 50% more use – at this location would complement the existing recreational uses at this park and would further enrich the Puslinch Community Centre and Optimist Recreation Centre as a destination leisure hub. The co-location of two new soccer fields with the existing field at this site would also enhance programming opportunities and simultaneous games, serving as an excellent location for hosting

tournaments. The design of the new fields should also have regard for the new LTPD rules and regulations (e.g., dimensions, goal posts, etc.). A preliminary examination of the site suggests that these two fields would fit within the space, along with an allowance for parking, trails, and appropriate buffers. As recommended later in the study, a Park Master Plan should be prepared to more closely examine the layout and features of the entire park site.

Recommendations

24. Two soccer fields – one lit full-size soccer field (11v11) and one smaller unlit soccer field (9v9) – are recommended to be developed on the expansion lands of the Puslinch Community Centre Park.
25. Be prepared to explore alternative options for providing soccer fields, should the Calvary Baptist Church elect to terminate the informal arrangement with the Township.

7.9 Ball Diamonds

Supply

The Township maintains a total of four ball diamonds. Morriston Meadows Park has two unlit softball diamonds, one of which is smaller and more suitable for youth practices. Old Morriston Ball Field also has a lit diamond and the fourth diamond is located at the Puslinch Community Centre Park, which is also lit. Each lit diamond is equivalent to 1.5 unlit diamonds due to its extended play opportunities. As a result, the Township's effective supply is 5 diamonds, which translates into a service level of one ball diamond per 1,448 residents. There are also three ball diamonds at the Aberfoyle Public School; however, the quality and condition of these diamonds are not appropriate for league play. Batting cages are also found at the Old Morriston Ball Field and at the Puslinch Community Centre Park.

Market Conditions

Baseball in its various forms (fastball is predominantly played in Puslinch) has long been viewed as a sport in decline across Canada, driven by a number of factors including the worldwide appeal of soccer (particularly among children), slower game pace, and lower fitness quotient. According to Baseball Ontario, participation in this sport peaked in 2001 with 12,609 registered participants and declined to a low of 11,248 players in 2007, prior to rebounding slightly to 11,856 players in 2012.

Despite this trend, the popularity of baseball tends to remain strong in rural communities, although regional differences do exist. Compared to soccer and other field sports (which are generally youth-dominated), baseball and softball are adult-dominated sports, although groups have been attempting to enhance youth participation figures by promoting grassroots level opportunities, as has been the case in the Township. Locally, challenges with maintaining participation levels have been reported by Puslinch

Minor Ball, who reported a slight decline in registration from 80 participants in 2013 to 75 participants in 2014.

Public Engagement

The online community survey found that approximately one-quarter (26%) of households had at least one household member who participated in baseball or softball in the past 12 months, making it the third most popular team sport after hockey and soccer. 57% of survey respondents also supported spending additional public funds on new or improved ball diamonds, ranking them 12th out of 17 facility types.

By contrast, the consultation process received some requests for improved (and additional) ball diamonds. Specific requests included new bleachers, better field lighting, new fencing, and improved infield maintenance.

A desire for a baseball complex (Fergie Jenkins Baseball) was also expressed by a member of the public. The proponent's vision for this facility is to serve not only local participants, but also to attract amateur ball players from across Ontario for tournaments and year-round training. This facility would include two youth and four adult diamonds, complemented by a large indoor fieldhouse (similar to the Royal Distributing Athletic Centre in Guelph/Eramosa), elevated indoor walking track, and restaurant. While a formal business plan has not been advanced, facility options for the ball complex were articulated, which included a Township-owned and maintained facility model with the proponent being responsible for operations.

Analysis

The Township's ball diamonds are generally well used, with Old Morriston Ball Field being the primary venue among adult user groups. The ball diamonds at the Puslinch Community Centre and Morriston Meadows are also well used, although to a lesser extent.

Consultation with local ball groups indicates that there were approximately 132 ball participants in 2014, consisting of 75 minor participants and 57 adult league players. These low levels of participation, particularly amongst youth, raise concerns about the long-term sustainability of the sport in the Township. Further, the predominant form of play in the Township (fastball) is not shared by all centres, further diluting the market.

The current number of local participants translates into a service level of one ball diamond per 26 participants, which is well within the acceptable provision level as ball diamonds typically have a capacity of approximately 80 to 100 players each. It is recommended that the Township adopt the lower end of this standard (one diamond per 80 players) to identify current and future diamond needs.

The current number of ball participants represents about 6% of the Township's youth population (ages 5 to 19) and 2% of the adult population (ages 20 to 54). Assuming that participation trends remain steady, an interpolation of population projections (based on Ontario Ministry of Finance projections) suggests that there will be approximately 150

ball participants by 2031. The projected number of participants translates into a need for two ball diamonds, two less than what is currently provided. Based on the recommended provision target, the Township will not require any additional diamonds during this planning period. Long-term diamond needs should be evaluated through the monitoring of annual registration figures, as well as regular communication with local ball groups.

It is recommended that the Township focus on enhancing selected ball diamonds to ensure that they remain responsive to the needs of local users. This should be undertaken in coordination with user groups to identify and prioritize improvements.

Recognizing that there is an oversupply in ball diamonds, there may also be opportunities to repurpose under-utilized diamonds at some point in the future. For example, the ball diamond at the Puslinch Community Centre Park will soon require new light standards (a significant expense) and is located in the heart of a very busy park, where there is the potential for conflicts with several adjacent amenities (e.g., playground, ORC, etc.). Furthermore, access to the expansion lands at the rear of the park is likely to create additional traffic alongside the diamond, thereby creating additional safety concerns. The Township should consider re-purposing the Puslinch Community Centre Park ball diamond to alternate uses (e.g., splash pad, mini soccer field, improved pedestrian/vehicular circulation, etc.) to allow for improved flow and function within this park, while at the same time investing in other diamonds within the Township to ensure that they remain responsive to community needs. As discussed later in this section, a Park Master Plan is recommended to more closely examine this and other options for the park.

Lastly, given the lack of demand for additional ball diamonds, together with modest local participation in the sport and low population growth, municipal involvement in the unsolicited proposal for the Fergie Jenkins baseball recreation complex is not recommended at this time. Although a recreation facility of this calibre would facilitate opportunities in sport tourism, the community benefits are limited and this facility would be subject to competition from facilities within the broader region (existing and future), placing an undue burden on the taxbase. While the proponent is welcome to present a more detailed business case to the Township, this type of facility is not a core service, even within larger urban communities. As the future outlook of local baseball participation is relatively weak, municipal resources should instead be geared towards higher priority areas that benefit a greater number of local residents.

Recommendations

26. Engage local ball user groups to identify and prioritize improvements to select municipal ball diamonds.
27. Consider re-purposing the Puslinch Community Centre Park ball diamond to alternate uses (e.g., splash pad, mini soccer field, etc.) to allow for improved flow and function within this park.

7.10 Hard Surface Courts (Tennis, Basketball)

Supply

The Township provides three lit tennis courts at the Puslinch Community Centre Park, which represents a service level of one tennis court for every 2,413 residents. Public access to the courts is not available as the courts are operated by the Puslinch Tennis Club. Residents who wish to use this facility must become a club member.

A full basketball court is located at Morriston Meadows Park, which is the Township's only outdoor basketball court. In addition to this supply, an asphalt pad with a basketball hoop is located at the private Puslinch Lake Park and two full basketball courts are located at Aberfoyle Public School.

Market Conditions

Tennis and basketball courts are neighbourhood-level facilities, meaning that distribution is a key determinant in assessing current and future requirements. Trends in tennis suggest that interest has declined since its peak in the 1970s, but that there is a potential resurgence in participation from the aging baby boomer generation (a segment that makes up a significant portion of the Township's population). Experience also suggests that interest in tennis varies greatly between municipalities and can be influenced by the existing level of service and demographic composition.

Basketball maintains strong participation rates amongst youth. Demand for outdoor basketball courts has been found to be high in many communities as they are relatively low cost amenities that can be easily incorporated into local parks, thus allowing for easy access, and opportunities for spontaneous, informal play. Unlike tennis, however, basketball can simply be played at home to meet much of this demand.

Public Engagement

The online community survey found that both tennis and basketball are relatively unpopular sports in the Township. 7% of survey respondents indicated that there was at least one household member who participated in tennis in the past 12 months. Similarly, 7% of survey respondents indicated that there was at least one household member who participated in basketball during the same period. 60% of respondents supported spending additional public funds on outdoor basketball courts and 48% supported additional spending on tennis courts. These facility types ranked 12th and 15th, respectively, out of 17 facility types, suggesting that there may be higher priorities for recreation facility provision.

Despite the survey results, requests for more basketball courts were expressed by residents to ensure that sufficient recreation opportunities are available for local youth. One particular appeal was for a basketball court installation at Boreham Park due to the lack of recreation facilities in Arkell. Further, the Puslinch Tennis Club expressed interest in court improvements, noting that the third court has a severe slope and that

the current location of the court is problematic due to road noise, wind, and sun orientation.

Analysis

The Township's three tennis courts are operated by the Puslinch Tennis Club, which has maintained a steady membership of approximately 200 participants per year. Demand for the Club courts is partially driven by members living outside the Township. Typically, a provision target of one tennis court for every 5,000 residents is applied in communities similar to the Township. With a forecasted population of 9,920 by 2031, two tennis courts would be required; the Township is more than meeting this target at this time.

With regard to the current condition of the tennis courts, there is little doubt that the third court (furthest from the road) is sloping due to soil stability issues. With that being said, the court is still playable, but does cause some level of nuisance, and may become worse over time. While the Club indicated a preference for rebuilding the courts (ideally at another location within the park), this would come at a significant expense with no promise of expanded usage or demand. Maintaining the courts at their existing location for the foreseeable future is the most prudent direction, with the Club undertaking improvements as needed in coordination with the Township (e.g., installation of wind and noise screening). Given the forecasted need for only two courts, the Club should also be approached to divest control of the third court (furthest from the road) and to convert this into a public court without controlled access in order to promote use for non-members.

A provision target of one basketball court for every 800 youth (age 10-19) is recommended for the Township. With approximately 590 youth (2011 Census), this demographic makes up approximately 8% of the Township's population. Based on County-wide population forecast percentages, the number of local youth ages 10 to 19 is projected to grow to 685 by 2031, suggesting a need to maintain the existing basketball court at Morrison Meadows Park. Although the installation of a basketball court in Arkell's Boreham Park may improve geographic distribution, the small size of this community and the potential conflict with neighbouring properties suggests that this would be a low priority for the Township.

Recommendation

28. Work with the Puslinch Tennis Club to facilitate improvements to the existing courts (e.g., installation of wind and noise screening) and to convert the third court (furthest from the road) into a public court without controlled access in order to promote use for non-members.

7.11 Splash Pads

Supply

The Township does not currently have a splash pad in its recreation facility inventory. An admission-based, non-municipal pool and splash pad is available at the Emerald Lake Trailer Resort and Waterpark. A second non-municipal pool is also located at Mini Lakes; however, it is available to members only.

Market Conditions

Splash pads are highly sought after amenities for young families seeking affordable and accessible opportunities to cool down on a hot summer day. They have proven to be more cost-effective than traditional pools to build and operate as they do not require staffing and can be easily integrated into most parks systems. Splash pads can be developed in a wide variety of designs with a range of different apparatuses that provide an enhanced aquatic experience for residents of all ages. The two main mechanical systems used for splash pads are: (1) a municipal system, which utilizes fresh municipal water; or (2) an environmentally friendly recirculation system that uses treated water. The latter would be the likely option for Puslinch.

There are a number of recent examples of splash pad developments in nearby municipalities. For example:

- The City of Guelph is currently in the process of constructing a new splash pad as a part of the master plan for the South End Community Park. The barrier-free design offers users unique interactive water play experiences and utilizes a water-saving, re-circulation system with a state-of-the-art ultraviolet water treatment system.
- Scheduled to open in spring of 2015, the Township of Wilmot is constructing their first splash pad, which will be fully accessible and feature a recycling water system. At a cost of \$334,000, the Township committed \$100,000 to the project, with the remainder received through donations, fundraising, and \$130,000 from the Province.
- The Township of Wellesley also opened its first splash pad in 2011, which was made possible with the assistance of the Lions Club, volunteers, and donations, including a \$75,000 grant from the Ontario Trillium Foundation. At a cost of approximately \$260,000, the splash pad features a range of unique water features and a sophisticated water recycling system. The Township's local service club is responsible for most of the costs associated with the splash pad's operation.

Public Engagement

Consultation with the public revealed that there was considerable support for the development of a water-based recreation facility. The online community survey found that 63% of respondents had at least one household member who participated in swimming within the past 12 months. As there are no municipal pools provided by the Township, it is likely that these activities were undertaken at private pools, locations outside the Township, or at a non-municipal provider. 69% of survey respondents also supported spending additional funds on improving or developing splash pads. Throughout the process, residents expressed their desire for a splash pad to be developed at the Puslinch Community Centre Park.

Analysis

Urban municipalities may utilize a per capita target to identify splash pad needs; however, this metric is not generally suitable for rural applications due to the geographic distribution of the population. A service area standard is also not practical for the Township given the capital investment required to provide this type of facility. As a result, the provision of splash pads should be determined based on the ability to satisfy local needs in the Township of Puslinch. Although there are non-municipal options in the Township, Mini Lakes is a members-only community and the Emerald Lake Trailer Resort and Waterpark is a premium level facility that is accessible by admission only. As a result, these venues will not appeal to all public users who are seeking low-cost leisure opportunities.

The Puslinch Community Centre Park is the Township's principal leisure hub located in the municipality's primary settlement area. It is this site that residents and stakeholders identified as a suitable location for the Township's first splash pad facility. Although they are more affordable than outdoor pools, splash pads require capital and operating funding that may prove to be challenging for small rural municipalities with limited resources, although this can be mitigated through partnerships and other means of offsetting municipal costs.

Given the interest expressed by the public, it is recommended that the Township seek and engage a willing community partner to pursue the development and potential operation of a splash pad at the Puslinch Community Centre Park. Efforts should be made to pursue potential funding sources from senior levels of government as well as through a fundraising campaign – without outside funding, this project may not be feasible in the Township. Given the rural location of the park, a water recirculation system should be utilized in the absence of municipal services. The splash pad may need to be located within the established area of the park (necessitating the removal or relocation of an existing amenity, such as the ball diamond) given the development restrictions associated with the expansion lands; further consultation with the Conservation Authority is required in this regard.

Recommendation

29. Seek and engage an interested community partner in the development and potential operation of a splash pad at the Puslinch Community Centre Park. Efforts should be made to pursue funding from senior levels of government and through a fundraising campaign.

7.12 Playgrounds

Supply

Playgrounds are provided in three parks throughout the Township, with at least one in each settlement area, including Puslinch Community Centre Park, Morriston Meadows Park, and Boreham Park. This supply translates into a service level of one playground for every 2,413 residents or 193 children under the age of 10. Non-municipal playgrounds are also available at the Aberfoyle Public School and the Puslinch Lake Private Park.

Market Conditions

Playgrounds serve as neighbourhood-level amenities that can provide children with a wealth of opportunities that benefit early childhood development, such as fostering cognitive and social skills and physical activity. Playgrounds are typically found within residential areas and should generally be available within walking distances, without crossing major barriers such as major roads, railways, and water bodies.

Playground design is guided by the Canadian Standards Association (CSA), which has established standards on children's play spaces and equipment. These standards have driven the evolution of traditional playgrounds to creative play structures that feature softer materials in addition to unique designs, bright colours, and interactive components to stimulate the senses to provide an enhanced play experience. Some communities have also explored barrier-free playgrounds (or components of playgrounds) to remain inclusive of those with disabilities. It should be noted that the new built environment regulations of the Accessibility for Ontarians with Disabilities Act will apply to playgrounds installed or redeveloped in 2016 and beyond.

Public Engagement

The popularity of playgrounds was evident in the public input received as a part of this process. The online community survey revealed that in the past 12 months, at least one member of 41% of responding households used playground equipment. Playgrounds were also identified as the highest priority in the Township, with 81% of survey respondents supporting additional public spending on improving or developing new playgrounds. Comments were received to replace the existing playground at the Puslinch Community Centre Park with a larger structure located away from the ball diamond and parking lot (safety concerns). Prior to undertaking this Master Plan, a brainstorming session was held with stakeholders to identify potential uses for the

Puslinch Community Centre Park expansion – one of the ideas that was advanced was a new playground and picnic area.

Analysis

Playgrounds are highly desirable recreation facilities as they provide enormous benefits to the quality of life to growing families. As such, easily accessible playgrounds are essential and can be achieved by ensuring that they are located within 800 metres of all residential / settlement areas without crossing major barriers, which generally represents a 10 minute walking distance. It is recognized that in rural areas with a geographically dispersed population, it is not always possible to achieve complete coverage; however, it is recommended that at a minimum, key settlement areas be serviced as best as possible.

Strict application of this service target reveals some small gaps in each of the Township's main settlement areas. For example, residents in southeast Aberfoyle may experience challenges accessing the playground at Aberfoyle Public School as the sidewalk link along Brock Road South is fragmented. Further, there are small gaps west of Brock Road South in Morrision, in northwest Aberfoyle (north of Wellington Road 34 and west of Brock Road South), and northeast Aberfoyle. However, these gap areas all have small populations and accessibility to existing play structures will be improved once the Highway 6 / Brock Road bypass is in place.

Observations of existing Township playgrounds suggest that there is potential to upgrade Boreham Park to more modern and creative play equipment. Opportunities may also exist to relocate and enhance the playground (including barrier-free components) at the Puslinch Community Centre Park to be co-located with the recommended splash pad at this site to improve safety and cross-over appeal. The Township should continue to regularly inspect its playground structures to identify maintenance and repair needs on a regular basis, together with other parks and recreation equipment.

Recommendations

30. Assess opportunities to update and modernize the playground at Boreham Park and the Puslinch Community Centre Park with creative play equipment. Consideration should be given to relocating the playground at the Puslinch Community Centre Park (including barrier-free components) to complement the splash pad recommended in this Master Plan.

7.13 Skateboard Parks

Supply

The Township does not have any skateboard parks.

Market Conditions

Research has shown that youth are trending towards unstructured, unscheduled, and low-cost activities. Skateboarding checks all these boxes and has contributed to its sustained longevity to the point where it has become a core municipal service in many communities.

