



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH 2015 COUNCIL MEETING

A G E N D A

DATE: Wednesday, May 6, 2015

CLOSED MEETING: 12:00 noon

REGULAR MEETING: 1:00 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 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 Nominations
- (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

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

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

4. Business Arising Out of the Minutes.



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5. **PUBLIC MEETINGS**

* note this meeting will 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

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

Mr. Stan Denhoed, Harden Environmental Services Ltd. has reviewed the reports and has no comments.

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

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

Mr. Stan Denhoed, Harden Environmental Services Ltd. has reviewed the report and has no comments. All monitors were frozen.



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

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

Mr. Stan Denhoed, Harden Environmental Services Ltd. has reviewed the report and has no comments.

- (d) Correspondence from Dufferin Aggregates regarding March 2015 monthly monitoring report dated April 14, 2015.

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

Mr. Stan Denhoed, Harden Environmental Services Ltd. has reviewed the report and advises that he is satisfied that the conditions at the pit are acceptable.

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.

5. **Nestle Waters**

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

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

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



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≠ 7. **Stroys Bridge**

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

≠ 8. **Black Bridge Cultural Heritage Landscape Committee**

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

Note a representative will need to be appointed.

≠ 9. **Intergovernmental Affairs**

(a) Various correspondence for review.

7. **DELEGATIONS/PRESENTATIONS**

None.

8. **REPORTS**

1. **Puslinch Fire and Rescue Services**

None.

2. **Finance Department**

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

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

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

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

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

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



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(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

3. **Administration Department**

≠

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

4. **Planning and Building Department**

None.

5. **Roads & Parks Department**

None.

6. **Recreation Department**

None.

9. **NOTICES OF MOTION**

None.

≠ 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

11. **MUNICIPAL ANNOUNCEMENTS**

13. **UNFINISHED BUSINESS**



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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



MINUTES

DATE: Wednesday, April 15, 2015

TIME: 5:30 P.M.

The April 15, 2015 Regular Council Meeting was held on the above date and called to order at 5:30 p.m. in the Council Chambers, Aberfoyle. (Closed Meeting) and Puslinch Community Centre (Open Meeting)

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. Josh Sheppard, Deputy Fire Chief of Administration
5. Robert Kelly, Chief Building Official
6. Kelly Patzer, Development Co-ordinator
7. Adam French, Building and Enforcement Inspector/Officer

OTHERS IN ATTENDANCE

1. Ralph Southward
2. Jerri Lea
3. Don Aubin
4. Doug Smith
5. Cameron Tuck
6. Jay Fieger
7. Malynda Wheeler
8. Barry White
9. Diane and John Myers
10. Sara Bailey
11. Jeremy DeVries
12. Gabriel Markiewicz
13. Jolanta Markiewicz
14. Ruth Gilmour
15. Jamie Bousfield
16. Dave Hamilton
17. Steve Gilmour
18. Tonya Corlett Tuck
19. Frank Steblaj
20. Kris & Sara Reid
21. Henry Halstead
22. Valerie Crawford
23. Don McKay
24. Kevin Hayden
25. James Jones



OTHERS IN ATTENDANCE – continued

- 26. Rosemaire Woodley-Robinson
- 27. Donald Stewart
- 28. John Granger
- 29. Owen Hamilton
- 30. Dennis Lea
- 31. Florence Peer

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

None.

3A. CLOSED MEETING

Council was in closed session from 5:31 p.m. to 5:50 p.m.

Council recessed from 5:51 p.m. to 7:00 p.m.

- (a) Confidential Verbal Report from Karen Landry, CAO/Clerk, regarding personal matters about an identifiable individual including municipal or local board employees – Ontario Senior of the Year Nominations
- (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 a proposed or pending acquisition or disposition of land by the municipality or local board and advice that is subject to Solicitor-Client privilege, including communications necessary for that purpose – 11 Lake Ave

Resolution No. 2015-135: Moved by Councillor Stokley and
Seconded by Councillor Fielding

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

- (a) Confidential Verbal Report from Karen Landry, CAO/Clerk, regarding personal matters about an identifiable individual including municipal or local board employees – Ontario Senior of the Year Nominations
- (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 a proposed or pending acquisition or disposition of land by the municipality or local board and advice that is subject to Solicitor-Client privilege, including communications necessary for that purpose – 11 Lake Ave

CARRIED

Resolution No. 2015-136: Moved by Councillor Fielding and
Seconded by Councillor Stokley

That Council move into open session.

CARRIED

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

Resolution No. 2015-137: 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 – Ontario Senior of the Year Nominations; and

That Staff proceed as directed.

CARRIED

- (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 a proposed or pending acquisition or disposition of land by the municipality or local board and advice that is subject to Solicitor-Client privilege, including communications necessary for that purpose – 11 Lake Ave

Resolution No. 2015-138: 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 a proposed or pending acquisition or disposition of land by the municipality or local board and advice that is subject to Solicitor-Client privilege, including communications necessary for that purpose – 11 Lake Ave

CARRIED

3. **ADOPTION OF THE MINUTES:**

Resolution No. 2015-139: Moved by Councillor Roth and
Seconded by Councillor Bulmer

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

- (a) Council Meeting –April 1, 2015
- (b) Closed Council – April 1, 2015

That the minutes of the following meeting be received as amended.

- (a) Public Meeting Minutes – Marc & Andrea Reid – March 11, 2015

CARRIED

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

None.

5. **PUBLIC MEETINGS:**

*** note this meeting will be held on April 16, 2015 at 7:00 p.m. Optimist Recreation Centre, Gymnasium, 23 Brock Rd South.**

- (a) Draft Recreation and Parks Master Plan dated April 2, 2015



6. COMMUNICATIONS:

1. Request – Use of Puslinch Fire Hall

(a) Correspondence from Optimist Club of Puslinch.

Resolution No. 2015-140: Moved by Councillor Fielding and
Seconded by Councillor Stokley

That Council receive the correspondence from the Optimist Club of Puslinch; and

That Council supports the use of the Puslinch fire hall kitchen and training room for the Puslinch Optimist Club NOW breakfast on Saturday, April 25, 2015, from 6:00 a.m. to 9:30 a.m.; and

That staff advise the Optimist Club of Council's approval.

CARRIED

**2. CBM St. Mary's Cement – Licence #129817
Mast Snyder Pit
6848 Forestell Rd.**

(a) Correspondence from Ministry of Natural Resources dated May 8, 2014.

3. Intergovernmental Affairs

(a) Various correspondence for review.

Resolution No. 2015-141: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That the correspondence items listed on the Council Agenda for April 15, 2015 Council meeting be received.

CARRIED

Resolution No. 2015-142: Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Council receive the correspondence from Rosanne Warren regarding Reid Site Alteration Application dated April 15, 2015.

CARRIED

7. DELEGATIONS/PRESENTATIONS

1. Mr. Ralph Southward regarding Marc & Andrea Reid Site Alteration Application 7827 Wellington Rd. 36.

Mr. Ralph Southward gave a presentation to Council regarding his concerns with the site alteration application, including concerns regarding the Conservation Halton Permit, the amount of fill being requested, jurisdiction and boundaries of the fill placement, purpose for the fill and site monitoring.

Resolution No. 2015-143: Moved by Councillor Bulmer and
Seconded by Councillor Roth



That Council receive the delegation from Mr. Ralph Southward regarding Marc & Andrea Reid Site Alteration Application 7827 Wellington Rd. 36

CARRIED

2. Mr. Dennis Lea regarding Farming 101 – Part 2.

Mr. Dennis Lea gave a presentation to Council with respect to his concerns regarding diligence in the application of Township By-law 31/12 regarding testing, sampling and environmental impact reports.

Resolution No. 2015-144: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Council receive the delegation from Mr. Dennis Lea regarding Farming 101 – Part 2.

CARRIED

3. Mr. David Hamilton regarding testing of fill brought in to the site (7827 Wellington Rd. 36), in 2015 anxiety and stress and enjoyment of our property.

Mr. David Hamilton made a presentation to Council regarding his concerns surrounding testing of the fill which is presently on the site, whether this material could have impacts to groundwater. Mr. Hamilton raised concerns regarding dangers associated with the approved entrance to the site, excess traffic and concerns regarding the approved haul route. Mr. Hamilton advised that this application has caused him personal anxiety and stress which has resulted in a lack of enjoyment of his property.

Resolution No. 2015-145: Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Council receive the delegation from Mr. Dave Hamilton regarding testing of fill brought in to the site (7827 Wellington Rd. 36) in 2015 anxiety and stress and enjoyment of our property.

CARRIED

Council recessed from 8:02 p.m. to 8:05 p.m.

4. Mr. Jeremy DeVries regarding comments regarding site alteration application – 7827 Wellington Rd. 36.

Mr. Jeremy DeVries advised Council of his concerns regarding the fill which is being brought to the site. Mr. DeVries advised that as a result of these concerns he has retained a Consulting Ecologist to prepare an Environmental Implications Report which he provided to the Township by email this evening and requested acknowledgement of the Report be put on record. Mr. DeVries advised that he has also obtained a Statement from a professional hydrogeologist which he wished to provide to Council this evening. Mr. DeVries requested that Council take into consideration the information which he has brought forward this evening and deferred making a decision on the permit application.

Resolution No. 2015-146: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Council receive the delegation from Mr. Jeremy Devries, regarding comments regarding site alteration application – 7827 Wellington Rd. 36; and



That Council receive the correspondence from Neil Morris, Consulting Ecologist dated April 15, 2015; and

That Council receive the correspondence from Robert Alton, PAg, Certified Crop Advisor dated April 15, 2015.

CARRIED

8. REPORTS:

1. Puslinch Fire and Rescue Services

(a) Puslinch Fire and Rescue Services Response Report for March 2015.

Councillor Stokley inquired as to the date of the Puslinch Fire and Rescue Open House.

Resolution No. 2015-147: Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Council receive the Puslinch Fire and Rescue Services Response report for March, 2015.

CARRIED

2. Finance Department

(a) Report FIN-2015-015 – 2014 Annual Building Permit Report

Resolution No. 2015-148: Moved by Councillor Fielding and
Seconded by Councillor Stokley

That Report FIN-2015-015 regarding the 2014 Annual Building Permit Report be received.

CARRIED

(b) February 2015

- i. Financial Report as of February 28, 2015
- ii. Cheque Register –February 1, 2015 to February 28, 2015
- iii. Financial Report By Department – February 2015
- iv. Total Revenues, Contributions from Working Reserves and Expenditures – All Departments – February 2015

Resolution No. 2015-149: Moved by Councillor Stokley and
Seconded by Councillor Fielding

That Council hereby receives the following reports as information:

- i. Financial Report as of February 28, 2015
- ii. Cheque Register –February 1, 2015 to February 28, 2015
- iii. Financial Report by Department – February 2015
- iv. Total Revenues, Contributions from Working Reserves and Expenditures – All Departments – February 2015.

CARRIED



3. Administration Department

None.

4. Planning and Building Department

- (a) Report PD-2015-007 – Site Alteration Agreement Marc & Andrea Reid – 7827 Wellington Rd. 26

Councillor Bulmer requested that staff review the summary of financial securities received listed on page 23 of the draft Agreement and advise as to whether additional securities should be requested in accordance with section 5.2.7 of the Site Alteration By-law given the size of the site.

Councillor Bulmer requested that staff make inquiries of the applicant and his Qualified Person regarding a plan dealing with sampling and testing that achieves the stated objective that any or all fill imported to the site is clean fill as defined in the Township's By-law.

Councillor Bulmer requested that the Applicant's Qualified Person consider additional dust control measures.

Councillor Bulmer requested that the Applicant's Qualified Person develop a proposal to ensure the entrance can be operated safely such as queuing options and the use of flagman.

Mayor Lever inquired as to whether staff could make inquiries of the Applicant and County of Wellington as to whether the entrance way to the site could be relocated to the top of the hill.

Councillor Bulmer and Councillor Stokley requested that the Applicant's Qualified Person develop a set of operating hours that would ensure that the trucks are not driving during school bus hours.

Councillor Bulmer requested that the number of trucks allowed per day be capped at a number to assist with truck impacts in Morriston.

Councillor Bulmer requested that all fill including fill received on Halton Region Conservation lands arriving on the site be monitored in accordance with Township requirements.

Council received information from Mr. Jay Friege, Qualified Person for the Applicant, that during a recent meeting with Halton Conservation, the authority has agreed to ticket monitoring of the fill that will be received on the Halton Conservation permit area. Mr. Friege advised that the chain of custody records for both sites will occur.

Councillor Stokley requested that staff inquire of the Applicant that written proof of the agreement regarding chain of custody and ticket process with Halton Conservation be obtained and submitted to the Township and that this information be added to the Agreement. Councillor Stokley inquired whether it is determined at the source site or at the property where the fill is to be placed.



Councillor Bulmer requested that there be conditions on the permit that any truck associated with this project that diverts on a Township road would constitute a violation and the permit would be revoked as well as any queueing on the road constitutes a violation.

Councillor Bulmer requested that inquiries be made of the Applicant's Qualified Person as to whether the material which has been brought on to the site meets the qualified persons recommendation that the imported fill be of relatively heterogeneous (till) composition to more closely match the hydrogeological characteristics of the native sandy till soils.

Councillor Bulmer requested that inquiries be made of Halton Region Conservation to clarify how much fill would be imported if the Township were to deny the permit.

Resolution No. 2015-150: Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Report PD-2015-003 regarding Site Alteration Agreement – Marc & Andrea Reid 7827 Wellington Rd 36 be received; and

That Report PD-2015-05 regarding Public Meeting - Site Alteration Application – Marc & Andrea Reid – 7827 Wellington Road 36 be received; and

That Report PD-2015-007 regarding Site Alteration Agreement – Marc & Andrea Reid – 7827 Wellington Road 36 be received

CARRIED

Resolution No. 2015-151: Moved by Councillor Bulmer and
Seconded by Councillor Roth

That the matter of passing a By-law to authorize the entering into of an Agreement as outlined in Report PD-2015-007 with Marc & Andrea Reid – 7827 Wellington Road 36 be referred to staff to obtain additional information from the Applicants on their position on addressing the matters raised by Council; and

That Staff co-ordinate a Special Council Meeting for the purpose of considering the entering into of a Site Alteration Agreement with Marc & Andrea Reid.

CARRIED

(b) Chief Building Official Report – March 2015

Resolution No. 2015-152: Moved by Councillor Fielding and
Seconded by Councillor Stokley

That Council receive the Chief Building Official Report for March 2015.

CARRIED

5. Roads & Parks Department

None.



6. Recreation Department

None.

9. NOTICE OF MOTION:

None.

10. COMMITTEE MINUTES

None.

11. MUNICIPAL ANNOUNCEMENTS

Morrison Streetscaping Open House

Mayor Lever advised those in attendance that the Township has been working with the Ministry of Transportation to implement a Morrison Streetscaping Plan. This important initiative was identified through the establishment of the Morrison Community Safety Zone. The Township will hold a Public Open House on Thursday, May 7, 2015 at 7:00 p.m. at the Township Office. Mr. Aaron Hill from MacKinnon and Associates will be making a presentation regarding the proposed Streetscaping Plan. Mayor Lever advised that additional information can be found on the Township's website.

Source Water Protection Meeting

Councillor Bulmer advised that he attended an excellent presentation at the Source Water Protection meeting in Guelph. Councillor Bulmer advised Council that he had concerns regarding cost sharing.

Solar Flashing Light at Stop Sign Maltby/Watson Rd.

Councillor Bulmer advised that he will be requesting feedback from his neighbours regarding the recently installed solar flashing light at the stop sign located at the corner of Maltby and Watson Rd. Councillor Bulmer indicated that he has received some positive feedback.

Parked Vehicle on side of Watson Rd.

Councillor Bulmer advised that concerns have been raised about a vehicle which has been parked on the side of Watson Road. Mayor Lever advised that he would follow up with OPP Inspector Lawson regarding these concerns.

Green Legacy Tree Distribution Days

Councillor Roth advised those in attendance that the Green Legacy Tree Distribution Day will take place on Saturday, April 25, 2015 from 8:30 a.m. to 11:00 a.m. at the Green Shed located at the Puslinch Community Centre. 5,000 tree seedlings will be made available free of charge to residents of the Township. Donations to the Food Bank will be accepted.

Hydro One

Councillor Stokley advised that he has received inquiries from residents around the Puslinch Lake Area regarding frequent hydro interruptions. Councillor Stokley advised that he has made a request of the Township's CAO/Clerk to see if someone from Hydro can attend a future Council meeting to provide information to the residents regarding these hydro interruptions.



Puslinch Lake Conservation Association

Councillor Fielding advised that she attend an association meeting on April 8, 2015. Councillor Fielding advised that the association will be holding a number of events including a soil giveaway day on Saturday, May 9th, Lake Tour on Saturday, June 27th. Tickets for the Lake Tour will be available at various locations including the Old Marina Restaurant. The association will also be holding a Town Hall meeting and she will provide council with the details of this meeting.

Maltby/Victoria Road Communication Tower

Mayor Lever advised that the Rogers Communication tower has been installed directly behind the barn as agreed to.

Grand River Conservation Authority

Mayor Lever advised that he attended a recent GRCA meeting in Guelph.

12. CLOSED MEETING

See Item 3A.

13. UNFINISHED BUSINESS

None.

14. BY-LAWS:

15. CONFIRMING BY-LAW

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

Resolution 2015-153: Moved by Councillor Stokley and
Seconded by Councillor Fielding

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

- By-Law **31/15** being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 15th day of April 2015.

CARRIED

16. ADJOURNMENT:

Resolution No. 2015-154: Moved by Councillor Fielding and
Seconded by Councillor Stokley

That Council hereby adjourns at 9:13 p.m.

CARRIED

Dennis Lever, Mayor

Karen Landry, CAO Clerk



Township of Puslinch
7404 Wellington Rd 34, Guelph, ON N1H 6H9
P: 519-763-1226 F: 519-763-5846
www.puslinch.ca

NOTICE

MORRISTON STREETSCAPING PLAN OPEN HOUSE

The Township is working with the Ministry of Transportation to implement a Morriston Streetscaping Plan.

This important initiative was identified through the establishment of the Morriston Community Safety Zone.

Please join us on:

Thursday, May 7th, 2015 at 7:00 p.m.
Township of Puslinch Council Chambers
7404 Wellington Road 34

Aaron Hill, MacKinnon and Associates will make a presentation regarding the proposed Streetscaping Plan

For further information
please contact:

Township of Puslinch
519-763-1226
admin@puslinch.ca

Key Map



April 15, 2015

Sara Bailey
7815 Wellington Rd36
Moffat, ON L0P 1J0

RECEIVED

APR 15 2015

Township of Puslinch

Puslinch Council
Township of Puslinch
7404 Wellington Rd34
Guelph ON N1H 6H9

Dear Mayor Lever and Puslinch Councillors,

Please consider my thoughts regarding the fill project at 7827 Wellington Rd36. I am an extremely concerned neighbour. My family lives directly beside the field with the proposed fill site. I am concerned for the health of my family. I am concerned for the safety of my children. And I am concerned for the future of Puslinch.

We built our home here in the countryside so we could raise a family away from city disturbances and live a quiet existence. I feel this is being taken away from me. I do not want to live with the fear of air pollution, ground water contamination, noise pollution and the visual pollution of our beautiful township.

We have three young children and I have serious concerns about the dust generated by truck and machinery exhaust and construction soil movement. With the amount of proposed truck traffic, I suspect that there would be significant dust and fumes generated in the process. Have either the HRCA or the township insisted on an air quality study?

Also, two of our children attend Aberfoyle Public School and ride the bus. Heavy truck traffic is not safe at bus time. I am concerned for the safety of our children and the other children getting on and off the bus during these times on the proposed truck haul route.

The proposed hours of operation for this fill project represents the majority of the waking hours of our children, potentially for the next two years. I do not want a fill site to dominate my children's life. Especially during the summer when all three are home.

The Environment Protection Act says that I am entitled to the quiet enjoyment of my property. I cannot see how a fill site is compatible with the neighbouring residential properties or mine. I do not want to suffer the noise and vibration from trucks, the dump banging, machinery engines, the backup beepers or anything else related to this crazy idea. For the better part of a decade, at least before the current owner, this was a productive hayfield. Farm machinery worked the land for four to six days a year at most. Now it is starting to look like a dump site.

I want to know...Is a fill project really an acceptable agricultural practice? I sure don't think so.

I am also really quite concerned with the visual pollution this dumpsite is causing. Both during and after the proposed fill project, the view of our beautiful landscape will forever be violated, destroyed and disturbed.

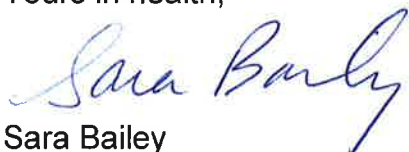
The cleanliness of my water is a major source of concern to me. I need to know that proper, regular and reliable testing will be done and that the results of this testing will be publically posted for me to see. I do not want to risk the health of my children on poorly managed testing procedures.

And finally, I do not want the nuisance of a fill operation in our community. Exhaust smoke, dust, particulate, odour, noise and constant vibration does not benefit our community. It is a giant nuisance.

I am asking council to consider the health and safety of my family, my neighbours and my community when you make a decision to set a precedent in our township for future fill operations. Please do not allow this dump to continue. It does not benefit our community. It benefits nobody except those few of financial gain and that is abuse of our township.

Our neighbour wants a fill site...what about what I want?

Yours in health,



Sara Bailey

Mother of three, active member of the community, taxpayer & concerned citizen.

Petition

Topic: The petitioners are concerned with commercial fill being dumped within Puslinch.

We, the undersigned do not support construction soil disposal and commercial fill dumping within Puslinch.

Lead petitioner: Sara Bailey

e-mail address: smbailey25@hotmail.com

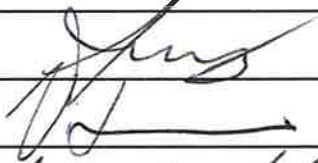



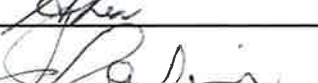
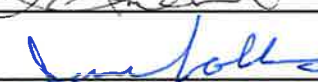



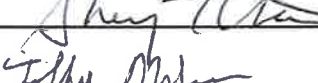
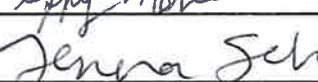




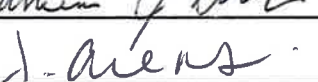


Telephone: 519 763-3906

Address: 7815 Wellington Rd36, Moffat ON L0P 1J0

I do not support construction soil disposal and commercial fill dumping within Puslinch.

Name	Address	Phone # or e-mail	Signature
Sara Bailey	7815 Wellington Rd 36, Moffat LOP170	519 763-3906	S Bailey
NATHANIEL DEVRIGS	24 NAPIER ST N, DUNDAS	(905) 627-4833	Nathan Devrigs
Florence Peer	4318 Victoria Rd Puslinch	519 763 9782	F Peer
Irene Carr	10 Kearney St Guelph	519-837-0986	Irene Carr
Ruth Gilmour	7679 Leslie Rd. RRI Puslinch	519-763-3894	Ruth Gilmour
Steve Gilmour	"	"	Steve Gilmour
ROGER LOWE	4106-11 CONCESSION, MOFFAT	519-763-0690	Roger Lowe
RAMON SPRACOMAN	4347 CONCESSION 11	519-837-0736	Ramon Spracoman
Rick Dent	2681 Conservation Rd - Campbellville	905-854-3030	Rick Dent
DEREK STERNINGER	8 PRINCETON PLACE GUELPH	519-766-4860	Derek Sterninger
JOHN GRANGER	12 BADENOCH ST. MORRISTON	519-837-1416	John Granger
MALYNDIA WHEELER	12 BADENOCH ST. MORRISTON	519-837-1416	Malyndia Wheeler
VALORIE CRAWFORD	7749 LESLIE RD. W	519-820-0435	Valorie Crawford
HENRY HALSTED	N N	519-831-6749	Henry Halsted
DAVE HAMILTON	7826 WELLINGTON RD. 36	519 835 8034	Dave Hamilton
Audrey MAST	38 Brock Road	519 763 6729	Audrey Mast
Gabriela Scibinski	Guelph, warming vas.	519 830 7203	Gabriela Scibinski
Kathryn Spink	7826 Wellington Rd 36	519-400-1789	Kathryn Spink
MARTHA JORANTA	7811 Wellington Rd 36	519-780-1702	Martha Joranta

1 I do not support construction soil disposal and commercial fill dumping within Puslinch.

Name	Address	Phone # or e-mail	Signature
GABRIEL MARKIEWICZ	7811 WELLINGTON RD #36	519-780-1702	
Vince Klimkosz	498 Arkell Rd.	519 820 3639	
JAMIE BOUSFIELD	7502 WELLINGTON RD #34	519 763 0421	
DENNIS LEA	7837 " " 36	519 763 9815	
JERRI LEA	7837 " " 36	519-763-9815	
Jean Aubin	4242 Watson Rd S.	519-763-9747	
Jennifer Nickolls	6892 Gore rd	519-623-7964	
Carly Sealey	24 Byck St.	519-546-4014	
Korra Mulhern	303-1830 Lakes Ln	905-635-6082	
Ryan Mulhern	303 1830 Walkersline	905 635-6082	
Sherry Chank	4 Millwood Ct, Guelph	519-829-0065	
Tiffany Nelson	6920 Concession 1, Puslinch	519-402-1499	
Jenna Scholz	11 Meadowview Ave, Guelph	519-821-1319	
Rachael Bridle	70 Albert st. Cambridge	519-820-3990	
JOAN Cullen	4359 VICTORIA RD. S. Puslinch	519-763-0353	
Julie Clark	7377 Calfass Rd. Puslinch	519-766-1097	
Rob Vandebelt	349 Moore St, Cambridge	519-653-7602	
Cameron Tuck	4119 Hwy #6, RR #2 Puslinch NOB250	519 835 1120	
Jody Arens	4458 Side road 20N Guelph RR6	519 731 5553	

NIH 673

I do not support construction soil disposal and commercial fill dumping within Puslinch.

[illegible]

6.2(a)

From: Maria Topalovic [<mailto:maria.topalovic@holcim.com>]
Sent: February-10-15 3:06 PM
To: Richardson, Seana (MNR)
Cc: Karen Landry; sradoja@grandriver.ca; Philip Wong; Ron Van Ooteghem; Kevin Mitchell
Subject: Dufferin Aggregates Mill Creek Pit Monthly MNR Reports

Hi Seana,

Please find attached the revised monthly reports from August 2014 to December 2014 for the Dufferin Aggregates Mill Creek Pit.

As discussed, there was an error found in the top of pipe elevation for well OW5-84, which affected the water levels that were originally reported. The error was addressed and the water levels for OW5-84 were corrected in the attached reports.

Please note that there were no threshold exceedances as a result of this error.

Please let me know if you require further information or feel free to contact me.

Sincerely,
Maria

--

Maria Topalovic, M. Eng.
Environmental Specialist
Holcim (Canada) Inc.
2300 Steeles Avenue West, 4th Floor
Concord, Ontario L4K 5X6
Direct: 905.532.3232 | Cell: 647.924.5498
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This e-mail is confidential and intended only for the use of the above named addressee.

If you have received this e-mail in error, please delete it immediately and notify us by e-mail or telephone.

Please consider the environment before printing this email.