Early skateboard parks were developed to provide users with a controlled environment with various components typically found in urban areas replicated for use by skateboarders; however, these sites were mostly located in undesirable areas and away from the public eye. Many communities have now embraced this activity through the provision of municipal skateboard parks that appeal to skateboarders, BMX riders, and in-line skaters. Often located at parks and community facilities, skateboard parks can take the form of various sizes that feature an array of components from a variation of skate bowls to simplified skate-zones. Skateboard parks can also be constructed from concrete or use modular components that can be moved.

Public Engagement

During past consultations for the expansion of the Puslinch Community Centre Park, some suggestions were made for the inclusion of a skateboard park. However, based on the Master Plan consultations, the demand for skateboarding is generally low in the Township. The online community survey reported that only 3% of respondents had at least one household member who participated in skateboarding in the past 12 months, ranking the lowest in participation out of 17 activities. Skateboarding also received the lowest level of support (42%) for spending additional public spending. Based on this data, it appears that Township youth are not particularly interested in skateboarding; although it is noted that youth were slightly under-represented the survey.

Analysis

Based on public input, there is currently insufficient demand to consider the development of a skateboard park. Looking to the future, it is important to consider the size of the local youth population (ages 10 to 19), which is expected to see only modest increases over the course of the planning period. Unless a local organization comes forward and is able to fully fund the development of a skate park, this should not be a priority for the Township at this time.

In the event that the Township does consider providing a skateboard park, locations adjacent to recreation centres or within community parks are preferred as they provide access to other amenities and typically have both the visibility and necessary buffers to deter inappropriate behaviours and mitigate noise. Skateboard facilities should not be

placed directly adjacent to playgrounds or splash pads. Input from local skaters is essential in the design of skateboard parks and also helps to create buy-in to the final product.

7.14 Off-leash Dog Parks

Supply

The Township does not have any designated off-leash dog parks.

Market Conditions

With local by-laws regulating the use of leashes, dedicated off-leash areas provide pet owners with the opportunity to exercise and socialize dogs in a controlled area. Leash-free parks should not be viewed as being facilities strictly for pets, but also venues for exercise and social interaction for residents with a common interest.

Off-leash parks have proven to be quite successful in many municipalities, with larger urban areas often having several such facilities. Often, the need for dog parks in rural areas is lower since there are generally sufficient private open spaces available for dogs.

Public Engagement

Dog parks can be polarizing in some communities; in Puslinch, the online survey found low to moderate support (42%), but also some opposition 24% (the highest of all facility types).

Analysis

Based on public input, there is currently insufficient demand to consider the development of an off-leash dog park. Unless a local organization comes forward and is able to fully fund the development and maintenance of a dog park (many municipalities require that their dog parks be managed by an affiliated organization in order to act as park stewards), this should not be a priority for the Township at this time.

In the event that the Township does consider the provision of an off-leash dog park, they should be aware that the selection of appropriate sites that are supported by residents is often the most significant challenge. The safety of other park users, setbacks from residential and environmentally sensitive areas, and the provision of amenities (e.g., parking, benches, waste containers, etc.) are important considerations in the design of leash-free parks. Most municipalities establish criteria for evaluating sites for future dog parks, with consideration of the following factors (at a minimum):

- existing park locations, uses, and intensity
- potential environmental impacts (environmentally sensitive features should be avoided)
- sufficient land base (ideally a minimum of two hectares)

- availability of on-site parking
- ample buffers from adjacent land uses (particularly schools and residential areas)
- accessibility via pathways and/or trails and roads

7.15 Other Facilities

From time to time, the Township may be approached to provide certain recreation facilities that are generally not within the scope of municipal services or were not considered in this Master Plan. As a result, the Township must be prepared to respond to future requests that may emerge for existing activities or facilities, or for those that evolve according to participation trends and preferences in recreation. When these requests are brought forward, the Township of Puslinch should cautiously evaluate the need for new opportunities, as some activities may be desired by only a small segment of the community. Focus should be placed on delivering a high quality recreation and parks system that appeals to a broad range of residents in order to maximize the benefits of the resources available.

Nevertheless, the Township should remain open to considering opportunities that are not currently provided if legitimate requests are brought forward by individuals or community partners. It is recommended that these requests be supported by the appropriate justification for new services and facilities, and should include, but not be limited to, a proponent-led needs assessment and business plan, a statement of the organization's capacity to support the request, a demonstration of project sustainability, evidence of community benefits, and a full risk analysis.

Recommendation

31. Evaluate requests for facilities and services not presently within the Township's core mandate on a case-by-case basis. Unsolicited proposals should be supported by a proponent-led assessment that demonstrates the risks and benefits of the Township becoming involved in the provision of a non-core facility, as well as a business plan and funding strategy suitable to the Township.

7.16 Puslinch Community Centre Park Expansion

As indicated earlier, the Township has purchased 4 hectares (10 acres) of land immediately adjacent to the rear of the Puslinch Community Centre Park. This site is currently fallow farmland that is relatively flat. The lands are within a Core Greenlands designation in the County of Wellington Official Plan, which recognizes a floodplain associated with the Mill Creek tributary. Section 5.6.1 of the Official Plan permits a limited number of uses in this designation, such as passive uses, provided that certain criteria are met. It is stated that other uses permitted in the applicable adjacent or underlying designations may also be permitted. The Puslinch Community Centre Park is located within a Recreational designation, which permits a broad range of leisure uses. Given that the lands are regulated by the Grand River Conservation Area, however, consultation with this agency is required prior to any form of land alteration as certain

planning approvals may be necessary depending on the ultimate uses proposed and their location on the site. At this point in time, it is anticipated that the lands cannot sustain any structures or paved parking lots, but could accommodate playing fields and passive recreation uses.

Earlier in this section, a number of facility needs were recommended for further consideration for the Puslinch Community Centre Park (including both the existing park and expansion lands):

- one new lit full-size soccer field (11v11) and one smaller unlit soccer field (9v9)
- splash pad (with a structure containing the water recirculation system)
- larger playground with barrier-free components
- unpaved parking lot to serve the expansion lands
- Club-led improvements to the existing tennis courts, including conversion of the third court to public use
- potential re-purposing of the ball diamond to alternate uses (e.g., splash pad, mini soccer field, improved pedestrian/vehicular circulation, etc.)

Aerial Photography of Puslinch Community Centre Park and Expansion Lands (2010)



Source: County of Wellington Online Mapping, "Explore Wellington"

On the last point, access to the expansion lands is likely to be gained through the existing park, which poses concerns related to safety and circulation within the site, as the main drive is located between the playground, Optimist Recreation Centre, and the ball diamond, with little room to spare. Although netting is in place for the ball diamond, it is not ideally located, it requires capital improvements, and there is a surplus of diamonds in the Township, all of which point to an opportunity to consider alternate uses for this portion of the park, such as improved pedestrian/vehicular circulation, splash pad, or mini soccer field.

It is recommended that a Park Master Plan should be prepared to more closely examine the layout and features of the entire park site, including additional consultation with local stakeholder groups. The recommendations of this Recreation and Parks Master Plan should be used to guide the Park Master Plan process.

Recommendations

32. Develop a Master Plan for the Puslinch Community Centre Park to more closely examine the layout and features of the entire park site, including the expansion lands.

8. PARKS, OPEN SPACE & TRAILS ASSESSMENT

This Section analyzes parks, open spaces, trail needs, and policy considerations. The Township's current parkland and open space supply is examined in this section. The County of Wellington's Official Plan outlines its support for the provision of public spaces, parks and open space as places within which healthy and active communities can be fostered, including guidelines for planning and parkland acquisition.

8.1 Parkland Form & Function

Parkland is a valuable component of the Township's landscape and its presence enhances the quality of life for the community as a whole. These spaces can take many different forms, ranging from manicured parkettes and open spaces to large naturalized tracts of ecologically significant areas. Primary considerations for the parks system as a whole include (but are not limited to):

- Planning the appropriate function and use for each park;
- Achieving a satisfactory distribution of parkland to ensure that they are easily accessible and maintain the integrity of natural heritage systems; and
- Maintaining a high degree of walkability and connectivity among parks through active transportation infrastructure, key linkages, etc.

As such, it is important to incorporate parks planning through the municipal land use decision-making process. Land use planning in the Township is guided by the County of Wellington Official Plan, which contains broad policies regarding the provision and development of parkland. A review of Official Plan policies reveals the absence of a local parkland classification system, which is commonly used to assist communities in defining the functional hierarchy of a municipal parks and open space system. A classification hierarchy is essential in advancing the sustainable planning of active and passive forms of parkland by directing many aspects of park usage as defined through size, form, function and/or level of amenity. Moving forward, it is recommended that the Township of Puslinch consider the following parkland classification system in the development or redevelopment of parks and open spaces.

Table 8: Recommended Parkland Classification Hierarchy

Park Type	Amenities	Service Level	Size (Ha)
Parkettes	Sub-neighbourhood park lands located in residential areas that provide limited opportunities for passive recreation with supporting rest areas.	Centrally located within residential areas.	<0.5
Neighbourhood Park	Designed for small scale recreation activities and may include hard surface courts and a single sports field. Select portions may also be naturalized.	Accessible by walking or cycling and centrally located to optimize visibility and safety of users.	0.6 – 3.0
Community Park	Supports a range of recreation activities that serves the Township and surrounding communities such as major sports fields, open spaces, water features, and playgrounds. Select portions may also be naturalized.	Located along main arterial roads, bicycle and pedestrian networks, and contains sufficient off-street parking.	4.0+
Natural Parks	Township owned lands that are predominantly naturalized or protected due to significant features. May also be used for passive recreation such as hiking.	Located in areas with naturally significant features, wooded areas, and may consist of topographical variations.	Varies

Recommendation

- 33. Utilize the Master Plan’s parkland classification hierarchy to guide the development or redevelopment of parks and open spaces according to park type, size, service level, and the amenities that they provide.

8.2 Parkland Supply

As illustrated in the table below, the Township of Puslinch owns and maintains approximately 22.2 hectares (54.9 acres) of developed and undeveloped parkland. In addition to these parks, residents benefit from a number of parks and open spaces provided at the Aberfoyle Public School, conservation areas, County Forests, and private parks.

Table 9: Municipal Supply of Parkland

Municipal Parkland	Area (Ha)
Morrison Meadows	2.5
Badenoch Field	2.2
Puslinch Community Centre Park	9.8
Badenoch Community Centre	0.4
Boreham Park	0.9
Old Morrison Ball Field	2.5
Fox Run Park	2.3
Telfer Glen Park	1.5
Historic Corner Block	0.1
Total Parkland	22.2
Service Level (population = 7,240)	3.1 ha / 1,000 residents

For the purposes of this assessment, focus is placed on the supply of municipally-owned parkland as these are the only lands under the Township’s direct control, where the provision of access, safety, and appropriate amenities can be guaranteed. Notwithstanding this assessment, it is essential that the Township continue to collaborate with its community partners to maximize the benefits of providing accessible parks and open spaces.

The County of Wellington Official Plan does not establish a minimum level of service with respect to parkland, although the Township’s current supply equates to approximately 3.1 hectares per 1,000 population based on a population of 7,240 residents. Supplementing this inventory with the supply of non-municipal parkland and open spaces provided by community partners, Township residents are generally well served in this regard. It is recommended that the Township continue to maintain an accurate inventory of municipal parkland to ensure that residents’ needs are met.

Parkland needs (discussed further in the next section) are not only a function of the total supply, but also of the distribution and functionality of the sites. For example, community parks that are capable of accommodating a broad range of activities are generally in demand, as are neighbourhood-level parks that provide close-to-home opportunities for young children. Passive parkland (e.g., woodlots, open space, etc.) are also desired, but need to be thoughtfully provided and managed. The majority of the Township’s parks are generally functioning well for their intended use. The most notable exception, however, is Fox Run Park, which lacks visibility, frontage, and amenities and thus serves as an extension to backyards for residents in the estate subdivision, while the Township pays for its maintenance. It is recommended that the Township consult with local residents and seek opportunities to naturalize or divest this parcel in order to reduce maintenance and carrying costs. Should this site be sold, any proceeds should be allocated to other park improvements or acquisitions.

Recommendation

34. Consult with local residents and seek opportunities to naturalize or divest Fox Run Park in order to reduce maintenance and carrying costs.

8.3 Parkland Needs & Acquisition Strategies

Generally speaking, parkland service levels can vary dramatically between municipalities, but are typically provided at a minimum rate of 2.5 hectares per 1,000 residents in urban/rural communities. Parkland provision targets are dependent on a number of factors such as distribution, non-municipal providers, urban density, local needs, and the types of existing parks and open spaces.

It is recommended that the Township of Puslinch adopt a parkland service target of **3.0 hectares per 1,000 residents**, which is a similar target used in comparable municipalities and should generally be sufficient to meet the active recreational needs of local residents. This target should be applied to active parkland only, no open space lands and natural areas. **Applying this target to the projected 2031 population (9,920 residents) suggests that the Township will need approximately 7.6 more hectares of active parkland by 2031.**

The optimum parkland development strategy is to focus on the provision of neighbourhood or community level parks with emphasis on enhancing geographic distribution and serving settlement areas that are poised for residential development (e.g., Aberfoyle and Morriston). Improving and enhancing existing parks to respond to new pressures and facility needs will also be a key point of emphasis moving forward.

There are several provincial and municipal regulations, policies, and guidelines governing the acquisition and location of parkland. The County of Wellington Official Plan is one of these tools for implementation, which contains parkland acquisition policies guided by the Planning Act. Section 13.10 of the Official Plan identifies that local Councils may require the dedication of parkland in accordance with the Planning Act for all developments, redevelopment, or plans of subdivision. The Planning Act identifies that municipalities may require the conveyance of lands for park or other recreational purposes at a rate of 5% of land for residential (2% for commercial and/or industrial) or 1 hectare per 300 dwelling units proposed (note: Bill 73 is proposing to change the alternate requirement to 1 hectare per 500 units). Under certain requirements, Council may also require cash-in-lieu of parkland, to be used towards future acquisition or development of parkland within the Township.

Section 13.10.2 of the Official Plan describes the locational criteria for evaluating potential lands for parkland dedication. It is identified that suitable municipal parkland shall be:

- Land adjacent to established parks, schools, or storm water management ponds;
- Land within easy walking distance of the residential area served;
- Land located near the highest density residential areas;

- Land with adequate street frontage to provide for visibility and safety;
- Land that is level, regularly shaped and not susceptible to major flooding, poor drainage, or other environmental or physical conditions, which would interfere with their development or use for public recreation.

In addition to these criteria, municipal parkland development shall be of an appropriate size and configuration to effectively utilize municipal resources and facilitate meaningful recreation activities. There are good examples (such as the expansion of the Puslinch Community Centre Park) and bad examples (such as Fox Run Park, with limited frontage and public utility) of parkland dedication in Puslinch and the Township needs to be thoughtful about the lands they acquire for future parkland.

At a minimum, future park development should concentrate on providing neighbourhood level amenities; thus, the provision of parkettes (e.g., >0.5 ha) should be discouraged, unless there is a need to reconcile gap areas. In cases where the development is too small to result in a meaningful park parcel or where the immediate area already has suitable and unimpeded access to sufficient parkland, then the Township may consider accepting cash-in-lieu.

Pursuant to the Planning Act, the Township may also accept undevelopable lands, storm water management areas, and woodlots for the purposes of passive recreation and educational uses, although these lands should not be considered part of the required parkland dedication (as per Section 13.10.4 of the Official Plan). Some residents also suggested that aggregate pits be rehabilitated for public recreational use; this option would require further investigation into sustainable funding for site development and long-term maintenance.

Should there be a need to supplement parkland supplies beyond the mechanisms permitted by the Official Plan and Planning Act, there are a number of other park acquisition strategies that the Township may pursue, such as (but not limited to):

- Municipal land purchase or lease;
- Land exchanges or swaps, particularly if development is to occur in natural areas highly valued by the community;
- Off-site conveyance of parkland;
- Establishment of a Parks Foundation (e.g., community, corporate, or municipal donations towards parkland acquisition);
- Reallocating surplus municipal lands to park use; and/or
- Partnership/joint provision of lands with local partners.

Recommendations

35. Adopt a parkland service target of 3.0 hectares per 1,000 residents, which would require an additional 7.6 hectares of parkland by 2031 to serve growing settlement areas (e.g., Aberfoyle and Morriston) within the Township of Puslinch.

36. Continue to pursue the dedication of parkland and cash-in-lieu through the provisions of the Official Plan and Planning Act.
37. Avoid developing or accepting active parkland parcels of less than 0.5 hectare in size unless the Township has determined that there is a need to fill a gap in parkland and other options are inadequate.
38. Accepting undevelopable Open Space lands (e.g., storm water management ponds, woodlots, valley lands, floodplains, hazard lands, etc.) as part of the parkland dedication requirement is strongly discouraged. The Township may assume these lands through voluntary dedication or easement if appropriate.
39. Where necessary, employ alternative acquisition tools to enhance future parkland opportunities to serve current and future residents.

8.4 Parkland Design Considerations

As the Township acquires or redevelops parkland, there are a number of key design features that should be considered to ensure that they are effective and functional. Emphasis should be placed on developing parks as vibrant destinations where residents and visitors can engage in meaningful experiences. This can be achieved through incorporating unique park designs that facilitate traditional activities and are flexible in accommodating informal and emerging pursuits.

Ensuring that parks are inclusive and barrier free is also crucial to achieving the requirements of the *Accessibility for Ontarians with Disabilities Act*. Other design features that should be considered include supporting amenities such as seating, shade, parking, connections to key destinations, and safety. In certain instances, environmental protection and naturalization should be sought to preserve sensitive spaces. The Township should also continue to encourage the organized and non-programmed use of its parks and support its community partners in local beautification, environmental management, and stewardship – all of which are highly valued by communities.

Signage is also an essential design feature that plays an important role in establishing a visual identity and communicating what amenities are available in the community. The Township of Puslinch does not currently have a signage programme within its parks and recreation facilities. By having consistent signage throughout the Township, a number of benefits are achieved, including:

- Serving as an indicator of the quality of the local parks system as a whole. As a first impression, a high quality sign can lead people to perceive that the park is of high quality.
- Communicating the corporate brand, carrying consistency throughout the Township, and promoting tourism.
- Promoting awareness among all residents that are part of the larger Township, in addition to non-residents from adjacent municipalities.