Revised

Monthly Reporting
Mill Creek Aggregates Pit
August 2014

Date	DP21 (mASL)	Threshold Value (mASL)	Exceedance
7-Aug-14	305.94	305.49	NO
14-Aug-14	305.88	305.49	NO
22-Aug-14	305.94	305.49	NO
28-Aug-14	305.90	305.49	NO

Date	BH13 (mASL)	DP21 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Aug-14	306.42	305.94	0.48	0.10	NO
14-Aug-14	306.38	305.88	0.50	0.10	NO
22-Aug-14	306.43	305.94	0.49	0.10	NO
28-Aug-14	306.32	305.90	0.42	0.10	NO

Date	DP17 (mASL)	Threshold Value (mASL)	Exceedance
7-Aug-14	305.41	305.17	NO
14-Aug-14	305.27	305.17	NO
22-Aug-14	305.35	305.17	NO
28-Aug-14	305.28	305.17	NO

Date	BH92-12 (mASL)	DP17 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Aug-14	305.55	305.41	0.14	0.06	NO
14-Aug-14	305.54	305.27	0.27	0.06	NO
22-Aug-14	305.58	305.35	0.23	0.06	NO
28-Aug-14	305.47	305.28	0.19	0.06	NO

Date	DP3 (mASL)	Threshold Value (mASL)	Exceedance
7-Aug-14	304.83	304.54	NO
14-Aug-14	304.76	304.54	NO
22-Aug-14	304.89	304.54	NO
28-Aug-14	304.73	304.54	NO

Date	DP6 (mASL)	DP3 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Aug-14	305.74	304.83	0.91	0.58	NO
14-Aug-14	305.72	304.76	0.96	0.58	NO
22-Aug-14	305.77	304.89	0.88	0.58	NO
28-Aug-14	305.65	304.73	0.92	0.58	NO

Date	DP2 (mASL)	Threshold Value (mASL)	Exceedance
7-Aug-14	304.33	303.50	NO
14-Aug-14	304.30	303.50	NO
22-Aug-14	304.35	303.50	NO
28-Aug-14	304.33	303.50	NO

Date	BH92-27 (mASL)	DP2 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Aug-14	305.08	304.33	0.75	0.32	NO
14-Aug-14	305.06	304.30	0.76	0.32	NO
22-Aug-14	305.11	304.35	0.76	0.32	NO
28-Aug-14	305.09	304.33	0.76	0.32	NO

Date	DP1 (mASL)	Threshold Value (mASL)	Exceedance
7-Aug-14	304.44	303.91	NO
14-Aug-14	304.39	303.91	NO
22-Aug-14	304.46	303.91	NO
28-Aug-14	304.42	303.91	NO

Date	BH92-29 (mASL)	DP1 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Aug-14	305.28	304.44	0.84	0.23	NO
14-Aug-14	305.24	304.39	0.85	0.23	NO
22-Aug-14	305.31	304.46	0.85	0.23	NO
28-Aug-14	305.27	304.42	0.85	0.23	NO

Date	DP5C (mASL)	Threshold Value (mASL)	Exceedance
7-Aug-14	303.30	302.79	NO
14-Aug-14	303.21	302.79	NO
22-Aug-14	303.19	302.79	NO
28-Aug-14	303.16	302.79	NO

Date	OW5-84 (mASL)	DP5C (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Aug-14	303.69	303.30	0.39	0.25	NO
14-Aug-14	303.64	303.21	0.43	0.25	NO
22-Aug-14	303.63	303.19	0.44	0.25	NO
28-Aug-14	303.57	303.16	0.41	0.25	NO

Note: No exceedances to report.

Monthly Reporting Mill Creek Aggregates Pit August 2014												
					Max. Allowable as per PTTW- Main Pond							
Total Monthly Precipitation (mm): 66					Waterloo-Wellington Airport (August Actual)		(Imperial Gallons)					(Litres)
Total Monthly Normal Precipitation (mm): 89					Waterloo-Wellington Airport (30-year Normal)		2,500			per minute		11,365
							1,800,000			per day		8,183,000
Date	Below Water Table Extraction (wet tonnes) Phase 2	Below Water Table Extraction (wet tonnes) Phase 4	Water Pumped from Main Pond (gals)	Water Pumped from Active Silt Pond (gals)	Main Pond Level (mASL)	Exceedance Y/N (BELOW 305.5 mASL)	Phase 2 Pond Level (mASL)	Exceedance Y/N (BELOW 305.0 mASL)	Phase 3 Pond Level (mASL)	Exceedance Y/N (BELOW 303.85 mASL)	Phase 4 Pond Level (mASL)	Exceedance Y/N (BELOW 304.5 mASL)
1-Aug-14	0	4850	1,698,163	3,595,837	306.80	NO	306.44	NO	305.27	NO	305.42	NO
2-Aug-14	0	0	0	3,596,497	306.80	NO	306.44	NO	305.27	NO	305.42	NO
3-Aug-14	0	0	0	3,597,157	306.80	NO	306.44	NO	305.27	NO	305.42	NO
4-Aug-14	0	0	0	3,494,871	306.80	NO	306.44	NO	305.27	NO	305.42	NO
5-Aug-14	0	7500	1,681,885	0	307.04	NO	306.48	NO	305.21	NO	305.35	NO
6-Aug-14	0	5550	1,666,707	0	306.97	NO	306.47	NO	305.24	NO	305.38	NO
7-Aug-14	0	7200	1,707,841	3,433,280	306.90	NO	306.47	NO	305.27	NO	305.41	NO
8-Aug-14	0	4025	1,708,941	0	306.92	NO	306.47	NO	305.25	NO	305.39	NO
9-Aug-14	0	0	0	0	306.92	NO	306.47	NO	305.25	NO	305.39	NO
10-Aug-14	0	0	0	0	306.92	NO	306.47	NO	305.25	NO	305.39	NO
11-Aug-14	0	7500	1,690,464	3,306,138	306.82	NO	306.45	NO	305.31	NO	305.44	NO
12-Aug-14	0	7500	1,685,844	1,728,958	306.84	NO	306.47	NO	305.30	NO	305.45	NO
13-Aug-14	0	7500	1,695,303	0	306.84	NO	306.47	NO	305.29	NO	305.45	NO
14-Aug-14	0	7500	1,627,552	0	306.79	NO	306.46	NO	305.32	NO	305.47	NO
15-Aug-14	0	3450	1,632,392	1,043,534	306.72	NO	306.45	NO	305.33	NO	305.49	NO
16-Aug-14	0	0	0	0	306.72	NO	306.45	NO	305.33	NO	305.49	NO
17-Aug-14	0	0	0	0	306.72	NO	306.45	NO	305.33	NO	305.49	NO
18-Aug-14	0	6300	1,689,144	1,567,281	306.69	NO	306.44	NO	305.38	NO	305.53	NO
19-Aug-14	0	7500	1,693,103	3,558,662	306.72	NO	306.42	NO	305.33	NO	305.50	NO
20-Aug-14	0	7200	1,700,582	1,622,933	306.71	NO	306.42	NO	305.35	NO	305.49	NO
21-Aug-14	0	7500	1,705,422	3,580,879	306.74	NO	306.44	NO	305.38	NO	305.53	NO
22-Aug-14	0	3300	1,708,501	4,482,753	306.77	NO	306.44	NO	305.36	NO	305.50	NO
23-Aug-14	0	0	0	0	306.77	NO	306.44	NO	305.36	NO	305.50	NO
24-Aug-14	0	0	0	0	306.77	NO	306.44	NO	305.36	NO	305.50	NO
25-Aug-14	0	3900	1,701,242	3,084,849	306.76	NO	306.53	NO	305.34	NO	305.49	NO
26-Aug-14	0	3900	1,590,818	1,639,211	306.78	NO	306.43	NO	305.34	NO	305.43	NO
27-Aug-14	0	3900	1,699,262	1,639,211	306.75	NO	306.42	NO	305.33	NO	305.45	NO
28-Aug-14	0	3900	1,687,824	1,789,010	306.72	NO	306.41	NO	305.35	NO	305.53	NO
29-Aug-14	0	1625	1,712,681	1,665,607	306.73	NO	306.41	NO	305.36	NO	305.43	NO
30-Aug-14	0	0	0	0	306.73	NO	306.41	NO	305.36	NO	305.43	NO
31-Aug-14	0	0	0	0	306.73	NO	306.41	NO	305.36	NO	305.43	NO
Total	0	111600	33,683,671	48,426,670								
Avg./ day	0.0	3600.00	1,086,570	1,562,151	306.79	NO	306.45	NO	305.31	NO	305.45	NO

Note: No exceedances to report.

Revised

Monthly Reporting
Mill Creek Aggregates Pit
September 2014

Date	DP21 (mASL)	Threshold Value (mASL)	Exceedance
11-Sep-14	305.88	305.49	NO
18-Sep-14	305.85	305.49	NO
25-Sep-14	305.86	305.49	NO
29-Sep-14	305.87	305.49	NO

Date	BH13 (mASL)	DP21 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
11-Sep-14	306.38	305.88	0.50	0.10	NO
18-Sep-14	306.43	305.85	0.58	0.10	NO
25-Sep-14	306.28	305.86	0.42	0.10	NO
29-Sep-14	306.36	305.87	0.49	0.10	NO

Date	DP17 (mASL)	Threshold Value (mASL)	Exceedance
11-Sep-14	305.28	305.17	NO
18-Sep-14	305.27	305.17	NO
25-Sep-14	305.34	305.17	NO
29-Sep-14	305.28	305.17	NO

Date	BH92-12 (mASL)	DP17 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
11-Sep-14	305.28	305.17	0.24	0.06	NO
18-Sep-14	305.27	305.17	0.32	0.06	NO
25-Sep-14	305.34	305.17	0.17	0.06	NO
29-Sep-14	305.28	305.17	0.24	0.06	NO

Date	DP3 (mASL)	Threshold Value (mASL)	Exceedance
11-Sep-14	304.73	304.54	NO
18-Sep-14	304.71	304.54	NO
25-Sep-14	304.70	304.54	NO
29-Sep-14	304.79	304.54	NO

Date	DP6 (mASL)	DP3 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
11-Sep-14	305.76	304.73	1.03	0.58	NO
18-Sep-14	305.82	304.71	1.11	0.58	NO
25-Sep-14	305.57	304.70	0.87	0.58	NO
29-Sep-14	305.53	304.79	0.74	0.58	NO

Date	DP2 (mASL)	Threshold Value (mASL)	Exceedance
11-Sep-14	304.31	303.50	NO
18-Sep-14	304.33	303.50	NO
25-Sep-14	304.32	303.50	NO
29-Sep-14	304.32	303.50	NO

Date	BH92-27 (mASL)	DP2 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
11-Sep-14	305.11	304.31	0.80	0.32	NO
18-Sep-14	305.11	304.33	0.78	0.32	NO
25-Sep-14	305.15	304.32	0.83	0.32	NO
29-Sep-14	305.11	304.32	0.79	0.32	NO

Date	DP1 (mASL)	Threshold Value (mASL)	Exceedance
11-Sep-14	304.40	303.91	NO
18-Sep-14	304.42	303.91	NO
25-Sep-14	304.41	303.91	NO
29-Sep-14	304.39	303.91	NO

Date	BH92-29 (mASL)	DP1 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
11-Sep-14	305.30	304.40	0.90	0.23	NO
18-Sep-14	305.36	304.42	0.94	0.23	NO
25-Sep-14	305.47	304.41	1.06	0.23	NO
29-Sep-14	305.40	304.39	1.01	0.23	NO

Date	DP5C (mASL)	Threshold Value (mASL)	Exceedance
11-Sep-14	303.21	302.79	NO
18-Sep-14	303.30	302.79	NO
25-Sep-14	303.20	302.79	NO
29-Sep-14	303.19	302.79	NO

Date	OW5-84 (mASL)	DP5C (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
11-Sep-14	303.64	303.21	0.43	0.25	NO
18-Sep-14	303.69	303.30	0.39	0.25	NO
25-Sep-14	303.66	303.20	0.46	0.25	NO
29-Sep-14	303.64	303.19	0.45	0.25	NO

Note: No exceedances to report.

Monthly Reporting
Mill Creek Aggregates Pit
September 2014

								Max. Allowable as per PTTW- Main Pond				
								(Imperial Gallons)				(Litres)
Total Monthly Precipitation (mm):				179.3				2,500			per minute	11,365
Total Monthly Normal Precipitation (mm):				82				1,800,000			per day	8,183,000
				Waterloo-Wellington Airport (September Actual)								
				Waterloo-Wellington Airport (30-year Normal)								
Date	Below Water Table Extraction (wet tonnes) Phase 2	Below Water Table Extraction (wet tonnes) Phase 4	Water Pumped from Main Pond (gals)	Water Pumped from Active Silt Pond (gals)	Main Pond Level (mASL)	Exceedance Y/N (BELOW 305.5 mASL)	Phase 2 Pond Level (mASL)	Exceedance Y/N (BELOW 305.0 mASL)	Phase 3 Pond Level (mASL)	Exceedance Y/N (BELOW 303.85 mASL)	Phase 4 Pond Level (mASL)	Exceedance Y/N (BELOW 304.5 mASL)
1-Sep-14	0	0	0	0	306.69	NO	306.39	NO	305.32	NO	305.62	NO
2-Sep-14	0	7500	1,690,464	3,512,909	306.69	NO	306.39	NO	305.32	NO	305.62	NO
3-Sep-14	0	7500	1,708,721	1,805,728	306.74	NO	306.41	NO	305.37	NO	305.52	NO
4-Sep-14	0	6525	1,707,621	1,755,355	306.72	NO	306.40	NO	305.38	NO	305.49	NO
5-Sep-14	0	7500	1,693,103	1,451,797	306.72	NO	306.40	NO	305.38	NO	305.50	NO
6-Sep-14	0	2813	0	0	306.72	NO	306.40	NO	305.38	NO	305.50	NO
7-Sep-14	0	0	0	0	306.72	NO	306.40	NO	305.38	NO	305.50	NO
8-Sep-14	0	7500	1,711,141	1,739,077	306.72	NO	306.42	NO	305.41	NO	305.65	NO
9-Sep-14	0	6525	1,704,542	1,731,598	306.72	NO	306.42	NO	305.42	NO	305.61	NO
10-Sep-14	0	7500	1,691,344	1,779,331	306.71	NO	306.41	NO	305.42	NO	305.60	NO
11-Sep-14	0	7500	1,695,303	2,165,597	306.76	NO	306.45	NO	305.52	NO	305.64	NO
12-Sep-14	0	7500	1,694,863	1,435,959	306.74	NO	306.44	NO	305.50	NO	305.62	NO
13-Sep-14	0	0	0	0	306.74	NO	306.44	NO	305.50	NO	305.62	NO
14-Sep-14	0	0	0	0	306.74	NO	306.44	NO	305.50	NO	305.62	NO
15-Sep-14	0	3900	1,695,083	2,546,144	306.74	NO	306.44	NO	305.50	NO	305.63	NO
16-Sep-14	0	3900	1,712,241	2,481,913	306.77	NO	306.45	NO	305.52	NO	305.65	NO
17-Sep-14	0	5100	1,686,504	3,684,485	306.76	NO	306.44	NO	305.52	NO	305.60	NO
18-Sep-14	0	7500	1,693,763	1,690,244	306.80	NO	306.43	NO	305.52	NO	305.52	NO
19-Sep-14	0	3425	1,273,622	1,189,154	306.77	NO	306.41	NO	305.51	NO	305.56	NO
20-Sep-14	0	0	0	0	306.77	NO	306.41	NO	305.51	NO	305.56	NO
21-Sep-14	0	0	0	0	306.77	NO	306.41	NO	305.51	NO	305.56	NO
22-Sep-14	0	7500	1,638,771	3,635,212	306.78	NO	306.43	NO	305.49	NO	305.69	NO
23-Sep-14	0	7500	1,728,518	3,730,458	306.75	NO	306.52	NO	305.49	NO	305.56	NO
24-Sep-14	0	7500	1,724,119	3,460,556	306.80	NO	306.42	NO	305.51	NO	305.41	NO
25-Sep-14	0	7500	1,723,239	0	306.78	NO	306.41	NO	305.52	NO	305.31	NO
26-Sep-14	0	4375	1,710,921	0	306.76	NO	306.41	NO	305.51	NO	305.47	NO
27-Sep-14	0	0	0	0	306.76	NO	306.41	NO	305.51	NO	305.47	NO
28-Sep-14	0	0	0	0	306.76	NO	306.41	NO	305.51	NO	305.47	NO
29-Sep-14	0	7500	1,697,943	3,612,335	306.67	NO	306.40	NO	305.49	NO	305.68	NO
30-Sep-14	0	7500	1,701,902	3,727,379	306.72	NO	306.40	NO	305.46	NO	305.59	NO
			0									
Total	0	141563	35,283,727	47,135,230								
Avg./ day	0.0	4718.75	1,138,185	1,571,174	306.74	NO	306.42	NO	305.46	NO	305.56	NO

Note: No exceedences to report.

Revised

Monthly Reporting
Mill Creek Aggregates Pit
October 2014

Date	DP21 (mASL)	Threshold Value (mASL)	Exceedance
9-Oct-14	305.96	305.58	NO
17-Oct-14	305.88	305.58	NO
23-Oct-14	305.93	305.58	NO
31-Oct-14	305.97	305.58	NO

Date	BH13 (mASL)	DP21 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
9-Oct-14	306.42	305.96	0.46	0.09	NO
17-Oct-14	306.41	305.88	0.53	0.09	NO
23-Oct-14	306.39	305.93	0.46	0.09	NO
31-Oct-14	306.39	305.97	0.42	0.09	NO

Date	DP17 (mASL)	Threshold Value (mASL)	Exceedance
9-Oct-14	305.32	305.17	NO
17-Oct-14	305.28	305.17	NO
23-Oct-14	305.29	305.17	NO
31-Oct-14	305.32	305.17	NO

Date	BH92-12 (mASL)	DP17 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
9-Oct-14	305.57	305.32	0.25	0.04	NO
17-Oct-14	305.52	305.28	0.24	0.04	NO
23-Oct-14	305.53	305.29	0.24	0.04	NO
31-Oct-14	305.56	305.32	0.24	0.04	NO

Date	DP3 (mASL)	Threshold Value (mASL)	Exceedance
9-Oct-14	304.86	304.54	NO
17-Oct-14	304.90	304.54	NO
23-Oct-14	304.90	304.54	NO
31-Oct-14	304.92	304.54	NO

Date	DP6 (mASL)	DP3 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
9-Oct-14	305.73	304.86	0.87	0.55	NO
17-Oct-14	305.71	304.90	0.81	0.55	NO
23-Oct-14	305.71	304.90	0.81	0.55	NO
31-Oct-14	305.72	304.92	0.80	0.55	NO

Date	DP2 (mASL)	Threshold Value (mASL)	Exceedance
9-Oct-14	304.32	303.55	NO
17-Oct-14	304.33	303.55	NO
23-Oct-14	304.32	303.55	NO
31-Oct-14	304.29	303.55	NO

Date	BH92-27 (mASL)	DP2 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
9-Oct-14	305.12	304.32	0.80	0.34	NO
17-Oct-14	305.10	304.33	0.77	0.34	NO
23-Oct-14	305.09	304.32	0.77	0.34	NO
31-Oct-14	305.06	304.29	0.77	0.34	NO

Date	DP1 (mASL)	Threshold Value (mASL)	Exceedance
9-Oct-14	304.39	303.96	NO
17-Oct-14	304.38	303.96	NO
23-Oct-14	304.37	303.96	NO
31-Oct-14	304.37	303.96	NO

Date	BH92-29 (mASL)	DP1 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
9-Oct-14	305.40	304.39	1.01	0.19	NO
17-Oct-14	305.37	304.38	0.99	0.19	NO
23-Oct-14	305.37	304.37	1.00	0.19	NO
31-Oct-14	305.39	304.37	1.02	0.19	NO

Date	DP5C (mASL)	Threshold Value (mASL)	Exceedance
9-Oct-14	303.27	302.84	NO
17-Oct-14	303.25	302.84	NO
23-Oct-14	303.25	302.84	NO
31-Oct-14	303.26	302.84	NO

Date	OW5-84 (mASL)	DP5C (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
9-Oct-14	303.69	303.27	0.42	0.25	NO
17-Oct-14	303.70	303.25	0.45	0.25	NO
23-Oct-14	303.68	303.25	0.43	0.25	NO
31-Oct-14	303.67	303.26	0.41	0.25	NO

Note: No exceedances to report.

Monthly Reporting
Mill Creek Aggregates Pit
October 2014

								Max. Allowable as per PTTW- Main Pond				
Total Monthly Precipitation (mm):		65	Waterloo-Wellington Airport (October Actual)					(Imperial Gallons)				(Litres)
Total Monthly Normal Precipitation (mm):		67	Waterloo-Wellington Airport (30-year Normal)					2,500			per minute	11,365
								1,800,000			per day	8,183,000
Date	Below Water Table Extraction (wet tonnes) Phase 2	Below Water Table Extraction (wet tonnes) Phase 4	Water Pumped from Main Pond (gals)	Water Pumped from Active Silt Pond (gals)	Main Pond Level (mASL)	Exceedance Y/N (BELOW 305.5 mASL)	Phase 2 Pond Level (mASL)	Exceedance Y/N (BELOW 305.0 mASL)	Phase 3 Pond Level (mASL)	Exceedance Y/N (BELOW 303.85 mASL)	Phase 4 Pond Level (mASL)	Exceedance Y/N (BELOW 304.5 mASL)
1-Oct-14	0	7500	1,699,482	1,791,869	306.76	NO	306.40	NO	305.50	NO	305.47	NO
2-Oct-14	0	6600	1,710,041	3,552,723	306.75	NO	306.40	NO	305.49	NO	305.49	NO
3-Oct-14	0	2438	1,695,083	1,624,913	306.78	NO	306.39	NO	305.50	NO	305.42	NO
4-Oct-14	0	0	0	0	306.78	NO	306.39	NO	305.50	NO	305.42	NO
5-Oct-14	0	0	0	0	306.78	NO	306.39	NO	305.50	NO	305.42	NO
6-Oct-14	0	6900	1,687,824	3,704,062	306.73	NO	306.40	NO	305.47	NO	305.63	NO
7-Oct-14	0	7500	1,663,407	3,472,874	306.74	NO	306.41	NO	305.48	NO	305.55	NO
8-Oct-14	0	6850	1,701,682	1,518,448	306.81	NO	306.41	NO	305.50	NO	305.48	NO
9-Oct-14	0	3600	1,707,621	3,688,004	306.78	NO	306.40	NO	305.48	NO	305.52	NO
10-Oct-14	0	1500	1,717,740	1,328,174	306.81	NO	306.40	NO	305.47	NO	305.47	NO
11-Oct-14	0	0	0	0	306.81	NO	306.40	NO	305.47	NO	305.47	NO
12-Oct-14	0	0	0	0	306.81	NO	306.40	NO	305.47	NO	305.47	NO
13-Oct-14	0	0	0	0	306.81	NO	306.40	NO	305.47	NO	305.47	NO
14-Oct-14	0	3600	1,699,922	3,625,753	306.74	NO	306.39	NO	305.45	NO	305.68	NO
15-Oct-14	0	3600	1,707,841	3,623,333	306.78	NO	306.37	NO	305.44	NO	305.61	NO
16-Oct-14	0	2100	1,599,396	1,746,996	306.80	NO	306.39	NO	305.42	NO	305.50	NO
17-Oct-14	0	3125	1,696,183	1,541,105	306.78	NO	306.39	NO	305.49	NO	305.48	NO
18-Oct-14	0	0	0	0	306.78	NO	306.39	NO	305.49	NO	305.48	NO
19-Oct-14	0	0	0	0	306.78	NO	306.39	NO	305.49	NO	305.48	NO
20-Oct-14	0	3900	1,701,242	3,666,227	306.72	NO	306.39	NO	305.48	NO	305.61	NO
21-Oct-14	0	3900	1,710,481	3,654,129	306.76	NO	306.37	NO	305.48	NO	305.54	NO
22-Oct-14	0	3900	1,722,139	1,407,363	306.79	NO	306.36	NO	305.49	NO	305.46	NO
23-Oct-14	0	7500	1,712,021	1,463,015	306.74	NO	306.37	NO	305.50	NO	305.47	NO
24-Oct-14	0	3900	1,701,902	1,408,683	306.72	NO	306.35	NO	305.50	NO	305.47	NO
25-Oct-14	0	0	0	0	306.72	NO	306.35	NO	305.50	NO	305.47	NO
26-Oct-14	0	0	0	0	306.72	NO	306.35	NO	305.50	NO	305.47	NO
27-Oct-14	0	6850	1,344,452	3,657,649	306.68	NO	306.33	NO	305.56	NO	305.59	NO
28-Oct-14	0	6575	1,703,662	3,517,528	306.72	NO	306.33	NO	305.48	NO	305.51	NO
29-Oct-14	0	7200	1,713,780	1,600,936	306.76	NO	306.33	NO	305.48	NO	305.46	NO
30-Oct-14	0	5225	1,711,361	1,241,946	306.73	NO	306.33	NO	305.48	NO	305.50	NO
31-Oct-14	0	5100	1,692,663	1,781,971	306.71	NO	306.31	NO	305.47	NO	305.54	NO
Total	0	109363	36,999,927	54,617,704								
Avg./ day	0.0	3527.82	1,193,546	1,761,861	306.76	NO	306.38	NO	305.48	NO	305.50	NO

Note: No exceedences to report.

Revised

Monthly Reporting
Mill Creek Aggregates Pit
November 2014

Date	DP21 (mASL)	Threshold Value (mASL)	Exceedance
7-Nov-14	305.96	305.58	NO
13-Nov-14	305.94	305.58	NO
21-Nov-14	305.95	305.58	NO
27-Nov-14			

Date	BH13 (mASL)	DP21 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Nov-14	306.38	305.96	0.42	0.09	NO
13-Nov-14	306.36	305.94	0.42	0.09	NO
21-Nov-14	306.36	305.95	0.41	0.09	NO
27-Nov-14	306.39				

Date	DP17 (mASL)	Threshold Value (mASL)	Exceedance
7-Nov-14	305.30	305.17	NO
13-Nov-14	305.30	305.17	NO
21-Nov-14	305.31	305.17	NO
27-Nov-14			

Date	BH92-12 (mASL)	DP17 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Nov-14	305.53	305.30	0.23	0.04	NO
13-Nov-14	305.51	305.30	0.21	0.04	NO
21-Nov-14	305.52	305.31	0.21	0.04	NO
27-Nov-14	305.58				

Date	DP3 (mASL)	Threshold Value (mASL)	Exceedance
7-Nov-14	304.88	304.54	NO
13-Nov-14	304.82	304.54	NO
21-Nov-14	304.81	304.54	NO
27-Nov-14			

Date	DP6 (mASL)	DP3 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Nov-14	305.69	304.88	0.81	0.55	NO
13-Nov-14	305.67	304.82	0.85	0.55	NO
21-Nov-14	305.68	304.81	0.87	0.55	NO
27-Nov-14					

Date	DP2 (mASL)	Threshold Value (mASL)	Exceedance
7-Nov-14	304.30	303.55	NO
13-Nov-14	304.27	303.55	NO
21-Nov-14	304.28	303.55	NO
27-Nov-14			

Date	BH92-27 (mASL)	DP2 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Nov-14	305.04	304.30	0.74	0.34	NO
13-Nov-14	305.01	304.27	0.74	0.34	NO
21-Nov-14	305.06	304.28	0.78	0.34	NO
27-Nov-14	305.09				

Date	DP1 (mASL)	Threshold Value (mASL)	Exceedance
7-Nov-14	304.36	303.96	NO
13-Nov-14	304.34	303.96	NO
21-Nov-14	304.34	303.96	NO
27-Nov-14			

Date	BH92-29 (mASL)	DP1 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Nov-14	305.35	304.36	0.99	0.19	NO
13-Nov-14	305.30	304.34	0.96	0.19	NO
21-Nov-14	305.38	304.34	1.04	0.19	NO
27-Nov-14	305.45				

Date	DP5C (mASL)	Threshold Value (mASL)	Exceedance
7-Nov-14	303.25	302.84	NO
13-Nov-14	303.20	302.84	NO
21-Nov-14	303.22	302.84	NO
27-Nov-14			

Date	OW5-84 (mASL)	DP5C (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Nov-14	303.66	303.25	0.41	0.25	NO
13-Nov-14	303.66	303.20	0.46	0.25	NO
21-Nov-14	303.68	303.22	0.46	0.25	NO
27-Nov-14	303.70				

Note: Nov 27, 2014 - DP21, DP17, DP3, DP2, DP1, DP5C were frozen.