- Informing residents and visitors of the location of public property, thereby avoiding confusion regarding access.
- Developing a sense of place to create unique park experiences and foster aesthetic development, while improving wayfinding among residents and visitors.
- Providing interpretive information connecting users to the park and encourage them to take an interest in their surroundings.

A good sign is attractive, clearly designed with contrasting colours to enhance visual recognition, and has regard for its context and local surroundings. Signs should clearly state the name of park or facility, provide an address for emergency purposes, and/or state the name of the local organization that assisted with the development of the facility. Specific to signage on trails, the *Accessibility for Ontarians with Disabilities Act* requires that any recreational trail must have signage at each trailhead that contains the trail length, surface type, average and minimum width, running and cross slope, and location of amenities.

Recommendations

40. Maintain a commitment to accessibility, safety, and comfort within the Township's parks system through compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and Crime Prevention Through Environmental Design (CPTED) principles. In recognition of the Township's aging population, greater attention should be paid to the development of amenities such as washrooms, shade, and benches/seating areas in parks and along trails.
41. Establish a consistent signage design template and install at all parks, recreation facilities, and trail heads.

8.5 Trail Network

The Telfer Glen Park Trail is the only trail that is owned and maintained by the Township; this trail measures approximately 270 metres in length and provides users with a naturalized hiking route in the Morriston settlement area. In addition to this trail, approximately 33 kilometres of naturalized hiking trails are located throughout the rural area of the Township, such as the Badenoch Tract Trail, Lakeshore Lookout Trail, Little Tract Trail, Smith Side Trail, Speed River Trail, Starkey Hill Trail, and Quarry Trail. These trails are owned and maintained by various entities including Wellington County, Halton Region Conservation Authority, Grand River Conservation Authority, private property owners, and the Guelph Hiking Trail Club. There are park pathways and sidewalks located in the Township's settlement areas.

The importance of a connected trail network has never been greater as communities across the Province strive to promote healthier lifestyles given the lack of physical activity among Canadians. Trails are a cost-effective method to increasing physical activity levels and supporting positive interaction between the community and the natural environment to facilitate recreational activities and utilitarian purposes, by

forming the link between destinations and in some cases, providing alternative transportation choices if trails are linked to key employment areas.

Trails are among the most desirable features in a community and are often a key consideration in the home buying process. While trails can be enjoyed by all members of the community, studies show that there is a correlation between age and walking for leisure. As age increases, so too does the propensity to identify walking as the most common leisure activity. This is largely due to that fact the intensity of physical activity declines with age. Nevertheless, the provision of trails can be flexibly designed to accommodate a range of uses, regardless of age.

The public input collected for this Master Plan aligns with national trends as the online survey ranked walking and hiking for leisure as the most common physical activity, with 81% of respondents participating in the past 12 months. 89% of respondents felt that trails and pathways were important to their household. However, despite the importance of trails and pathways, only 31% of survey respondents were satisfied with the trails in the Township. This gap between importance and satisfaction suggests that there is a critical gap where expectations are not being met. This is further underscored by the 79% of survey respondents that supported spending additional public funds on new or improved nature trails, which ranked as the second highest priority out of 17 facility types.

In addition to the data collected from the online community survey, a number of comments were received from the public and stakeholders regarding the need for a network of multi-use trails that formed loops within parks as well as connections to key destinations. The need for additional promotion of trail locations was also expressed.

The development of trails and cycling routes in the Township is guided by the Wellington County Active Transportation Master Plan (2012), which identifies potential on and off-road trail corridors throughout the County. A number of active transportation routes were proposed for the Township, including shared roadways, signed bicycle routes, paved shoulders along County roads, and off-road walking routes. The Township should support the recommendations contained in the Active Transportation Master Plan and consider potential partnerships with the County to enhance active transportation opportunities in the Township. Some of the key recommended trail routes in the Township of Puslinch included:

- Developing an off-road trail loop at the Puslinch Community Centre in Aberfoyle and connecting Aberfoyle Public School to the Community Centre.
- Completing the connection along Downey Road/Wellington Road 35 to Concession 4 and west to Townline road to connect south Guelph with Hespeler.
- Creating a signed route connection in Morriston along Wellington Road 36.
- Investigating the potential to develop an off-road trail loop on public lands in northeast Morriston.

The County of Wellington Official Plan also provides a high level framework for enhancing the Township's trails and pathways. Specifically, policies regarding the

pedestrian facilities are contained in Section 12.2, which maintains that pedestrian facilities will be encouraged for recreation and utilitarian purposes. The Official Plan identifies that this will be achieved by:

- a) Requiring sidewalks in all new development within urban centres and encouraged in hamlets, where possible,
- b) Key destinations such as schools and convenience commercial uses will be centrally located in residential neighbourhoods and higher density residential will be encouraged along main streets to facilitate walkable atmosphere;
- c) Pedestrian friendly facilities such as pedestrian crossings, signalized intersections, curb cuts, pedestrian bridges and lighting, will be incorporated into community design practices to encourage walking, and
- d) Pedestrian trails, particularly those that re-use abandoned railway right-of-ways will be encouraged.

Section 12.3 of the Official Plan contains policies that encourage cycling as recreational pastime and utilitarian purposes. This can be achieved by the (selected policies shown):

- a) Undertaking studies to determine the potential to provide bicycle lanes on roadways in urban centres,
- d) Supporting the development of recreational trails that allow for cycling, and
- e) Providing linkages between intensification areas and adjacent neighbourhoods, including dedicated land space for bicyclists on the major street network where practical and feasible.

Of note, Subsection 51(25)(b) of the Ontario Planning Act, affecting the conveyance of land for pedestrian and bicycle pathways, was amended within the past few years. The *Planning Act* now allows for the dedication of land for “pedestrian pathways, bicycle pathways and public transit rights of way” as a condition of plan of subdivision approval, at the municipality’s discretion. While this provision does not affect parkland supplies (it is over and above the prescribed parkland dedication), it is a useful tool for the acquisition of linear corridors and trails that support and link parks and natural features. It is recommended that the Township consider the conveyance of land for pathways within new subdivisions, and that they encourage the County of Wellington to include this policy within its Official Plan.

The Township’s 2010 Design Guidelines also supports the installation of sidewalks and bike racks (among other amenities) within villages, as well as bicycle lanes from Guelph to Aberfoyle.

To enhance these policies, the Township should require developers to fund the construction of trails and connecting pathways that primarily serve the subject lands. Maintenance of trails becomes a municipal responsibility once assumed by the Township; therefore, appropriate municipal resourcing (e.g., staff, capital, etc.) is required to maintain these assets over the long-term. Guidelines should be established to articulate municipal trail development and maintenance standards that are congruent with AODA standards.

While the Official Plan contains appropriate direction for trails and pathways created through new development, a challenge for the Township is the creation of trails in areas where there are no active development applications, such as existing neighbourhoods. With residents seeking enhanced trail connectivity, it is incumbent upon the Township to work to expand the trail network, particularly by connecting destinations such as parks, schools, and commercial areas within its urban communities. The Wellington County Active Transportation Master Plan is an excellent first step toward achieving this goal. As part of the Plan's implementation, it is recommended that the Township engage local service clubs and the public in a process to: (1) establish and/or confirm guidelines and responsibilities for trail development and maintenance; and (2) identify and/or confirm potential trail routes, implementation projects, and funding sources over a multi-year timeframe. The local adoption of guidelines for trails planning and development will be an important deliverable that can be used by staff to assess trail matters relative to development applications. Consideration may also be given to including conceptual trail routes within the Official Plan to create awareness and to allow for developers to reflect these intentions within their applications.

Recommendations

42. Seek opportunities to include trails and pathways (unpaved) within the Puslinch Community Centre Park (existing portion and/or expansion lands) through the recommended Park Master Plan process.
43. Assign high priority to the creation and promotion of local active transportation routes and trail development identified in the Wellington County Active Transportation Master Plan, coordination of community efforts, and mechanisms afforded the Township through the development approvals process.
44. Engage local service clubs and the public in a process to: (1) establish and/or confirm guidelines and responsibilities for trail development and maintenance; and (2) identify and/or confirm potential trail routes, implementation projects, and funding sources over a multi-year timeframe.
45. Consider permitting the conveyance of land for pathways within new subdivisions (as permitted by Section 51 of the Planning Act). The Township should encourage the County of Wellington to include this policy within its Official Plan.

9. IMPLEMENTATION STRATEGY

This Section summarizes the action plans put forth within this Master Plan, along with their suggested priority and timing. A framework for reviewing and updating the Plan is also identified.

9.1 Implementation Strategy

Throughout the body of this Master Plan, recommendations have been identified at the end of each subsection or topic area. This is not intended to be a definitive list, as additional capital repairs, operating expenditures, and other initiatives outside the scope of this Plan may be identified and prioritized on a case-specific basis. By approving this Plan, the Township is not bound to implementing every recommendation or providing facilities/services in the order, amount, or timing indicated; rather, this Plan provides guidance on community priorities and sets a general course for meeting the needs as they are presently defined. **It is expected that the Township of Puslinch will make decisions on individual projects and funding sources annually through the capital budget process.**

This implementation strategy provides guidance for ensuring that the most critical recommendations are dealt with in a timely fashion, while the less critical (yet important) recommendations are implemented over time. In addition, high level capital cost estimates for key recommendations have been identified in collaboration with the Township to ensure that local cost factors and standards are properly reflected. Annual operating costs for programs, services, and facilities (existing or recommended under this Plan) are not included in this analysis. It is expected that an analysis of operating budget implications and partnership options would be undertaken prior to approving any capital project and that sufficient annual operating funds would be allocated to any approved project. Identified cost implications are estimates for budgeting purposes only and have not been adjusted for inflation.

The timing of the projects proposed in this Master Plan recognizes the need for phased implementation as some recommendations are based upon what is needed and not necessarily what is financially achievable by the Township at the present time. As such, the timing proposed for some recommendations may not align with the Township's funding capacities as time goes by. As part of the annual budget process, this Plan will be reviewed to identify areas where the availability of resources may affect the timing of implementation.

Determining priorities is an exercise that should be revisited each year prior to the Township's capital and operating budget development exercise. Readjusting resource allocations is critical in a climate where base funding is not increasing substantially and resources need to be maximized in order to garner the greatest gain to the community.

In addition to funding availability, factors that might change priorities year to year may include:

- capital lifecycle and considerations of safety;
- legislation and mandated requirements;
- changes to service standards;
- public input and community interests;
- emerging trends and changes in participation rates;
- availability of alternate providers; and
- socio-demographic changes and growth forecasts.

The Township has limited resources and cannot afford to do everything that the community desires; this is one of the primary reasons for undertaking a Master Plan in the first place. Although the Township of Puslinch may be challenged in providing the appropriate financial resources to meet the Master Plan's recommendations, the Township has an obligation to make every reasonable effort to implement these strategies through a variety of appropriate and acceptable means. The full implementation of this Plan will require the pursuit of development charges, grants, alternative funding, and the establishment of various partnerships and collaborations with community organizations, schools, agencies, and other partners.

Recommendations

46. Ensure that sufficient annual operating funds are allocated to approved capital projects.
47. Continue to seek alternative funding sources (e.g., fundraising, sponsorships, grants, etc.) to supplement existing resources and to enable full implementation of the Master Plan.

Priority is often, but not always, synonymous with timing – the higher the priority, the sooner the recommendation should be implemented. Priority has been determined based on an assessment of need, as identified throughout the planning process (including public engagement, trend and demographic analysis, assessments of facilities, parks, services, etc.). The size of the Township's population and tax base restricts the resources that can be allocated to leisure facilities and services. In turn, meeting the widest range of needs possible through the efficient use of resources is paramount.

Within the tables that follow, the priority and timing of recommendations are organized into the following categories:

Priority

High Priority: Immediate attention is recommended during the timeframe recommended.

Medium Priority: Attention is required when high priority recommendations have been initiated or completed, or when suitable partners have been identified for funding.

Low Priority: Attention is required when high and medium priority recommendations have been initiated/completed.

Timing

Short-term: 2015 to 2018

Longer-term: 2019 and beyond

Ongoing: Best practices to be followed on a continual basis

Note: In the following tables, the action plans are numbered according to the order in which they are presented in the body of the Master Plan. They are not listed in priority order.

Implementation Strategy: Township of Puslinch Parks & Recreation Master Plan

Service Delivery Recommendations	Priority	Timing	Considerations
Township Roles & Responsibilities			
1. Continue to serve as a provider of space for parks and recreation opportunities within Puslinch by offering the community access to core indoor and outdoor facilities (through free use, rental, or other agreement).	High	Ongoing	
Programming			
2. Maintain an up-to-date inventory of recreation opportunities within the community (including a database of community groups and their contact information) to ensure that a full range of activities are available for all age groups. This database should be made accessible to local residents and serve to enhance awareness of local activities, programs, leagues, and events.	Medium	Ongoing	

Service Delivery Recommendations	Priority	Timing	Considerations
3. Establish regular contact with various community partners (e.g., Public Health, Library, Social Services, Seniors Association, Volunteer Centre, YMCA, school boards, etc.) – either collectively (e.g., through committees, working groups, etc.) or individually – to identify potential opportunities for community-led programming and facility rentals, with an emphasis on low cost options for older adults/seniors and children/youth.	Medium	Ongoing	
4. Through municipal leadership, practices, policies, and resources, support opportunities for informal, unstructured, and inclusive active recreation experiences, including drop-in programs and non-registered special or one-time events (where resources and availability allow).	High	Ongoing	Potential operating cost implications due to additional events and drop-in programs
5. Actively promote physical activity and healthy communities through participation in the Wellington-Dufferin-Guelph “in motion” initiative and similar programs.	High	Ongoing	
Community Development & Partnerships			
6. Seek fundraising, partnership, and sponsorship opportunities that are consistent with the Township’s vision in order to reduce reliance on tax dollars in providing quality parks and recreation opportunities.	High	Ongoing	
7. Build relationships with local religious institutions and adjacent municipalities to improve collaboration and ensure affordable access to facilities and programs for residents.	Low	Ongoing	

Service Delivery Recommendations	Priority	Timing	Considerations
Staffing & Volunteerism			
<p>8. Evaluate options to improve the existing municipal parks and recreation staffing model to enhance coordination, accountability, and transparency. This may include, but not be limited to, the following:</p> <ul style="list-style-type: none"> a. The creation of a municipal position(s) to coordinate community development and recreation policy matters, as well as oversee the daytime operation of the ORC; and b. Consolidating part-time staff into full-time equivalents (or creating a new full-time position) to address growing Township-wide facility and park maintenance requirements. 	Medium	Short-term	New staff will have operating cost implications – to be determined through further study
Governance			
<p>9. Undertake a comprehensive review of the Recreation Committee’s terms of reference with consideration to the recommendations contained in this Master Plan. Seek ways to activate the Committee’s mandate through the development of an annual work plan identifying key projects and priorities.</p>	Medium	Short-term	
<p>10. Work with the Badenoch Community Centre Board to seek its incorporation as a not-for-profit entity responsible for the operation of the Badenoch Community Centre. Should this direction not be supported by the Board/Council, the Township may consider assuming the operational duties for this facility and absorb the Board’s mandate into that of the Recreation Committee.</p>	High	Short-term	

Service Delivery Recommendations	Priority	Timing	Considerations
Communication & Awareness			
<p>11. Undertake a Communications & Branding Strategy to promote local parks and recreation opportunities. This Strategy may include:</p> <ul style="list-style-type: none"> a. Publishing a bi-annual community leisure guide containing information relating to parks, trails, and recreation opportunities, as well as other services provided by the Township and its community partners; b. Exploring digital signage, social media, and emerging technologies to maximize awareness opportunities and outreach to wider audiences; and c. Township-wide signage to easily identify municipal assets and branding (logo, tag line, etc.) and to provide consistent messaging. 	High	Short-term	Initial and ongoing operating cost implications dependent on scope and scale
<p>12. Provide opportunities to facilitate dialogue between groups (e.g., Recreation Committee, community partners, and residents) through an annual forum (or similar approach) in order to bolster communication. Additional engagement opportunities should also be provided prior to undertaking large community projects to solicit input from the public.</p>	Medium	Ongoing	
User Fees & Financial Assistance			
<p>13. Promote the use of external partners that provide subsidies for participation in recreational opportunities in order to mitigate financial barriers for low income households.</p>	Medium	Ongoing	
<p>14. Regularly assess rental fees and charges to ensure that they represent a fair and equitable balance between true costs and public benefits, are competitive in the broader regional market, and allow the Township to meet its financial goals.</p>	Medium	Ongoing	
<p>15. Establish an hourly charge for groups interested in renting the Township's soccer fields (other than the local minor soccer association, which pays a fee per participant).</p>	Medium	Short-term	

Service Delivery Recommendations	Priority	Timing	Considerations
16. Establish a policy to address special requests for fee waivers in an equitable and transparent manner. (e.g., each affiliated community organization may receive one two-hour room rental free each year for an annual meeting).	Medium	Short-term	
17. Develop a Community Funding Policy and grant program to assist community organizations in implementing initiatives that are aligned with the Township’s goals and priorities (funding could go towards offsetting the cost of items such as materials, equipment, promotion, staffing/administration, etc.). There is an expectation that organizations would also be required to fund a portion of the cost themselves.	High	Short-term	Reallocation of existing expenditures – no net impact
Policies & Procedures			
18. Conduct an annual review of all applicable parks and recreation policies and procedures to identify gaps and ensure that current policies and procedures are current, fair, and accurate to the parties involved.	Medium	Ongoing	
19. Develop a parks maintenance policy for sports fields and other park types.	Low	Longer-term	
20. Develop a facility allocation policy to establish a priority ranking for facility and park scheduling, as well as scheduling procedures.	Low	Longer-term	
21. Collect annual registration data from all organizations that use Township parks and facilities and monitor facility utilization to assist in tracking trends, changing demands, and allocation.	Medium	Ongoing	

Facility Needs Recommendations	Priority	Timing	Considerations
Multi-Purpose Spaces			
22. Prioritize improvements to the Puslinch Community Centre and Badenoch Community Centre and link projects to the Township’s long-term capital forecast.	Medium	Ongoing	Building Condition Audits identify costs of \$354,750 (PCC) and \$135,850 (BCC) between 2014 and 2029
Older Adult Spaces			
23. Strengthen community partnerships and explore options for enhancing the use of existing municipal facilities for community-led programs and events for the Township’s growing older adult population.	High	Ongoing	
Soccer Fields			
24. Two soccer fields – one lit full-size soccer field (11v11) and one smaller unlit soccer field (9v9) – are recommended to be developed on the expansion lands of the Puslinch Community Centre Park.	High	Short-term	Estimated capital cost of \$550,000 for two soccer fields and ancillary amenities
25. Be prepared to explore alternative options for providing soccer fields, should the Calvary Baptist Church elect to terminate the informal arrangement with the Township.	High	Ongoing	Potential capital cost implications
Ball Diamonds			
26. Engage local ball user groups to identify and prioritize improvements to select municipal ball diamonds.	Medium	Short-term	Funding dependent upon identified priorities
27. Consider re-purposing the Puslinch Community Centre Park ball diamond to alternate uses (e.g., splash pad, mini soccer field, etc.) to allow for improved flow and function within this park.	Medium	Short-term	Further input and/or study required

Facility Needs Recommendations	Priority	Timing	Considerations
Hard Surface Courts			
28. Work with the Puslinch Tennis Club to facilitate improvements to the existing courts (e.g., installation of wind and noise screening) and to convert the third court (furthest from the road) into a public court without controlled access in order to promote use for non-members.	Low	Longer-term	Estimated capital cost of \$10,000
Splash Pads			
29. Seek and engage an interested community partner in the development and potential operation of a splash pad at the Puslinch Community Centre Park. Efforts should be made to pursue funding from senior levels of government and through a fundraising campaign.	Medium	Short-term	Potential capital and/or operating cost implications, dependent upon arrangement and design (capital costs starting at \$250,000)
Playgrounds			
30. Assess opportunities to update and modernize the playground at Boreham Park and the Puslinch Community Centre Park with creative play equipment. Consideration should be given to relocating the playground at the Puslinch Community Centre Park (including barrier-free components) to complement the splash pad recommended in this Master Plan.	Medium	Short-term	Estimated capital cost of \$50,000 - \$200,000 per playground
Other Facilities			
31. Evaluate requests for facilities and services not presently within the Township's core mandate on a case-by-case basis. Unsolicited proposals should be supported by a proponent-led assessment that demonstrates the risks and benefits of the Township becoming involved in the provision of a non-core facility, as well as a business plan and funding strategy suitable to the Township.	Low	Ongoing	

Facility Needs Recommendations	Priority	Timing	Considerations
Puslinch Community Centre Park Expansion			
32. Develop a Master Plan for the Puslinch Community Centre Park to more closely examine the layout and features of the entire park site, including the expansion lands.	High	Short-term	Consultant / landscape architect – \$15,000

Parks, Open Space & Trails Recommendations	Priority	Timing	Considerations
Parkland Form & Function			
33. Utilize the Master Plan’s parkland classification hierarchy to guide the development or redevelopment of parks and open spaces according to park type, size, service level, and the amenities that they provide.	High	Ongoing	
Parkland Supply			
34. Consult with local residents and seek opportunities to naturalize or divest Fox Run Park in order to reduce maintenance and carrying costs.	Low	Longer-term	Potential cost savings
Parkland Needs & Acquisition Strategies			
35. Adopt a parkland service target of 3.0 hectares per 1,000 residents, which would require an additional 7.6 hectares of parkland by 2031 to serve growing settlement areas (e.g., Aberfoyle and Morriston) within the Township of Puslinch.	High	Ongoing	
36. Continue to pursue the dedication of parkland and cash-in-lieu through the provisions of the Official Plan and Planning Act.	High	Ongoing	
37. Avoid developing or accepting active parkland parcels of less than 0.5 hectare in size unless the Township has determined that there is a need to fill a gap in parkland and other options are inadequate.	High	Ongoing	

Parks, Open Space & Trails Recommendations	Priority	Timing	Considerations
38. Accepting undevelopable Open Space lands (e.g., storm water management ponds, woodlots, valley lands, floodplains, hazard lands, etc.) as part of the parkland dedication requirement is strongly discouraged. The Township may assume these lands through voluntary dedication or easement if appropriate.	High	Ongoing	
39. Where necessary, employ alternative acquisition tools to enhance future parkland opportunities to serve current and future residents.	Medium	Ongoing	
Parkland Design Considerations			
40. Maintain a commitment to accessibility, safety, and comfort within the Township’s parks system through compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and Crime Prevention Through Environmental Design (CPTED) principles. In recognition of the Township’s aging population, greater attention should be paid to the development of amenities such as washrooms, shade, and benches/seating areas in parks and along trails.	High	Ongoing	Minor capital cost implications
41. Establish a consistent signage design template and install at all parks, recreation facilities, and trail heads.	Medium	Longer-term	Estimated capital cost of \$1,500 to \$2,000 per sign
Trail Network			
42. Seek opportunities to include trails and pathways (unpaved) within the Puslinch Community Centre Park (existing portion and/or expansion lands) through the recommended Park Master Plan process.	High	Short-term	Capital costs start at \$120 per metre (source: Wellington County Active Transportation Master Plan)
43. Assign high priority to the creation and promotion of local active transportation routes and trail development identified in the Wellington County Active Transportation Master Plan, coordination of community efforts, and mechanisms afforded the Township through the development approvals process.	High	Ongoing	See implementation plan for the Wellington County Active Transportation Master Plan

Parks, Open Space & Trails Recommendations	Priority	Timing	Considerations
44. Engage local service clubs and the public in a process to: (1) establish and/or confirm guidelines and responsibilities for trail development and maintenance; and (2) identify and/or confirm potential trail routes, implementation projects, and funding sources over a multi-year timeframe.	High	Short-term	
45. Consider permitting the conveyance of land for pathways within new subdivisions (as permitted by Section 51 of the Planning Act). The Township should encourage the County of Wellington to include this policy within its Official Plan.	Medium	Short-term	

Implementation Recommendations	Priority	Timing	Considerations
Implementation Strategy			
46. Ensure that sufficient annual operating funds are allocated to approved capital projects.	High	Ongoing	
47. Continue to seek alternative funding sources (e.g., fundraising, sponsorships, grants, etc.) to supplement existing resources and to enable full implementation of the Master Plan.	High	Ongoing	
Monitoring and Updating the Master Pan			
48. Implement a system for the regular implementation, monitoring, and review of the Master Plan.	High	Short-term	
49. Reconfirm the direction, priorities and accomplishments of the Master Plan in 2020. Undertake a complete review and update of the Master Plan in the year 2025.	High	Longer-term	Consultant: \$60,000 (2025)

9.2 Monitoring and Updating the Master Plan

The Township of Puslinch should regularly review and assess, and periodically revise the recommendations of the Parks and Recreation Master Plan in order to ensure that they remain reflective of local conditions and responsive to the changing needs of the community. This will require monitoring of activity patterns, tracking user satisfaction levels, consistent dialogue with community organizations, annual reporting on implementation and short-term work plans, and undertaking a detailed ten-year update to the Plan. Through these mechanisms – or as a result of other internal or external factors – adjustment of resource allocations and priorities identified in this Plan may be required.

Reviewing the Plan requires a commitment from all staff involved in the delivery of parks and recreation services, Council, and the public. An appropriate time for this is prior to the annual budgeting process. The following steps may be used to conduct an annual review of the Master Plan:

- review of the past year (recommendations implemented, capital projects undertaken, success/failure of new and existing initiatives, changes in participation levels, issues arising from the public and community groups, etc.);
- identification of issues impacting the coming year (anticipated financial and operational constraints, political pressures, etc.);
- cursory review of the Plan for direction regarding its recommendations;
- preparation of a staff report to indicate prioritization of short term projects and determination of which projects should be implemented in the coming year based upon criteria established by staff (e.g., financial limitations, community input, partnership/funding potential, etc.);
- communication to staff and Council regarding the status of projects, criteria used to prioritize projects, and projects to be implemented in the coming year; and
- budget requests/revisions as necessary.

Recommendations

48. Implement a system for the regular implementation, monitoring, and review of the Master Plan.
49. Reconfirm the direction, priorities and accomplishments of the Master Plan in 2020. Undertake a complete review and update of the Master Plan in the year 2025.

9.3 Estimated Recreation Facility Costs

The following table provides a high level estimate of capital costs for the construction or replacement of recreation facilities discussed in this Master Plan. These estimates should be interpreted with caution as there are many variables that may impact costs, including (but not limited to) regional pricing, economies of scale achieved through multi-use facility development, design quality and construction methods, specifications, equipment, terrain, materials, and inflation. These estimates are construction costs only and exclude consulting and design fees, contingency, and supporting amenities such as landscaping, parking, and other ancillary services (e.g., washrooms and concessions).

Facility Type	Estimated Capital Cost
Arenas	\$12 - \$15 million for a twin-pad arena
Gymnasiums	\$1.5 - \$2 million
Fitness Facilities	Starting at \$1 million
Soccer Fields	\$100,000 - \$250,000 (add up to \$175,000 for lights)
Ball Diamonds	\$200,00 - \$350,000 (add up \$175,000 for lights)
Tennis Courts	\$70,000 per pair (up to \$50,000 for lights)
Multi-Use Courts	\$10,000 - \$50,000
Pickleball Courts	\$35,000 a pair (up to \$20,000 for lights)
Skateboard Parks	\$100,000 - \$500,000
Splash Pads	Starting at \$250,000
Playgrounds	\$50,000 - \$200,000

Appendix A – Background Document Review

A number of documents that were pertinent to the development of the Recreation & Parks Master Plan was received and reviewed. This section summarizes each of these documents.

A Study of the Leisure Service Delivery System in Puslinch Township (1988)

The Leisure Service Delivery System Study was prepared in 1988 by a group of students from the University of Guelph. The purpose of this study was to provide the Recreation Committee with future directions to meet the present and future leisure needs of its residents. Several key areas for improvement were identified including the mandate of the Recreation Committee; policy and procedures development; communication; and, identifying and meeting needs. Recommendations for various recreation and parks activities and facilities were also identified, in addition to an inventory of leisure assets, and local community groups and service providers.

County of Wellington Official Plan (2011) & OPA 81 (2013)

Growth in the Township of Puslinch is guided by the Wellington County Official Plan, which provides direction on matters relating to the physical development within the County over a 20 year period. A five-year review was most recently completed in 2013 (referred to as Official Plan Amendment 81).

With respect to population growth, the County Official Plan indicates that by 2031, the Township of Puslinch will reach 9,920. A breakdown of population growth by Census year is contained in the table below.

Table 10: Population Forecast, Township of Puslinch

	2011	2016	2021	2026	2031
Population	7,490	8,130	8,720	9,320	9,920

Policies regarding public spaces, parks, and open space are contained in Section 4.11, which maintains that the County will promote healthy, active communities by:

- Planning public roads, streets and facilities to be safe, meet the needs of pedestrians, and facilitate pedestrian and non-motorized movement, including, but not limited to, walking and cycling
- Providing a full range and equitable distribution of publicly-accessible built and natural settings for recreation, including facilities, parklands, open space areas, trail, and where practical and appropriate, water-based resources
- Providing opportunities for public access to shorelines
- Considering the impacts of planning decisions on parks, agreement forests and conservation areas.

2014 Development Charges Background Study

The 2014 Development Charges Background Study identifies new development charges and policies for the Township of Puslinch. As expressed in the *Development Charges Act*, municipalities may impose development charges against land to pay for increased capital costs required due to the increased needs for services arising from development. The services included in the development charges for the Township of Puslinch include roads infrastructure, fire protection, outdoor and indoor recreation, and other administrative services.

The Development Charges Background Study identified a current population estimate of 7,240 persons. The Township's population is expected to reach approximately 8,564 by 2024 and 9,808 by 2034, resulting in an increase of 1,324 and 2,568 persons, respectively, over the 10-year and 20-year forecast periods, excluding undercount. In accordance with forecast demand and available land supply, the 2014 Development Charges Background Study allocated housing growth over the 20-year forecast period. Aberfoyle and Morriston are slated to receive 6% and 4% of new housing growth, respectively, with the difference occurring in rural areas (90%).

With respect to existing parkland, the Background Study indicates that the Township of Puslinch has approximately 17.8 hectares (44 acres) of developed parkland, including the new Puslinch Community Centre lands. In addition, the Township provides 3,288 square metres (35,395 square feet) of indoor recreation facility space. Ten vehicles and machinery items were also reported.

Approximately \$192,000 in capital costs have been forecasted over the next 10 year period, allocated towards parkland (\$100,000), playground (\$50,000), trail development (\$37,000), and park vehicle lease (\$5,000). Applying the existing reserve balance (\$28,990) and statutory 10% deduction (\$19,200), the net growth-related capital costs for parks and recreation services over the next ten years is approximately \$143,810.

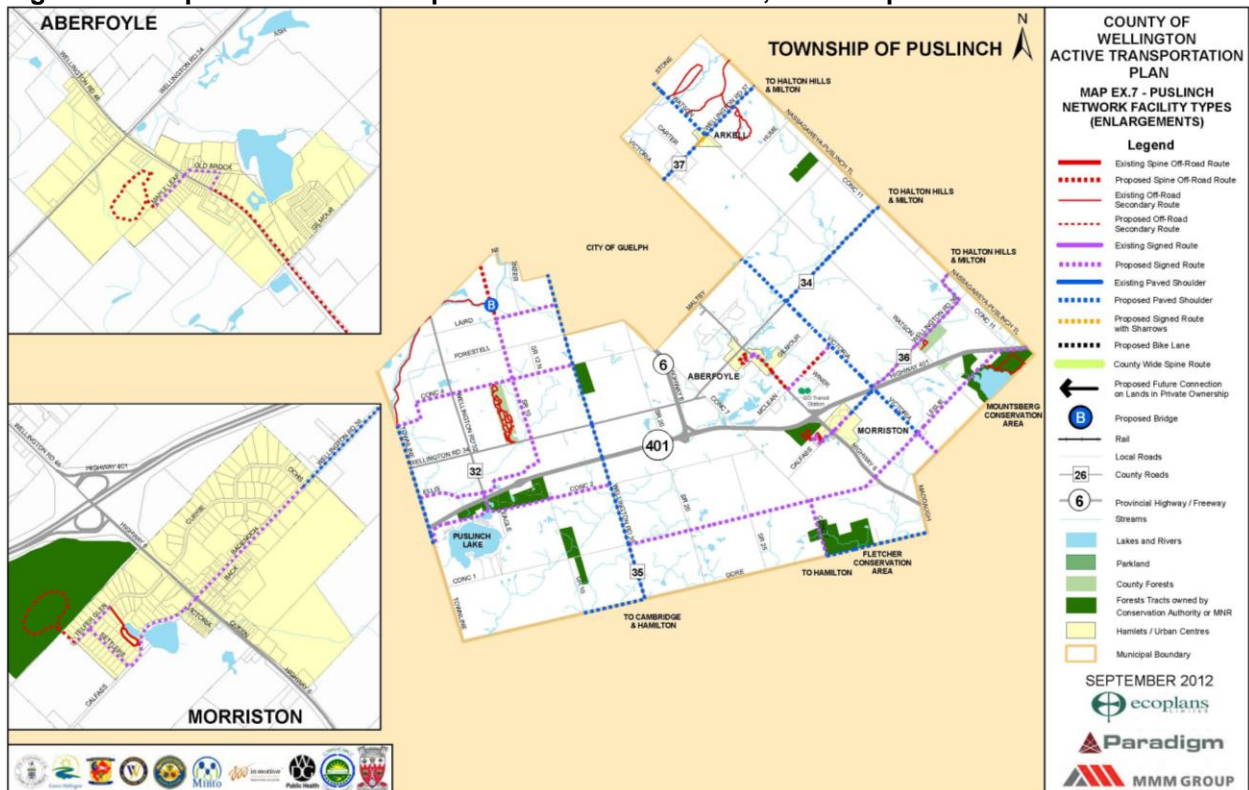
Wellington County Active Transportation Plan (2012)

The Wellington County Active Transportation Plan is a long-term pedestrian and cycling strategy to encourage utilitarian and recreational travel across the entire County. This Plan assists the County and local municipalities in providing planning and transportation guidance with respect to on and off-road trails and active transportation corridors within the County. The Vision for this Active Transportation Plan is described as to “creative and improve opportunities through the County for active recreation and active transportation”. Objectives included, but were not limited to, existing the current state of trails and active transportation in the County, recommended a network of active transportation routes, new policies, design guidelines and standards, promotional strategy, and financial and priority considerations through a phased action plan.

The Plan recommends nearly 755 kilometres of active routes throughout the County. With respect to the Township of Puslinch, the recommended priority routes are described below, followed by a summary map of all proposed routes in the Township.

- Develop an off-road trail loop at the Puslinch Community Centre in Aberfoyle and connect Aberfoyle Public School to the Community Centre.
- Complete the connection along Downey Road/Wellington Road 35 to Concession 4 and west to Townline Road to connect south Guelph with Hespeler.
- Create a signed route connection in Morriston along Wellington Road 36.
- Investigate the potential to develop an off-road trail loop on public lands in northeast Morriston.
- Investigate reinstatement of Stroy's Bridge as a trail connection and part of the main side loops in southwest Wellington.

Figure 12: Proposed Active Transportation and Trail Routes, Township of Puslinch



Building Conditions Assessment – Puslinch Community Centre (2014)

A building conditions assessment for the Puslinch Community Centre was prepared for the Township, which examined several structural elements of the building including the structure, roof, walls and windows, mechanical, electrical, fire and safety. Several recommendations were made over a 15 year period (2029). The assessment concluded that the structure is generally in good condition with no anticipated structural remedial works required in the next 15 years, although it was recommended that the loose boards in the decorative architectural element at the front of the building be repaired. The roof is also in good condition after repairs to the roof were completed in 2013 to address roof leaks; however, it was noted that the roof is nearing the end of its life expectancy. As such, replacement of the roofing panels was recommended.

The walls, windows, and doors were described as in fair condition, with requirements for a wall rehabilitation program and windows and doors replacement program recommended within the next 15 years. Several pieces of mechanical equipment were also recommended for replacement within the next ten years, including, but not limited to, the gas furnace, hot water tank, and condenser unit. In addition, replacement of electrical items included electrical panels, interior and exterior lighting were advanced. A summary of total estimated capital costs to undertake repairs and replacement of the recommended items are summarized in the following table.