Monthly Reporting
Mill Creek Aggregates Pit
November 2014

								Max. Allowable as per PTTW- Main Pond				
Total Monthly Precipitation (mm):		59.1	Waterloo-Wellington Airport (November Actual)					(Imperial Gallons)				(Litres)
Total Monthly Normal Precipitation (mm):		82	Waterloo-Wellington Airport (30-year Normal)					2,500			per minute	11,365
								1,800,000			per day	8,183,000
Date	Below Water Table Extraction (wet tonnes) Phase 2	Below Water Table Extraction (wet tonnes) Phase 4	Water Pumped from Main Pond (gals)	Water Pumped from Active Silt Pond (gals)	Main Pond Level (mASL)	Exceedance Y/N (BELOW 305.5 mASL)	Phase 2 Pond Level (mASL)	Exceedance Y/N (BELOW 305.0 mASL)	Phase 3 Pond Level (mASL)	Exceedance Y/N (BELOW 303.85 mASL)	Phase 4 Pond Level (mASL)	Exceedance Y/N (BELOW 304.5 mASL)
1-Nov-14	0	0	0	0	306.71	NO	306.31	NO	305.47	NO	305.54	NO
2-Nov-14	0	0	0	0	306.71	NO	306.31	NO	305.47	NO	305.54	NO
3-Nov-14	0	7500	1,678,585	3,402,264	306.68	NO	306.31	NO	305.44	NO	305.66	NO
4-Nov-14	0	3575	1,710,481	3,580,439	306.70	NO	306.31	NO	305.43	NO	305.58	NO
5-Nov-14	0	6750	1,710,701	1,587,738	306.70	NO	306.31	NO	305.56	NO	305.37	NO
6-Nov-14	0	6525	1,709,161	1,515,588	306.70	NO	306.30	NO	305.48	NO	305.48	NO
7-Nov-14	0	3125	1,711,141	1,647,350	306.69	NO	306.31	NO	305.48	NO	305.50	NO
8-Nov-14	0	0	0	0	306.69	NO	306.31	NO	305.48	NO	305.50	NO
9-Nov-14	0	0	0	0	306.69	NO	306.31	NO	305.48	NO	305.50	NO
10-Nov-14	0	5700	1,701,462	3,507,630	306.64	NO	306.31	NO	305.48	NO	305.63	NO
11-Nov-14	0	7175	1,676,166	3,558,223	306.68	NO	306.30	NO	305.46	NO	305.57	NO
12-Nov-14	0	7500	1,714,000	3,508,949	306.71	NO	306.29	NO	305.42	NO	305.48	NO
13-Nov-14	0	4800	1,707,621	3,479,914	306.73	NO	306.29	NO	305.46	NO	305.43	NO
14-Nov-14	0	1875	1,708,721	1,832,784	306.74	NO	306.29	NO	305.42	NO	305.36	NO
15-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
16-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
17-Nov-14	0	2600	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
18-Nov-14	0	2925	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
19-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
20-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
21-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
22-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
23-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
24-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
25-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
26-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
27-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
28-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
29-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
30-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
Total	0	60050	17,028,039	27,620,879								
Avg./ day	0.0	2001.67	567,601	920,696	306.72	NO	306.30	NO	305.44	NO	305.43	NO

Note: Aggregate washing operations ended on November 14, 2014

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Revised

Monthly Reporting
Mill Creek Aggregates Pit
December 2014

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

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

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

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

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

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

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

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

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

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

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

Date	OW5-84 (mASL)	DP5C (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
4-Dec-14	303.71				
12-Dec-14	303.66	303.24	0.42	0.25	NO
18-Dec-14	303.68	303.26	0.42	0.25	NO

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

Monthly Reporting
Mill Creek Aggregates Pit
December 2014

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

Note: Staff Gauges removed on December 18, 2014

6-2(b)



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

CLERK'S DEPARTMENT	
TO	S.D. (Comments) Feb 13/15
Copy	No comment
Please Handle	
For Your Information	
Council Agenda	May 6/15
File	E13/MIL

February 12, 2015

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

RECEIVED

FEB 12 2015

Township of Puslinch

Attention: Ms. Richardson

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

Please find enclosed the required monitoring data for the month of **January 2015**. As indicated, there were no exceedences to report in this month.

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

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ron Van Ooteghem'.

Ron Van Ooteghem
Site Manager

C.c.

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

6.2(b)(i)

Monthly Reporting
Mill Creek Aggregates Pit
January 2015

Date	DP21 (mASL)	Threshold Value (mASL)	Exceedance
9-Jan-15		305.66	NO
14-Jan-15		305.66	NO
21-Jan-15		305.66	NO
29-Jan-15		305.66	NO

Date	BH13 (mASL)	DP21 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
9-Jan-15	306.24			0.11	NO
14-Jan-15	306.24			0.11	NO
21-Jan-15	306.23			0.11	NO
29-Jan-15	306.21			0.11	NO

Date	DP17 (mASL)	Threshold Value (mASL)	Exceedance
9-Jan-15		305.17	NO
14-Jan-15		305.17	NO
21-Jan-15		305.17	NO
29-Jan-15		305.17	NO

Date	BH92-12 (mASL)	DP17 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
9-Jan-15	305.44			0.07	NO
14-Jan-15	305.42			0.07	NO
21-Jan-15	305.42			0.07	NO
29-Jan-15	305.43			0.07	NO

Date	DP3 (mASL)	Threshold Value (mASL)	Exceedance
9-Jan-15		304.54	NO
14-Jan-15		304.54	NO
21-Jan-15		304.54	NO
29-Jan-15		304.54	NO

Date	DP6 (mASL)	DP3 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
9-Jan-15	305.74			0.57	NO
14-Jan-15	305.72			0.57	NO
21-Jan-15	305.70			0.57	NO
29-Jan-15	305.70			0.57	NO

Date	DP2 (mASL)	Threshold Value (mASL)	Exceedance
9-Jan-15		303.65	NO
14-Jan-15		303.65	NO
21-Jan-15		303.65	NO
29-Jan-15		303.65	NO

Date	BH92-27 (mASL)	DP2 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
9-Jan-15				0.43	NO
14-Jan-15				0.43	NO
21-Jan-15				0.43	NO
29-Jan-15				0.43	NO

Date	DP1 (mASL)	Threshold Value (mASL)	Exceedance
9-Jan-15		303.88	NO
14-Jan-15		303.88	NO
21-Jan-15		303.88	NO
29-Jan-15		303.88	NO

Date	BH92-29 (mASL)	DP1 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
9-Jan-15				0.29	NO
14-Jan-15				0.29	NO
21-Jan-15				0.29	NO
29-Jan-15				0.29	NO

Date	DP5C (mASL)	Threshold Value (mASL)	Exceedance
9-Jan-15		302.88	NO
14-Jan-15		302.88	NO
21-Jan-15		302.88	NO
29-Jan-15		302.88	NO

Date	OW5-84 (mASL)	DP5C (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
9-Jan-15				0.30	NO
14-Jan-15	303.61			0.30	NO
21-Jan-15	303.60			0.30	NO
29-Jan-15	303.58			0.30	NO

Note: DP21, DP17, DP3, DP2, DP1, DP5C, 92-27 and 92-29 were frozen.

Monthly Reporting
Mill Creek Aggregates Pit
January 2015

								Max. Allowable as per PTTW- Main Pond				
								(Imperial Gallons)				(Litres)
								2,500			per minute	11,365
								1,800,000			per day	8,183,000
Total Monthly Precipitation (mm):		23.6	Waterloo-Wellington Airport (January Actual)									
Total Monthly Normal Precipitation (mm):		67	Waterloo-Wellington Airport (30-year Normal)									
Date	Below Water Table Extraction (wet tonnes) Phase 2	Below Water Table Extraction (wet tonnes) Phase 3	Water Pumped from Main Pond (gals)	Water Pumped from Active Silt Pond (gals)	Main Pond Level (mASL)	Exceedance Y/N (BELOW 305.5 mASL)	Phase 2 Pond Level (mASL)	Exceedance Y/N (BELOW 305.0 mASL)	Phase 3 Pond Level (mASL)	Exceedance Y/N (BELOW 303.85 mASL)	Phase 4 Pond Level (mASL)	Exceedance Y/N (BELOW 304.5 mASL)
1-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
2-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
3-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
4-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
5-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
6-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
7-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
8-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
9-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
10-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
11-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
12-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
13-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
14-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
15-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
16-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
17-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
18-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
19-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
20-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
21-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
22-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
23-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
24-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
25-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
26-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
27-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
28-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
29-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
30-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
31-Jan-15	0	0	0	0	306.54	NO	306.32	NO	305.44	NO	305.63	NO
Total	0	0	-	-								
Avg./ day	0.0	0.00	-	-	306.54	NO	306.32	NO	305.44	NO	305.63	NO

Note: No exceedences to report, ponds were frozen, no pumping.



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

6-2(c)

CLERK'S DEPARTMENT	
TO	S.D. - comments
Copy	NO comments
Please Handle	
For Your Information	
Council Agenda	✓ May 6/15 E13/MIL

March 12, 2015

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

RECEIVED
MAR 13 2015
Township of Puslinch

Attention: Ms. Richardson

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

Please find enclosed the required monitoring data for the month of February 2015. As indicated, there were no exceedences to report in this month.

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

Sincerely,

Ron Van Ooteghem
Site Manager

C.c.

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

Monthly Reporting
Mill Creek Aggregates Pit
February 2015

Date	DP21 (mASL)	Threshold Value (mASL)	Exceedance
6-Feb-15		305.66	NO
12-Feb-15		305.66	NO
18-Feb-15		305.66	NO
27-Feb-15		305.66	NO

Date	BH13 (mASL)	DP21 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-Feb-15	306.21			0.11	NO
12-Feb-15	306.19			0.11	NO
18-Feb-15	306.21			0.11	NO
27-Feb-15	306.20			0.11	NO

Date	DP17 (mASL)	Threshold Value (mASL)	Exceedance
6-Feb-15		305.17	NO
12-Feb-15		305.17	NO
18-Feb-15		305.17	NO
27-Feb-15		305.17	NO

Date	BH92-12 (mASL)	DP17 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-Feb-15	305.44			0.07	NO
12-Feb-15	305.39			0.07	NO
18-Feb-15	305.39			0.07	NO
27-Feb-15	305.38			0.07	NO

Date	DP3 (mASL)	Threshold Value (mASL)	Exceedance
6-Feb-15		304.54	NO
12-Feb-15		304.54	NO
18-Feb-15		304.54	NO
27-Feb-15		304.54	NO

Date	DP6 (mASL)	DP3 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-Feb-15	305.71			0.57	NO
12-Feb-15	305.70			0.57	NO
18-Feb-15	305.69			0.57	NO
27-Feb-15	305.69			0.57	NO

Date	DP2 (mASL)	Threshold Value (mASL)	Exceedance
6-Feb-15		303.65	NO
12-Feb-15		303.65	NO
18-Feb-15		303.65	NO
27-Feb-15		303.65	NO

Date	BH92-27 (mASL)	DP2 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-Feb-15				0.43	NO
12-Feb-15				0.43	NO
18-Feb-15				0.43	NO
27-Feb-15				0.43	NO

Date	DP1 (mASL)	Threshold Value (mASL)	Exceedance
6-Feb-15		303.88	NO
12-Feb-15		303.88	NO
18-Feb-15		303.88	NO
27-Feb-15		303.88	NO

Date	BH92-29 (mASL)	DP1 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-Feb-15				0.29	NO
12-Feb-15				0.29	NO
18-Feb-15				0.29	NO
27-Feb-15				0.29	NO

Date	DP5C (mASL)	Threshold Value (mASL)	Exceedance
6-Feb-15		302.88	NO
12-Feb-15		302.88	NO
18-Feb-15		302.88	NO
27-Feb-15		302.88	NO

Date	OW5-84 (mASL)	DP5C (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-Feb-15				0.30	NO
12-Feb-15				0.30	NO
18-Feb-15				0.30	NO
27-Feb-15				0.30	NO

Note: DP5C, DP21, DP17, DP3, DP2, DP1, OW5-84, BH92-27 and BH92-29 are frozen.

Monthly Reporting Mill Creek Aggregates Pit February 2015						Max. Allowable as per PTTW- Main Pond						
Total Monthly Precipitation (mm):		7.5	Waterloo-Wellington Airport (February Actual)			(Imperial Gallons)					(Litres)	
Total Monthly Normal Precipitation (mm):		53	Waterloo-Wellington Airport (30-year Normal)			2,500			per minute	11,365		
						1,800,000			per day	8,183,000		
Date	Below Water Table Extraction (wet tonnes) Phase 2	Below Water Table Extraction (wet tonnes) Phase 3	Water Pumped from Main Pond (gals)	Water Pumped from Active Silt Pond (gals)	Main Pond Level (mASL)	Exceedance Y/N (BELOW 305.5 mASL)	Phase 2 Pond Level (mASL)	Exceedance Y/N (BELOW 305.0 mASL)	Phase 3 Pond Level (mASL)	Exceedance Y/N (BELOW 303.85 mASL)	Phase 4 Pond Level (mASL)	Exceedance Y/N (BELOW 304.5 mASL)
1-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
2-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
3-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
4-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
5-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
6-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
7-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
8-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
9-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
10-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
11-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
12-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
13-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
14-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
15-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
16-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
17-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
18-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
19-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
20-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
21-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
22-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
23-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
24-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
25-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
26-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
27-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
28-Feb-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
Total	0	0	-	-								
Avg./ day	0.0	0.00	-	-		NO		NO		NO		NO

Note: No exceedences to report, ponds frozen, no pumping. Last pond level readings before freezing conditions were taken on Dec 18, 2014.
Dec 18, 2014 readings - Main: 306.54 masl, Phase 2: 306.32 masl, Phase 3: 305.44 masl, Phase 4: 305.63 masl



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

6.2(d)

April 14, 2015

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

Attention: Ms. Richardson

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

CLERK'S DEPARTMENT	
TO	S. D. Lemmings
Copy	
Please Handle	✓
For Your Information	✓
Council Agenda	May 20/2015
	E10/MIL

Del 23/15

Please find enclosed the required monitoring data for the month of **March 2015**. As indicated, there were no exceedences to report in this month.

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

Sincerely,

Ron Van Ooteghem
Site Manager

C.c.

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

RECEIVED
APR 16 2015
Township of Puslinch

Monthly Reporting
Mill Creek Aggregates Pit
March 2015

Date	DP21 (mASL)	Threshold Value (mASL)	Exceedance
6-Mar-15		305.66	NO
12-Mar-15		305.66	NO
18-Mar-15	305.98	305.66	NO
25-Mar-15	305.83	305.66	NO

Date	BH13 (mASL)	DP21 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-Mar-15	306.21			0.11	NO
12-Mar-15	306.24			0.11	NO
18-Mar-15	306.30	305.98	0.32	0.11	NO
25-Mar-15	306.25	305.83	0.42	0.11	NO

Date	DP17 (mASL)	Threshold Value (mASL)	Exceedance
6-Mar-15		305.17	NO
12-Mar-15		305.17	NO
18-Mar-15	305.32	305.17	NO
25-Mar-15	305.28	305.17	NO

Date	BH92-12 (mASL)	DP17 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-Mar-15	305.41			0.07	NO
12-Mar-15	305.44			0.07	NO
18-Mar-15	305.53	305.32	0.21	0.07	NO
25-Mar-15	305.46	305.28	0.18	0.07	NO

Date	DP3 (mASL)	Threshold Value (mASL)	Exceedance
6-Mar-15		304.54	NO
12-Mar-15		304.54	NO
18-Mar-15		304.54	NO
25-Mar-15	304.76	304.54	NO

Date	DP6 (mASL)	DP3 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-Mar-15	305.70			0.57	NO
12-Mar-15	305.70			0.57	NO
18-Mar-15	305.83			0.57	NO
25-Mar-15	305.79	304.76	1.03	0.57	NO

Date	DP2 (mASL)	Threshold Value (mASL)	Exceedance
6-Mar-15		303.65	NO
12-Mar-15		303.65	NO
18-Mar-15		303.65	NO
25-Mar-15	304.35	303.65	NO

Date	BH92-27 (mASL)	DP2 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-Mar-15				0.43	NO
12-Mar-15				0.43	NO
18-Mar-15				0.43	NO
25-Mar-15		304.35		0.43	NO

Date	DP1 (mASL)	Threshold Value (mASL)	Exceedance
6-Mar-15		303.88	NO
12-Mar-15		303.88	NO
18-Mar-15		303.88	NO
25-Mar-15	304.44	303.88	NO

Date	BH92-29 (mASL)	DP1 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-Mar-15				0.29	NO
12-Mar-15				0.29	NO
18-Mar-15				0.29	NO
25-Mar-15		304.44		0.29	NO

Date	DP5C (mASL)	Threshold Value (mASL)	Exceedance
6-Mar-15		302.88	NO
12-Mar-15		302.88	NO
18-Mar-15		302.88	NO
25-Mar-15		302.88	NO

Date	OW5-84 (mASL)	DP5C (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-Mar-15				0.30	NO
12-Mar-15				0.30	NO
18-Mar-15				0.30	NO
25-Mar-15				0.30	NO

Note: March 6 & 12 - DP17, DP21 are frozen.

Note: March 6, 12 & 18 - DP1, DP2 & DP3 are frozen.

Note: March 6, 12, 18 & 25 - OW5-84, DP5C, BH92-27, BH92-29 are frozen.

Monthly Reporting
Mill Creek Aggregates Pit
March 2015

								Max. Allowable as per PTTW- Main Pond				
Total Monthly Precipitation (mm):		5.3	Waterloo-Wellington Airport (March Actual)					(Imperial Gallons)				(Litres)
Total Monthly Normal Precipitation (mm):		66	Waterloo-Wellington Airport (30-year Normal)					2,500			per minute	11,365
								1,800,000			per day	8,183,000
Date	Below Water Table Extraction (wet tonnes) Phase 2	Below Water Table Extraction (wet tonnes) Phase 3	Water Pumped from Main Pond (gals)	Water Pumped from Active Silt Pond (gals)	Main Pond Level (mASL)	Exceedance Y/N (BELOW 305.5 mASL)	Phase 2 Pond Level (mASL)	Exceedance Y/N (BELOW 305.0 mASL)	Phase 3 Pond Level (mASL)	Exceedance Y/N (BELOW 303.85 mASL)	Phase 4 Pond Level (mASL)	Exceedance Y/N (BELOW 304.5 mASL)
1-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
2-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
3-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
4-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
5-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
6-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
7-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
8-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
9-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
10-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
11-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
12-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
13-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
14-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
15-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
16-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
17-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
18-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
19-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
20-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
21-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
22-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
23-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
24-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
25-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
26-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
27-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
28-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
29-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
30-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
31-Mar-15	0	0	0	0	--	NO	--	NO	--	NO	--	NO
Total	0	0	-	-	--	NO	--	NO	--	NO	--	NO
Avg./ day	0.0	0.00	-	-		NO		NO		NO		NO

Note: No exceedences to report, ponds frozen, no pumping. Last pond level readings before freezing conditions were taken on Dec 18, 2014.
Dec 18, 2014 readings - Main: 306.54 masl, Phase 2: 306.32 masl, Phase 3: 305.44 masl, Phase 4: 305.63 masl

b.3(a) cc: Stan



*Groundwater
Science Corp.*

328 Daleview Place,
Waterloo, ON N2L 5M5
Phone: (519) 746-6916
groundwaterscience.ca

**2014 Groundwater Monitoring Report
CBM Puslinch Pit
Licence No. 17600
North Half Lot 26, Con. 1
Township of Puslinch**

Prepared For:

CBM Aggregates
55 Industrial Street
Toronto, ON
M4G 3W9

Prepared By:

Andrew Pentney, P.Geo.
Groundwater Science Corp.

February 2015

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Appendix B	Summaries of Monthly Data Reports

1.0 BACKGROUND

CBM operates the Puslinch Pit, located on North Half of Lot 26, Concession 1, Township of Puslinch, County of Wellington, Ontario. The pit was previously known as the Mast Pit, ownership was transferred from Puslinch Quality Aggregates Ltd. to CBM in 2006. The property location is shown on Figure 1. The pit was issued a Class A Licence (No. 17600) by the Ministry of Natural Resources to include extraction below the water table.

The Licence (Site Plan) conditions specify a groundwater monitoring program as part of the on-going operations at the site. This report summarizes the results of the groundwater monitoring program that has been completed to date, and specifically the results of the monitoring completed in 2014.

The monitoring requirements, methodology, information sharing and monthly summaries associated with the program are outlined in Sections 1.1, 1.2, 1.3 and 1.4. The monitoring results are presented in Section 2 and discussed in Section 3. Recommendations regarding the program are made in Section 4 of this report.

1.1 MONITORING REQUIREMENTS

The Technical Recommendations for Hydrogeology listed on the Site Plan include a specific monitoring, mitigation and reporting plan, as well as Thresholds and an Action Response Plan. The monitoring program conditions associated with the site are summarized in the 2005 Annual Report (dated January 2006), please refer to that report or the Site Plan for specific details.

1.2 MONITORING METHODOLOGY

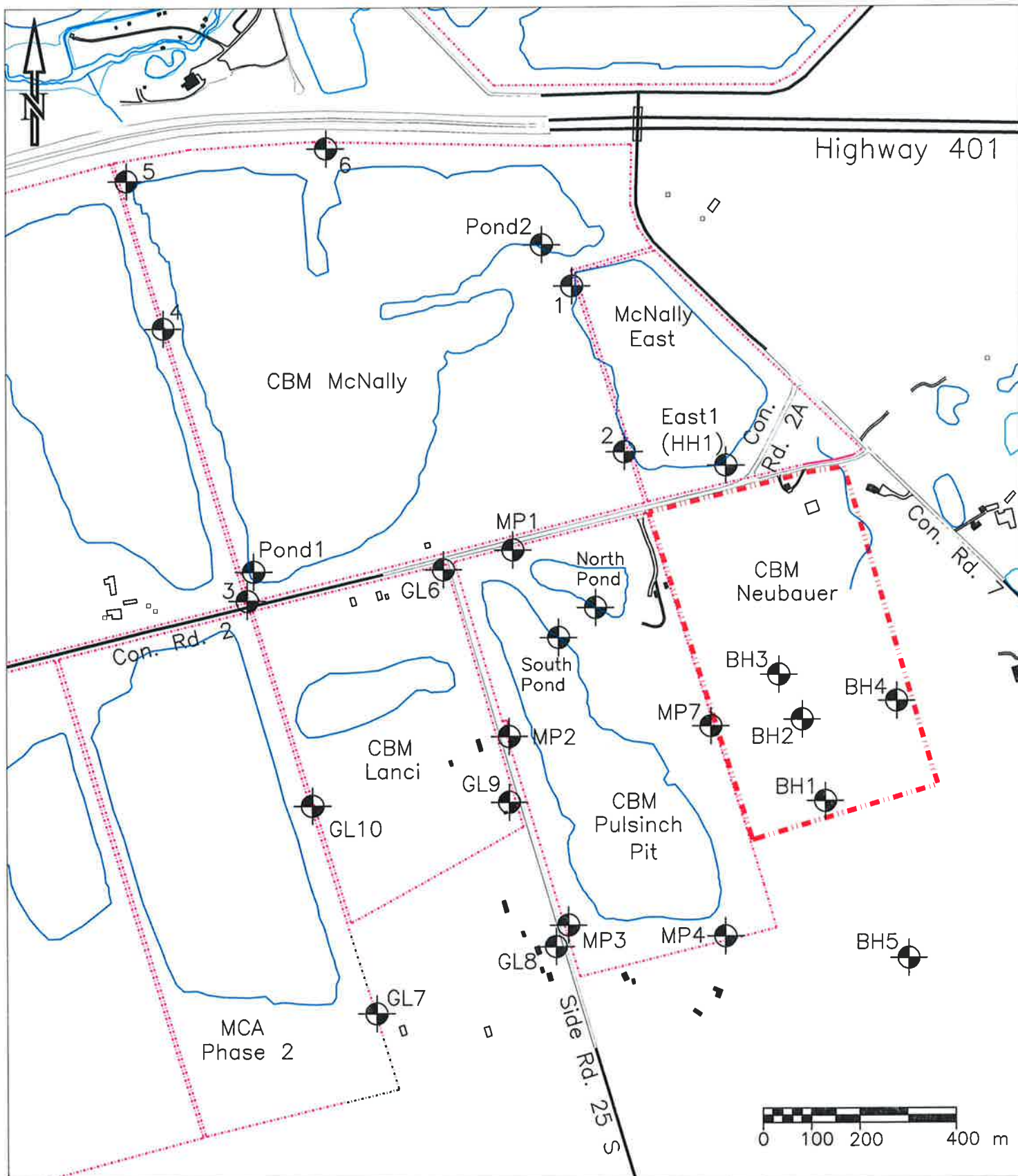
The field methodology used as part of this monitoring program are industry standard techniques for the establishment and monitoring of observation wells, staff gauges and stilling wells. Below water extraction at the site occurred from August to November 2014. The operator obtained manual water level measurements in February and March, then again on a weekly basis during operational months (August to November). Ongoing monitoring during non-operational periods is to be monthly.

Pond level measurements were obtained at the stilling wells and groundwater level measurements were obtained at monitoring wells as depth below top of well in metres using a Solinst® or Heron Instruments® electronic water level meter. The measurements are considered to be accurate to within about 1 cm. The measurements were recorded in the field and retained for reference.

Summaries of daily climate data (average temperature and total precipitation) for the Waterloo-Wellington (airport) weather station were retrieved on a monthly basis from the Environment Canada website. In addition, the declared Low Water Response status for Mill Creek, as reported on the GRCA website, was reviewed on a regular basis.

1.3 INFORMATION SHARING

At the request of the MNR all historical data for the Puslinch Pit is available to the Mill Creek Cumulative Impact Assessment study. The information is transferred upon request.



- CBM Neubauer Pit Licence Boundary (approximate)
- existing Licence boundaries (approximate)
- surface water: pond (approximate), creek or swale
- wetland (OBM mapping)

modified from :
 1) OBM mapping UNDER LICENSE WITHOUT PREJUDICE
 OR ENDORSEMENT, FROM THE QUEEN'S PRINTER OF ONTARIO
 2) Site Plans, Harrington and Hoyle Ltd.
 3) 2013 Air Photo, Google Earth

Figure 1: Local Monitoring Locations

CBM Puslinch Pit
Groundwater Monitoring Program
Annual Report



Groundwater
Science Corp.