Figure 13: Capital Costs for Repairs and Replacement, Puslinch Community Centre - 2014 – 2029

Building Component	Total Capital Costs
Structural	\$3,000
Roof	\$100,000
Walls and Windows	\$140,000
Mechanical	\$45,000
Electrical	\$61,000
Fire and Safety	\$5,750
Total Uninflated (Inflated)	\$354,750 (\$488,184)

Building Conditions Assessment – Badenoch Community Centre (2014)

A building conditions assessment for the Badenoch Community Centre was prepared for the Township, which examined several structural elements of the building including the structure, roof, walls and windows, mechanical, electrical, fire and safety. Several recommendations were made over a 15 year period (2029). The assessment concluded that although there was no structural remedial work required within the next 15 years, repairs were recommended to stop water infiltration into the basement. The roof was generally in good condition as it was recently replaced in 2010.

The walls, windows, and doors were described as in fair condition, with requirements for a wall rehabilitation program and windows and doors replacement program recommended within the next 15 years. A number of mechanical equipment pieces were identified for replacement including the oil fired furnace unit, heating oil tank, fixtures, water treatment equipment, and more. Replacement of interior and exterior light fixtures were also identified, in addition to new smoke alarms, existing lighting, and basement fire extinguisher. A summary of total estimated capital costs to undertake repairs and replacement of the recommended items are summarized in the following table.

Figure 14: Capital Costs for Repairs and Replacement, Badenoch Community Centre - 2014 – 2029

Building Component	Total Capital Costs
Structural	\$10,000
Roof	n/a
Walls and Windows	\$80,000
Mechanical	\$25,600

Building Component	Total Capital Costs
Electrical	\$19,000
Fire and Safety	\$1,250
Total Uninflated (Inflated)	\$135,850 (\$158,422)

Township of Puslinch Partnership Agreements (Various)

Smaller municipalities with limited resources often rely on local and regional community partners to assist with delivering vital recreation and parks facilities, programs, and services. Some of the relevant agreements and collaborations that currently exist between the Township and community partners include the following:

Agreements

- The Aberfoyle Farmers’ Market Association uses the ice rink at the Optimist Recreation Centre for the Aberfoyle Farmers’ Market
- YMCA/YWCA Guelph holds a Puslinch Power Camp during the summer at the Optimist Recreation Centre
- The Whistle Stop Co-Operative Inc. operate a children’s daycare at the Puslinch Community Centre
- Aberfoyle Parent-Child Place (Playgroup) operate a drop-in weekly playgroup for children and parents at the Puslinch Community Centre
- The Badenoch Community Centre Board operate the Badenoch Community Centre

Recreation & Parks Collaborations

- The Puslinch Soccer Club uses the soccer fields at Aberfoyle Park and Badenoch Field
- The Puslinch Tennis Club use the tennis courts at Aberfoyle Park
- The Optimist Club of Puslinch provides volunteers for maintenance of ice and supervision of skating, use of facilities for meetings and events
- The Aberfoyle Public School uses Aberfoyle Park for various track events, the Puslinch Community Centre for chess tournament and Grade 8 graduation, and the ice rink at the Optimist Recreation Centre for winter skating
- Calvary Baptist Church – no formal agreement, soccer pitches are used by Puslinch Soccer Club and grounds are maintained by Township

Township of Puslinch Multi-Year Accessibility Plan (2011)

The Township adopted the County of Wellington Facility Accessibility Design Manual (FADM). The Manual addresses accessibility requirements for the design and construction of new facilities, as well as the retrofit, alteration, and addition to existing facilities. It incorporates the belief in universal design, which recognizes the broad diversity of people who use Township facilities. The Township will continue to ensure

that all future construction and major renovation projects comply with the FADM and/or the AODA Accessible Built Environment Standard, whichever is more stringent.

The Township has recently completed (or plans to complete) the following accessibility improvements to recreation buildings and open spaces:

- The Optimist Recreation Centre (2010) – Accessible features included within new construction
- Puslinch Community Centre building (2012/2013) – Accessible washrooms installed
- Puslinch Community Centre grounds (2016) – Fully accessible play area for children
- Puslinch Community Centre building (2018) – Kitchen and bar area renovation to include lowering of countertops for wheelchair access
- Badenoch Community Centre (3-year phased project beginning in 2019) – Accessible washrooms and doorways, lowering of kitchen countertop for wheelchair access, ramp installed at front of building, front door widened and automatic door opener installed

Puslinch Design Guidelines (2010)

The Puslinch Design Guidelines were developed to direct community design and protect the rural character of the Township. The design guidelines were crafted to achieve three design principles, which were based upon specific design objectives contained in the Official Plan, key settlement areas, and the design team. Design principles included: enhancing the streetscape; promoting quality and development; and respecting established character. Some of the relevant design guidelines identified in this document include:

- Provide roadside bicycle route on paved shoulder of Brock Road (WR 46) to support cycling as a means of travel and recreation.
- Place a priority on community centre property, which houses the key institutional and recreational uses serving the Township. A professionally designed entrance incorporating banners, directional signage, etc. and enhanced landscaping along the property frontage would improve visibility and profile of the property.
- Consider improvements to the Historic Corner Block at the northwest corner of Queen Street and Church Street to improve visibility, profile and use of this public park.
- Provide bicycle parking facilities for customers and staff.

Appendix B – Community Launch Event

The section summarizes the input received from the Community Launch Event that was held at the Optimist Recreation Centre, concurrently with the Aberfoyle Farmers' Market, on October 4, 2014 to introduce the Recreation & Parks Master Plan

Q1. What I like most about the Township of Puslinch is...

- Sense of community (3)
- Rural atmosphere (2)
- Open spaces

Q2. In 20 years, I want the Township of Puslinch to be...

- Independent
- Separate from larger communities such as Guelph and Hamilton

Q3. How can we improve local recreation facilities?

- Splash pad (2)
- Ensure that facilities are easy to get to and are accessible
- Raise awareness of recreation facilities to encourage use
- Build more sidewalks and maintain them
- More recreation facilities at the Badenoch Community Centre
- Older adult centre
- Improve access to the ORC for local residents

Q4. How can we improve programs and activities?

- Activities for older adults and seniors (2)
- More programs at the ORC
- Power skating programs at the ORC
- More activities for youth
- More community involvement events
- Have older adults instruct or teach a program
- Board games, cards, movies, music, discussion groups
- Bring back hockey and drop-in
- More program options for all age groups
- Basketball and volleyball programs for adults
- Scheduled programs
- Promote adult and youth fitness programs

Q5. How can we improve local parks?

- Convert old quarries into parks or campgrounds
- Splash pads

Q6. How can we improve local trails?

- Raise awareness of trails in the Township (2)
- Limit quarry growth
- Stop people from hunting in Conservation Areas

Q7. The Township recently purchased the land behind the Puslinch Community Centre – what outdoor amenities should we consider for this land?

- Trails for walking or cycling (6)
- Splash pad (3)
- Running track for public and school use
- Gardens or naturalized lands
- Leash free dog park
- Soccer fields

Appendix C – Online Survey Summary

To assist with the preparation of the Master Plan, an online survey was available between the months of August and October 2014. A total of 98 surveys were completed and analyzed. The following is a summary of the input received.

1. In the past 12 months, which of the following activities have you or anyone in your household participated in? By participation, we mean situations where you or a member of your household actively participate (which does not include attending an event or watching others), either at home or in public.

Activity	#	%	Activity	#	%
Walking or Hiking for Leisure	77	81%	Volleyball	9	9%
Swimming	60	63%	Organized Teen Programs	9	9%
Aerobics, Fitness or Weight-training	53	56%	Basketball	7	7%
Hockey, Figure Skating, or Ice Skating	43	45%	Tennis	7	7%
Dog Walking (on and off leash)	43	45%	Skateboarding	3	3%
Cycling or Mountain Biking	39	41%	Other Responses		
Use of Playground Equipment	39	41%	Aquafit / Hydrotherapy	1	1%
Soccer	28	29%	Archery	1	1%
Running or Jogging	25	26%	Bowling	1	1%
Baseball or Softball	25	26%	Canoeing	1	1%
Pre-School or Children Programs	20	21%	Dance	1	1%
Gymnastics	12	13%	Golf	1	1%
Organized Seniors Programs	12	13%	Roller Derby	1	1%
Curling	10	11%	Triathlon	1	1%
			Total Respondents	95	

2. Where does your household primarily participate in recreation and parks activities?

Activity	#	%	Activity	#	%
At home	44	46%	Church or religious institution	5	5%
Municipal park or facility provided by the Township of Puslinch	38	40%	Other Responses		
Municipal park or facility outside the Township of Puslinch	37	39%	Golf Courses	1	1%
Private club	20	21%	Various trails	1	1%
Conservation Area	18	19%	YMCA	1	1%
School	9	9%	Total Respondents	96	

3. Are you and members of your household able to participate in recreation and parks activities as often as you would like?

	#	%
Yes	46	47%
No	47	48%
Don't Know	5	5%
Total	98	100%

4. Why are you and members of your household not able to participate in recreation and parks activities as often as you would like?

Barrier	#	%
Lack of personal time / Too busy	26	57%
Lack of desired facilities or programs	25	54%
Lack of information / Unaware of opportunities	8	17%
Program not offered at a convenient time	7	15%
Lack of transportation / Facility too far away	7	15%
Lack of money / Too expensive	6	13%
Health problems / Disability / Age	3	7%
Lack of Child Care	1	2%
Language / Cultural Barrier	0	0%
Don't Know	0	0%
Total Respondents	46	

5. Generally, what proportion of your recreation and parks needs are met within the Township of Puslinch?

	#	%
All	5	5%
Most	11	11%
About Half	31	32%
Some	44	45%
None	4	4%
Don't Know	3	3%
Total	98	100%

6. What activities do you or members of your household typically participate in outside of the Township of Puslinch?

Activity	#	%	Activity	#	%
Swimming	33	38%	Basketball	2	2%
Fitness, aerobics, weight-training	22	25%	Dance	2	2%
Walking / Running / Hiking	20	23%	Gymnastics	2	2%
Hockey / Ringette	14	16%	Indoor soccer	2	2%
Baseball / Softball	10	11%	Ball hockey	1	1%
Cycling	9	10%	Boot Camp	1	1%
Golf	6	7%	Bowling	1	1%
Soccer	5	6%	Camping	1	1%
Curling	4	5%	Cheer	1	1%
Organized children's activities and early years drop-in	4	5%	Horseback riding	1	1%
Aquafit	3	3%	Roller Derby	1	1%
Playground	3	3%	Tennis	1	1%
Skateboarding	3	3%	Volleyball	1	1%
			Total	87	100%

7. Why does your household participate in these activities outside of the Township of Puslinch?

	#	%
Closer to work or school	5	6%
Closer to other activities or shopping	7	8%
Facility/program is not available in the Township	70	84%
Facility/program not available at the preferred time	5	6%
"Connected" to other community / Used to live there	9	11%
Quality of facility/program is superior	14	17%
Less expensive	4	5%
Tournaments / Special events / Travel teams	5	6%
Don't Know	0	0%
Other Responses		
Walking group or walking dog	1	1%
Total Respondents	83	

8. Are there any recreation and parks activities that you or members of your household would like to see offered in the Township that are not currently available?

	#	%
Yes	61	63%
No	16	16%
Don't Know	20	21%
Total	97	100%

9. What activities would you like to see offered?

Activity	#	%	Activity	#	%
Swimming	23	38%	Summer camps	2	3%
Hockey / Recreational skating programs	14	23%	Volleyball	2	3%
Hiking trails	11	18%	Badminton	1	2%
Aerobics / Fitness / Weight-training	8	13%	Ball hockey	1	2%
Splash Pad	7	11%	Camping	1	2%
Cycling lanes and bike trails	6	10%	Curling	1	2%
Off-leash dog park	5	8%	Dance	1	2%
More organized programs for adults/teens/children	4	7%	Indoor soccer	1	2%
Organized sports and leagues for adults	4	7%	Indoor walking	1	2%
Senior activities	3	5%	Marital arts	1	2%
Soccer	3	5%	Playground (in Fox Run)	1	2%
Basketball	2	3%	Tennis Courts	1	2%
Skateboarding	2	3%	Total	61	100%

10. In your opinion, which of the following organizations should provide these new programs/activities?

	#	%
Township of Puslinch	26	43%
Community / volunteer organization	10	17%
Private sector	5	8%
A combination of the above providers	40	67%
Don't know	2	3%
Other Responses		
GRCA	1	2%
County/Province	1	2%
Total	60	100%

11. In general, how important are the following items to your household?

	Not at all Important / Not Important		Neither Important or Not Important		Important / Very Important		Don't Know		Total	
	#	%	#	%	#	%	#	%	#	%
Trails and Pathways	4	5%	6	7%	78	89%	0	0%	88	100%
Outdoor Recreation facilities such as sports fields and playgrounds	7	8%	6	7%	79	86%	0	0%	92	100%
Passive Parks that preserve natural areas and open space	6	7%	11	12%	71	79%	2	2%	90	100%
Indoor Recreation facilities such as arenas and community centres	8	9%	17	18%	67	73%	0	0%	92	100%

12. Thinking about those facilities that currently exist in the Township of Puslinch, what is your level of satisfaction with the following?

	Not at all Satisfied / Not Satisfied		Neither Satisfied or Not Satisfied		Satisfied / Very Satisfied		Don't Know		Total	
	#	%	#	%	#	%	#	%	#	%
Trails and Pathways	29	32%	28	31%	28	31%	5	6%	90	100%
Outdoor Recreation facilities such as sports fields and playgrounds	17	18%	18	20%	55	60%	2	2%	92	100%
Passive Parks that preserve natural areas and open space	18	20%	32	35%	34	37%	7	8%	91	100%
Indoor Recreation facilities such as arenas and community centres	13	14%	24	26%	51	55%	4	4%	92	100%

13. What is your level of satisfaction with the recreation and parks opportunities in the Township of Puslinch for the following age groups?

	Not at all Satisfied / Not Satisfied		Neither Satisfied or Not Satisfied		Satisfied / Very Satisfied		Don't Know		Total	
	#	%	#	%	#	%	#	%	#	%
Children (0-12 years)	19	22%	18	21%	30	34%	20	23%	87	100%
Teens (13-18 years)	22	26%	28	33%	25	29%	10	12%	85	100%
Older Adults and Seniors (55+)	22	26%	23	27%	14	16%	27	31%	86	100%
Adults (19-54 years)	16	19%	25	30%	12	14%	30	36%	83	100%

14. To what degree do you oppose or support the Township spending additional public funds on the following types of facilities?

	Strongly Oppose / Oppose		Neither Oppose or Support		Strongly Support / Support		Don't Know		Total	
	#	%	#	%	#	%	#	%	#	%
Playgrounds	5	5%	12	13%	74	81%	0	0%	91	100%
Nature Trails	5	6%	14	16%	70	79%	0	0%	89	100%
Parks and Open Space	6	7%	15	17%	68	76%	1	1%	90	100%
Fitness Centres	12	14%	12	14%	64	73%	0	0%	88	100%
Soccer Fields	8	9%	20	22%	62	69%	0	0%	90	100%
Splash Pads	12	13%	15	17%	62	69%	1	1%	90	100%
Space for Youth	9	10%	18	20%	60	68%	1	1%	88	100%
Community Halls	14	15%	19	21%	58	64%	0	0%	91	100%
Gymnasiums	11	12%	23	26%	56	62%	0	0%	90	100%
Space for Seniors	8	9%	25	28%	54	61%	2	2%	89	100%
Basketball Courts (outdoor)	10	11%	24	28%	52	60%	1	1%	87	100%
Baseball or Softball Diamonds	15	16%	25	27%	52	57%	0	0%	92	100%
Community Gardens	10	11%	29	33%	50	56%	0	0%	89	100%
Tennis Courts	16	18%	30	34%	43	48%	0	0%	89	100%
Paved Trails	18	20%	28	32%	42	48%	0	0%	88	100%
Off-Leash Dog Parks	22	24%	28	31%	38	42%	2	2%	90	100%
Skateboard Parks	15	17%	34	39%	37	42%	2	2%	88	100%

15. Please indicate your level of agreement with the following statements.

	Strongly Disagree / Disagree		Neither Agree or Disagree		Strongly Agree / Agree		Don't Know		Total	
	#	%	#	%	#	%	#	%	#	%
The Township's recreation and parks facilities are generally well maintained.	4	4%	15	16%	69	76%	3	3%	91	100%
Recreation and parks should be a high priority for Township Council.	6	7%	18	20%	68	74%	0	0%	92	100%
The Township should offer recreation and parks programs (registered or drop-in) for residents.	9	10%	23	25%	59	64%	1	1%	92	100%
Your household is generally satisfied with the geographic distribution of recreation facilities in the Township.	18	20%	25	27%	45	49%	3	3%	91	100%

	Strongly Disagree / Disagree		Neither Agree or Disagree		Strongly Agree / Agree		Don't Know		Total	
	#	%	#	%	#	%	#	%	#	%
There are sufficient parks and open spaces in your area to meet your needs.	25	28%	22	24%	43	48%	0	0%	90	100%
Your household is generally satisfied with the geographic distribution of parks and open spaces in the Township.	14	16%	33	37%	41	46%	2	2%	90	100%

16. Please provide any additional comments you may have regarding recreation and parks in the Township of Puslinch.

The results of this question have not been summarized due to the open ended nature of this question; however, they have been considered in the needs assessment phase of this Master Plan.

17. How many people, including yourself, live in your household?

Number of Persons	#	%
1	4	4%
2	30	33%
3	14	15%
4	22	24%
5	12	13%
6	8	9%
7 or more	1	1%
Total	91	100%
Average Household Size	3.4	

18. Please indicate the total number of persons within your household that fall into the following age categories.

	#	%
Under 10 years	60	20%
10-19 years	28	9%
20-34 years	43	14%
35-54 years	90	30%
55-69 years	64	21%
70 years and over	19	6%
Total	304	100%

19. In what year were you born?

	#	%
Prior to 1944 (70 years or older)	6	8%
1944 to 1958 (55 to 69 years old)	22	28%
1959 to 1978 (35 to 54 years old)	39	49%
1979 to 1994 (20 to 34 years old)	12	15%
After 1994 (19 years or younger)	1	1%
Total	80	100%
Median Age	49.5	

20. In 2013, what was your household's total annual income before taxes?

	#	%
Under \$20,000	1	1%
Between \$20,000 and \$39,999	2	2%
Between \$40,000 and \$59,999	9	10%
Between \$60,000 and \$79,999	12	13%
Between \$80,000 and \$99,999	6	7%
\$100,000 or more	32	36%
Don't Know/Prefer Not to Disclose	27	30%
Total	89	100%

21. Are you a resident of the Township of Puslinch?

	#	%
Yes	89	95%
No	4	4%
Don't Know	1	1%
Total	94	100%

22. You indicated that you are not a resident of the Township of Puslinch. In what municipality do you reside?

	#	%
Guelph	3	75%
Wellington North	1	25%
Total	4	100%

23. In which part of the Township do you live?

	#	%
North of Highway 401 and east of Hanlon Parkway / Highway 6 North (e.g., Aberfoyle, Arkell)	39	45%
North of Highway 401 and west of Hanlon Parkway / Highway 6 North	12	14%
South of Highway 401 (e.g., Morriston, Puslinch Lake)	35	40%
Don't Know	1	1%
Total	87	100%

Appendix D – Stakeholder Survey Summary

A self-administered online survey oriented towards stakeholder groups (e.g., community associations, volunteer organizations, local agencies, partners, facility/park renters, etc.) was initiated in October 2014 to collect information regarding group participation, facility utilization, and future group needs, and more. This section summarizes the input received from each stakeholder that completed the survey.