Scale: as shown
Date: Jan. 2015

1.4 MONTHLY SUMMARIES

Monthly summaries for operational periods in 2014 are provided in Appendix B.

2.0 RESULTS

The monitoring program as implemented at the Puslinch Pit site satisfies the general information gathering conditions specified on the Site Plan, however in the future a minimum of monthly measurements will be obtained during non-operational periods. The data obtained is summarized in the following sections.

2.1 EXTRACTION SUMMARIES

The reported below water table monthly extraction rates are summarized in Table 1. To date below water table extraction has occurred within both the “north” and “south” pond areas. In 2014 extraction was reported to be within the “south” pond area only. The resulting current pond outline is shown in Figure 1. A reported total of 214,623 tonnes of material was excavated from below the water table in 2014.

Month	Tonnes Extracted Below Water Table	
	North Pond	South Pond
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	100,246
September	0	13,052
October	0	18,245
November	0	83,080
December	0	0
Total	0	214,623

Table 1: Below Water Table Excavation Summary

Aggregate washing operations are no longer conducted at the Puslinch Pit, and the former wash ponds are currently not in use.

2.2 CLIMATE DATA

For comparison to the hydrographs, a plot of the monthly precipitation and current 30-year monthly precipitation normal (1981-2010) reported by Environment Canada for the Kitchener/Waterloo (former Waterloo-Wellington) Airport Station (and overall area) for the years 1994 to 2014 is attached to this report. In 2014 the total reported precipitation estimate of 734.3 mm is approximately 182.2 mm below the current 30-yr mean value of

916.48 mm. As indicated by the graph, conditions were relatively “dry” compared to average conditions throughout most of the year, with the exception of April, July and September.

2.3 WATER LEVEL MONITORING

Water level measurements have been obtained at the stilling wells installed in the north and south ponds; and, at on-site water table monitoring wells MP1, MP2, MP3, MP4 and MP7. The former wash ponds are no longer in use and the south pond has extended next to the former processing area. Measurements of the water table elevation in the area of the former wash ponds are provided by the south pond monitor. Monitoring locations are shown in Figure 1. Installation summaries for the monitors included in this program are given in Table 2.

Monitor	Ground Surface Elevation (mAMSL)	Reference Point Elevation (mAMSL)	Top of Screen Elevation (mAMSL)	Screen Bottom Elevation (mAMSL)
MP1	314.02	314.77	302.94	301.42
MP2	315.77	316.56	303.20	301.68
MP3	316.74	317.50	304.57	303.05
MP4	314.68	315.35	302.36	300.84
MP7	324.11	325.02	306.51	303.51
North Pond	307.96	308.24	n/a	n/a
South Pond	307.09	307.79	n/a	n/a
Note: Elevations are geodetic, as reported by Van Harten Surveying Inc., July 2007				

Table 2: Installation Summaries

The most recent water level measurements are summarized in table form in Appendix A. Hydrographs of the monitoring results to date are also included in Appendix A.

The water level monitoring results indicate that 2014 conditions were within the seasonal an annual ranges observed since 2004, and remained higher that those experienced in the extended dry period from 2000 to 2003.

The magnitude of groundwater level variation observed in 2014, from the water table minimum in February to the maximum levels in August (± 0.20 to 0.40 m), is relatively low however appear to be within the historical range for the site. Based on data from the adjacent Neubauer site, the water table maximum likely occurred in June and is not reflected in the data set.

The monitoring results indicate that the overall pattern of groundwater flow has not changed at the site. Flow directions at the site remains generally to the south to southwest and the groundwater level difference (slope) across the site remained within typical ranges (2014 average 0.57 m MP1 to MP3).

2.4 THRESHOLD, LOW WATER AND RAINFALL RESPONSE

Working Thresholds for the Puslinch Pit, as part of the Groundwater Monitoring Program conditions, have been developed. The thresholds are included in Table 3.

Location	Threshold (mAMSL)
North Pond	305.64
South Pond	305.34
MP3	305.27
MP4	305.27
Note: Elevations are geodetic, as per July 2007 survey	

Table 3: Working Thresholds

There were no threshold exceedences in 2014 at the Puslinch Pit. As part of the Low Water Response status for Mill Creek, if flow volumes within the creek are lower than established “threshold values” then water users (e.g. Permit To Take Water holders) may be asked or required to reduce water usage. However, since CBM has taken over operations, aggregate washing no longer occurs at the Puslinch Pit and water use at the site is minimal.

Overall on-site water levels remained within the historical observed range, therefore no mitigation measures were recommended as a result of the Low Water Response program, due either to precipitation conditions or in response to threshold levels.

3.0 DISCUSSION


The compiled monitoring data for the CBM Puslinch Pit indicates that the below water table extraction at the pit (including the “equivalent pumping” effect) has had an insignificant effect on the overall groundwater flow system, and, has not resulted in any measurable alteration to the division of water between the Mill Creek and Fletcher Creek subwatersheds. This could be due to a combination of factors, including the presence of the till “ridge”; the “capture” and increased “storage” of precipitation on-site; and/or, the limited potential for flow system impacts (due to below water table extraction) at this location within the regional groundwater setting.

4.0 RECOMMENDATIONS

Based on the results of this monitoring program and the requirements of the Site Plan, the following recommendation is made:

1. The groundwater monitoring program should continue in 2015 as per the Site Plan conditions.

Report Prepared By:



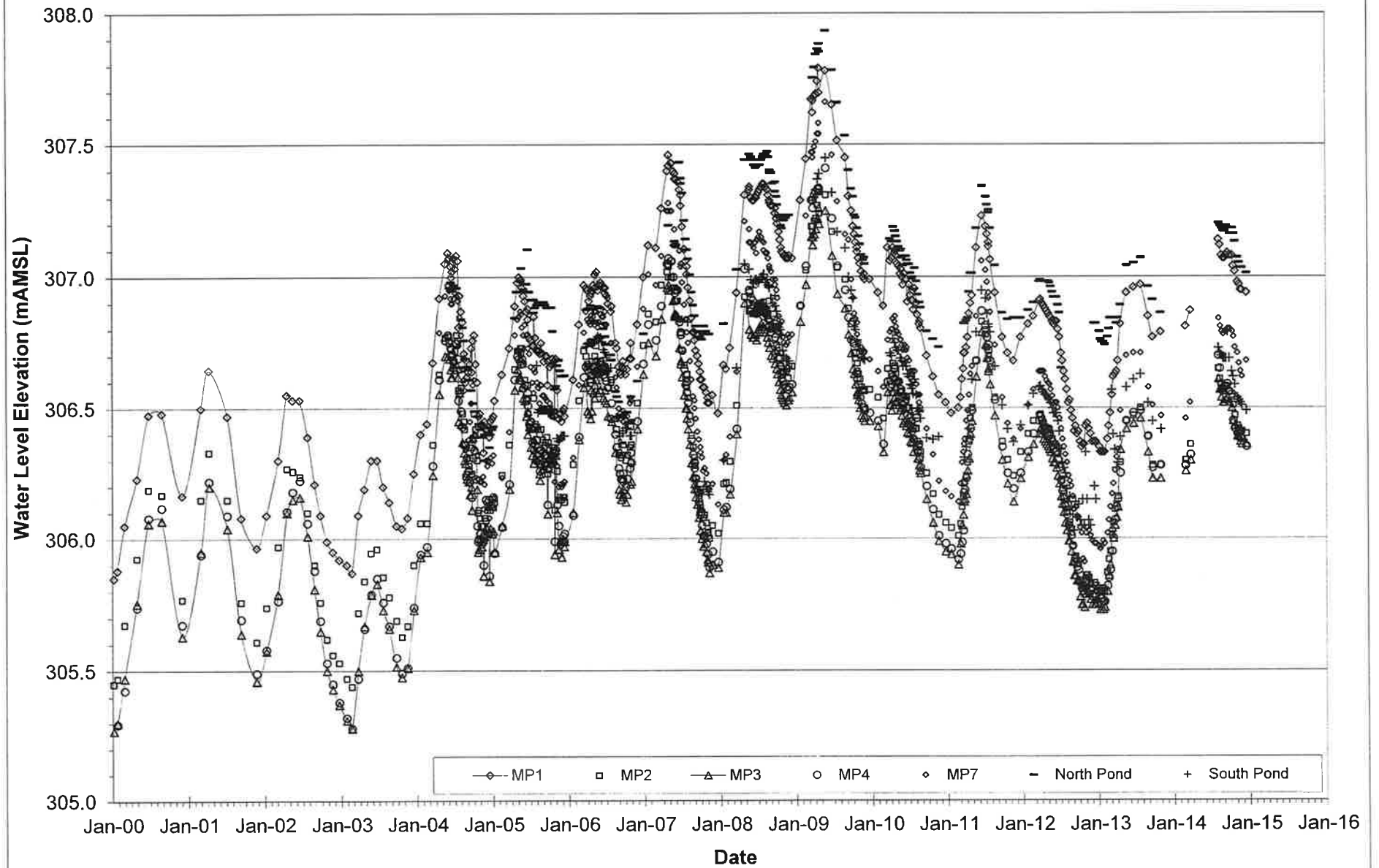
Andrew Pentney, B.Sc., P.Geo.
Hydrogeologist, Principal
Groundwater Science Corp.



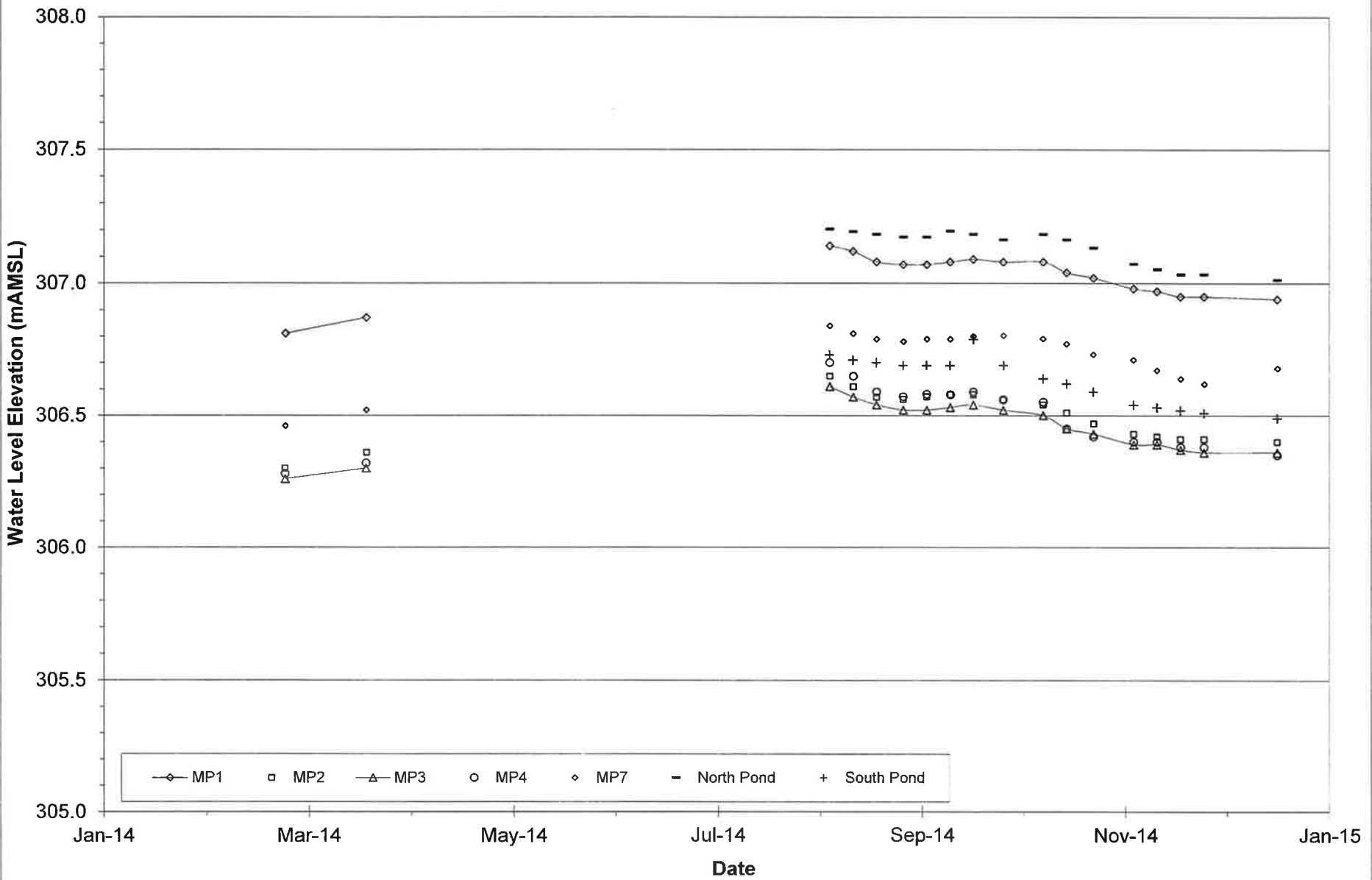
Appendix A
Water Level Data,
Hydrographs and Climate Charts

Date	Water Level Elevations (mAMSL*)						
	CBM Puslinch Pit						
Ref. Elevation:	MP1	MP2	MP3	MP4	MP7	North Pond	South Pond
	314.77	316.56	317.50	315.35	325.02	307.38	306.80
25-Feb-13	306.48	305.95	305.90	305.88	306.12	306.84	#N/A
6-Mar-13	306.55	306.01	306.04	305.95	306.17	306.84	306.57
12-Mar-13	306.62	306.06	306.00	306.00	306.21	306.84	306.40
20-Mar-13	306.63	306.11	306.05	306.07	306.26	306.84	306.34
28-Mar-13	306.64	306.13	306.08	306.12	306.31	306.82	306.27
3-Apr-13	306.68	306.16	306.12	306.15	306.34	306.84	306.29
16-Apr-13	306.82	306.29	306.34	306.25	306.49	306.89	306.39
15-May-13	306.94	306.45	306.42	306.45	306.70	307.04	306.58
19-Jun-13	306.96	306.47	306.44	306.48	306.71	307.05	306.61
23-Jul-13	306.97	306.50	306.46	306.49	306.71	307.07	306.63
28-Aug-13	306.85	306.39	306.33	306.39	306.58	306.96	306.52
19-Sep-13	306.77	306.28	306.23	306.27	306.51	306.91	306.45
28-Oct-13	306.79	306.28	306.23	306.28	306.47	306.86	306.42
24-Feb-14	306.81	306.30	306.26	306.28	306.46	#N/A	#N/A
20-Mar-14	306.87	306.36	306.30	306.32	306.52	#N/A	#N/A
5-Aug-14	307.14	306.65	306.61	306.70	306.84	307.20	306.73
12-Aug-14	307.12	306.61	306.57	306.65	306.81	307.19	306.71
19-Aug-14	307.08	306.57	306.54	306.59	306.79	307.18	306.70
27-Aug-14	307.07	306.56	306.52	306.57	306.78	307.17	306.69
3-Sep-14	307.07	306.57	306.52	306.58	306.79	307.17	306.69
10-Sep-14	307.08	306.58	306.53	306.58	306.79	307.19	306.69
17-Sep-14	307.09	306.58	306.54	306.59	306.80	307.18	306.79
26-Sep-14	307.08	306.56	306.52	306.56	306.80	307.16	306.69
8-Oct-14	307.08	306.54	306.50	306.55	306.79	307.18	306.64
15-Oct-14	307.04	306.51	306.45	306.45	306.77	307.16	306.62
23-Oct-14	307.02	306.47	306.43	306.42	306.73	307.13	306.59
4-Nov-14	306.98	306.43	306.39	306.40	306.71	307.07	306.54
11-Nov-14	306.97	306.42	306.39	306.40	306.67	307.05	306.53
18-Nov-14	306.95	306.41	306.37	306.38	306.64	307.03	306.52
25-Nov-14	306.95	306.41	306.36	306.38	306.62	307.03	306.51
17-Dec-14	306.94	306.40	306.36	306.35	306.68	307.01	306.49
Notes: * Elevations are geodetic, as per Van Harten Surveying Inc. July 2007 reported reference elevations TOC = Top of Casing #N/A = not available mAMSL = metres above mean sea level							

Historical Water Level Elevation Hydrograph - Puslinch Pit



2012 - 2013 Water Level Elevation Hydrograph - Puslinch Pit



Appendix B
Summaries of Monthly Data
Fax Reports



Email Report

To: Colin Evans, CBM	From: Andrew Pentney
Email: CREvans@vcsmc.com	Pages: 2
Phone: (416) 423-1300	Date: April 8, 2014
Re: Puslinch Pit – Licence No. 17600 Monitoring Report Update	CC: MNR, Township of Puslinch, Harrington McAvan Ltd.

This Report summarizes the results of the groundwater monitoring program for the CBM Puslinch Pit as per the Hydrogeological Recommendations of the current Pit License.

Below Water Table Extraction

CBM reports that no below water gravel extraction occurred at the site from November 2013 to the monitoring event in March 2014.

Water Level Monitoring and Threshold Status

Due to temperatures and heavy snow cover, monitoring access this winter has been reduced. In addition, ponds have remained frozen. The reported October to March water level measurements, compared to threshold values, are summarized as follows:

Location	Threshold (mAMSL)	Measured Water Level Elevation (mAMSL)		
		Oct 28	Feb 24	March 20
MP1	-	306.79	306.81	306.87
MP2	-	306.28	306.30	306.36
MP3	305.27	306.23	306.26	306.30
MP4	305.27	306.28	306.28	306.32
MP7	-	306.47	306.46	306.52
North Pond	305.64	306.86	frozen	frozen
South Pond	305.34	306.42	frozen	frozen

As indicated by the measurements, there were no threshold exceedances observed and no Action Response from November 2013 to March 2014.

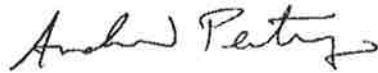
There is no current “Declared Low Water Condition” reported for Mill Creek and streamflow rates are currently classified to be within “Normal Summer Lowflow”, as shown on the GRCA Low Water Response web site. Actual streamflows are currently relatively high.

April 8, 2014

The monitoring program is proceeding as per the Licence requirements, and monthly summaries will continue to be provided during the operational season.

If you have any questions or require further information please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Pentney". The signature is written in a cursive, flowing style.

Andrew Pentney, P.Geo.
Hydrogeologist



Email Report

To: Colin Evans, CBM	From: Andrew Pentney
Email: CREvans@vcsmc.com	Pages: 2
Phone: (416) 423-1300	Date: September 11, 2014
Re: Puslinch Pit – Licence No. 17600 Monitoring Report Update	CC: MNR, Township of Puslinch, Harrington McAvan Ltd.

This Report summarizes the results of the groundwater monitoring program for the CBM Puslinch Pit as per the Hydrogeological Recommendations of the current Pit License.

Below Water Table Extraction

CBM reports that no below water gravel extraction occurred at the site during the period from March to July 2014. In August 2014 the total reported below water extraction volume was 100,246 tonnes.

Water Level Monitoring and Threshold Status

The reported August water level measurements, compared to threshold values, are summarized as follows:

Location	Threshold (mAMSL)	Measured Water Level Elevation (mAMSL)			
		Aug 5	Aug 12	Aug 19	Aug 27
MP1	-	307.14	307.12	307.08	307.07
MP2	-	306.65	306.61	306.57	306.56
MP3	305.27	306.61	306.57	306.54	306.52
MP4	305.27	306.70	306.65	306.59	306.57
MP7	-	306.84	306.81	306.79	306.78
North Pond	305.64	307.20	307.19	307.18	307.17
South Pond	305.34	306.73	306.71	306.70	306.69

As indicated by the measurements, there were no threshold exceedances observed and no Action Response in August 2014.

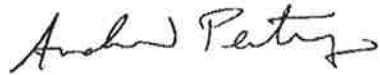
There is no current “Declared Low Water Condition” reported for Mill Creek and streamflow rates in August were reported to be above the “Minimum Average Summer Lowflow”, as shown on the GRCA Low Water Response web site. Streamflow through the summer of 2014 has been relatively high due to precipitation.

September 11, 2014

The monitoring program is proceeding and monthly summaries will continue to be provided during the operational season.

If you have any questions or require further information please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Pentney". The signature is written in a cursive, flowing style.

Andrew Pentney, P.Geo.
Hydrogeologist



Email Report

To: Colin Evans, CBM	From: Andrew Pentney
Email: CREvans@vcsmc.com	Pages: 2
Phone: (416) 423-1300	Date: October 7, 2014
Re: Puslinch Pit – License No. 17600 Monitoring Report Update	CC: MNR, Township of Puslinch, Harrington McAvan Ltd.

This Report summarizes the results of the groundwater monitoring program for the CBM Puslinch Pit as per the Hydrogeological Recommendations of the current Pit License.

Below Water Table Extraction

CBM reports a total below water extraction of 13,052 tonnes in September 2014 at the site.

Water Level Monitoring and Threshold Status

The reported September water level measurements, compared to threshold values, are summarized as follows:

Location	Threshold (mAMSL)	Measured Water Level Elevation (mAMSL)			
		Sept 3	Sept 10	Sept 17	Sept 26
MP1	-	307.07	307.08	307.09	307.08
MP2	-	306.57	306.58	306.58	306.56
MP3	305.27	306.52	306.53	306.54	306.52
MP4	305.27	306.58	306.58	306.59	306.56
MP7	-	306.79	306.79	306.80	306.80
North Pond	305.64	307.17	307.19	307.18	307.16
South Pond	305.34	306.69	306.69	306.79	306.69

As indicated by the measurements, there were no threshold exceedances observed and no Action Response in September 2014.

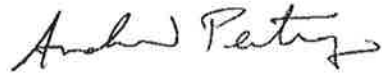
There is no current “Declared Low Water Condition” reported for Mill Creek and streamflow rates in September were reported to be above the “Minimum Average Summer Lowflow”, as shown on the GRCA Low Water Response web site. Streamflow through the summer of 2014 has been relatively high due to precipitation.

The monitoring program is proceeding and monthly summaries will continue to be provided during the operational season.

October 7, 2014

If you have any questions or require further information please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Pentney". The signature is fluid and cursive, with a long horizontal stroke at the end.

Andrew Pentney, P.Geo.
Hydrogeologist



Email Report

To: Colin Evans, CBM	From: Andrew Pentney
Email: CREvans@vcsmc.com	Pages: 2
Phone: (416) 423-1300	Date: November 10, 2014
Re: Puslinch Pit – License No. 17600 Monitoring Report Update	CC: MNR, Township of Puslinch, Harrington McAvan Ltd.

This Report summarizes the results of the groundwater monitoring program for the CBM Puslinch Pit as per the Hydrogeological Recommendations of the current Pit License.

Below Water Table Extraction

CBM reports a total below water extraction of 18,245 tonnes in October 2014 at the site.

Water Level Monitoring and Threshold Status

The reported weekly water level measurements, compared to threshold values, are summarized as follows:

Location	Threshold (mAMSL)	Measured Water Level Elevation (mAMSL)			
		Oct 8	Oct 15	Oct 23	Nov 3
MP1	-	307.08	307.04	307.02	306.98
MP2	-	306.54	306.51	306.47	306.43
MP3	305.27	306.50	306.45	306.43	306.39
MP4	305.27	306.55	306.45	306.42	306.40
MP7	-	306.79	306.77	306.73	306.71
North Pond	305.64	307.18	307.16	307.13	307.07
South Pond	305.34	306.64	306.62	306.59	306.54

As indicated by the measurements, there were no threshold exceedances observed and no Action Response in October 2014.

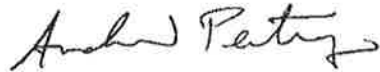
There is no current “Declared Low Water Condition” reported for Mill Creek and streamflow rates in October were reported to be above the “Minimum Average Summer Lowflow”, as shown on the GRCA Low Water Response web site. Streamflow through the summer and fall of 2014 has been relatively high due to precipitation.

The monitoring program is proceeding and monthly summaries will continue to be provided during the operational season.

November 10, 2014

If you have any questions or require further information please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, reading "Andrew Pentney". The signature is written in a cursive style with a large, stylized 'A' and a long, sweeping underline.

Andrew Pentney, P.Geo.
Hydrogeologist



Email Report

To: Colin Evans, CBM	From: Andrew Pentney
Email: CREvans@vcsmc.com	Pages: 2
Phone: (416) 423-1300	Date: December 29, 2014
Re: Puslinch Pit – License No. 17600 Monitoring Report Update	CC: MNR, Township of Puslinch, Harrington McAvan Ltd.

This Report summarizes the results of the groundwater monitoring program for the CBM Puslinch Pit as per the Hydrogeological Recommendations of the current Pit License.

Below Water Table Extraction

CBM reports a total below water extraction of 83,080 tonnes in November 2014 at the site.

Water Level Monitoring and Threshold Status

The reported weekly water level measurements, compared to threshold values, are summarized as follows:

Location	Threshold (mAMSL)	Measured Water Level Elevation (mAMSL)			
		Nov 4	Nov 11	Nov 18	Nov 25
MP1	-	306.98	306.97	306.95	306.95
MP2	-	306.43	306.42	306.41	306.41
MP3	305.27	306.39	306.39	306.37	306.36
MP4	305.27	306.40	306.40	306.38	306.38
MP7	-	306.71	306.67	306.64	306.62
North Pond	305.64	307.07	307.05	307.03	307.03
South Pond	305.34	306.54	306.53	306.52	306.51

As indicated by the measurements, there were no threshold exceedances observed and no Action Response in November 2014.

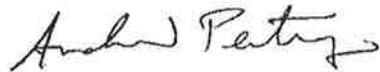
There is no current “Declared Low Water Condition” reported for Mill Creek. Current streamflow rate reporting for Mill Creek ends in August, however reported streamflow through 2014 has been relatively high due to precipitation.

The monitoring program is proceeding and monthly summaries will continue to be provided during the operational season.

December 29, 2014

If you have any questions or require further information please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Pentney". The signature is written in a cursive, flowing style.

Andrew Pentney, P.Geol.
Hydrogeologist



Email Report

To: Colin Evans, CBM	From: Andrew Pentney
Email: CREvans@vcsmc.com	Pages: 2
Phone: (416) 423-1300	Date: January 13, 2015
Re: Puslinch Pit – License No. 17600 Monitoring Report Update	CC: MNR, Township of Puslinch, Harrington McAvan Ltd.

This Report summarizes the results of the groundwater monitoring program for the CBM Puslinch Pit as per the Hydrogeological Recommendations of the current Pit License.

Below Water Table Extraction

CBM reports no total below water extraction occurred at the site in December 2014.

Water Level Monitoring and Threshold Status

The reported water level measurements, compared to threshold values, are summarized as follows:

Location	Threshold (mAMSL)	Measured Water Level Elevation (mAMSL)			
		Nov 11	Nov 18	Nov 25	Dec 17
MP1	-	306.97	306.95	306.95	306.94
MP2	-	306.42	306.41	306.41	306.40
MP3	305.27	306.39	306.37	306.36	306.36
MP4	305.27	306.40	306.38	306.38	306.35
MP7	-	306.67	306.64	306.62	306.68
North Pond	305.64	307.05	307.03	307.03	307.01
South Pond	305.34	306.53	306.52	306.51	306.49

As indicated by the measurements, there were no threshold exceedances observed and no Action Response in December 2014.

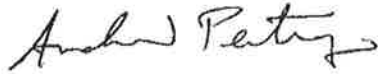
There is no current “Declared Low Water Condition” reported for Mill Creek. Current detailed streamflow rate reporting for Mill Creek ends in August, however reported streamflow through 2014 has been relatively high due to precipitation.