Aberfoyle Farmers' Market Association

The Aberfoyle Farmers' Market Association was incorporated in 2010 and is responsible for organizing and operating the Aberfoyle Farmers' Market, which is a seasonal, producer-based farmers' market that supports local farmers and small businesses, artisans, and community organizations, and draws over 800 persons per week. This market is held on every Saturday between May and October, on the arena floor at the Optimist Recreation Centre.

Over the next five years, the Association hopes to expand their services by increasing the number of vendors, and while the arena floor has the capacity to accommodate this growth, the Association identified that the space can be improved to better suit their needs. As a result, a number of improvements to the arena floor space were identified to enhance safety and user friendliness such as curtains around the floor to shield the market from the weather, drop down electrical outlets, warming or covering the concrete floor to prevent moisture, and locating the potable water near the sink for improved access. The Association also suggested that the Township should coordinate with the City of Guelph to extend the bus route towards Aberfoyle to provide easier access to the market. This is particularly important given that many of the visitors to the market are residents of Guelph.

Aberfoyle Parent-Child Place

The Aberfoyle Parent-Child Place is a free, two-hour, drop-in program for children under the age of six and their care takers. This program focuses on child development through creative play and fosters social interaction between children as well as parents. The group reported about 170 users (children and parents combined) for 2014 and indicated that participation has fluctuated over the past three years due to the drop-in nature of the program. It is estimated that approximately two-thirds of participants are Township residents, while the remainder are residents of south Guelph.

The group uses the Puslinch Community Centre and reported that repairs are needed to the storage cupboards. Storage for larger items was also expressed. When the group is not utilizing this facility, they reported using other facilities in Guelph, including parks, churches, and schools. The group's most pressing concern is the availability of funding to continue providing this program. This is a concern given that the program is being offered at no cost. Funding is currently provided by the County of Wellington; however, it was noted that funding was recently reduced.

Badenoch Community Centre Board

The Badenoch Community Centre Board was established in 1965 and is responsible for operating the Badenoch Community Centre with assistance from the Township of Puslinch. The organization provided limited information about the group's future needs but did indicate that they do not plan to expand the scope of their programs or services. The group also does not anticipate the need for new parks or recreation facilities over the next five years; however, the group indicated that their organization can benefit from additional funding from the Township.

Cross Roads Memorial Church

Cross Roads Memorial Church was founded in 1962 with a vision to bring local help to the community and Christian hope to the Township and surrounding municipalities. Several programs and services are provided by the Church including Sunday worship, Sunday school, bible study, drop-in play group, meals, counseling, recreational activities, and volunteer services.

Over the next five years, the group intends to expand their program offerings, although expansion is limited by physical constraints given that the lower level of the church is not wheelchair accessible. The ability to attract, train, and retain volunteers is also a factor. The church also utilizes the Puslinch Community Centre and did not identify any areas of improvement as it currently meets their needs. The church indicated that they are unsure whether or not there is a need for a new recreational facility; although it was expressed that they would be open to a potential partnership with the Township should an opportunity be presented. Further, the church identified that it has 3 acres of undeveloped lands with an opportunity to develop a new community space, should it be determined that one is necessary.

Fergie Jenkins Baseball

Fergie Jenkins Baseball is a new ball organization with a proposal to establish a new baseball complex to help develop players of all skill levels to serve the Township of Puslinch and surrounding municipalities. Organizers of the group envision that this complex would offer up to three full size ball diamonds, a multi-use field, and an indoor field house that can accommodate both teams and community rentals. The organization feels that the Township is a prime location within proximity to several large communities who are looking for one location to accommodate all their ball needs.

Puslinch Minor Ball

Puslinch Minor Ball offers junior level baseball to Township of Puslinch, south Guelph, and Cambridge players. The group indicates that there are currently 75 registered participants (two-thirds are Township residents), which is a slight decline from the previous year of 80 participants. A broad range of leagues are offered including t-ball, three pitch, atom, squirt, peewee, bantam, midget, and junior. Over the next five years, the group does not intend to expand the current scope of programming. The group indicated that they utilize the ball diamond at Morrison Meadows and mentioned that

there is currently nothing that can be done to improve this facility as it is well maintained. The group also travels often for ball games, utilizing ball diamonds in Guelph/Eramosa, Erin, Wellington North, North Perth, and other rural communities.

Puslinch Minor Soccer Club

The Puslinch Minor Soccer Club was founded in 1995 to achieve three objectives – to promote, develop, and administer the game of outdoor soccer; to develop character by promoting physical, social, and leadership skills in the players and emphasis in concepts such as sportsmanship, team spirit, and respect for others; and to strive to promote the interests of soccer in the community, recognizing the players as a priority. The Club currently utilizes the soccer fields at the Calvary Baptist Church and Puslinch Community Centre Park. The Club plays and participates in winter training in adjacent communities, including Guelph/Eramosa and Guelph.

The Club has consistently grown over the past three years from 430 players in 2012 to 484 players for 2014 (half of whom are Township residents). The Club expressed hopes of expanding their programs; however, they indicated that they are nearing maximum capacity and limited field space. It was identified that more soccer fields in the Township are needed to alleviate concerns, with one being lit. The Club identified that they would be open to contribute funding or consider partnerships with the Township in the delivery of new recreation facilities, should it be required. Other Township supports that would benefit the Club include a mail box, and space for an office and storage.

The Clarks of Tomfad

The Clarks of Tomfad was established in 1995 by two individuals to track events, families, and individuals in the Township of Puslinch. The group currently operates a website where users can visit to retrieve and gain a wealth of knowledge on the history of the Township dating back to the 1800s. The group also sells a hardcopy book, which is available at the Township Hall. No major needs were identified with respect to the provision of recreation and parks; however the group indicated that the greatest concern was the availability of funding to remain current with technology in order to continue producing online materials.

The Spiritual Assembly of the Baha'is of Puslinch

Created in 1979, the Spiritual Assembly of the Baha'is of Puslinch is a faith-based organization dedicated to worshiping the Baha'i Faith, a global religion whose purpose is to bring about a new society that will unite the peoples of the world. This organization has 12 members that serve the Township of Puslinch in devotion gatherings and the study of Baha'i scriptures. This organization utilizes the Puslinch Community Centre and did not identify any opportunities for improvement as the facility generally meets their needs. Praise was expressed towards the facility's accessibility features, as a number of members are seniors with mobility issues. Access to a new facility or additional supports from the Township is not required over the foreseeable future for the organization.

Whistle Stop Co-op Preschool

Whistle Stop Co-op Preschool was formed in 1987 to provide a place for children and parents from the Township and surrounding area to come together in a stimulating, social, and creative learning environment. This organization provides children of all abilities with an opportunity to develop their physical, social, and cognitive abilities through play. Educational programs for parents are also available. There are approximately 16 active participants currently registered with the program, although only 7 children are residents of the Township. A majority of children are from the south Guelph area. The Co-op currently use the small multi-purpose room at the Puslinch Community Centre and indicated that repairs and locks to the storage cupboards are needed. The group also uses the Aberfoyle Public School.

Appendix E – Inventory of Parks, Trails, Municipal and Non-Municipal Facilities, and Services

	Park Name	Aberfoyle Public School Grounds	Badenoch Community Centre	Badenoch Field	Boreham Park	Calvary Baptist Church Soccer Fields	Fox Run Park	Historic Corner Block Park	Morriston Meadows	Old Morriston Ball Field	Puslinch Community Centre Park	Puslinch Lake Private Park	Telfer Glen Park	
GENERAL	Park Type	Public School	Neighbourhood Park	Neighbourhood Park	Neighbourhood Park	N/A	Neighbourhood Park	Neighbourhood Park	Neighbourhood Park	Neighbourhood Park	Neighbourhood Park	Neighbourhood Park	Neighbourhood Park	
	Associated Facilities	Public School Gymnasium	Open Space, Ball Diamond, Swing Set, Badenoch Community Centre	N/A	N/A	Calvary Baptist Church	N/A	N/A	N/A	N/A	Puslinch Community Centre, Optimist Community Centre, Wellington County Library - Puslinch Branch	N/A	N/A	
	Land Area	1.8 hectares (4.5 acres)	0.4 hectares (1.0 acres)	2.2 hectares (5.5 acres)	0.9 hectares (2.1 acres)	9.26 hectares (22.8 acres)	2.3 hectares (5.7 acres)	0.13 hectares (0.31 acres)	2.5 hectares (6.1 acres)	2.5 hectares (6.1 acres)	9.8 hectares (24.1 acres)	0.9 hectares (2.2 acres)	1.5 hectares (3.8 acres)	
	Ownership	Upper Grand District School Board	Township	Township	Township	Calvary Baptist Church	Township	Township	Township	Township	Township	Private	Township	
	Operating Agreement	N/A	Operated by the Badenoch Community Centre Board (No formal agreement)	N/A	N/A	Township maintains the lands but a formal use agreement currently does not exist	N/A	N/A	N/A	N/A	Puslinch Tennis Club operate the tennis courts	Privately owned and operated	N/A	
	LOCATION	Community	Aberfoyle	Badenoch	Badenoch	Arkell	Arkell	Aberfoyle	Morriston	Morriston	Morriston	Aberfoyle	Puslinch Lake	Morriston
Municipal Address		16 Old Brock Road	4217 Watson Road South	4227 Weston Road South	Boreham Drive	454 Arkell Road	Deer View Ridge	Queen Street	Currie Drive	Main Street	23 Brock Road South	McCormicks Lane Private	Calfass Road	
Longitude and Latitude Coordinates		80°8'51.15"W 43°28'20.503"N	80°4'35.129"W 43°28'16.83"N	80°4'52.629"W 43°28'26.076"N	80°10'20.681"W 43°32'17.236"N	80°10'48.626"W 43°31'46.46"N	80°9'21.902"W 43°29'2.284"N	80°6'57.033"W 43°26'49.383"N	80°7'1.286"W 43°27'0.837"N	80°6'46.534"W 43°26'56.751"N	80°9'6.6"W 43°28'14.742"N	80°15'58.715"W 43°24'46.52"N	80°7'21.347"W 43°26'48.711"N	
Adjacent Land Uses		Residential, Agricultural	Agricultural, Natural Environment	Agricultural, Natural Environment	Residential, Agricultural	Residential, Agricultural	Residential	Residential	Residential, Natural Environment, Commercial	Residential, Agricultural	Residential, Natural Environment	Residential	Residential	
AMENITIES	Soccer Fields	1 intermediate field in poor condition	N/A	1 full unlit - adult	N/A	2 intermediate unlit, 1 adult unlit	N/A	N/A	N/A	N/A	1 full unlit - intermediate	N/A	N/A	
	Baseball Diamonds	3 practice diamonds	1 practice diamond	N/A	N/A	N/A	N/A	N/A	1 Unlit - Adult, 1 practice diamond	1 lit softball	1 lit adult softball	N/A	N/A	
	Tennis Courts	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3 lit - operated by the Club with no public access.	1 unlit tennis court	N/A	
	Basketball Hoops	2 Full courts - asphalt, unlit	N/A	N/A	N/A	N/A	N/A	N/A	1 Full court - asphalt, unlit	N/A	N/A	1 basketball hoop	N/A	
	Ice Rinks	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1 Covered outdoor ice rink with four change rooms 140'x65'	N/A	N/A	
	Playgrounds	1 junior playground and swing set	Swing set only	N/A	1 slide and swing set, sand base with no border	N/A	N/A	N/A	1 playground (junior and senior) - sand base	N/A	1 playground (junior and senior)	1 playground	N/A	
	Horseshoe Pits	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	5 horse shoe pits	N/A	N/A	
	Pavillions	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1 small pavilion	N/A	N/A	N/A	N/A	
	Community Gardens	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Ornamental Community Garden provided by the Horticultural Society	N/A	N/A	
	Other Features	N/A	Open space	Small storage building	1 bench, trash receptical, street light	N/A	N/A	N/A	N/A	N/A	Batting cage, open space	Batting cage, Horse paddock, tractor pull area	N/A	N/A
	Washrooms	N/A	N/A	Portable washroom	N/A	Portable washrooms	N/A	N/A	N/A	Yes - concrete building in good condition	Permanent	Available at the Puslinch Community Centre and Optimist Recreation Centre via exterior access	N/A	N/A
Parking	Off street	Off street	Grass	On street	Off street	On street	On street	On street	Off street	Limited off street	Limited off street	N/A	On street	
CONDITION / DESIGN	General Condition	Fair	Practice diamond is in adequate condition for practice and casual community play.	Good	Poor-Good	Good	Good	Good	Good	Good	Good	Good	Fair	
	Accessibility	Partially accessible	Partially accessible	Partially accessible	Partially accessible, Deep swales through the park	Partially accessible with some uneven grass areas	Partially accessible	Accessible	None	Partially accessible	Fully accessible	Partially accessible	Not accessible	
NOTES			Opportunities for a trail along Mill Creek to the north but a destination or connection is unknown at this point. Trail development may require additional parking.	No park sign or address. Could support additional facilities but must remain cognizant of adjacent residences		Limited opportunity, no park signage				Old lighting structures, no park signage				

	Trail Name	Badenoch Tract Trail	Lakeshore Lookout Trail (Mountsberg Conservation Area)	Little Tract Trail	Smith Side Trail	Speed River Trail	Starkey Hill Trail	Telfer Glen Park Trail	Quarry Trail (Fletchers Creek Ecological Preserve)
GENERAL	Trail Type	Natural Trail	Natural Trail	Natural Trail	Natural Trail	Natural Trail	Natural Trail	Natural Trail	Natural Trail
	Associated Facilities	N/A	Visitors Centre	N/A	N/A	N/A	N/A	N/A	N/A
	Trail Length	1 Kilometre	5 kilometres	8 kilometres	3 kilometres	9 kilometres	4 kilometres	270 metres	3 kilometres
	Ownership	Wellington County	Halton Region Conservation Authority	Wellington County	GRCA	Private	GRCA	Township	Hamilton Conservation Authority
	Operating Agreement	N/A	N/A	N/A	Maintained by the Guelph Hiking Trail Club	Guelph Hiking Trail Club	N/A	N/A	N/A
	LOCATION	Community	Badenoch	Rural	Rural	Rural	Rural	Rural	Morrison
	Municipal Address	4223 Watson Road South	2259 Milborough Line	6710 County Road 34	0624 Watson Road South	N/A	Arkell Road	Calfass Road	Concession Road 7
	Longitude and Latitude Coordinates	80°4'48.308"W 43°28'22.611"N	80°2'51.185"W 43°27'58.356"N	80°10'57.608"W 43°32'56.499"N	80°10'54.24"W 43°32'56.946"N	80°17'40.499"W 43°27'34.524"N, 80°15'35.305"W 43°29'40.35"N	80°9'22.813"W 43°32'42.094"N	80°7'17.039"W 43°26'46.227"N	80°7'13.786"W 43°24'50.181"N
	Difficulty	Easy	Moderate	Easy to Moderate	Moderate	Moderate	Moderate	Moderate	Moderate
	Adjacent Land Uses	Agricultural, Natural Environment, Parks (soccer fields)	Natural Environment	Agricultural, Natural Environment	Agricultural, Natural Environment	Agricultural, Natural Environment, Residential	Agricultural, Natural Environment	Residential, Agricultural	Agricultural, Natural Environment
AMENITIES	Trail Surface	Natural, Grass	Natural	Natural	Natural	Natural	Natural	Natural	Natural Trail
	Permitted Uses	Walking, Hiking, Cross Country Skiing, Mountain Biking	Walking, Hiking, Cross Country Skiing, Snow Shoeing	Walking	Walking, Hiking, Cross Country Skiing, Mountain Biking	Walking, Hiking	Walking, Hiking	Walking, Hiking	Walking, Hiking
	Signage	Park sign and wayfinding station, although the wayfinding sign is not in use.	Park sign and wayfinding station	Park sign and wayfinding station, although the wayfinding sign is not in use.	Park sign and wayfinding station	None	Park sign and wayfinding station	Park sign but no wayfinding	Park sign
	Benches	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A
	Other Features	N/A	Trash receptacles, rest areas, lookout tower	Trash receptacle	Trash receptacle	N/A	Trash receptacle	N/A	N/A
	Washrooms	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A
	Parking	Limited granular parking (approx. 2 spaces)	Granular parking	Limited granular parking (approx. 12 spaces)	Road-side paved shoulder (approx. 5 spaces)	Road-side	Granular parking (approx. 20 spaces)	Road-side	Granular Parking
CONDITION / DESIGN	General Condition	Good	Good	Good	Good	N/A	Good	Average	Good
	Accessibility	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
NOTES						Given that this trail is located on privately owned lands, the walking route is unmarked and the quality may vary	No address sign Cycling prohibited	No address or park signage	

	Facility Name	Badenoch Community Centre	Optimist Recreation Centre	Puslinch Community Centre
GENERAL	Facility Type	Community Centre	Recreation Centre	Community Centre
	Associated Facilities	Open Space, Ball Diamond, Swing Set	Community Park, Community Centre, Wellington County Library - Puslinch Branch	Puslinch Community Centre Park, Recreation Centre, Wellington County Library - Puslinch Branch
	Facility Area	139 sqm (1,500 sqft) excluding basement	1,821 sqm (19,600 sqft)	657 sqm (7,071 sqft)
	Land Area	0.4 ha (1.0 ac)	See PCC	9.8 ha (24.10 ac)
	Ownership	Township	Township	Township
	Operating Agreement	Badenoch Community Centre Board	Optimist Club of Puslinch	Whistle Stop Day Care, Puslinch Tennis Club
	LOCATION	Community	Badenoch	Aberfoyle
Municipal Address		4217 Watson Road South	23 Brock Road South	23 Brock Road South
Longitude and Latitude Coordinates		80°4'35.129"W 43°28'16.83"N	80°9'4.755"W 43°28'16.266"N	80°9'6.103"W 43°28'17.547"N
Adjacent Land Uses		Agricultural, Natural Environment	Natural Environment, Residential	Natural Environment, Residential
AMENITIES	Ice Pad	No	20 metres by 43 metres (65 feet x 140 feet)	No
	Gymnasium	No	17 metres by 16 metres (56 feet by 54 feet) with two change rooms shared with the ice rink (Capacity: 249 - 373)	No
	Hall / Auditorium	Yes (Capacity: 73 - 108)	No	Yes (Capacity: 247 - 362)
	Activity / Meeting Room	No	Small activity room	Yes (Capacity: 40 - 70)
	Kitchen	Full Kitchen	Fridge only	Full Kitchen
	Bar	No	No	Yes
	Washrooms	Yes	Yes	Yes
	Parking	Gravel, Limited to 15 - 20 spaces	On-site, Asphalt	On-site, Asphalt
	H AC	No A/C	Yes	Yes
CONDITION / DESIGN	Year Built	1889	2010-2011	1981, 2013 update
	General Condition	Very Good	Excellent	Good
	Accessibility	Exterior ramp not up to code	Fully accessible	Fully accessible
CAPITAL/ OPERATING	Planned Capital Improvements	Washroom exhaust fan, fire safety supplies, water infiltration repairs, oil furnace and heating oil tank replacement, window and door replacement, exterior wall rehabilitation, hot water tank replacement, water treatment equipment, light fixtures - \$136,850 between 2014-2024		Splash Pad (2018) - \$60,000
	Replacement value (value incl. land, parking, landscaping, etc.)	\$505,725 (\$531,011)	\$5,957,442 (\$6,255,315)	\$910,502 (\$956,027)
	Operating Costs (2013)	\$2,250	\$166,625	\$530,800
	Operating Revenue (2013)	n/a	\$73,000	\$75,000
	Operating Subsidy (2013)		\$93,625	\$455,800
USAGE PROFILE	Service Providers / Users	Badenoch Community Centre Board	Optimist Club of Puslinch	Whistle Stop Day Care, Puslinch Tennis Club
	Primary Programs	Weddings, Banquets, Meetings, Community Hall events	Recreational skating, gymnasium sports, birthdays, farmer's market, meetings, social events	Childrens day care, Weddings, Banquets, Hall events, Meetings, Tennis, Soccer, Softball, Aberfoyle Fall Fair, Aberfoyle Farmers' Market
NOTES		Former school building with no heritage designation. The facility does have a basement that is currently not in use.	Covered outdoor ice rink is also used for the Township's Aberfoyle Farmer's Market	New accessible washroom added in 2013

Group Name	Location	Mandate / Purpose	Membership Fees (HST excluded specific programs and services offered by organizations may be subject to additional fees)	Primary Activities, Programs, Recreational Facilities	Target Market	Municipal Facilities Used
Conservation Authority						
Conservation Halton	2259 Milborough Line, Campbellville	Manages over 1,000 square kilometres of natural resources, including the Lake Ontario shoreline and Niagara Escarpment.	\$50 / Individual \$42.50 / Senior \$115 / Family \$97.75 / Senior Family			
Grand River Conservation Authority	119 Jennings Road, Brantford	Manages the Grand River watershed, which includes 6,800 square kilometres of water and other natural resources on behalf of 39 municipalities.	\$110.62 / Individual	Agricultural education and awareness Aberfoyle Fall Fair		
Hamilton Conservation Authority	838 Mineral Springs Road, Dundas	Responsible for managing 568 square kilometres of watershed area.	\$105.00 / Per Car \$79.00 / Senior Car			

Community Service / Social Club

4 H Club Wellington	111 Main Street North, Rockwood	A youth-serving organization dedicated to provide education through experience. Members gain valuable skills in communication, leadership, critical thinking, and goal setting. These skills are achieved through participating in several key areas of programming that are centred around four key pillars - Community Engagement & Communication, Environment & Healthy Living, Science & Technology; and Sustainable Agriculture and Food Security.	\$95 / Year / Resident \$115 / Year / Non-resident	Skills Club Sheep Club Square Dancing Club	Township of Puslinch, Hamilton, Guelph, Cambridge, Kitchener, Waterloo	Location of programs and activities varies. Valens Community Centre in Hamilton.
Aberfoyle Agricultural Society	7 Clair Road West, Guelph	To raise awareness of, and to improve the quality agriculture, home crafts, and the rural lifestyle, by presenting an annual Fall Fair to exhibit livestock, produce, crafts, pets, and equipment.	N/A	Aberfoyle Fall Fair	Township of Puslinch, Guelph, Cambridge, Kitchener, Waterloo	Puslinch Community Centre and Optimist Recreation Centre
Aberfoyle Farmers' Market Association	23 Brock Road South, Puslinch	To enhance the local economy while showcasing local artisans, small businesses, and community organizations by organizing and operating a weekly farmers' market between May and October.	N/A	Aberfoyle Farmers' Market	Township of Puslinch, Guelph	Optimist Recreation Centre
Aberfoyle Parent-Child Place	23 Brock Road South, Puslinch	A free, two-hour, drop-in program for children and their care takers to interact, socialize, and develop essential skills in a safe environment.	N/A	Parent-Child drop-in program	Township of Puslinch, Guelph	Puslinch Community Centre
Badenoch Community Centre Board	4217 Watson Road South, Puslinch	To manage and operate the day-to-day activities of the Badenoch Community Centre	N/A	Manage and operate the Badenoch Community Centre	Township of Puslinch	Badenoch Community Centre
Big Brothers Big Sisters of Guelph	2G - 155 Suffolk Street West, Guelph	To provide preventative mentoring programs to children and youth in Guelph and surrounding areas.	N/A	Children and youth mentoring Volunteering	Township of Puslinch, Guelph, Guelph/Eramosa	
Clarks of Tomfad	N/A	To document the history of the Township of Puslinch including, but not limited to, Council meetings, geneology, families, events, and more.	N/A	Document the history of the Township of Puslinch	Township of Puslinch	n/a
Emerald Lake Trailer Resort and Waterpark	7248 Gore Road, Puslinch	A family destination for RVs, camping, and day trips.	Camp rentals vary \$14 / Person for waterpark (<3 years free) \$7 / Persons 65+	Seasonal trailer sites Overnight RV and camp sites Furnished cabin rentals Waterpark 2 Playgrounds Picnics and pavilions space Event hall	Township of Puslinch, Guelph, Cambridge, Kitchener, Waterloo, Milton	
Friends of Mill Creek	7404 Wellington Road 34, Aberfoyle	Volunteer community organization that supports landowners in rehabilitating Mill Creek.	N/A	In-stream and bank clean up Trail and stream rehabilitation	Township of Puslinch	Puslinch Community Centre, Puslinch Fire Hall
Gravel Watch Ontario	Lawson Park Ltd, Box 15, RR1, Freulton	To act in the interest o residents and communities to protect the health, safety, quality of life of Ontarians, and the natural environment in matters that relate to aggregate resources.	Free for Non-voting member \$20 / Year / Voting individual \$50 / Year / Voting individual	Monitor aggregate resource activity	Wellington County, Hamilton-Wentworth Region	Puslinch Community Centre
Guelph Community Health Centre	176 Wyndham Street North, Guelph	To work with the community to provide innovative programs and services. We believe that a person's health is determined by social, environmental, economic, mental, and physical well-being. We commit to working with and meeting the needs of people who may find it hard to access health care.	N/A	Registered and drop-in Children's programs Fitness programs Health care Social and outreach assistance	Aberfoyle and surrounding area	Puslinch Community Centre

Group Name	Location	Mandate / Purpose	Membership Fees (HST excluded specific programs and services offered by organizations may be subject to additional fees)	Primary Activities, Programs, Recreational Facilities	Target Market	Municipal Facilities Used
Guleph Hiking Trails Club	Guelph	A volunteer organization that builds and maintains trails from Cambridge to Limehouse, and from Guelph to West Montrose.	\$25 / Year \$100 / 5 Years	Build and maintain trails Group hikes Publish newsletters and trail maps Social events	Township of Puslinch, Guelph, Cambridge, Kitchener, Waterloo	Township of Puslinch trails
Mini Lakes	7541 Wellington Road 34, Comp 93, Puslinch	A resident owned and managed community in a park-like setting. Recreational amenities include a recreation hall, library, bocce courts, horseshoe pits, outdoor swimming pool, allotment gardens, and fishing.		Social events	Township of Puslinch	
Ontario Quarter Horse Association	n/a	To promote the American Quarter Horse through horse shows, clinics, trail rides, friendship, and fellowship among members. To educate and encourage quarter horse ownership and participation.	\$16 - \$575	Quarter Horse shows and events Trail rides	Wellington County	Puslinch Community Centre
Optimist Club of Puslinch	7404 Wellington Road 34, Aberfoyle	Chartered by Optimist International, Optimist Club of Puslinch strives to improve our community to be a better place for the our citizens. The purpose of the Optimist Club is to promote an active interest in civic affairs; to inspire respect for the law; to promote patriotism and work for international accord and friendship among all people; to aid and encourage the development of youth in the belief that giving of one's self in service to others will advance the well-being of man, his community, and the world.	N/A	Scholarship awards Euchre club Fundraisers Social events		Puslinch Community Centre
Puslinch Historical Society	29 Brock Road South, Aberfoyle	To bring people with an interest in heritage of the Township of Puslinch together and to promote interest in and the study of the heritage of the Township.	\$10 / Person \$15 / Family	Gather and publish historical information and resources Public education programs	Township of Puslinch	The Historical Society meets at the Puslinch Library Branch.
Puslinch Lake Conservation Association	Information not available	This group's primary purpose is to clean up Puslinch Lake with the assistance of other organizations and agencies including the Township of Puslinch, Grand River Conservation Authority, and Ministry of Natural Resources.	Information not available	Cleaning up Puslinch Lake by coordinating dredging efforts with supporting organizations and agencies.	Information not available	None
Puslinch Power Camp / YMCA - YWCA of Guelph	130 Woodland Glen Drive, Guleph	A camp provided in collaboration between the YMCA-YWCA Guelph and the Township of Puslinch, Puslinch Power Camp offers a range of programs for boys and girls between the ages of 6 and 12. Participants are bussed to the Optimist Recreation Centre, although they can be dropped off directly. These programs are designed to provide skill development, fitness training, goal setting, nutrition, wellness, and focus on team building.	\$170 / Week \$35 / Extended care	Girl Power Kulinary Kids Sports (ball hockey, volleyball, ultimate frisbee, soccer) Photo Voices Try the Arts Y Workout Guest speakers	Township of Puslinch, Guelph	Optimist Recreation Centre Aberfoyle Park
Puslinch Red Cross Society	29 Brock Road South, Aberfoyle	A non-profit, humanitarian organization dedicated to helping Canadians, as well as the most vulnerable throughout the world.	N/A	Fundraising Programs and training for injury prevention, water safety, first aid, disaster management, boating, swim safety, abuse, and home care	Township of Puslinch	The Society holds training sessions and programs at the Puslinch Library Branch.
Rotary Club of Guelph	135 Ferguson Street, Guelph	An organization dedicated to community service, building friendships, learning skills, exchanging ideas and perspectives, advancing education, learning about new cultures, and supporting local projects.	N/A	Supporting local organizations, causes, and projects Social events Scholarship programs	Township of Puslinch, Guelph	The Club uses the Puslinch Community Centre for events and a holds a number of Adopt-a-Road events in the Township.
Seniors' Euchre Club	23 Brock Road South. Puslinch	Friendly euchre card games.	None	Euchre card games	Township of Puslinch	Puslinch Community Centre

Group Name	Location	Mandate / Purpose	Membership Fees (HST excluded specific programs and services offered by organizations may be subject to additional fees)	Primary Activities, Programs, Recreational Facilities	Target Market	Municipal Facilities Used
Sports Groups						
Intermediate Mens Fastball	Township Diamonds	To provide local intermediate softball for adult men		Mens baseball Social activities	Township of Puslinch, Guelph	Township Diamonds
Ladies Softball	Township Diamonds	To provide local intermediate softball for adult women		Womens softball Social activities	Township of Puslinch, Guelph	Township Diamonds
Oldtimers Baseball	Township Diamonds	To provide local baseball for mature and older adult men	\$9 / Resident \$25 / Non-Resident	Mens baseball Social activities	Township of Puslinch, Guelph	Township Diamonds
Puslinch Minor Baseball	Township Diamonds	To provide local youth with minor softball opportunities.	\$10 / Resident \$25 / Non-resident	Minor softball	Township of Puslinch, Guelph	Township Diamonds
Puslinch Minor Soccer Club	Township and Calvary Baptist Church soccer fields	1. To promote, develop and administer the game of outdoor soccer 2. To develop character by promoting physical, social and leadership skills in the players and emphasis will be placed on concepts such as team spirit, sportsmanship, respect for officials and each other 3. The Club will strive to promote and develop the best interests of the game of soccer within the community, while recognizing that the player is the first priority	\$10 / Resident \$25 / Non-resident	Minor soccer	Township of Puslinch, Guelph	Township and Calvary Baptist Church soccer fields
Puslinch Tennis Club	23 Brock Road South, Puslinch	To promote the game of tennis	\$10 / Resident \$25 / Non-resident		Township of Puslinch, Guelph	Puslinch Community Centre tennis courts

Church						
Arnell United Church	600 Arnell Road, Arnell	A church that aspires to live out its faith in Jesus in an open, inclusive way.		Weekly worship services and education Bible studies Breakfast and Lunches Afternoon games Children's program and nursery	Township of Puslinch, Guelph	n/a
Calvary Baptist Church	454 Arnell Road, Arnell	To live lives as faithful followers of Jesus Christ.		Weekly worship service in English and Mandarin Bible studies Children's program and camps Social gatherings and trips Global missions	Township of Puslinch, Guelph	n/a
Cross Roads Church	4614 Wellington Road 32, Puslinch	Spiritual enrichment in christianity.		Weekly worship service Children's program and nursery Family programs	Township of Puslinch, Guelph	n/a
Duff's Presbyterian Church	319 Brock Road South, Puslinch	To demonstrate fellowship in a friendly, welcome, and caring way for all. To support missions both locally and world wide. To be challenged and nurtured by worship and preaching. To offer opportunities for faith and expression and nurture. To be challenged by God's call for us to recognize we are managers, and not owners of our resources.		Weekly worship service Choir and music Pot Luck Luncheons Children's programs and childcare Puslinch Youth Group Gym night at the ORC Seniors fitness Room rentals	Township of Puslinch, Guelph	n/a
Ellis Community Pioneer Chapel	6705 Ellis Road, Puslinch	Built in 1861, Ellis Chapel is a historical site that was restored in 1963 to be used as a place of worship and reflection. The Chapel can also be used for weddings, baptisms, and christenings.		Worship service, Chapel rental	Township of Puslinch, Guelph, Cambridge, Kitchener, Waterloo	n/a
Knox Presbyterian Church - Crieff Congregation						n/a
Mount Carmel- ion United Church	22 Victoria Street, Morriston	To unite all ages, newcomers, and old timers in active and committed service to God.		Weekly worship service, Breakfast and luncheons, Food drives, Outreach programs, Children's program and nursery	Township of Puslinch	n/a
Seventh Day Adventist Reform Movement East	3997 Highway 6, Puslinch	International protestant Christian denomination that observes the seventh day sabbath from Friday sunset to Saturday sunset. Teaches certain fundamental beliefs which, together with scriptural references upon which these beliefs are based.		Weekly worship service, Bible study, Children program and nursery,	Township of Puslinch	n/a
The Spiritual Assembly of the Bahá'is of Puslinch	18 Badenoch Street, Morriston	A group of individuals who are members of the Bahá'í Faith, a global religion whose purpose is to bring about a new society that will unite the peoples of the world.		Devotion gatherings Study of the Bahá'í writings	Township of Puslinch	n/a

Schools						
Aberfoyle Public School	16 Old Brock Road, Puslinch	A part of the Upper Grand River District School Board, Aberfoyle Public School is a rural public school for children in Kindergarten to Grad 8.		School for children K-8 Support for local events and community organizations	Aberfoyle and surrounding area	Puslinch Community Centre
Scientists in School	31B Queen Street, Morriston	An organization dedicated to providing a broad range of science-related learning opportunities to students K-8 in Ontario and Alberta and to encourage future careers in the field of science.		Workshops and classroom resources for a range of science-related fields including technology, math, environmental stewardship, and engineering	Students K-8 in Ontario and Alberta	

Group Name	Location	Mandate / Purpose	Membership Fees (HST excluded specific programs and services offered by organizations may be subject to additional fees)	Primary Activities, Programs, Recreational Facilities	Target Market	Municipal Facilities Used
The Little Country School (Montessori School)	7377 Calfass Road South, Puslinch	To provide Montessori enriched preschool programs and elementary school up to Grade 3 by combining indoor learning with interactions with farm animals.		Montessori School for children from Junior kindergarten to Elementary After School Care	Township of Puslinch, Cambridge, Campbellville, Freelon	
Whistle Stop Co-op Preschool	23 Brock Road South, Puslinch	To provide an opportunity for children and parents from the local community and surrounding area to join together in a stimulating, social and creative learning environment for their children.	\$12 / Child / Half-day \$14.50 / Child / After school program	Child development programs Special needs programs Parent education	Township of Puslinch, South Guelph, Cambridge	Puslinch Community Centre