The monitoring program is proceeding and monthly summaries will continue to be provided during the operational season.

January 13, 2015

If you have any questions or require further information please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, reading "Andrew Pentney". The signature is written in a cursive style with a large, stylized 'A' and a long, sweeping underline.

Andrew Pentney, P.Geo.
Hydrogeologist



Harden Environmental

4622 Nassagaweya-Puslinch Townline R.R. 1 Moffat Ontario Canada L0P 1J0
Phone: 519.826.0099 fax: 519.826.9099 www.hardenv.com

Groundwater Studies

Geochemistry

Phase I / II

Regional Flow Studies

Contaminant Investigations

OMB Hearings

Water Quality Sampling

Monitoring

Groundwater Protection
Studies

Groundwater Modelling

Groundwater Mapping

Our File: 0214

Puslinch File: E10 - CBM

April 20, 2015

Township of Puslinch
R.R. 3, Guelph, ON
N1H 6H9

Attention: Mr. Karen Landry
CAO – Clerk

Dear Mrs. Landry:

Re: CBM – Puslinch Pit – 2014 Monitoring Report Comments

We are pleased to present our review of the 2014 Groundwater Monitoring Report for the CBM-Puslinch Pit in Concession II. In 2014 a total of 214,623 tonnes of aggregate were removed from below the water table at the CBM-Puslinch Pit.

We have reviewed the water level data for the groundwater monitors and the ponds and find that there are no obvious changes to onsite water levels attributable to extractive activities.

Sincerely,



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

From: Tammie Corrigan [mailto:Tammie.Corrigan@oahpp.ca]

Sent: April-01-15 9:20 AM

To: Dennis Lever

Cc: Luis Gomes

Subject: Natural Gas Line - Ellis Rd.

Good afternoon Mayor Lever.

The Residents of Ellis Rd have a request for the township and this council to help support the project of brining in Union Gas to this end of Puslinch this summer.

Natural gas is North America's lowest cost and cleanest, most versatile energy source. While nearly every urban Ontario resident has access to natural gas, less than 20 per cent of Ontario's rural residents have the same opportunity. Puslinch residents rely largely on oil, propane and electric heat for their homes and businesses – at twice sometimes triple the price of gas.

Having no access to natural gas puts rural communities such as our Township at a competitive disadvantage too, because it is difficult to attract new businesses to towns where basic energy expenses will be triple, simply because the infrastructure is not there to access natural gas lines.

The Ellis Road Residents met with Union Gas representatives and had discussions on what barriers there are in getting natural gas. Residents came out to hear the Union Gas Presentation and contributed information that helps build the case for the expansion of natural gas lines and cost-effective access for rural Puslinch. There is a potential for more than 50 residences and business including the Enroute Centers to benefit from this project. Each household saving more than \$1000 a year in heating costs could be put back in to their pockets. That is over 40,000 a year or more for the residents in this area not to mention the business that would benefit from the savings.

The cost for the project is large with each household responsible for a substantial amount. This will only increase the property values for in the area generating more property tax for the township. As we move forward with consultations in the coming weeks, the residents are asking the township to assist with the expansion of natural gas lines by using infrastructure dollars already designated for rural communities. Funding to expand the natural gas would make low-cost energy available to a greater number of Puslinch citizens. We would like to know if the current Council would offer support or help to complete the project. Are you or any of your council aware of grants for Natural

Gas opportunities in our area? Is there any infrastructure changes we should be aware of that may allow this to happen in the future development of some area that we may not be aware of? Any help, guidance or feedback would be appreciated.

Myself or Mr. Luis Gomes would be happy to speak to you regarding this at your earliest convince regarding this. Tammie.corrigan@oahpp.ca or lgomes299@yahoo.ca

Respectfully yours,

Tammie Corrigan

on behalf of the Ellis Rd Residents.

6.5/27

RECEIVED

APR 29 2015

Township of Puslinch



The Healthy Hydration Company™

April 29, 2015

Mr. Dennis Lever, Mayor
& Members of Council
The Township of Puslinch
7404 Wellington Road 34
Guelph, Ontario
N1H 6H9

Dear Mayor & Members of Council;

The purpose of my writing is to respectfully request your approval of an amendment to our current Ontario Ministry of Environment Certificate of Approval that would permit us to haul sanitary wastewater off-site while retaining our existing on-site private sewage treatment process (septic tank and septic tile bed) in the event of a business interruption.

While we are in full compliance with our Certificate of Approval related to the current waste management process and our existing requirements are unlikely to impact our current infrastructure in any way, there are sustainability benefits associated with processing the effluent off-site.

Should you have any questions, comments or concerns, please do not hesitate to contact me by telephone at (519) 767-6441 or via email at john.challinor@waters.nestle.com.

Sincerely,

A handwritten signature in blue ink, appearing to read "John B. Challinor II".

John B. Challinor II APR
Director of Corporate Affairs



The Healthy Hydration Company™

April 13, 2015

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

RE: Application for CofA/ECA Amendment
On-Site Private Sewage Works

Dear Ms Landry:

Nestle Waters Canada (NWC) is planning to amend our current Certificate of Approval (CofA) to recognize that NWC desires to haul our sanitary wastewater off site for treatment. The waste would be hauled away by a licensed waste hauler to an approved wastewater treatment system. NWC intends to keep the approved on-site private sewage treatment in place and maintained in the event that NWC desires to use the approved works in the future.

NWC consulted with the MOECC Guelph district office and they advised NWC to apply for an amendment to the CofA to recognize the off-site hauling of the waste, and that appropriate documentation/record keeping is kept.

As a requirement for amendment of on-site private sewage work, "municipal consent" is required. In this regard, NWC respectfully requests that the Township of Puslinch complete Section 1.5 (located on Page 7) of the attached application with the appropriate name/position/date and signature.

We have provided a complete copy of the Application and supporting documentation that the Township may retain for its records.

Could you please contact the undersigned when the Application is signed and we will send a NWC staff member to the Township to pick up the signed application.

Please do not hesitate to contact the undersigned at (519) 767-6422 or by email Andreanne.Simard@waters.nestle.com if you have any questions or concerns about this application.

Sincerely,

A handwritten signature in black ink, appearing to read 'A Simard'.

Andreanne Simard
Natural Resources Manager
Nestlé Waters Canada
101 Brock Road South
Guelph, Ontario
N1H 6H9

Attachment: Application Form
Current CofA marked up to show updated reporting requirements

Print Form

Clear Form

Save Form

✓ 1.3 Applicant Mailing Address

Same as Applicant Physical Address? ☒ Yes ☐ No

Civic Address – Street Information (civic numbering and street information includes street number, name, type and direction)

Unit Identifier (suite or unit number)

101 Brock Road South			
Delivery Designator	Delivery Identifier	Postal Station	
Municipality/Unorganized Township or Territory	Province/State	Country	Postal Code/ZIP Code
Puslinch	Ontario	Canada	N1H 6H9


✓ 1.4 Statement of the Applicant

I am authorized to prepare and submit this application and to make this certification. I have reviewed the complete application and I have made all inquiries that are necessary to declare to the best of my knowledge, information and belief:

- The information contained in this application is complete and accurate.
- The Technical Contact(s) identified in this application has/have been authorized to prepare certain technical material, and act on behalf of the applicant to discuss this application with the Ministry of the Environment and to provide additional information about this application to the Ministry on request.
- The information provided to the Technical Contact(s) in relation to this application is complete and accurate.

Name of Signing Authority (please print)

Title

Andreanne Simard		Natural Resource Manager	
Telephone Number (include area code & ext.)	Fax Number (include area code)	Mobile Number (include area code)	
519-767-6422 ext. <input type="text"/>	519-763-5186	519-803-7194	
E-mail Address	Signature	Date (yyyy/mm/dd)	
Andreanne.Simard@waters.nestle.com		2015/04/13	

➡ 1.5 Statement of the Municipality ☐ N/A

I, the undersigned hereby declare on behalf of the Municipality, that the Municipality has no objection to the construction of the works in the Municipality.

Name and Title (please print)

Name of Municipality

	Township of Puslinch
Signature	Date (yyyy/mm/dd)

7088 Wellington Road 34,
R.R. #22, Cambridge, Ontario, N3C 2V4.

March 23, 2015.

MNRF,
1 Stone Road,
Guelph, Ontario.

Attention: Mr. I Hagman

RECEIVED

APR 20 2015

Township of Puslinch


As per our telephone conversation of January 21, 2015 regarding the McMillan Gravel Pit, Puslinch Township, you informed me that CBM surrendered the license in 2010. Also a small portion along the fence line between another gravel operator was to remain aggregate something to do with the big lake concept.

1. Was the Township of Puslinch informed as to the surrender of this license?
2. What portion of this property is aggregate and the remainder portion is classified as WHAT?
3. There was no signage on the property over the winter but this spring signage was erected "CBM McMillan Pit This Site is Licenced Under the Aggregate Resources Act License Reference Number 5737." Enclosed is photo taken. When property is rehabilitated as they have stated and licence is surrendered, how can they still erect this sign stating they are an on going aggregate extraction? To me this property is in a different land category not aggregate.
4. As you stated to me CBM and you all a meeting was held with regard to AgriMarine is leasing this land from CBM for a pilot project for a commercial enterprise (raising fish in the lake). A fishing licence was issued by MNRF (Vineland) to them. I inquired if a file was set up as to these meetings but was told there was no file. The fish are to be harvested in March 2015, but nothing has been stated are the fish to be sold to other operators or for human consumption, I would like to know?

A written reply is request for answers to my inquiry.

Yours truly,

Bey Wozniak


Cc. Township of Puslinch



Bev Wozniak
7088 Wellington Road 34, R.R. 22
Cambridge, ON
N3C 2V4

March 27, 2015

Ms. Wozniak,

My District Manager, Ian Hagman, has asked me to respond to your letter dated March 23, 2015. I am the Aggregate Technical Specialist responsible for Wellington County. Please see the responses to your inquiry below.

1. The Township of Puslinch and the County of Wellington were notified about the partial surrender of licence 5737 in a letter dated July 6, 2010. They were sent a revised copy of the aggregate licence showing an updated licenced area of 5.6 hectares with a cover letter explaining that 36.76 hectares of the pit had been rehabilitated and surrendered.
2. The 5.6 hectares that remains licenced are the northern and eastern sides of the pit which includes the entrance area and the setback to the neighbouring licence (#10671). To the best of my knowledge, the zoning for the property has not been changed and it remains zoned as extractive industrial. It is my understanding that the remaining licenced area has been maintained so that in the event the "Big Lake" concept is initiated, the set-back area between the pits could be mined.
3. The remaining licenced 5.6 hectares must continue to be operated in accordance with the conditions of the licence and with the Provincial Standards, which means that a sign and gate at the pit entrance are still necessary.
4. In regards to the aquaculture operation on site, AgriMarine Technologies Inc. holds an aquaculture licence issued under the authority of the *Fish and Wildlife Conservation Act*. The licence allows for the culture of eligible fish species and for the sale of eligible species. Under the authority of an aquaculture licence, fish can be sold for purposes such as human consumption, ornamental and aquarium trade, stocking, use as bait and fee-for-fishing operations. If you have questions specific to this Aquaculture Licence, please contact Kathy Richardson, Fish and Wildlife Technical Specialist in our Vineland office at (905) 562-1177.

Please do not hesitate to contact me if you have any further questions.

Sincerely,



Seana Richardson
Aggregate Technical Specialist
Guelph District
Phone: (519) 826-4927
Email: seana.richardson@ontario.ca



Google earth

feet
km



SECTION 16 - EXI Zone – Extractive Zone

(1) SCOPE

The provisions of this Section shall apply in all Extractive (EXI) Zones except as otherwise provided in the Special Provisions Subsection hereto.

(2) USES PERMITTED

No person shall, within any EXI Zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following EXI uses, namely:

- (a) a single dwelling unit, if occupied by the owner, caretaker, watchman or other similar person employed on the lot on which such dwelling unit is located, and his family;
- (b) an agricultural use or intensive agricultural use in accordance with the provisions of Section 5(3) hereof;
- (c) an aggregate storage area;
- (d) a crushing, washing, screening and processing plant;
- (e) a gravel pit;
- (f) a quarry;
- (g) a public use;
- (h) a retail outlet, a wholesale outlet or a business office accessory to a permitted use.

(3) ZONE REQUIREMENTS

No person shall, within any EXI Zone, use any lot or erect, alter or use any building or structure except in accordance with the following provisions:

(a) SETBACKS

- (i) No building, structure or product stockpile shall be located closer than 30 metres from any zone boundary.
- (ii) No building, structure or product stockpile shall be located closer than 90 metres from any Residential Zone boundary.

(b) PITFACE SETBACK

No pitface or excavation shall be located closer than 30 metres from any public road allowance or 15 metres from any zone boundary.

(6) (a) **"AGRICULTURAL USE"** means an area of land, with or without accessory buildings or structures, which is used primarily for:

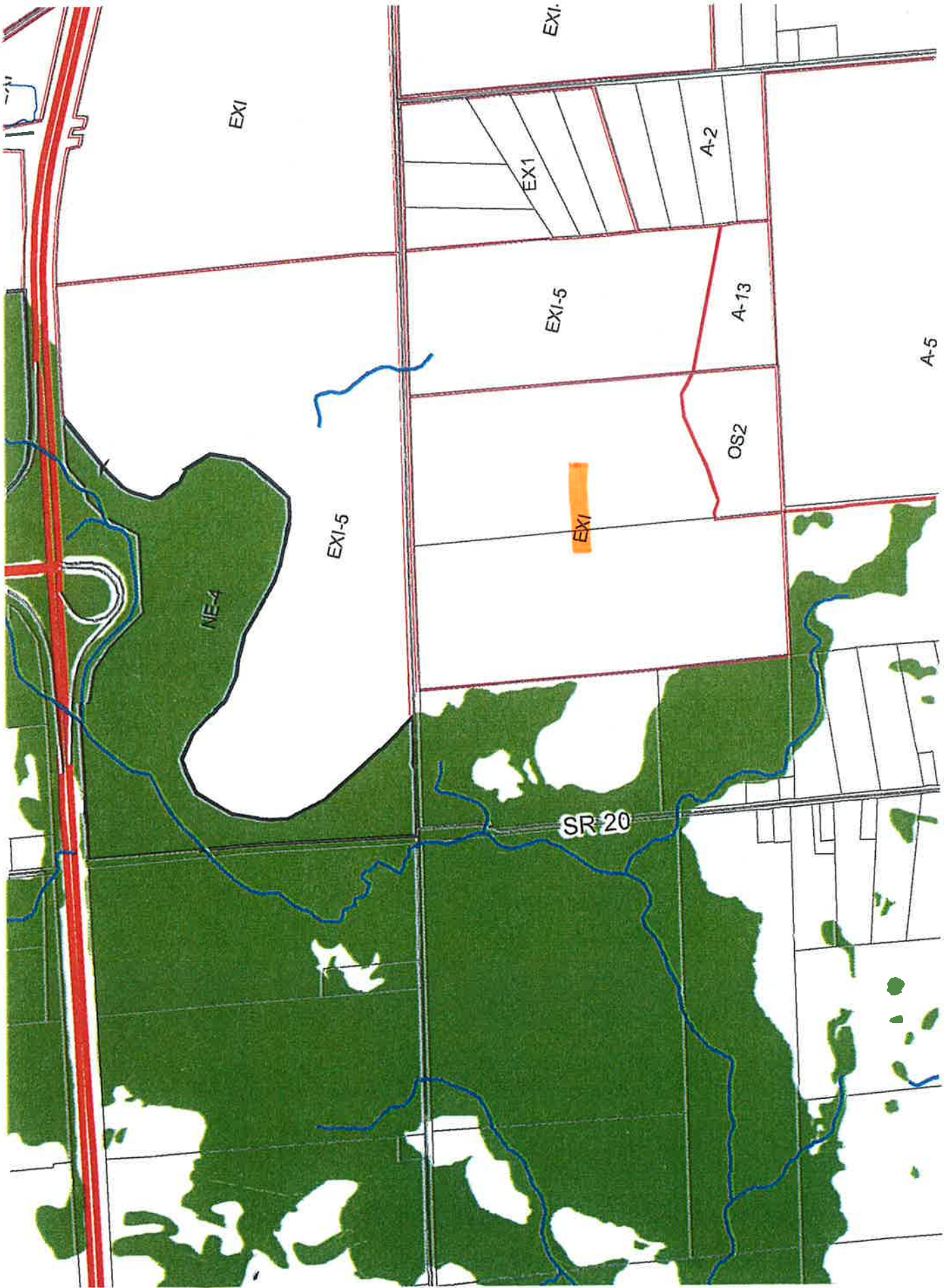
- (i) the tillage of soil;
- (ii) the growing and harvesting of vegetables, fruits, field crops, mushrooms, berries, trees, flowers or landscaping materials and may include the erection and use of greenhouses, and woodlots and forestry uses;
- (iii) the grazing, breeding, raising, boarding or training of livestock of all kinds, including, but not so as to limit the generality of the foregoing, cattle, swine, sheep, goats, rabbits, poultry, fish, horses, ponies, donkeys, mules, fur-bearing animals and household pets but not at an intensive level as defined in Subsection 2(6) (b);
- (iv) dairying, beekeeping, but not at an intensive level as defined in Subsection 2(6) (b);
- (v) any other operation normally associated with farming;
- (vi) an accessory farm sales outlet;

but excluding a kennel, an abattoir or any premises used for the killing of livestock or the processing of meat.

(b) **"AGRICULTURAL USE, INTENSIVE"** means an agricultural use where any one of the following types of animals or birds are kept and where the aggregate number of units of such animals and birds so kept is in excess of the product of 3.5 units multiplied by the total number of hectares in the whole of the farm which is held under distinct and separate ownership from abutting lots.

Animals per Livestock Unit

BEEF	1	Beef Cow	(barn confinement)
	1	Beef Cow	(barn with yard)
	2	Beef Feeders	(barn confinement)
	2	Beef Feeders	(barn with yard)
CHICKEN	125	Caged Layers	(manure stored in barn)
	125	Caged Layers	(daily manure removal)
	125	Chicken Breeder Layers	
	200	Chicken Broilers/Roasters	
	500	Pullets (replacement layers)	
DAIRY	1	Milking Cow	(tie-small)
	1	Milking Cow	(tie-small)
	2	Dairy Heifers	(barn confinement)
	2	Dairy Heifers	(barn with yard)
DUCK	100	Ducks	
EMU	5	Emu	
FOX	40	Adult Fox	
GOAT	4	Adult Goats	



-----Original Message-----

From: noreply@esolutionsgroup.ca [<mailto:noreply@esolutionsgroup.ca>] On Behalf Of gking@uoguelph.ca

Sent: April-19-15 5:03 PM

To: Wayne Stokley

Subject: Walking/cycling bridge

6.7 Ha)

Dear Wayne:

Please see if the Recreation Committee would recommend that Council pass a motion supporting Stroys bridge replacement and then we could pursue fund raising towards this.

Motion might be something like the following:

Puslinch Township Council supports the concept of a walking/cycling bridge spanning the Speed River on the closed section of Sideroad 10 between Laird and Niska Roads but, unfortunately, has no funds available to initiate any construction at this time.

Thanks,
Gord

Origin: <http://www.puslinch.ca/en/our-government/Councillor-Wayne-Stokley.asp>

This email was sent to you by Gordon King<gking@uoguelph.ca> through <http://www.puslinch.ca/>.

6.8(a)

From: Laura Waldie [<mailto:WaldieL@cambridge.ca>]

Sent: April-15-15 2:16 PM

To: Karen Landry

Subject: Black Bridge CHL Technical Study

Hello Karen,

My name is Laura Waldie and I'm the new Planner – Heritage at the City of Cambridge. I'm in the process of setting up a Steering Committee for the Black Bridge Cultural Heritage Landscape Technical Study. This is a study to look at creating an Official Plan Amendment and Conservation Plan to protect the area as a Cultural Heritage Landscape. The RFP for this project closes this Friday and we hope to have the consultant on board by early May.

The Terms of Reference outlines who should be on the Steering Committee. As the study area includes part of the Township of Puslinch along Black Bridge Road, we have identified that a staff member from the Township should be on the Steering Committee to provide technical support.

I am writing to you today to seek your advice about whom you think should be appointed from the Township to be on the Steering Committee? Would it be a member of Council or someone from the Planning department perhaps? My goal is to have someone from the Township identified by the end of next week.

If you have any questions at all about this Technical Study or require more information, please don't hesitate to contact me.

Thank you very much for your time and assistance.

Kind Regards,

Laura Waldie, MA, CAHP

Planner - Heritage

Planning and Development Department

City of Cambridge

50 Dickson St., 3rd Floor

P.O. Box 669

Cambridge, ON N1R 5W8

Tel: (519) 740-4650 ext. 4788

Fax: (519) 622-6184

TTY: (519) 623-6691

www.cambridge.ca

This communication is confidential and may contain information protected by Privacy legislation. Unauthorized use is strictly prohibited. If you are not the intended recipient or have received this communication in error, please notify the sender immediately by telephone.



Lisa Thompson, MPP
Huron-Bruce

March 27, 2015

RE: Bill 66: Great Lakes Protection Act, 2015

Dear Mayor and Members of Municipal Council:

I am writing to you today with regard to *Bill 66: Great Lakes Protection Act, 2015*. The stated purpose of the bill is "protect and restore the ecological health of the Great Lakes-St. Lawrence River Basin" and "to create opportunities for individuals and communities to become involved in the protection and restoration of the ecological health of the Great Lakes-St. Lawrence River Basin."

It goes without saying that the Ontario PC caucus is fully supportive of improving and protecting our Great Lakes eco-systems. However, Bill 66 has raised questions with regard to the duplication of governance, the absence of funding to implement initiatives, uncertainty surrounding stakeholder representation at meetings of the Guardians' Council and the potential for further erosion in the power of local planning authorities and municipalities.

As you consider the impact of Bill 66 I would encourage you to apply the Rural and Northern Lens created by the AMO Northern & Rural Working Group. The lens is meant to be employed by provincial ministries to assess the impacts of new policy initiatives or changes in existing programs before they are implemented. I have attached a copy of ROMA's rural lens for your reference. I have also included a map that shows that 105 out of 107 ridings across Ontario are affected by the Great Lakes- St. Lawrence Basin Watershed.

As Bill 66 progresses I invite you to submit your feedback so that I can bring your views on Bill 66 forward during debate and committee hearings.

Please visit www.bill66feedback.ca to find a copy of the bill and to submit your amendments, concerns and suggestions. I encourage you to share this with your council and colleagues as well.

I look forward to hearing from you.

Sincerely,

Lisa Thompson, MPP
Huron-Bruce

RECEIVED

APR 02 2015

Township of Puslinch

Queen's Park Office:
Room 430, Legislative Building
Toronto, ON M7A1A8
Tel. (416) 325-3467
Fax (416) 325-3490
E-mail: lisa.thompson@pc.ola.org

Dennis



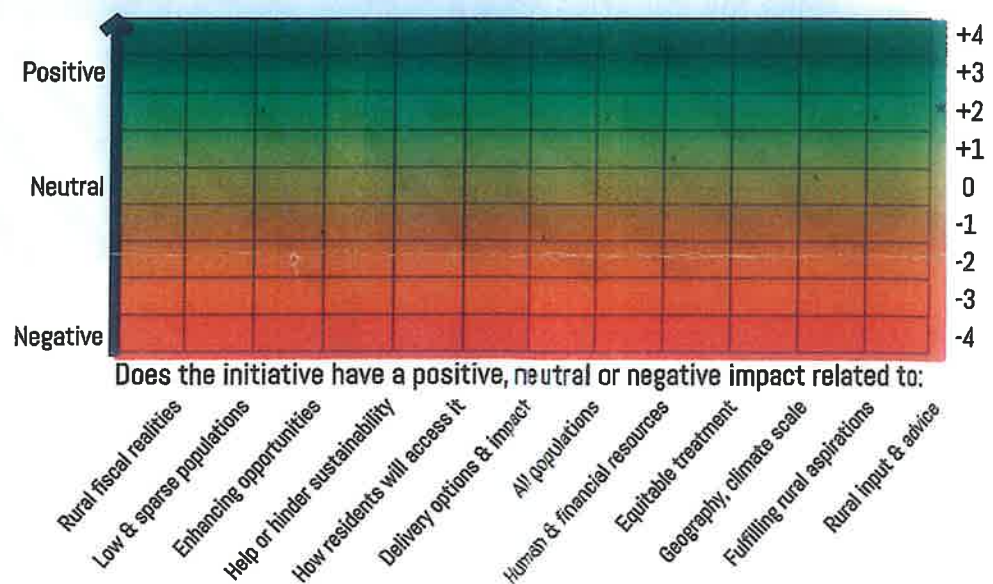
The Rural and Northern Lens: A Way Forward



At the end of the day the rural and northern lens is about people. It is about the livelihoods of nearly 2 million people who call rural and northern communities their home. It is about the communities these people live within, their jobs, their built and natural environment, the services they receive and the quality of their lives.

The Rural and Northern Lens provides us with an invitation. An invitation to all levels of government to do better with what they have and to ensure that the needs and requirements of rural and northern residents are met so that they may thrive and succeed. The Lens is particularly important for the provincial government. Various ministries must accommodate the needs of a large and urbanizing province and it is critical to ensure that Rural and Northern needs are not lost in the development of policy. This Lens can help.

It is a tool culminating in the sample chart below. It provides a quick visual representation of the positive and negative impacts of public initiatives. The need is obvious.



Using the Lens:

Respond to the 12 questions.

Score your response as Positive, Neutral or Negative, using the +4 to -4 scoring system.

	Does the initiative have a positive, neutral or negative impact related to:												
Positive													+4
													+3
													+2
													+1
Neutral													0
													-1
													-2
													-3
Negative													-4
	Rural fiscal realities	Low & sparse populations	Enhancing opportunities	Help or hinder sustainability	How residents will access it	Delivery options & impact	All populations	Human & financial resources	Equitable treatment	Geography, climate scale	Fulfilling rural aspirations	Rural input & advice	

The Rural and Northern Lens: A Dozen Questions

For Rural and Northern Ontario does the proposed initiative:



1. Benefit or hinder the fiscal realities of Rural and Northern Ontario?
2. Have a business case that accounts for low and sparse populations?
3. Enhance opportunities in Rural and Northern Ontario?

4. Help or hinder goals of sustainability blending environmental, social and economic factors?
5. Consider how and if rural people will be able to access it?
6. Consider all options for delivery, ensuring efficiency, the potential for co-delivery and an acceptable administrative impact on municipalities?
7. Account for the needs of special populations (such as youth, elderly and immigrants)?
8. Have adequate human and financial resources to be effective?
9. Ensure that Rural and Northern communities are receiving equitable treatment or services relative to others in the province?
10. Recognize the geography, weather and scale of Rural and Northern Ontario and include adjusted program criteria to accommodate these realities?
11. Accommodate the aspirations of residents from rural communities and the north?
12. Build upon the input and advice of rural residents, communities and municipalities?



The Rural and Northern Lens

The Rural Ontario Municipal Association (ROMA) is committed to the betterment of Rural and Northern Ontario. ROMA acts as the rural municipal voice in Ontario when considering and responding to proposed legislation while proactively working with the Government on solutions. ROMA takes pride in promoting, supporting and enhancing strong and effective rural governments.

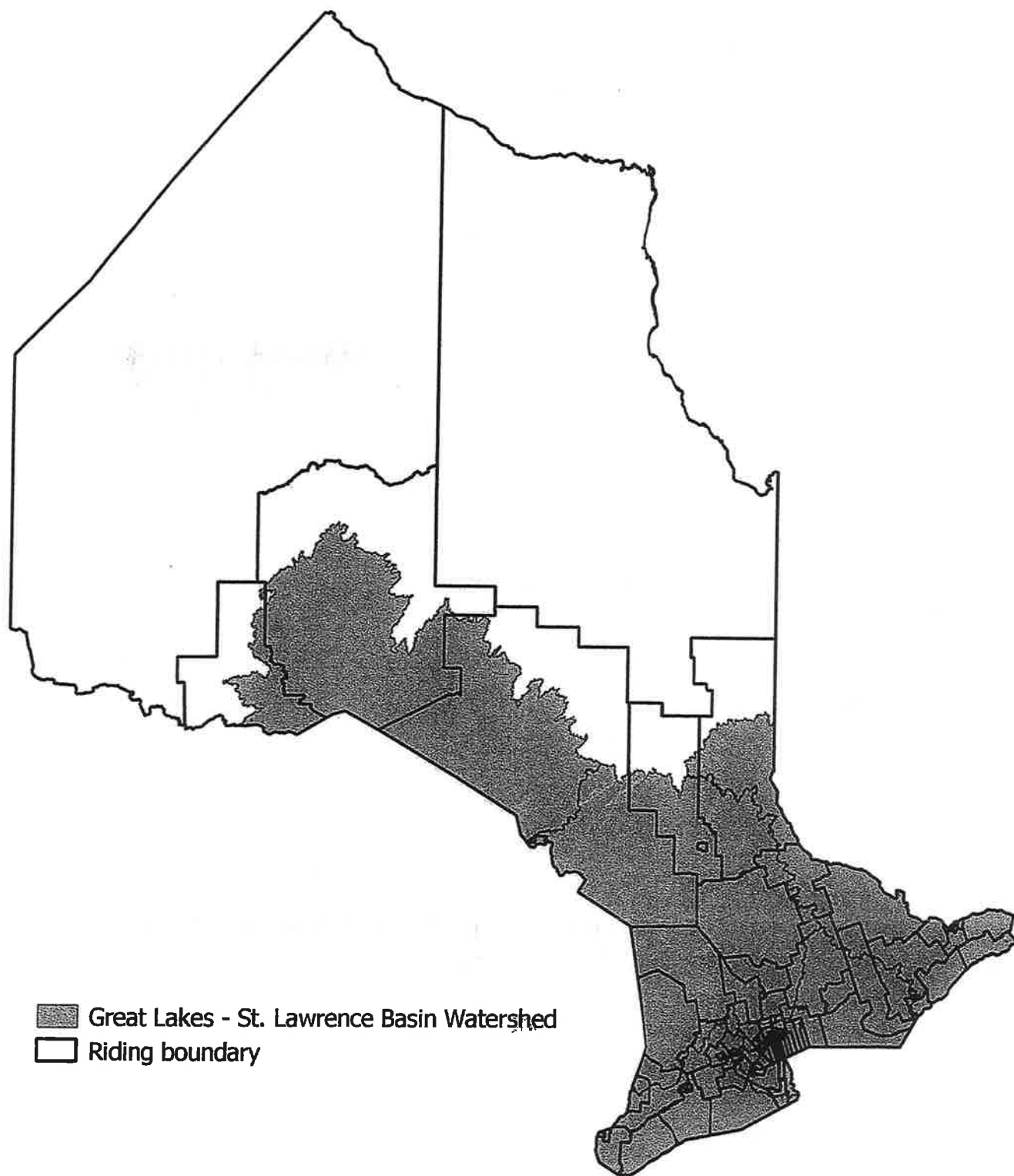
The ROMA discussion paper - A Voice for Rural and Northern Ontario, serves as a reference point for future provincial policy development and implementation. The paper reflects the interests of rural and northern municipal governments in order to call attention to their communities' needs and requirements so they can thrive and succeed.

The paper provides a "lens" by which policy can be questioned, evaluated and decided upon.

The "Rural Lens" brings focus to the potential impacts of proposed policy, decisions and new actions on rural municipalities. It helps to ensure that questions are asked in a structured, objective and consistent manner. It helps to assess impacts in advance of decisions. It promotes education and understanding of issues by staff and elected officials at all levels of government.

ROMA requests that the Province filter all policy decisions and legislation through this lens to help ensure that rural and northern communities thrive and succeed. The Lens will also be used by ROMA and is provided to rural municipalities for their use.







Sylvia Jones, MPP
Dufferin-Caledon

244 Broadway
Orangeville, Ontario
L9W 1K5
Tel. (519) 941-7751
Fax (519) 941-3246

12596 Regional Road 50
Bolton, Ontario
L7E 1T6
Tel. (905) 951-9382
Fax (905) 951-1807

RECEIVED

APR 07 2015

1-800-265-1603
E-mail: sylvia.jonesco@pc.ola.org

March 2015

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

Township of Puslinch

Dear Mayor Lever and Councillors:

I wanted to let you know that my private member's bill, Bill 36 the *Respecting Private Property Act* passed second reading in the Legislature with all-party support. It has been referred to the Standing Committee on Justice Policy for public consultation.

Bill 36 has received support from residents and a wide range of stakeholders, including the Ontario Federation of Agriculture.

If enacted, Bill 36 would amend the *Trespass to Property Act* by creating a minimum fine of \$500 for trespassing and increase the maximum compensation for damages to \$25,000. Currently the *Trespass to Property Act* has no minimum fine for those who trespass, and has a maximum limit of \$1,000 on compensation for damages.

Bill 36 would ensure property owners are fairly compensated for destruction of their property, and signal that trespassing is a serious issue that will not be taken lightly in the justice system.

I would like to hear your thoughts on Bill 36 the *Respecting Private Property Act* and would appreciate your support. If you are interested in reviewing the bill and have any questions please visit www.sylviajonesmpp.ca or call 416-325-1898.

Sincerely,

Sylvia Jones, MPP
Dufferin-Caledon



Encl:



Bill 36 – Respecting Private Property Act

SYLVIA JONES, MPP

Dufferin-Caledon

**PASSED 2nd
READING**

244 Broadway
Orangeville ON L9W 1K5
Tel: 519-941-7751



Toll Free: 1-800-265-1603
E-mail: sylvia.jonesco@pc.ola.org
[twitter](#) @sylviajonesmpp
[facebook](#) Sylvia Jones

12596 Regional Road 50
Bolton ON L7E 1T6
Tel: 905-951-9382



Support Sylvia Jones' Private Members Bill Bill 36, Respecting Private Property Act

Currently there is no minimum fine for trespassing on private property and the Trespass to Property Act limits the maximum compensation a property owner can receive for damages due to trespassing to \$1,000.

"We must find a way to discourage trespassing on private property and create a system of fair compensation for individuals who experience damage on their property as a result of trespassing."

– Sylvia Jones MPP, speaking during
2nd reading of Bill 36

The Ontario Federation of Agriculture (OFA) has been asking for changes to be made to the Trespass to Property Act. The OFA would like a minimum fine for those who trespass and an increase in the limit for compensation for damages.

One of the problems that arise when people trespass on private property is they can end up damaging the property, including crops, livestock and fencing. Unfortunately, it is left to the property owners to repair these damages, and the costs can quickly add up to thousand's of dollars.

The Respecting Private Property Act will make necessary changes to the Trespass to Property Act. This bill will establish a minimum fine of \$500 for trespassing. As well, it would increase the limit for compensation on damages to \$25,000 from the current limit of \$1,000.

"The Respecting Private Property Act will make necessary changes to the Trespass to Property Act. Increasing the limit on compensation for damages allows property owners to be fairly compensated for destruction of their property, and a minimum fine will also send a message that trespassing is a serious issue and will not be taken lightly."

– Sylvia Jones MPP, speaking during
2nd reading of Bill 36

Increasing the limit on compensation for damages allows property owners to be fairly compensated for destruction of their property. A minimum fine will also send a message that trespassing is a serious issue and should not be taken lightly.

Sylvia Jones, MPP - Dufferin-Caledon www.sylviajonesmpp.ca

How YOU Can Help

- If you support the intention of Bill 36 I encourage you to contact the Chair of the Committee on Justice Policy MPP Shafiq Qaadri at sqaadri.mpp@liberal.ola.org to ask that public hearings are scheduled. Please be sure to cc the Clerk Tamara Pomanski at tpomanski@ola.org, and myself at sylvia.jonesqp@pc.ola.org.
- To get a copy of Bill 36, go online to www.sylviajonesmpp.ca or call 416-325-1898.
- Share this information with friends, family, and anyone interested in promoting the protection of property owner's rights.
- If you have questions, please email sylvia.jonesqp@pc.ola.org.

Support for Bill 36

"The Ontario Federation of Agriculture (OFA) is proud to support Sylvia Jones MPP's Bill 36, the Respecting Private Property Act. The OFA has been working with government and policy makers to amend the Trespass to Property Act for many years. We need this act updated to reflect the severity of trespassing and the damages that result from thoughtless or reckless behaviour."

- Keith Currie, Vice President, Ontario Federation of Agriculture

"Our members are seeing an increase in trespassing, both on foot and on motorized off-road vehicles. Crops are damaged, animals have escaped from gates left open. All the garbage left behind is left for us to clean up. There is also an increased risk in liability to our members, if injury occurs on their property. We fully support this bill, it will encourage deterrence from exposure to such cases, and we thank Sylvia Jones MPP for all her efforts."

- Randy McLeod, President, Peel Federation of Agriculture

If you would like more information or have questions about Bill 36, please contact the office of Sylvia Jones, MPP for Dufferin-Caledon at:

Room 443, Legislative Building, Queens Park, Toronto, ON, M7A 1A8, (416) 325-1898 or
244 Broadway, Orangeville, ON, L9W 1K5, 1-800-265-1603 or
12596 Regional Road 50, Bolton, ON, L7E 1T6

Email: sylvia.jonesqp@pc.ola.org

Working For You!

From: Hon. Bob Chiarelli <write2us@ontario.ca>
Sent: April-21-15 11:37 AM
To: Admin
Subject: Letter from the Hon. Bob Chiarelli, Minister of Energy

Ministry of Energy

Office of the Minister

4th Floor, Hearst Block
900 Bay Street
Toronto ON M7A 2E1
Tel.: 416-327-6758
Fax: 416-327-6754

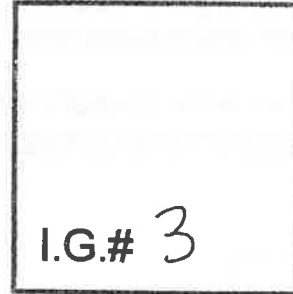
Ministère de l'Énergie

Bureau du ministre

4e étage, édifice Hearst
900, rue Bay
Toronto ON M7A 2E1
Tél. : 416 327-6758
Téléc. : 416 327-6754



His Worship Dennis Lever
Mayor
Township of Puslinch



Dear Mayor Lever:

On April 16, 2015, the Ontario Government announced our intention to proceed with an Initial Public Offering of shares in Hydro One Inc. before the end of the current fiscal year. We further announced that Hydro One Brampton Networks Inc. would be merged with three other local distribution companies: Enersource Corporation, Horizon Utilities Corporation and PowerStream Inc.

These announcements are in response to advice from the Premier's Advisory Council on Government Assets, led by Ed Clark. As you know, the Council was tasked with finding ways to improve customer service and increase efficiencies in order to maximize the value of government assets and generate better returns for the people of Ontario.

An amount equal to the net proceeds of the sale of Hydro One shares will be put in the Trillium Trust. Our government's Moving Ontario Forward initiative commits nearly \$29 billion over the next 10 years for investments in priority infrastructure projects, including nearly \$14 billion earmarked for outside the Greater Toronto-Hamilton Area for investment in roads, bridges, transit and other critical infrastructure. The Trillium Trust will be an important source of funding for this commitment.

The Province will continue to be the largest shareholder in the new Hydro One, and the company's rates will continue to be regulated by the Ontario Energy Board (OEB). We are proposing new oversight powers for the OEB and the appointment of a dedicated Ombudsperson within the new Hydro One to further protect consumers, contain costs and ensure reliability of service.

I want to assure those in Hydro One's service territory that the reliability and affordability of power is our first priority. The sale of shares in Hydro One will not cause the price of electricity to rise and will not impact reliability of service. In fact, we agree with the Council's assessment that changes at Hydro One will unleash new efficiencies and innovation that

will reduce costs and benefit consumers.

I also want to assure you that we remain committed to the transmission projects outlined in the 2013 Long-Term Energy Plan, including to plan for a new northwest Bulk Transmission Line west of Thunder Bay and to work with the federal government to connect remote northwestern communities.

I want to draw your attention to the decision to merge Hydro One Brampton. The merger of four local distribution companies (LDCs) into a single, highly effective entity will create savings and efficiencies of scale that will benefit hundreds of thousands of households and create the second-largest LDC in the province. This is consistent with the recommendations of the Ontario Distribution Sector Review Panel and will hopefully serve as a model for other LDCs. While I have been clear that our government will not force consolidation of municipally-owned LDCs, I feel that further consolidation is in the best interests of the system and its customers.

If you would like to review the Council's report, it is available at www.ontario.ca/government/premiers-advisory-council-government-assets.

Sincerely,



Bob Chiarelli
Minister

To: 'reception@town.mapleton.on.ca'; 'bwhite@town.minto.on.ca'; Admin;
'township@wellington-north.com'; 'info@westperth.com'
Subject: OPP Initiatives
Attachments: OPP Letter.pdf

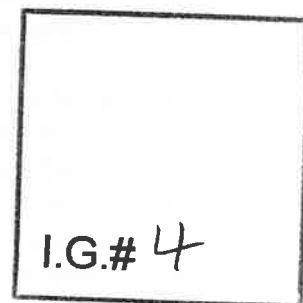
The OPP is pleased to announce the expansion of the citizen self-reporting program and the new capacity to receive emergency calls for service via *Text with 911* (T9-1-1) from people who are deaf, hard of hearing, or speech impaired (DHHSI) and for which the OPP is the Primary Public Safety Answering Point (P-PSAP).

The OPP's *Citizen Self Reporting* is an easy to use internet reporting tool that provides members of the public with the option of reporting minor incidents to police by completing an online report on their computer or mobile device.

Please see the enclosed attachments, including a letter from Communications and Technology Services Bureau Chief Superintendent Rick Barnum and information for your Municipal website on the citizen self-reporting initiative, and the media release on *Text with 911* initiative.

Thank you for your continuous support and collaboration.

Regards,
R. A. (Rick) Philbin
Superintendent
Bureau Commander
Municipal Policing Bureau
Ontario Provincial Police





Lincoln M. Alexander Building
777 Memorial Ave.
Orillia ON L3V 7V3

Telephone/Téléphone:
Facsimile/Télocopieur:
File Number/Référence:

Edifice Lincoln M.
Alexander
777, avenue Memorial
Orillia ON L3V 7V3
(705) 329-6177
(705) 329-6176
GOV 3750 00

April 13, 2015

Dear Mayor / Reeve,

On July 7th, 2014 the Ontario Provincial Police (OPP) introduced Citizen Self Reporting (CSR), an internet-based reporting system, as an alternate means of reporting non-emergency incidents to police from the traditional phone call to a Communications Centre. Utilizing this system is completely optional and has been introduced as a simple and convenient method to use a computer or mobile device to report specific incidents that are not deemed to be an emergency, or where there are no suspects or no injuries involved.

Since the program was implemented, the OPP has received hundreds of online reports from citizens across Ontario. With this information, police have been able to use these online reports to make linkages to property crime investigations, some of which have led to the arrest and charging of suspect(s).

The OPP is constantly looking for ways to improve efficiencies and increase public safety and we are confident that online reporting has greater potential moving forward now that citizens can report non-emergency incidents anywhere, anytime.

The OPP are collaborating with our municipal partners to promote and support Citizen Self Reporting throughout the province. Citizen Self Reporting will be instrumental in allowing members of the public to report less serious occurrences on their own time. As members of the public engage the Citizen Self Reporting system more frequently, it will permit valuable front line resources to be focused on more serious crimes and community based projects.

Municipalities can assist in supporting this system by posting the enclosed web information on your municipal website. The following link will take you directly to the CSR website:
<http://www.opp.ca/reporting/>

Community safety and well-being in Ontario is everyone's responsibility. Your ongoing support will make a difference.

Yours truly,

A handwritten signature in dark ink, appearing to read "R. W. Barnum", is written over a horizontal line.

R. W. (Rick) Barnum, Chief Superintendent
Bureau Commander
Communications and Technology Services Bureau
Ontario Provincial Police

Donna Tremblay

From: Karen Landry
Sent: April-28-15 9:32 AM
To: Donna Tremblay
Subject: FW: AMO BREAKING NEWS - AMO Releases Policing Modernization Report

From: AMO Communications [<mailto:communicate@amo.on.ca>]
Sent: April-27-15 4:03 PM
To: Karen Landry
Subject: AMO BREAKING NEWS - AMO Releases Policing Modernization Report

April 27, 2015

I.G.# 5

AMO Releases Policing Modernization Report

Today the Association of Municipalities of Ontario (AMO) provided the Minister of Community Safety and Correctional Services, the Honourable Yasir Naqvi, with a Report on Policing Modernization. The Report contains 34 recommendations centred on providing ideas and a vision for the future of how this critical public service can be delivered.

AMO established a Task Force of Mayors and Police Board representatives from across the province to explore key questions about policing. The Task Force interviewed experts, reviewed some of the best academic research available, sent representatives to the 2015 Summit on the Economics of Policing and Community Safety in Ottawa and had thorough discussions on specific issues.

This process was been driven by the undeniable need to ensure that all Ontario communities can afford policing, along with all the other public programs and services that keep people not only safe but healthy. The Task Force explored fundamental questions that every society should ask from time to time: How do we want to be policed? How can we improve on what we do now? What can we in Ontario do to build a public safety model our children can afford?

AMO's recommendations fall into four key themes: **Partnership, Productivity, Performance, and Personnel**. For the most part, change strategies fall into two broad categories: managing public demand for services and increasing operational effectiveness.

Municipal governments are encouraged to consider the Report's findings. AMO President Gary McNamara and the Association look forward to continuing to work with the Ministry of Community Safety and Correctional Services, the Ontario Association of Police Service Boards, the Ontario Association of Chiefs of Police, police officers and their associations in the pursuit of building a new public safety model in Ontario.

President McNamara thanks Task Force Chair Al Spacek, the Mayor of Kapuskasing and the Task Force members for their time, insight and effort in delivering this critical Report.

AMO Contact: Matthew Wilson, Senior Advisor, E-mail: mwilson@amo.on.ca, 416.971.9856 ext. 323.

PLEASE NOTE: AMO Breaking News will be broadcast to the member municipality's council, administrator, and clerk. Recipients of the AMO broadcasts are free to redistribute the AMO broadcasts to other municipal staff as required. We have decided to not add other staff to these broadcast lists in order to ensure accuracy and efficiency in the management of our various broadcast lists.

DISCLAIMER: Any documents attached are final versions. AMO assumes no responsibility for any discrepancies that may have been transmitted with this electronic version. The printed versions of the documents stand as the official record.

OPT-OUT: If you wish to opt-out of these email communications from AMO please click [here](#).





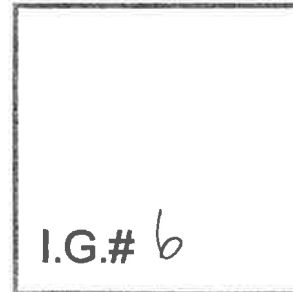
The Corporation of
THE TOWNSHIP of CARLING

2 West Carling Bay Road, RR #1, Nobel, ON P0G 1G0
Ina Watkinson, Administrative Assistant
Email: iwatkinson@carlingtownship.ca
Phone: 705-342-5856 Ext 402 • Fax: 705-342-9527

April 22, 2015

Kim Love, Mayor
Township of Madawaska Valley
85 Bay Street, P.O. Box 1000
Barry's Bay, Ontario
K0J 1B0

Dear Mayor Love,



RE: Resolution 15-057 – Ontario Hydro One Rates

This is to advise you that at the regular meeting of Council of the Township of Carling, held on April 20, 2015 the following resolution was enacted:

15-057

**Moved by Councillor Crookshank
Seconded by Councillor Harrison**

NOW THEREFORE BE IT RESOLVED that Council of the Township of Carling support the resolution enacted by The Corporation of the Township of Madawaska Valley which calls on Premier Wynne and the Province of Ontario to take immediate action to prevent these hydro rate increases from being implemented;

AND FURTHER BE IT RESOLVED that Premier Wynne and the Province of Ontario be encouraged to do something to bring these rates down to a reasonable level and to do so as quickly as possible;

AND FURTHER BE IT RESOLVED that this motion be circulated to all Ontario Municipalities for support.

Carried.

Yours truly,

Ina Watkinson
Administrative Assistant

c.c. Premier Kathleen Wynne
Parry Sound Muskoka MPP, Norm Miller
All Ontario Municipalities



THE CORPORATION OF THE TOWNSHIP OF MADAWASKA VALLEY

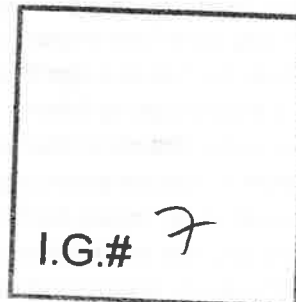
85 Bay Street, P.O. Box 1000, Barry's Bay, Ontario K0J 1B0

TEL: (613) 756-2747 ☎ FAX: (613) 756-0553

E-MAIL - info@madawaskavalley.ca.

Tuesday, April 7, 2015

Dear Municipal Leader,



The Township of Madawaska Valley recognizes the struggle that many of its ratepayers in our rural area are experiencing with rising hydro rates and feels that, as a collective of municipalities, we must let our voices be heard to the Province. Similar to many municipalities across Ontario, we have an aging community, many on a fixed income, who have a decreasing ability to make ends meet. Similarly, industrial and commercial growth in rural Ontario is becoming increasingly difficult because of rising hydro rates; it is preventing younger families from relocating to our communities to help them grow. To that end, the Council of the Township of Madawaska Valley, at their March 23, 2015 regular meeting of council, passed the following resolution:

Moved by: Councillor Bromwich

14-2303-15

Seconded by: Councillor Archer

23 March 2015

BE IT RESOLVED:

WHEREAS the cost of hydro has doubled and in some cases more than doubled in the past five years; and

WHEREAS the costs of electricity in the Province of Ontario is forcing businesses to consider leaving the area; and

WHEREAS many families are having difficulty keeping up with their monthly payments; and

WHEREAS the Province's Long Term Energy Plan anticipates that consumers will face hydro rates that will rise by 42% over the next five (5) years; and

WHEREAS it is essential that the residents and businesses of the Madawaska Valley to have access to affordable hydro to thrive and prosper; and

WHEREAS Council urges Provincial relief to Ontario Hydro One Customers to reflect the means of rural residents to reasonably access hydro through a review of Provincial policies and their agencies that set Ontario rates for electricity, distribution charges, debt retirement, global adjustments costs and carbon taxes. Council requests, that this review would include consultation with rural and urban municipalities; and

WHEREAS Council reminds Rural municipalities to advocate the investigation by the Ontario Ombudsman regarding the major systemic issues identified by complaints involving overcharging of hydro, an explanation of line items on billing and, resolve of related matters; and

WHEREAS it is imperative that the Province of Ontario review their energy policies and utilize The Rural and Northern Lens advocated by the Rural Ontario Municipal Association to evaluate and assess the needs of rural municipalities so that they can succeed and thrive. Many rural municipalities have a population of 50% or more seniors on fixed incomes who are struggling to keep warm in low population density communities with colder temperatures that do not benefit from the heat retention in

condominium residences and whom are challenged by geography and climate scales. Our core sectors of economic development in our region, lumber mills and farming, are often under-employed and are subject to rates that are higher than other provinces due to impact of high delivery charges and global adjustment fees (that can be up to 2.5 times higher than the actual hydro used) and threaten the sustainability of families and agro-food sectors in rural Ontario; and

WHEREAS all municipalities that have a significant amount of citizens moving into the seasonal residences, that they are encouraged to inform those residents to seek relief from seasonal hydro rates through direct communication of such to their electrical utility provider;

WHEREAS all municipalities should be encouraged to monitor, through specific data categories, smart meter electrical fires and/or smart meter malfunctions that have resulted in explosions, and further to better assess their impact and the potential need of CSA approved meters employing codes and standards used globally by regulators and industry to facilitate safer and more sustainable products.

NOW THEREFORE BE IT RESOLVED THAT the Township of Madawaska Valley CALL ON Premier Wynne and the Province of Ontario to take immediate action to prevent these and any other rate increase from being implemented; and

THAT Premier Wynne and the Province of Ontario be encouraged to do something to bring these rates down to a reasonable level and to do so as quickly as possible; and

THAT this motion be circulated to all Ontario municipalities for support.

The Township of Madawaska Valley is a smaller municipality, in the western quadrant of Renfrew County with approximately 4300 permanent residents, with a larger summer population. For more information on our municipality, please visit us online at www.madawaskavalley.ca.

Like many rural Ontario municipalities, we are faced with increasing adversity to growth. It is the Council's desire to show support for the Township's homeowners by passing this resolution and asking for immediate relief from the Province.

On behalf of the Council of the Township of Madawaska Valley, please endorse our resolution and send it to the appropriate representatives at Queen's Park.

Sincerely,



Kim Love

Mayor, Township of Madawaska Valley

cc.

Honourable Kathleen Wynne, Province of Ontario

MPP John Yakabuski, Renfrew-Nipissing-Pembroke

Peter Emon, Warden, County of Renfrew

THE WALL OF WELLINGTON – Product Sales Opportunity

I.G.# 8

We Want You!

Wellington County is hosting the International Plowing Match (IPM) in September 2016 which attracts upwards of 70,000 people over this five day event. The Wellington County International Plowing Match 2016 Souvenir Committee in partnership with Taste Real Guelph Wellington Local Food is contacting you, as we want to showcase the unique items and businesses that Wellington has to offer. This is a wonderful platform to showcase your product to thousands of people from across Ontario that enter the souvenir tent looking for something unique to our region. We will also be exhibiting and selling at the 2015 IPM event in Finch Ontario – this means two sales opportunities for your business.

So, how does it work?

Wall of Wellington members will be required to purchase a one-time \$60.00 membership- good for both the 2015 and 2016 IPM (this is only \$30.00/event). You will receive professionally designed product tags including the IPM and Taste Real logo and a short write-up about your business to be placed on your product. A sign that informs the consumer about your business will also be featured on the wall – providing even more coverage. When patrons purchase your product as a souvenir from their stay at the IPM, they are not only leaving with the product itself, but also with information about you and your business as a souvenir – what a great conversation piece!

Items will be sold on a consignment basis. Your business will provide the Souvenir Committee with “X” number of products and the Committee will sell them on your behalf. With this partnership we will ensure you receive the amount of money for the product you provided or we will return the remainder. As an example: If you consign 50 jars of honey and we sell 40 – you receive money for 40 jars and receive the additional 10 jars back that were not sold. As we want to ensure we have the freshest product, we will approach you before each event in August 2015 and 2016.

Please note: products need to be sealed and shelf stable, there is limited space for participation and a limited number of product categories. Businesses that are Taste Real partners will be given priority, so be sure to register early!

If you have any questions, please do not hesitate to contact us- we are eager to work with you and your company to showcase what Wellington has to offer!