Health / Fitness

Aberfoyle Yoga	Gilmour Road, Aberfoyle	To provide fitness classes based on a Vinyasa style of yoga.	\$150 / 11 week program \$15 / Drop-in	Registered and drop-in yoga		
Aberfoyle Family Chiropractic	32 Brock Road North, Aberfoyle	To provide chiropractic health care and education.		Chiropractic adjustments	Township of Puslinch, Cambridge, Guelph, Kitchener, Waterloo	
Fitness After 50	n/a	Personal home training.	Personal Training - \$120-\$350 Group Training - \$80-\$200	Personal and group fitness and training	Township of Puslinch, Cambridge, Guelph, Kitchener, Waterloo	
Mango Tree Family Health Team	23 Brock Road North, Guelph	To provide high quality family medical care by an experienced caring team	n/a	Urgent, routine, and periodic care. Well babies Prenatal care Dietician Mental Wellness	Township of Puslinch, Cambridge, Guelph, Kitchener, Waterloo	
Pilates	4217 Watson Road South, Badenoch	To provide a low impact, high result movement exercise programs in the Township.	\$154 / 14 Classes	Pilates exercise classes	Township of Puslinch	Badenoch Community Centre
Santosh Yoga and Pilates Studio	843 Watson Road South, Arkell	To provide fitness instruction through a traditional Hatha yoga style, as well as pilates.	\$30 / 3 Classes	Yoga and pilates	Township of Puslinch	

Library Museums

Wellington County Library - Puslinch Branch	29 Brock Road South, Puslinch	To enhance the knowledge, skills, enterprise, and enjoyment of the people of Wellington County through the provision of high quality library service.	\$15/ Hour \$50 / Half-day \$100 / Full day \$120 / Full Day / Non-resident	Borrowing materials Online resources Reading programs and events (e.g., book clubs, art classes, story time, special guests, etc.) Room rentals	Wellington County	
Wellington County Museum Archives	535 Wellington County Road 18, Fergus	A National Historic Site and one of the oldest remaining House of Industry in Canada, the Museum & Archives serves as a cultural centre for historical education and artistic interest in Wellington County.	General admission based on donations Fees vary by program and event	Exhibitions and festivals Historical tours Drop-in historical and art workshops Archive room (microfilm reader/printer and other online resources) Room rentals	Wellington County	

Group Name	Location	Mandate / Purpose	Membership Fees (HST excluded specific programs and services offered by organizations may be subject to additional fees)	Primary Activities, Programs, Recreational Facilities	Target Market	Municipal Facilities Used
Other Providers (Commercial)						
Badenoch Archery	15 Badenoch Street, Morriston	To provide the sale of archery products, supplies, and accessories.		Archery products, supplies, and accessories	Township of Puslinch, Guelph	
Cherrylane Equestrian Centre	4145 Ontario Road 6, Puslinch RR2	To produce hay and to provide high quality equestrian riding lessons.		Instructional indoor and outdoor riding Production of hay	Township of Puslinch, Guelph, Cambridge, Kitchener, Waterloo, Milton	
Club 6 Practice Golf	4560 Concession 7, Guelph	To provide golfers of all skill levels with a venue to practice the game of golf.	N/A	Driving range Mini putt Sand and chipping practice Golf academy/lessons Resturant	Township of Puslinch, Guelph, Cambridge, Kitchener, Waterloo, Milton	
Copper County Foods	3-1277 Bridge Street, New Dundee	To provide frozen home-style soups, entrees, and desserts to your doorstep.		Home food delivery	Halton, Peel, Etobicoke, Guelph, Kitchener, Waterloo, Cambridge, Hamilton, Brandford, York, Caledon, Bolton, Simcoe, Grey Bruce, Barrie, Orillia	
Cornerstone Equestrian Centre	7827 Wellington Road 36, Moffat	To provide a fun, family oriented and safe atmosphere for people of all ages and skill levels to learn horseback riding.		Recreational and competition level riding lessons	Township of Puslinch, Guelph, Cambridge, Kitchener, Waterloo, Milton	
Fletcher Creek Ecological Preserve	Concession Road 7, Puslinch	Owned by the Hamilton Conservation Authority, this ecological preserve was a former quarry that was abandoned and rehabilitated as a wetland. In addition to the re-introduction of native plant and animal species, a trail system with interpretive panels is also located on the lands.		Walking Trail Ecological Preserve	Township of Puslinch, Guelph, Cambridge, Kitchener, Waterloo, Milton	N/A
Havencrest Riding Academy	4272 Watson Road, Puslinch	To pass on the ideals of true horsemanship to our students and to prepare them to enjoy future success at any level of the sport. Whether they wish to pursue an Olympic dream or enjoy a life with horses as a hobby, Havencrest strives to equip it's students with a strong foundation to become compassionate equestrians with proper habits and skills.		Horse riding lessons	Township of Puslinch, Guelph, Cambridge, Kitchener, Waterloo, Milton	
Irish Creek Stables	RR 22 Station Preston, Cambridge	To offer lessons for beginners to advanced riders in the three Olympic disiplines (dressage, stadium jumping, and cross country) known as Eventing. We also offer off site hacks, special events, and horse shows. Indoor and outdoor board is also available, as well as offering entry and pre-training level courses, which includes water drops and ditches.	N/A	Horse boarding Hores lessons Horse shows and events	Township of Puslinch, Guelph, Cambridge, Kitchener, Waterloo, Milton	
Kasachie Stables	4726 Wellington Road 32, Puslinch	To enrich people's lives through horses and our farm, which includes an indoor arena, outdoor sand ring, dressage grass arena, tracks, and trails.		Horse boarding Hores lessons	Township of Puslinch, Kitchener, Waterloo, Cambridge, Guelph, Stratford	
Maple Grove Trailer Park	1488 Concession 11 West, Flamborough	A trailer park that offers a relaxed and family atmosphere for seasonal campers.		Seasonal trailer sites Outdoor pool Playground Basketball court Hiking trails Fishing pond Horseshoe pit Event hall Passive open space	Township of Puslinch, Hamilton	
Puslinch Lake Golf Club	6527 Ellis Road, Cambridge	A 18 hole par 70 golf course designed to challenge players of all skill levels.	\$1,650 / Full individual membership \$2,575 / Full couples membership \$1,960 / Full parent-child membership \$500 / Junior membership \$1,235 / Weekday membership \$1,900 / Weekday couples membership	18-hole golf Golf events	Township of Puslinch, Cambridge, Kitchener, Waterloo, Guelph	
ictoria Park alley Golf Club	7660 Maltby Road, Puslinch	27 hole golf course - 9 holes in each of the Pines, Valleys, and Lakes	Varies	Golf lessons, leagues, and clinics Tournaments		

WHEREAS the Ministry of Transportation has had the Highway 6 Bypass around Morriston on its 'planning for the future' for many years

WHEREAS the Ministry of the Environment passed the Environmental Assessment for this project in 2009

WHEREAS the Township and other stakeholders have urged the government to place this project on the Ministry's Five Year Plan

WHEREAS the Township of Puslinch, the Morriston Bypass Coalition and Wellington-Halton Hills MPP Ted Arnott has requested several times a meeting with The Hon. Steven Del Duca, Minister of Transportation, including to meet with the Minister at the ROMA Conference in February 2015.

THEREFORE, BE IT RESOLVED THAT the Township of Puslinch, request once again, an urgent meeting with the Minister of Transportation, The Hon. Steven Del Duca, at his earliest convenience to discuss the serious economic impact, environmental effects and safety concerns that the current situation poses to the province and to clarify for the residents of Puslinch and thousands of motorists and truckers who use this route daily when the Ministry will act to rectify this serious crisis and move forward with construction of the Highway 6 Bypass.

AND FURTHER THAT a copy of this resolution be sent to MPPs Ted Arnott, Ted McMeekin and Liz Sandals, and the Morriston Bypass Coalition Members, so they may also support the efforts of the Township of Puslinch in helping to facilitate a meeting with Minister Del Duca.

Whereas Site Alteration Bylaw 31/12 was adopted to permit the placement of fill within the Township of Puslinch while mitigating the impacts to the natural environment, residents quality of life and liability to the Township; and

Whereas Site Alteration Bylaw 31/12 distinguishes between projects greater than 1000 cubic metres and projects less than 1000 cubic meters; and

Whereas projects greater than 1000 cubic metres have a greater potential to negatively impact the natural environment and residents quality of life and

Whereas projects greater than 1000 cubic metres also have a greater potential to be divided between regulatory boundaries such as Conservation Authorities which do not consider the quality of life impact of residents as part of their review; and

Whereas no formal arrangement exists between the Township and Conservation Authorities to address this; and

Whereas there is currently no upper limit to the amount of fill that could be imported, and

Whereas staff time required to properly review applications is related to the size of the proposed project; and

Whereas the application fee for projects over 1000 cubic metres may not be sufficient to cover the cost of all projects of any size over 1000 cubic metres; and

Whereas Site Alteration Bylaw 31/12 has already been amended during the current application review process and has been identified for further improvements in the near future; and

Whereas new 'Best Management Practices' have been developed since the passing of bylaw 31/12; and

Whereas these Best Management Practices could be used to enhance bylaw 31/12; and

Whereas amendments to bylaw 31/12 to address the issues above may not be perceived to protect the interests of all parties if undertaken while reviewing active applications;

THEREFORE BE IT RESOLVED THAT the Township temporarily cease accepting applications for new Site Alteration projects greater than 1000 cubic metres to provide staff and Council time to:

1. Establish Memorandums of Understanding with all Conservation Authorities with jurisdiction in the Township of Puslinch regarding how future applications will be reviewed to ensure that environmental, quality of life and liability issues are addressed during the review process and operation of the project.
2. Determine if an upper limit needs to be established for Site Alteration projects.
3. Determine if scaleable requirements, scaleable application process and scaleable fees should be established for projects greater than 1000 cubic metres.

4. Compare Bylaw 31/12 to current best management practices and improve as required.

AND FURTHER THAT permits required for corrective action to address the illegal placement of fill may be obtained, but only to the extent required to address the amount of fill currently on site.



Committee of Adjustment Meeting
April 14, 2015
7:00 pm
Council Chambers, Aberfoyle

MINUTES

MEMBERS PRESENT:

John Sepulis, Chair
Dianne Paron
Councilor Ken Roth
Robin Wayne
Dennis O'Connor

OTHERS IN ATTENDANCE:

Kelly Patzer – Development Coordinator
Sarah Wilhelm – County of Wellington
Jeff Buisman
Andy Day
Anne Meunier
Steve Milligan
Kathy White
Kevin Johnson
Tim Galusz

1. OPENING REMARKS

- The meeting was called to order at 7:00 pm. The Chair welcomed the gallery

2. DISCLOSURE OF PECUNIARY INTEREST

- None

3. APPROVAL OF MINUTES

- Moved by Robin Wayne, Seconded by Ken Roth
- That the minutes of the Tuesday February 10, 2015 Committee of Adjustment Meeting are hereby adopted.

CARRIED

4. COMMITTEE OF ADJUSTMENT – Applications for Minor Variance

4(a) Minor Variance Application D13/MEU – Anne Meunier – Property described as Plan 380, Lots 25 & 26 PT, municipally known as 24 Lakeside Drive, Township of Puslinch

Requesting relief from provisions of Zoning By-law #19/85, as amended, to permit:

1. a 7.5 metre setback from a warm watercourse for a proposed dwelling;
2. a 5.3 metre setback from a warm watercourse for a proposed deck; and
3. a proposed deck to have a 2.5 metre projection into the required front yard,

To accommodate a proposed dwelling and deck.

- Kelly Patzer summarized the application that the owner was demolishing and rebuilding a house on an increased footprint that extended further into the rear of the property towards the road, which triggered the requirement to receive relief from the by-law, but the foundation footprint along the lake side was remaining the same.
- Kelly Patzer noted that no objections were received from circulated agencies or the Public, the application meets the four tests of a minor variance and Township Staff has no objection to the approval of the application

- Anne Meunier and Steve Milligan, of 24 Lakeside Drive, explained the application history of the building to the committee. Anne Meunier stated that the existing cottage was built in 1930 with no insulation or electricity, and has an old wood furnace. She wishes to build on the footprint, but increase it slightly. All well locations were investigated, and everything has been completed professionally.
- Anne Meunier confirmed the application has been approved by the GRCA.
- Steve Milligan noted the location of the dwelling is being dictated as well by the existing wood burning stove that is too large to relocate, but a historic part of the house that is going to be a design feature.
- Robin Wayne noted there is plenty of room to move the house back and the deck on the lake side of the house is in the lake
- Tim Galusz, 23 Lakeside Drive, noted his house is 23 feet away and he is concerned that if a basement is constructed, it may affect his shallow well in his basement.
- Tim Galusz also noted that the driveway shown on the survey may go through lights that he has put on the right-of-way
- Ken Roth noted that Lakeside Drive is a private road where the Township does not have any jurisdiction.

Moved by Ken Roth and Seconded by Dianne Paron,

In the matter of Section 45(1) of the Planning Act, as amended, and Comprehensive Zoning By-law 19/85 as amended, and an application for a minor variance requesting permission to allow:

1. A 7.5 metre setback from the Natural Environment Zone for a proposed dwelling, whereas Section 3(25.a), Setbacks from the Natural Environment Zone, of the by-law requires a 30 metre setback for a dwelling from the Natural Environment Zone
2. A 2.5 metre projection into the required front yard for proposed deck whereas Section 3.23(a)(iv),

That the application is Approved.

CARRIED

4(b) Minor Variance Application D13/DAY – Andrew & Anne Day – Property described as Part of Lot 26, Concession Gore, 4071 Sideroad 25 S, Township of Puslinch.

Requesting Relief from provisions of Zoning By-Law #19/85, as amended, to permit a maximum gross floor area of 150 sq. m (1615 sq. ft.) to account for the second floor within the proposed building.

- Kelly Patzer summarized the application, that Zoning By-law 42/14 was passed with a maximum floor area of 100 sq. m. (1,076 sq. ft.) with a maximum height of 8.5 m (27.1 ft). At Building Permit stage it was noted the designed second floor loft area exceeded the maximum permitted floor area of the by-law. Through discussions with the consultant it was determined that it was an oversight that by-law was written with the maximum gross floor area of just the footprint, and excluded the planned second floor loft.
- Kelly Patzer noted that no objections were received from circulated agencies or the Public, the application meets the four tests of a minor variance and Township Staff has no objection to the approval of the application.
- Jeff Buisman, Van Harten Surveying noted that the footprint envisioned does not change, the minor variance will just allow for the second floor and noted there are no other changes.
- Ken Roth noted no residential uses are permitted within the accessory building.

Moved by Dianne Paron and Seconded by Dennis O'Connor,

In the matter of Section 45 (1) of the Planning Act, as amended, and Comprehensive Zoning By-law 19/85 as amended, and an application for a minor variance requesting permission to allow:

A maximum gross floor area of 150 sq. m (1615 sq. ft.) to account for the second floor within the proposed building whereas Section 5.4(eee), Agricultural (A-57) Zone, of the by-law permits a maximum gross floor area of 100 sq. m. (1076 sq. ft.) for a professional office

That the application is Approved.

CARRIED

5. FUTURE MEETINGS

- Tuesday May 12, 2015

6. AJOURNMENT

- The Committee of Adjustment meeting adjourned at 7:25 p.m.



MINUTES

MEMBERS PRESENT:

John Sepulis, Chair
Dianne Paron
Councilor Ken Roth
Robin Wayne
Dennis O'Connor

OTHERS IN ATTENDANCE:

Kelly Patzer – Development Coordinator
Sarah Wilhelm – County of Wellington
Jeff Buisman
Andy Day
Anne Meunier
Tim Galusz
Steve Milligan
Kathy White
Kevin Johnson

1. OPENING REMARKS

- The meeting was called to order at 7:00 pm.

2 - 5 COMMITTEE OF ADJUSTMENT

See April 14, 2015 Committee of Adjustment Minutes

DEVELOPMENT APPLICATIONS

6. APPROVAL OF MINUTES

- Moved by Ken Roth, Seconded by Robin Wayne
- That the minutes of the Tuesday February 10, 2015 Planning & Development Advisory Committee Meeting are hereby adopted.

CARRIED

7. ZONING BY-LAW AMENDMENTS

7(a) D14/FER – 0 McLean Road W Zoning Amendment to permit a land use change from Agricultural to Industrial.

- Moved by Dianne Paron, Seconded by Dennis O'Connor
- No comments

CARRIED

8. LAND DIVISION

8(a) Severance Application B20/15 (D10/HAG) – Eric & Barbara Hagens. Property described as Part Lot 16, Concession 9, municipally known as 7667 Maltby Rd E

Proposed 0.4 hectare vacant land rural residential severance with 56 metre frontage. Retained parcel is 8.8 hectares with 84.1 metre frontage, with existing residential dwelling

- Moved by Robin Wayne, Seconded by Ken Roth that the following comments be forwarded to County of Wellington Land Division Committee:
- Review suitability of the driveway due to steep grade on proposed lot

- Note the existing driveway that crosses the proposed parcel

CARRIED

8(b) Severance Application B21/15 (D10/LIG) – Brian & Sharilyn Light, Property described as Part Lot 5, Concession 2, municipally known as 4396 Wellington Rd 32

Proposed severance is 0.78 hectares with 71 m frontage, vacant land for proposed rural residential use.

Retained parcel is 10 hectares with 125 m frontage on WR 32 and 260 m frontage on Ellis Rd, existing and proposed rural residential use with existing dwelling and shed

- Moved by Dianne Paron, Seconded by Dennis O'Connor that the following comments be forwarded to the County of Wellington land Division Committee:
- Consider an alternate location for the proposed parcel at the north end of Wellington Road 32 in order to preserve the actively farmed Secondary Agricultural Lands

CARRIED

8(c) Severance Application B22/15 (D10/DIM) – Paul & Brigitte Dimock, Property described as Part Lot 16, Concession 10, municipally known as 7815 Maltby RdE

Proposed severance is 70m frontage x 77 metres = 0.5 hectares, vacant land for proposed rural residential use.

Retained parcel is 37.2 hectares with 993m frontage on Maltby Road and 77 m frontage on Concession 11 Road, existing and proposed rural residential and agricultural use with existing dwelling and garage

- Moved by Dennis O'Connor, Seconded by Dianne Paron that the following comments be forwarded to the County of Wellington land Division Committee:
- Consider and alternate location for a parcel, off Maltby Road, as to not negatively impact the existing farmed Agricultural lands which are located where the severed lot is proposed. This will minimize the reduction of actively farmed agricultural lands
- Confirm the location of the existing septic bed, so it is not located on the severed parcel.

CARRIED

OTHER MATTERS

- Kathy White made go forward meeting suggestions to the committee including sound volumes and presentation/visual ideas

9. CLOSED MEETING

- No matters

12. FUTURE MEETINGS

- May 12, 2015, 7:00 p.m.

13. AJOURNMENT

- Moved by Ken Roth and Seconded by Robin Wayne.
- The meeting adjourned at 7:54 p.m.

CARRIED