Mandy Jones
Chair Souvenir Committee
International Plowing Match 2016
mandy.jones@live.ca
519.993.6263

Christina Mann
Taste Real Coordinator
County of Wellington
christinam@wellington.ca
519.837.2600 x 2615

THE WALL OF WELLINGTON – APPLICATION FORM

Deadline to apply is June 1, 2015

Name _____

Business _____

Address _____

Phone _____

Email _____

Website _____

Are you a Taste Real Partner? ☐ Yes ☐ No

CATEGORIES:

Preserves

- ☐ Honey ☐ Dressing ☐ Maple _____ ☐ Pickled _____
☐ Other _____

Crafts

- ☐ Pottery ☐ Candles ☐ Soap ☐ Lip Chap ☐ Knitting ☐ Moisturizer
☐ Glass ☐ Other _____

Other

- ☐ Coffee ☐ Chocolate ☐ Nuts ☐ Other _____

Please note: products need to be sealed and shelf stable, space is limited for participation and there is a limited number of product categories. Businesses that are Taste Real partners will be given priority, so be sure to apply early!

We ask that each business confirm that they are able to consign at least 50 of their product for IPM 2015 and at least 100 for IPM 2016. The Souvenir Committee will contact the successful businesses in June 2015.

Send Applications to:

Mandy Jones: mandy.jones@live.ca

Christina Mann: christinam@wellington.ca

74 Woolwich St, Guelph, ON N1H 3T9 | T 519.837.2600 | F 519.837.1909

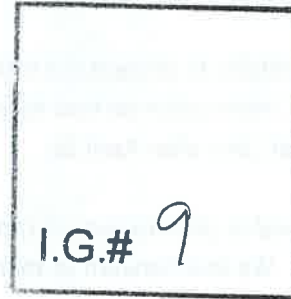


120 Adelaide Street West
Suite 1600
Toronto, Ontario M5H 1T1

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

April 20, 2015

His Worship Mayor Dennis Lever and Council
Township of Puslinch
7404 Wellington County Road 34
Guelph, ON N1H 6H9



via email

Dear Mayor Lever and Members of Council:

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

We are writing to provide you with an update on the development of a 20-year electricity plan for Kitchener-Waterloo-Cambridge-Guelph (KWCG). The purpose of this plan is to identify the electricity needs for this area and ensure an adequate supply of reliable electricity for the next two decades.

A Working Group was formed to develop the KWCG Integrated Regional Resource Plan (IRRP) consisting of Kitchener-Wilmot Hydro, Waterloo North Hydro, Cambridge & North Dumfries Hydro, Guelph Hydro Electric Systems Inc., Hydro One Networks Inc., and the Independent Electricity System Operator. To assist in the development of the plan, the Working Group met with municipalities across the region in July of 2014.

On April 28, 2015, the first KWCG IRRP will be made available. This plan will be used to update the community on how near-term needs are being met and to facilitate discussions about how the KWCG region may plan its future electricity supply. The release of the plan begins a discussion about electricity planning in the area.

To assist in this discussion, an informational webinar will be held to review the plan and the next steps in the development of community engagement. Detailed information on these next steps will also be provided to the Municipal Clerk with the IRRP after April 28.

As background, the IRRP is undertaken in the context of the province's Long-Term Energy Plan, as well as provincial and distribution-level planning. It takes an integrated approach at finding the best ways to address electricity needs including existing resources, conservation, generation, wires and other innovative solutions. The plan provides recommended near-term actions to address near-term electricity needs as well as options to address medium- and long-term needs. The development of IRRPs is mandated by the Ontario Energy Board, and IRRPs 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 feedback from the community.

The Working Group is available to present the KWCG IRRP to Council and/or staff and to answer any questions you may have. Information on how to arrange a presentation will be included when the plan is provided to the Municipal Clerk after April 28.

The KWCG IRRP is designed to plan for growth throughout the area to ensure that electricity is reliable and available as needed. We look forward to sharing the plan with you and planning for your future electricity needs together.

Sincerely,



Michael Lyle
Vice President, Planning, Law and Aboriginal Relations

On Behalf of:

Hydro One Networks Inc.

Jerry Van Ooteghem, President & CEO, Kitchener-Wilmot Hydro

Rene Gatien, President & CEO, Waterloo North Hydro

Ian Miles, President & CEO, Cambridge & North Dumfries Hydro

Kazi Marouf, COO, Guelph Hydro Electric Systems Inc.

c: Karen Landry, Municipal CAO/Clerk
Aldo Salis, Municipal Planner

Sent via e-mail: dlever@puslinch.ca

April 1, 2015

Dennis Lever
Mayor
Township of Puslinch
7404 Wellington Road 34
R. R. # 3
Guelph, ON N1H 6H9



Dear Mayor Lever:

Re: Appointment - TOARC Board of Directors

As you know The Ontario Aggregates Resources Corporation (TOARC) was incorporated in 1997 under the authority of the *Aggregate Resources Act*. TOARC is responsible for collecting and disbursing aggregate fees, rehabilitating abandoned pits, quarries and sites where licenses or permits have been revoked, collecting and publishing production statistics and other information, as well as educating and training those in or interested in the aggregate industry. A seat on this Board is assigned to AMO.

Your involvement, on behalf of municipalities regarding the aggregate industry and your experience with TAPMO (Top Aggregate Producing Municipalities of Ontario), has given you a very sound knowledge and experience of the aggregate industry and the municipal impacts. Therefore, at the Executive meeting of AMO, March 26, 2015, you were appointed as the AMO representative on the TOARC Board. As such, we look forward to you attending the Board meeting at least once a year (or as need be) to update AMO on matters of interest.

TOARC has been looking forward to this appointment and will contact you shortly about the position. AMO greatly appreciates your willingness to undertake this role.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Gary McNamara'. The signature is stylized with a large, looped 'G' and a cursive 'M'.

Gary McNamara
AMO President

cc: Bruce Semkowski President, The Ontario Aggregate Resources Corporation (TOARC)
Jason Travers, Director, Natural Heritage, Lands and Protected Spaces Branch Ministry of
Natural Resources and Forestry

Donna Tremblay

From: Karen Landry
Sent: April-13-15 12:58 PM
To: Donna Tremblay
Subject: FW: Videos & Materials on CO Law Compliance Deadline for Use from Vantage Point of Family Tragedy
Attachments: gettoknowco_banner2.jpg

Next IG please

From: John Gignac [<mailto:media@endthesilence.ca>]
Sent: April-13-15 12:44 PM
To: Karen Landry
Subject: Videos & Materials on CO Law Compliance Deadline for Use from Vantage Point of Family Tragedy

Dear Karen,

The Hawkins-Gignac Foundation for CO Education is pleased to provide an update for your constituents on Ontario's landmark carbon monoxide law - The Hawkins-Gignac Act. As of April 15, 2015, all Ontario homes at risk of carbon monoxide (CO) exposure must have CO alarms installed near sleeping areas, or risk penalties. We have prepared materials from the unique vantage point of one of Canada's worst carbon monoxide related tragedies, in which CO claimed the lives of a family of four from Woodstock, ON and was the impetus for the creation of the Hawkins-Gignac Foundation for CO Education. This new law makes carbon monoxide alarms mandatory in all Ontario homes with fuel-burning appliances or attached garages, no matter the age of the home.

Referencing our information on your web or social media sites will be useful to help convey details about this new law and the April 15 enforcement date. The focal point of the package is our 'Get to Know CO' three part video series that covers 'Complying with Ontario's New CO Alarm Law', 'Sources and Symptoms of CO', and how to 'Protect your Family with CO Alarms'.

To preview and share the 'Get To Know CO' three part series use the following links:
<https://youtu.be/ziYxm10IXb8> - "How to Comply with The Law"

<https://youtu.be/TrmquAQvyLU> - "Sources and Symptoms"

<https://youtu.be/VWKzozF87Do> - "Protecting Your Family with CO Alarms"

Go to the following link for an updated CO Alarm Law Homeowner Guide (PDF) and a CO Alarm infographic

I.G.# ||

at <http://www.endthesilence.ca/stay-safe/ontarios-new-co-alarm-law>. Attached is a big box web banner to link back to to the same URL. Other resources are available at that same link.

The Hawkins-Gignac Foundation for CO Education, a charitable organization, was established to ensure the Hawkins family – Laurie, Richard, Cassandra and Jordan – who died from CO poisoning in Woodstock in 2008, did not perish in vain. Our mission continues in Ontario by encouraging citizens to comply and to educate all Canadians about the dangers of CO and how to properly protect families.

Please post this information for the April 15th enforcement date and beyond. This information will continue to be relevant for months as residents come into compliance with this new law, supporting the ongoing CO education efforts from your local fire service. As part of your social media outreach, please watch for, follow and share the activity coming from the Foundation on Twitter [@HawkinsGignac](https://twitter.com/HawkinsGignac) and facebook.com/HawkinsGignacFoundation.

Thank you for your consideration.

Sincerely,
John Gignac
Co-Chair
Hawkins-Gignac Foundation for CO Education



Grand River Conservation Authority General Membership Meeting

Friday, March 27, 2015

I.G.# 12

The following are the minutes of the General Membership Meeting held at 9:30 a.m. on Friday, March 27, 2015 at the Waterloo Region Museum, Kitchener, Ontario.

Members Present:

J. Mitchell, Chair, L. Armstrong, B. Banbury, B. Bell, B. Coleman, B. Corbett, S. Foxton, J. Jamieson, C. Lunau, J. Nowak, V. Prendergast, W. Roth, M. Salisbury, P. Salter, S. Shantz, S. Simons, W. Stauch, W. Wettlaufer, G. Wicke

Members Regrets:

G. Gardhouse, R. Hillier, H. Jowett, K. Linton, G. Lorentz, F. Morison, C. White

Staff:

J. Farwell, K. Murch, D. Bennett, D. Boyd, N. Davy, S. Lawson, T. Ryan, D. Schultz, G. Sousa, F. Natolochny, B. Parrott, S. Wilbur

Also Present:

R. Martin, The Record

1. Call to Order:

J. Mitchell, Chair, called the meeting to order at 9:30 a.m.

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

The Secretary-Treasurer called the roll and certified a quorum with 17 members present. A total of 18 members attended the meeting.

3. Chair's Remarks:

J. Mitchell welcomed members, staff and guests and made the following comments:

- On March 12, 2015 J. Mitchell and J. Farwell attended a Lake Erie Region Source Protection Committee meeting. Agenda topics included the amended proposed Grand River Source Protection Plan.

- Upcoming events in addition to the tree plantings included in the report in the agenda package are: a Trees and Bees Workshop in Princeton on March 31, 2015; Shimano Take a Kid Fishing Day at Belwood Lake on May 2, 2015; and the Grand River Conservation Authority's (GRCA) annual tree sale at the forestry barn on May 8, 2015. Further information concerning these and other events can be found on the GRCA website.
- J. Mitchell offered congratulations on behalf of the members to Shirley Simons who received a Women of Excellence Award on International Women's Day. Shirley was recognized for being instrumental in seeing a fully accessible pool built in Paris; has volunteered with the annual Christmas food and toy hamper program; served as Chair of the John Noble Home; and is a proponent of the Paris BIA downtown revitalization and non-profit housing. She has also been active in Girl Guides for over 30 years.
- The members of the Special Recognition Committee: J. Mitchell, V. Prendergast, P. Salter, W. Stauch, C. Lunau and S. Simons will meet with the Grand River Conservation Foundation's (GRCF) Grants Committee in Classroom B immediately following this meeting.

4. Review of Agenda:

The following was added to the agenda as Item 10. a) ii) – Correspondence from Monique Rolf von den Baumen-Clark, A/Director, Ministry of Natural Resources and Forestry to Jane Mitchell, Chair, Grand River Conservation Authority dated March 19, 2015 Re: Levy Agreement Between City of Hamilton and its four Conservation Authorities.

Moved by: S. Foxton
Seconded by: P. Salter
(Carried)

THAT the agenda for the General Membership Meeting of March 27, 2015 be approved as amended.

5. Declarations of Pecuniary Interest:

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

6. Minutes of the Previous Meeting:

Annual General Meeting – February 27, 2015

There were no questions or comments with respect to the minutes of the Annual General Meeting of February 27, 2015.

Moved by: W. Roth
Seconded by: J. Nowak
(Carried)

THAT the Minutes of the Annual General Meeting of February 27, 2015 be approved as circulated.

7. Business Arising from Previous Minutes:

- i) Correspondence from Jane Mitchell, Chair, Grand River Conservation Authority to the Honourable Bill Mauro, Minister of Natural Resources and Forestry dated March 3, 2015 Re: City of Hamilton Local Agreement

Moved by: B. Coleman

Seconded by: S. Foxton

(Carried)

THAT correspondence from Jane Mitchell, Chair, Grand River Conservation Authority to the Honourable Bill Mauro, Minister of Natural Resources and Forestry dated March 3, 2015 Re: City of Hamilton Local Agreement be received as information.

8. Hearing of Delegations:

- None

9. Presentations:

Members' Orientation – Environmental Education

T. Ryan conducted a PowerPoint presentation indicating that:

- Research shows that outdoor education enriches children's lives in fundamental ways.
- Children who learn and play outdoors have longer attention spans; more creativity; higher levels of self-confidence; higher standardized test scores; greater academic success; and significant improvements in cognitive development, self-discipline, imaginative and creative expression, language skills and social interactions.
- Grand River Conservation Authority (GRCA) has five permanent Nature Centres and a temporary Centre at Rockwood Park.
- Education programs and visitor activities are offered in many of the parks.
- More than 40,000 students attend GRCA Nature Centres annually.
- GRCA has annual contracts for Nature Centre programs with school boards: Wellington Catholic; Waterloo Catholic, Grand Erie and Brant Haldimand Norfolk Catholic.
- Waterloo Region District School Board shares space at Laurel Creek Nature Centre.
- Additional programs are booked by teachers and schools across the watershed and beyond.
- Adventure Day Camps are held at five locations with over 1600 camp spaces this year (summer, March break and winter break).
- GRCA is a provisional member of the Ontario Camp Association.

- GRCA's Outreach Programs include community events; 100 park activities; water festival activities and tree planting events.
- On weekends and weeknights GRCA hosts cubs, guides, brownies and scout programs; environmental birthday parties; and programs for organizations.
- Grand River Conservation Foundation (GRCF) raises funds to support the facilities and to support school boards and school classes attending programs.
- Environmental Education for Today and Tomorrow – If we show it to them, they will understand it – if they understand it they will value it – if they value it they will protect it.

W. Stauch recalled a former GRCA employee, G. Stormont. He said that he used the watershed as a case study in his geography class. He also said that the Nature Centre program is a key part of GRCA's operation and encouraged new members to attend one of the Water Festivals as they capture Nature Centre activities.

S. Foxton noted that there are over 1600 camp spaces and asked if that program is at capacity. T. Ryan said that the camps had 93% attendance last year and March break was at 97%.

S. Simons said on behalf of girl guides she wished to thank GRCA for offering these programs.

10. Correspondence:

a) Copies for members

- i) Motion Number 12, The Corporation of the Township of Amaranth dated March 4, 2015 Re: Ministry of the Environment and Climate Change Discussion Paper Released on the EBR N. 012 3452
- ii) Correspondence from Monique Rolf von den Baumen-Clark, A/Director, Ministry of Natural Resources and Forestry to Jane Mitchell, Chair, Grand River Conservation Authority Re: Levy Agreement between City of Hamilton and its four Conservation Authorities.

B. Corbett asked what GRCA's plan is to address the contents of the letter. J. Farwell said staff will meet with partner municipalities and the other Conservation Authorities involved to discuss the issues.

J. Jamieson said that the letter does not say much. She asked if the Ministry of Natural Resources and Forestry was involved with negotiating the agreement at its inception. K. Murch responded that Conservation Ontario worked with the then Ministry of Natural Resources and a Regulation was passed to allow for a local agreement to modify the levy apportionment formula. An agreement was reached by the City of Hamilton and its four Conservation Authorities which has been followed since 2001. Recently Niagara Region Conservation Authority (NRCA) has alleged that the agreement is not valid because not all participating municipalities in the four Authorities passed specific Resolutions supporting it. K. Murch confirmed that the City of Hamilton has appealed NRCA's levy.

S. Foxton asked if there is a date set for NRCA's appeal. K. Murch said that he was not aware that a date has been scheduled. S. Foxton asked if NRCA wants a larger share of the

City of Hamilton levy. K. Murch answered that NRCA maintains that the agreement is not legal.

J. Mitchell said that the portion of the City of Hamilton that is located in the GRCA watershed is rural and small and therefore the GRCA's portion of the levy is not high. K. Murch concurred saying that four to five percent of the City's assessed value falls within the GRCA watershed.

b) Not copied

None

Moved by: V. Prendergast

Seconded by: S. Foxton

(Carried)

THAT Motion Number 12, The Corporation of the Township of Amaranth Re: Ministry of the Environment and Climate Change Discussion Paper Released on the EBR N. 012 3452 and correspondence from Monique Rolf von den Baumen-Clark, A/Director, Ministry of Natural Resources and Forestry to Jane Mitchell, Chair, Grand River Conservation Authority dated March 19, 2015 Re: Levy Agreement Between City of Hamilton and its four Conservation Authorities be received as information.

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

None

12. Presentation of Reports:

a) **GM-03-15-24** Financial Summary for the Period Ending February 28, 2015

W. Wettlaufer said some of the numbers are "out of whack" because of timing. He asked if the members could have a month to month budget. K. Murch said that staff do not allocate the budget monthly because of the seasonality of GRCA's business, the levy and WECl payments being received in large sums, etc.

Resolution 34-15

Moved by: L. Armstrong

Seconded by: W. Wettlaufer

(Carried)

THAT the Financial Summary for the Period Ending February 28, 2015 be approved.

b) **GM-03-15-25** "Forest in the City" Pedestrian Bridges Tender Results

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

Resolution 35-15

Moved by: V. Prendergast
Seconded by: S. Simons
(Carried)

THAT the tender for the construction of pedestrian bridges within the "Forest in the City" project be awarded to D.W. Cooper Contracting in the amount of \$185,079.54 (HST included) and that the Chief Administrative Officer be authorized to sign the contract documents.

- c) **GM-03-15-26** Award of Cottage Lot Curbside Garbage and Recycling Materials Collection, Processing and Disposal Contract: 2015 - 2017

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

Resolution 36-15

Moved by: L. Armstrong
Seconded by: B. Banbury
(Carried)

THAT Grand River Conservation Authority award the contract for curbside garbage and recycling materials collection, processing and disposal services for 2015, 2016 and 2017 to Waste Management of Canada Corporation.

- d) **GM-03-15-27** Grand River Conservation Foundation Member Appointment

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

Resolution 37-15

Moved by: J. Jamieson
Seconded by: S. Foxton
(Carried)

THAT the following new member be appointed to the Grand River Conservation Foundation until the next Annual General Meeting:

- Dr. Howard Armitage

- e) **GM-03-15-28** Chief Administrative Officer's Report

J. Farwell indicated that J. Etienne will lead a tour of the Oceans Bound exhibit following the meeting. He also said that a webcam will be installed in the Osprey Nest near the gatehouse at Belwood Lake. The video feed will stream live through a You Tube page which the public can access through the GRCA's website.

Resolution 38-15

Moved by: B. Coleman
Seconded by: P. Salter
(Carried)

THAT Report GM-03-15-28 – Chief Administrative Officer's Report be received as information.

f) **GM-03-15-29** Cash and Investments Status Report as at February 28, 2015

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

Resolution 39-15

Moved by: W. Wettlaufer

Seconded by: S. Shantz

(Carried)

THAT Report GM-03-15-29 – Cash and Investments Status Report as at February 28, 2015 be received as information.

g) **GM-03-15-30** Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation

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

Resolution 40-15

Moved by: L. Armstrong

Seconded by: G. Wicke

(Carried)

THAT Report GM-03-15-30 – Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation be received as information.

h) **GM-03-15-31** Environmental Assessments

G. Wicke referred to Drimmie Dam. He said that he has just discovered something that is controversial about the hydro facility on the north shore. He said because of the agreement with the owner of the Elora Mill the dam could not be removed and now the facility is being expanded. He then said the members have to decide whether the owner of the dam and the power station should be the same. He asked for a staff report as to what is happening at the site. J. Farwell said staff will attempt to negotiate an agreement that places responsibility for maintenance of the dam on the owner of the Elora Mill.

W. Roth said he agrees with G. Wicke. He said this is a golden opportunity to rectify this situation and ownership should be “under one hat”. He asked if the members would have an opportunity to review the agreement. J. Farwell responded in the affirmative.

Resolution 41-15

Moved by: S. Simons

Seconded by: B. Bell

(Carried)

THAT Report GM-03-15-31 – Environmental Assessments be received as information.

i) **GM-03-15-32** Conservation Authority Advisory Roles in Planning

N. Davy indicated that there are three main roles that the Conservation Authority has in land use planning: a public commenting body under the *Planning Act*; delegation of natural hazard responsibilities through a Memorandum of Understanding with the Province; and provision of environmental technical advice to municipalities through Memoranda of Agreement.

S. Foxton asked if every application is reviewed by GRCA. N. Davy responded in the negative saying that some municipalities screen their applications.

Resolution 42-15

Moved by: J. Jamieson

Seconded by: S. Foxton
(Carried)

THAT Report GM-03-15-32 – Conservation Authority advisory Roles in Planning be received as information.

j) **GM-03-15-33** Grand River Conservation Authority Public Tree Planting Events 2015

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

Resolution 42-15

Moved by: W. Wettlaufer

Seconded by: L. Armstrong
(Carried)

THAT Report GM-03-15-33 – Grand River Conservation Authority Public Tree Planting Events 2015 be received as information.

k) **GM-03-15-34** General Insurance Renewal 2015 – 2016

K. Murch conducted a PowerPoint presentation indicating that:

- GRCA obtains general insurance as part of a group consisting of 34 Conservation Authorities and Conservation Ontario.
- Policy renewals and other administrative matters are overseen by the Conservation Ontario General Insurance and Benefits Committee.
- The Insurance Committee conducted a Request for Proposals (RFP) for insurance brokerage services in 2013 which resulted in a five year agreement with Marsh Canada Ltd. – this change resulted in reduced brokerage fees of approximately \$500,000 over the five year period.
- 2015 will be the second term that GRCA is with Marsh Canada Ltd. as its broker.
- There is a new carrier for Directors and Officers Liability (Chubb) with improved coverage.
- All other policies will be renewed with the incumbent carrier (QBE) - total premiums are expected to be 1.3% less than the prior year.

W. Wettlaufer commended staff for negotiating the reduction in premiums.

B. Corbett said the municipalities are tied into joint and several liability. He asked if this applies to GRCA. K. Murch said that he did not know the answer.

S. Foxton said that staff should send an email to remind the members who have not responded concerning the Directors and Officers coverage and any claims they were aware of.

Resolution 43-15

Moved by: B. Coleman

Seconded by: V. Prendergast
(Carried)

THAT Report GM-03-15-34 – General Insurance Renewal – 2015 - 2016 be received as information.

l) **GM-03-15-35** Completion of the 2013/14 Water Adaptation Management and Quality Initiative (WAMQI) Pilot Project

J. Etienne indicated that in 2013 and 2014 the Brant County Federation of Agriculture received a total of \$130,000 from Farm & Food Care Ontario to fund the WAMQI project work. The objective of the pilot project was to develop a Whitemans Creek Drought Contingency Plan designed to better prepare for and manage the impacts of climate change. The project achieved this objective through implementation of resilient farm practices.

*C. Lunau joined the meeting at 10:45

B. Coleman said that funding is the key to reacting to low water response.

Resolution 44-15

Moved by: V. Prendergast

Seconded by: S. Simons
(Carried)

THAT Report GM-03-15-35 – Completion of the 2013/2014 Water Adaptation Management and Quality Initiative (WAMQI) Pilot Project be received as information.

m) **GM-03-15-36** – Current Watershed Conditions as of March 25, 2015

D. Boyd conducted a PowerPoint presentation indicating that:

- Precipitation in March, 2015 has been well below the long term average across the Grand River watershed.
- The last snow survey was conducted on March 16, 2015 – at that time the snowpack was close to the long term average.
- The average air temperature in March, 2015 to date at the Shand Dam climate station was minus 5.1 degrees which is 2.5 degrees colder than the long term average.

- The large reservoirs are all within their normal operating ranges for this time of year – they are being operated to store snow melt water and reduce downstream flows.
- Flights over the rivers were conducted on March 18 and 19, 2015 to provide aerial photographs of river ice conditions – at that time most of the ice had moved out of the Speed River – the Nith River was partially ice covered – parts of the Upper Grand and Conestogo Rivers were mostly ice covered – the southern Grand had stable ice sheets above the dams in Caledonia and Dunnville but in many areas the ice was breaking up.
- Environment Canada's three month precipitation forecast from March to May, 2015 is for above normal precipitation for Southern Ontario.
- The Canadian Coast Guard will be asked at the appropriate time to send an icebreaker to break up ice at the mouth of the Grand River – a general request has been made and coordinated through the Haldimand County Community Emergency Management Coordinator and the Province – the Province has discussed this request with the Federal Government – the Coast Guard understands the timing of the request depends upon the weather.

J. Mitchell asked if the pictures of the rivers will be posted to the GRCA website. D. Schultz confirmed that a selection from the pictures will be posted to the website.

B. Corbett asked if there is a good following on the website. D. Schultz confirmed this to be the case. He said that GRCA also has 1200 followers on Twitter and 800 subscribers for press releases.

Resolution 45-15

Moved by: W. Stauch

Seconded by: L. Armstrong
(Carried)

THAT Report GM-03-15-36 – Current Watershed Conditions as of March 25, 2015 be received as information.

13. Committee of the Whole:

None

14. General Business:

None

15. 3rd Reading of By-Laws:

None

16. Other Business:

- a) S. Shantz invited the members to attend the Elmira Maple Syrup Festival where she will be hosting a pancake breakfast at the Community Recreation Centre the following day.

- b) S. Simons invited the members to attend the Maple Syrup Festival sponsored by the Paris Lions Club on April 11, 2015.

17. Closed Meeting: (motion required pursuant to Section 36 of By-Law 1-2014)

18. Next Meetings:

- General Membership Meeting
Friday, April 24, 2015 – 9:30 a.m.
Auditorium/Boardroom, Administration Centre, Cambridge
- General Membership Meeting
Friday, May 22, 2015 – 9:30 a.m.
Auditorium/Boardroom, Administration Centre, Cambridge
to be followed by Special Recognition Committee

19. Adjourn

The meeting adjourned at 11:30 a.m.

20. Grand River Source Protection Authority Meeting (if required)

Chair

Secretary-Treasurer

GRCA Current



April 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	Robert Hillier, Vic Prendergast
Haldimand and Norfolk Counties	Bernie Corbett, Fred Morison

GRCA camp programs prove popular

March Break adventure camps at Laurel Creek and Guelph Lake nature centres were fully booked with 30 campers at each location.

Apps' Mill Nature Centre offered daily registrations, and was 88 per cent full.

Summer camp registration at five locations (Guelph Lake, Laurel Creek, Rockwood, Apps' Mill and Belwood Lake) opened on Feb. 24, with 1,564 available camper weeks in July and August. By the end of March, more than 45 per cent of the spaces were booked.

The camps provide an opportunity for children to experience nature in a fun, yet educational way.

Fire is a normal part of the life cycle of prairie habitats. Native species can tolerate fire, so burning the land clears out non-native species. Fire also releases important nutrients into the soil, which promotes growth and increases seed yields.

At one time, about 25 per cent of the Grand River watershed was tallgrass prairie. Today, only one per cent remains.

Good winter for parks

Winter programs operated at four parks — Laurel Creek, Shades Mills, Pinehurst Lake and Belwood Lake.

Cold weather and snow conditions led to favourable conditions for ice fishing, cross-country skiing and snowshoeing this year, starting in January and continuing until mid-March.

Park revenue this winter was over \$100,000.

Dry weather in March

Precipitation in March was well below the long-term average across the watershed, with only 20 to 30 per cent of the normal rainfall.

Most of the snowpack in the central and southern part of the watershed had melted by the end of the month. Cold weather helped slow down the melt and the average temperature at Shand Dam was 5.1 C which is 2.5 degrees colder than the long-term average. Forty-nine days of below freezing temperatures ended on March 10, when the mercury rose to above freezing.

The large reservoirs were all within their normal operating range at the end of March.

New reservation system

The new park reservation system opened for business on March 31 for the 2015 season.

Only reservations for Guelph Lake's Hillside Festival were taken on the first day and bookings filled quickly. Hillside fans represent the overwhelming majority of customers using the GRCA's reservation system on the first day each year.

The campsites reservation system for all 2,500 campsites at eight parks was activated on April 1. Bookings will continue to be taken until they close Oct. 15.

The new reservation system had been online since March 6 to give customers a chance to learn their way around the new website and to set up a personal account before the system began taking bookings. Campsites may be booked online at www.grcacamping.ca or over the phone by calling 1-877-558-GRCA (4722).

Each summer the GRCA hires approximately 250 students to work in 11 parks.

Brant Park controlled burn

A controlled burn will take place at Brant Park in early April.

The goal is to maintain and enhance the tall-grass prairie and other native plants on the property owned by the GRCA. The burn will be held when weather conditions allow. There must be several days of dry weather in advance of the burn, and there must be light or no wind on the burn day. About five hectares will be burned.



Aerial river photos

Flights of the river system took place March 18 and 19 to provide aerial photos of ice conditions.

At that time, most of the ice had moved out of the Speed River. The Nith River was partially ice covered, while the Upper Grand and Conestogo Rivers were mostly ice covered.

The southern Grand River had stable ice sheets above the dams in Caledonia and Dunnville, but in many areas the ice was breaking up.

The photos provided information to assist the GRCA with managing the reservoir system during the spring melt.

Queen's Park reception

The GRCA is holding a reception for watershed MPPs at Queen's Park at the end of April.

A similar event took place in 2012. GRCA staff, members of the board and members of the Grand River Conservation Foundation will be on hand to discuss GRCA programs, issues affecting the watershed and to encourage continuing partnerships with the province.

Displays will be focused on those areas where the province and the GRCA can build a stronger working relationship.

10 tree planting events

The public is being invited to get down and dirty at 10 tree planting events across the watershed.

These take place April 19 to May 11 in a variety of communities, sometimes with partner organizations.

The events provide an opportunity for residents from across the watershed to plant trees to benefit the natural environment and the watershed. The majority of plantings take place on GRCA or municipal property.

In 2014, GRCA staff partnered with community organizations to host 1,500 volunteers at 14 events where more than 11,000 trees were planted.

The full list with details about the public events is available online at www.grandriver.ca/events.



This view of Shade's Mills Reservoir in Cambridge was taken in mid-March to see how much ice remained on rivers and reservoirs in the watershed. The photos provided information to assist the GRCA with managing the reservoir system during the spring melt.

Six flood messages

The GRCA issued six flood messages in March.

In the middle of March warm weather moved into the watershed and started to melt snow, resulting in the first watershed conditions statement March 13. A flood watch message was issued March 16 for the entire watershed, noting potential for ice jams in Grand Valley, West Montrose, Brantford and Cayuga as well as flooding on the Nith River.

Updates were issued March 17 and 18, when the southern Grand River was the main area of concern, including Brantford and Cayuga. A termination message was issued March 19.

Warm weather and rain resulted in a water safety conditions statement on March 25.

Watershed heroes May 1

The annual call for nominations for watershed award recipients is underway with a nomination deadline of May 1.

Anyone can nominate someone who they think is deserving of an award — an individual, family, group or business — by completing a simple one-page form. There are two types of awards — Honour Roll Awards for a sustained record and Watershed Awards for

outstanding examples of environmental work.

More information on the program and the nomination form can be found at www.grandriver.ca/awards.

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

It is a summary of the March 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:

April 24 at 9:30 a.m.,
GRCA Administration Centre.

Receive GRCA Current:

GRCAcurrent-subscribe@grandriver.ca

Meeting reports

www.grandriver.ca/MeetingReports

Coming events:

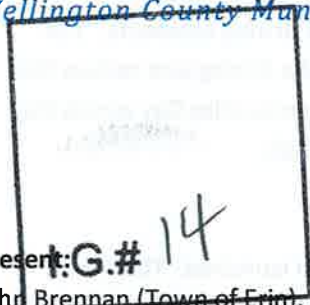
www.grandriver.ca/Calendar

Receive Grand Actions newsletter:

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Wellington County Municipal Economic Development Group



Present: G.# 14

John Brennan (Town of Erin), Crystal Ellis (Mapleton Township), Alex Goss (LIP), Mark Granger (Ontario Works Employment Specialist), Gerry Horst (OMAF), Fred Lehmann (Senior Communications Officer, County of Wellington), April Marshall (Township of Wellington North), Robyn Mulder (County of Wellington), Kirk McElwain (Township of Centre Wellington), Kelly Patzer (Township of Puslinch), Jana Reichert (County of Wellington), Patricia Rutter (Economic Development Officer, Centre Wellington), Jane Shaw (WWCFDC), Carol Simpson (WFPB), Belinda Wick-Graham (Town of Minto), Chris White (Warden, County of Wellington)

Regrets:

Rose Austin (Saugeen Economic Development), George Bridge (Mayor, Town of Minto), Bob Cheetham (Erin Economic Development Co-ordinator), Brad Dixon (GRCA), Mandy Jones (County of Wellington), Kelly Linton (Mayor, Centre Wellington), Don McKay (Councillor, County of Wellington), Dale Small (Township of Wellington North), Scott Williams (GWBE), Scott Wilson (County of Wellington), Kim Wingrove (CAO, Township of Guelph/Eramosa)

Others:

Christine Veit (Safe Communities, County of Wellington), Ken Harvey (Employment Services, County of Wellington), Glen Hall (OSIM)

1. Approval of Agenda

Motion to approve agenda as written.

Moved by Belinda Wick-Graham, seconded by John Brennan

Carried

2. Declaration of Pecuniary Interest

None declared.

3. Approval of Minutes

Motion to approve the minutes from the meeting held December 16, 2014 as written.

Moved by Crystal Ellis, seconded by John Brennan

Carried

Minutes

WWCFDC Boardroom,

March 3rd, 2015

9:30 a.m.

Safe Communities – Christine Veit, Program Coordinator

Wellington County was designated a Safe Community in 2015. Priorities have been to focus on the top 3 injury preventions: falls, motor vehicle accidents and intentional self-harm as well as sports, agriculture, poisoning and pedestrian accidents. To prevent driving accidents, “red thumb reminder” has been implemented to avoid using devices while driving and reduce the number of distractive driving accidents. October 1, 2015 is Safe Communities Day across the County, contact Christine Veit, safecwc@hotmail.com, for more details.

Glen Hall - OSIM

On February 8, 2015, liveandworkminto.com Job and Housing Portal launched. The site is mobile compatible and is currently in negotiations to have MLS listings in each area of the Town of Minto on the portal. Businesses, home owners and Realtors post onto the portal which is then approved by admin to go live. This portal is a great resource for the Town of Minto and has received positive feedback within the community. A training will also be provided for entrepreneurs and real estate posting on the site. OSIM is also working with Wellington North and will be launching a business portal at the upcoming business showcase at the end of March.

4. Executive:

Motion to approve Chris White as Chair for the Group meetings.

Moved by Carol Simpson, seconded by Gerry Horst.

The Terms of Reference were reviewed and suggested changes will be updated with a final draft presented to the Group at the April meeting. The following will be updated on the Terms of Reference for the April meeting:

- Update jurisdiction section
- Add Centre Wellington Tourism
- Add Kirk McElwain as Tourism and Cultural Events for Centre Wellington
- A representative from each township present

Action: Jana to update and present Terms of Reference at April meeting. Location of meetings will be discussed and decided on at April meeting.

Municipal BR&E Implementation Project –

Each municipality provided an update to the Group.

Minto – LaunchIt continuing, working on Strat plan.

Mapleton – Community meeting was held with 24 attendees regarding the cultural plan for the township. The draft report for will be presented at council in April. The township is also creating a great partnership with the Drayton Theatre.

Erin – 19 applications were received for the Economic Development Committee. The committee was finalized with 13 members.

Wellington North – The Renew Program objective is to create diversity in retail, fill store fronts, provide a short time frame for leases and build relationships between landlords and employers. Implementation will begin April 1st. Wellington North is also researching the opportunity of providing a northern initiative with Minto and Mapleton.

Centre Wellington – Statistics are being finalized for the Investment Profile and will be presented to Council in March.

WFPB – The Employer One Survey is in the analysis process and will be distributed within month of March.

Action: Send final reports to Jana. The revised application will be presented at council for the next round of funding for BR&E projects.

County BR&E Implementation: Global Talent Attraction Project – Robyn Mulder, Global Talent Initiative (GTI) Coordinator

This Project started in February and will run for approximately 1 year, in partnership with the City of Guelph and Local Immigration Partnership. The objective is to attract new residents to the County of Wellington and the City of Guelph by assisting employers in finding local talent with specific skill sets. Mini interviews will be completed with 30 businesses to:

- Learn the processes implemented to hire the best job applicant
- Understand the businesses current and forecasted labour force needs and immigration issues
- Provide information to support business needs
- Connect businesses with immigrants in community
- Coordinate workshops
- Help with writing success stories for local businesses
- Assist with Wellington County Bus Tour for upcoming University and College graduates

Action: Robyn will be meeting with businesses within each municipality.

Centralized Portal -

Representatives at the meeting agreed and approved the implementation of a Job Portal.

Action: Each municipality will connect with Glen Hall, glen@osiminteractive.com or 1.877.397.6746, to schedule a Council presentation.

5. Roundtable/Other Business

Centre Wellington:

- Strategic Plan has launched and feedback is welcome.
- The Terms of Reference for the Economic Development Committee has been revised and will be presented to Council on March 23rd with the CIP for approval.

- On February 18th Cultural Mapping was introduced.
- Sport Initiative has recently been introduced. The Township is working with One Axe Productions for team building. Businesses will provide coupons, discounts etc. to tournament organizers to bring visiting and home teams into the downtown core.
- An information postcard has been created.
- Ice Jam will be held on March 8th, 2015 with guest performances by The Arkells and more.

OMAF:

- RED program is under review.
- CED 101, a basic introduction to community development, training will be provided within the next month.
- Premier's Award for Agri-Food Innovation Excellence applications are being accepted until April 10, 2015.

LIP:

- Immigration Connection annual event will be held March 13th.

Mapleton:

- The first Economic Development Committee meeting will be held March 3, 2015
- The Community Guide will be launched on March 20th, 2015
- Career Fair with Minto and Wellington North will be held on May 13th.

Minto:

- Launched the 4th Annual Pitch It Competition
- Status of Certified Sites should be available by end of September
- An offer has been presented to council to purchase industrial land

Puslinch:

- Creation of strategic plan recently passed in budget

Erin:

- Home and Lifestyle show will be held April 25th.

Wellington North:

- 6th Annual Wellington North Showcase will be held March 30th & 31st at the Mount Forest & District Sportsplex.
- Partnership funding was received through RT04 for the Butter Tart Trail and Culinary Stakeholders. A workshop will be held in March.

WWCFDC:

- Applications were received for the Customer Service Training Grant. The five applicants approved have been notified and are in the process of completing the training.

WFPB:

- Local Employment Planning Council will be discussed at the April meeting

Next meeting is scheduled to be held **April 7th, 2015** in the WWCFDC Boardroom at 9:30am.

Meeting adjourned at 11:35am

Chris White, Chair

Jane Shaw, Recording Secretary

OPEN HOUSE Zoning By-Law Review



The Township of Guelph/Eramosa is reviewing the Zoning By-law and we want to hear from you!



A Zoning By-law controls how land is used in the community, including:

- What the land can be used for,
- Where buildings can be placed on a lot,
- How many parking spaces are needed, and much more.



What do you think about the land use rules in our community?

OPEN HOUSE LOCATIONS

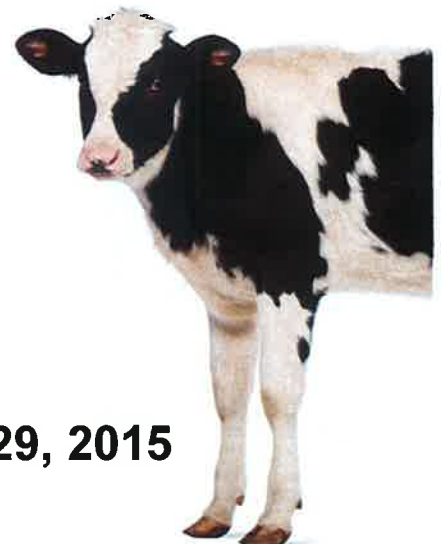
Monday, May 11, 2015
Rockmosa Community Centre
74 Christie Street, Rockwood
7:00 – 9:00 p.m.

Thursday, May 14, 2015
Marden Community Centre
7368 Wellington Road 30
7:00 p.m. – 9:00 p.m.

**Presentation at 7:00 pm, followed by questions
and comments.**

Online: www.get.on.ca/zoningreview
Email: klang@get.on.ca
Phone: 519-856-9596 ext. 138
Visit : 8348 Wellington Road 124, Rockwood
Mail: Township of Guelph/Eramosa, P.O. Box 700
Rockwood, ON N0B 2K0

Send us your comments by May 29, 2015





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

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 Bruce Dale, 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.

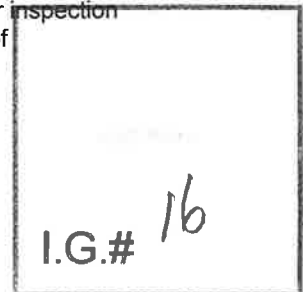
If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Corporation of the Township of Guelph/Eramosa before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board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

RECEIVED

APR 08 2015

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

Township of Puslinch

CLERK'S DEPARTMENT

TO	
Copy	
Please Handle	
For Your Information	
Council Agenda	May 2015
File	

IN THE MATTER of a decision for approval of a Draft Plan of Condominium Subdivision for Lots 6 & 7, & Part of Lot 5, Registered Plan 485 designated as Part 1, plan 61R-4968, (23CDM14511), municipally known as 16 Marilyn Drive, 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 30th day of March, 2015, under subsection 51 (31) of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, in respect to Lots 6 & 7, & Part of Lot 5, Registered Plan 485 designated as Part 1, plan 61R-4968, (23CDM14511), municipally known as 16 Marilyn Drive, in the City of Guelph, County of Wellington.

I.G.# 17

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.

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 21st day of April, 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

23CDM14511 – 16 Marilyn Drive

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 Black, Shoemaker, Robinson & Donaldson Ltd., Project No. 14-9715-1 dated September 6, 2014, illustrating a total of seventeen (17) residential units, fourteen (14) storage lockers, and twenty-six (26) off-street parking spaces.
- 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.
- 3) The owner acknowledges and agrees that the City can and shall make detailed site inspection(s) at 16 Marilyn Drive 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 sealed from 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 sealed 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 the registration of the Plan of Condominium.
- 9) That prior to the registration of this phase of the 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) 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 and distribute 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.
- 12) 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.
- 13) 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: *"In order to limit liability, public school buses operated by the Service de transport de Wellington-Dufferin Student Transportation Services, or its assigns or successors, will not travel on privately owned or maintained right-of-ways or drive aisles to pick up students, and potential busing students will be required to meet the bus at a congregated bus pick-up point".*
- 14) 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."*

- 15) That prior to the registration of the Plan of Condominium, the owner shall demonstrate to the satisfaction of the General Manager of Planning, Urban Design and Building Services or their designate that the one (1) accessible parking space shown on approved site plan SP12A040 is part of the common elements of the condominium and not exclusive use or deeded to any particular unit(s).
- 16) 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.
- 17) 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 16 have been satisfied or acknowledged, whatever the case shall be.

NOTES:

1. The Developer is responsible for contacting Canada Post and arranging mailbox locations and mail delivery methods for the development.
2. Draft Plan of Condominium approval will expire five (5) years from the date draft plan approval is issued.

REPORT

TO General Manager of Planning, Urban Design and Building Services

SERVICE AREA Infrastructure, Development and Enterprise

DATE March 30, 2015

SUBJECT **Proposed Draft Plan of Residential Condominium Subdivision**
16 Marilyn Drive (23CDM14511) – Carousel Estate Homes Inc.

REPORT NUMBER 15-34

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 from Black, Shoemaker, Robinson & Donaldson Ltd. on behalf of Carousel Estate Homes Inc. The application pertains to lands municipally known as 16 Marilyn Drive. The subject property has an area of approximately 0.712 hectares.

The applicant is requesting draft plan approval for a seventeen (17) 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 twenty-six (26) off-street parking spaces. Of these twenty-six (26) off-street parking spaces, seventeen (17) are to be within a partially underground parking garage, and the remaining nine (9) are to be in a surface parking lot. The condominium is also proposed to have fourteen (14) storage lockers.

The applicant has indicated that the balconies and terraces immediately adjacent to the individual units would form the exclusive use areas of the condominium. The balance of the property and building not designated as units or exclusive use areas would form part of the common elements (i.e. drive aisles, landscaped open space, hallways, lobby, etc.). 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 zoned R.4A-18 (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.

Site plan approval (Site Plan File #: SP12A040) was issued by the City for this development on February 27, 2014 (**Schedule 4**). A building permit has 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 approval and a building permit has 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.

Planning staff have concerns with the Draft Plan (**Schedule 3**) showing the sole accessible parking space in the surface parking lot as a unit within the proposed plan of condominium. The accessible parking space will need to form part of the common elements of the condominium and is not to be for the exclusive use of or deeded to any particular unit. This will need to be demonstrated prior to registration of the plan of condominium.

Location

16 Marilyn Drive (**Schedule 1**); legally described as LOTS 6 & 7, REGISTERED PLAN 485 & PART OF LOT 5, REGISTERED PLAN 485 DESIGNATED AS PART 1, PLAN 61R-4968, CITY OF GUELPH, COUNTY OF WELLINGTON.

Summary of Proposal


Request for draft plan approval of a seventeen (17) unit standard residential condominium with seventeen (17) off-street parking spaces and fourteen (14) storage lockers, with the balconies and terraces forming exclusive use areas, and common element areas comprising the balance of the property that is not designated as units or exclusive use areas. The condominium is proposed to be registered on one (1) single phase.

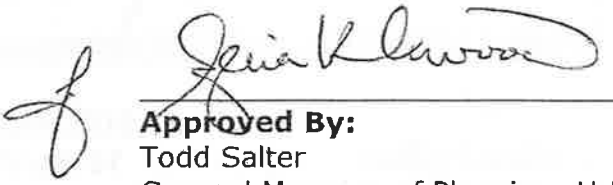
DEPARTMENTAL & AGENCY CONSULTATION

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

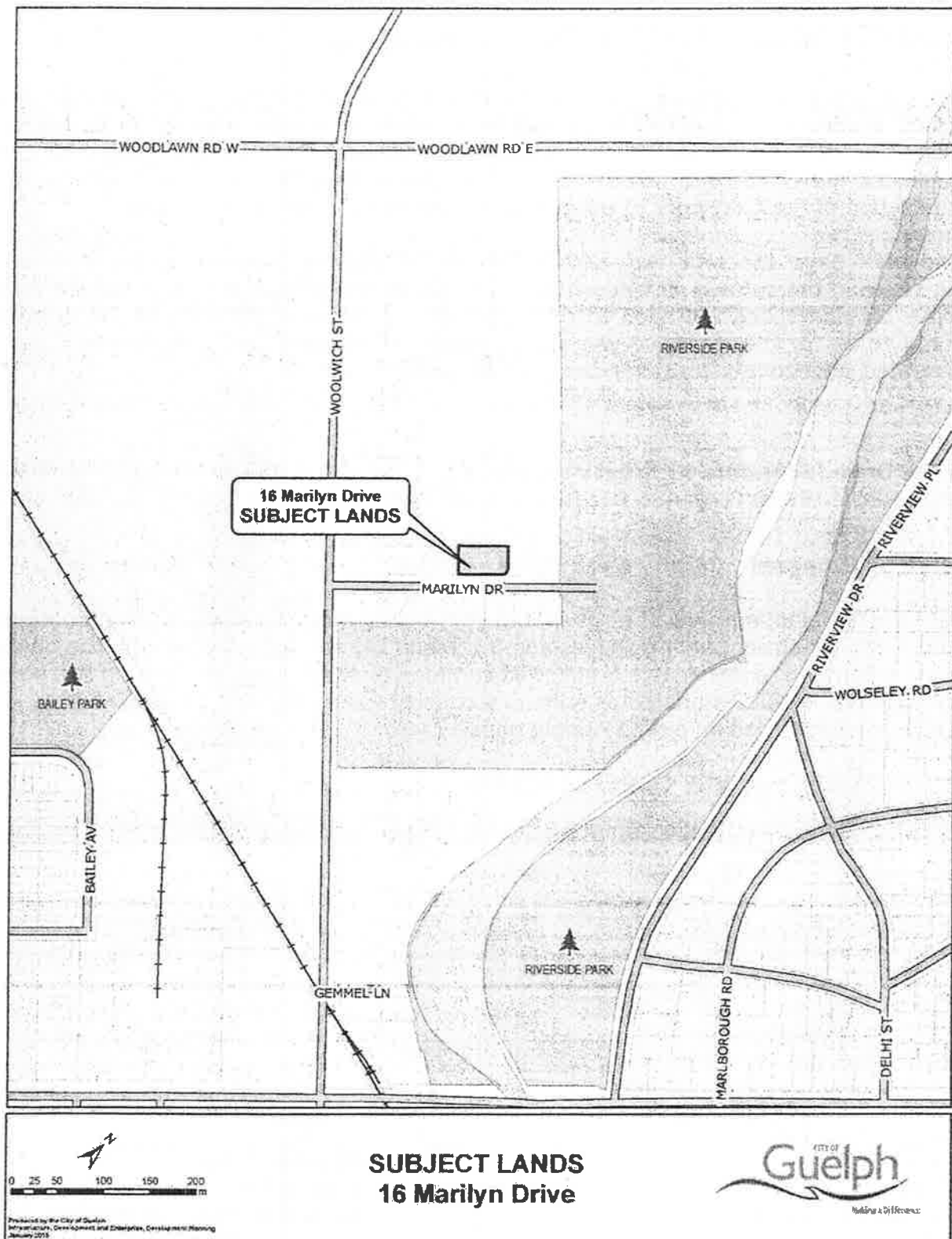
ATTACHMENTS

- 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

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- 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 the registration of the Plan of Condominium.

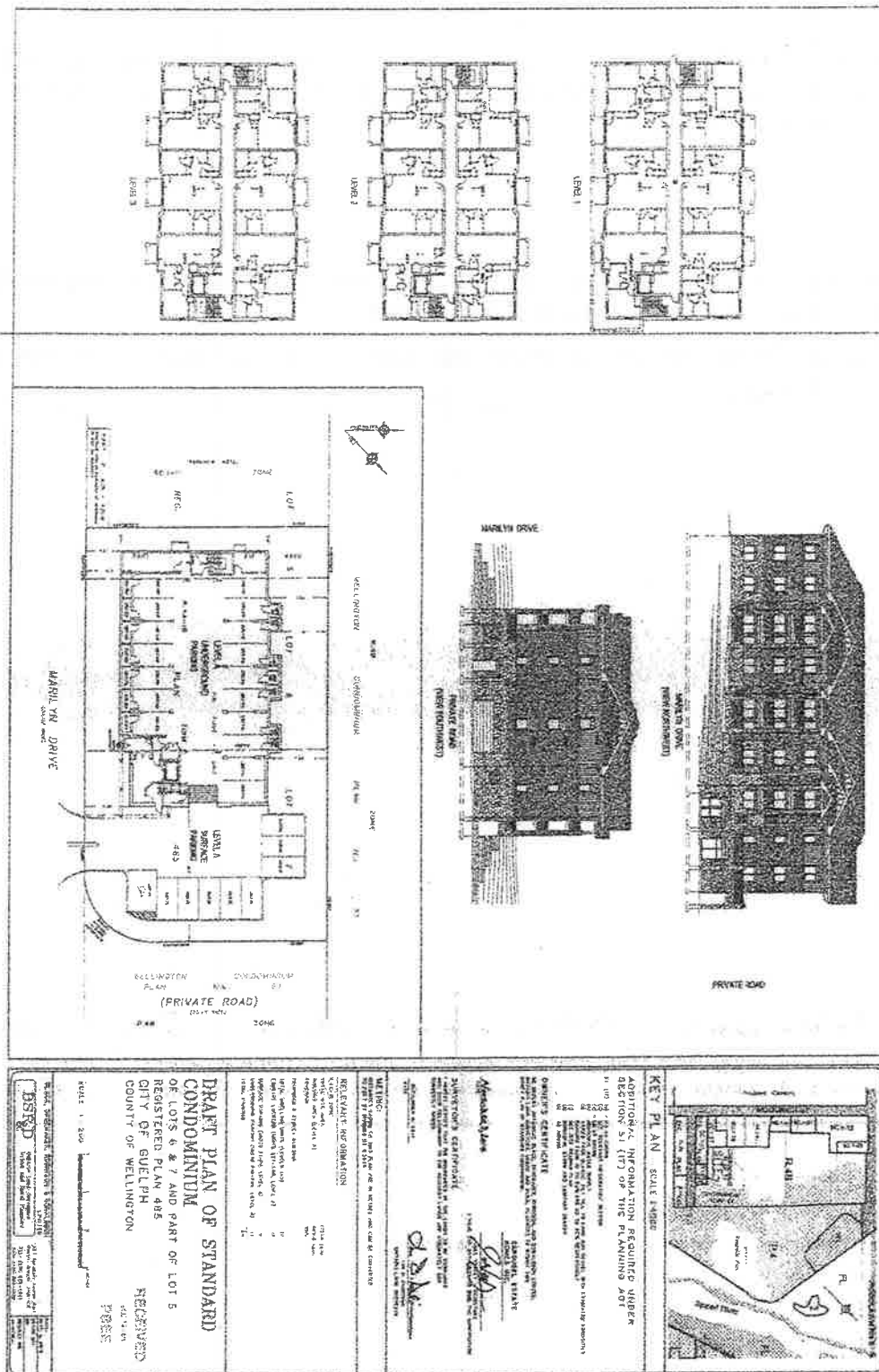
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- 13) Prior to the registration of the Plan of Condominium, an independent lawyer shall certify and demonstrate that the following advisory clause has been incorporated into the Condominium Declaration: *"In order to limit liability, public school buses operated by the Service de transport de Wellington-Dufferin Student Transportation Services, or its assigns or successors, will not travel on privately owned or maintained right-of-ways or drive aisles to pick up students, and potential busing students will be required to meet the bus at a congregated bus pick-up point".*
- 14) 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."*
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-
- 16) 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.
 - 17) 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 16 have been satisfied or acknowledged, whatever the case shall be.

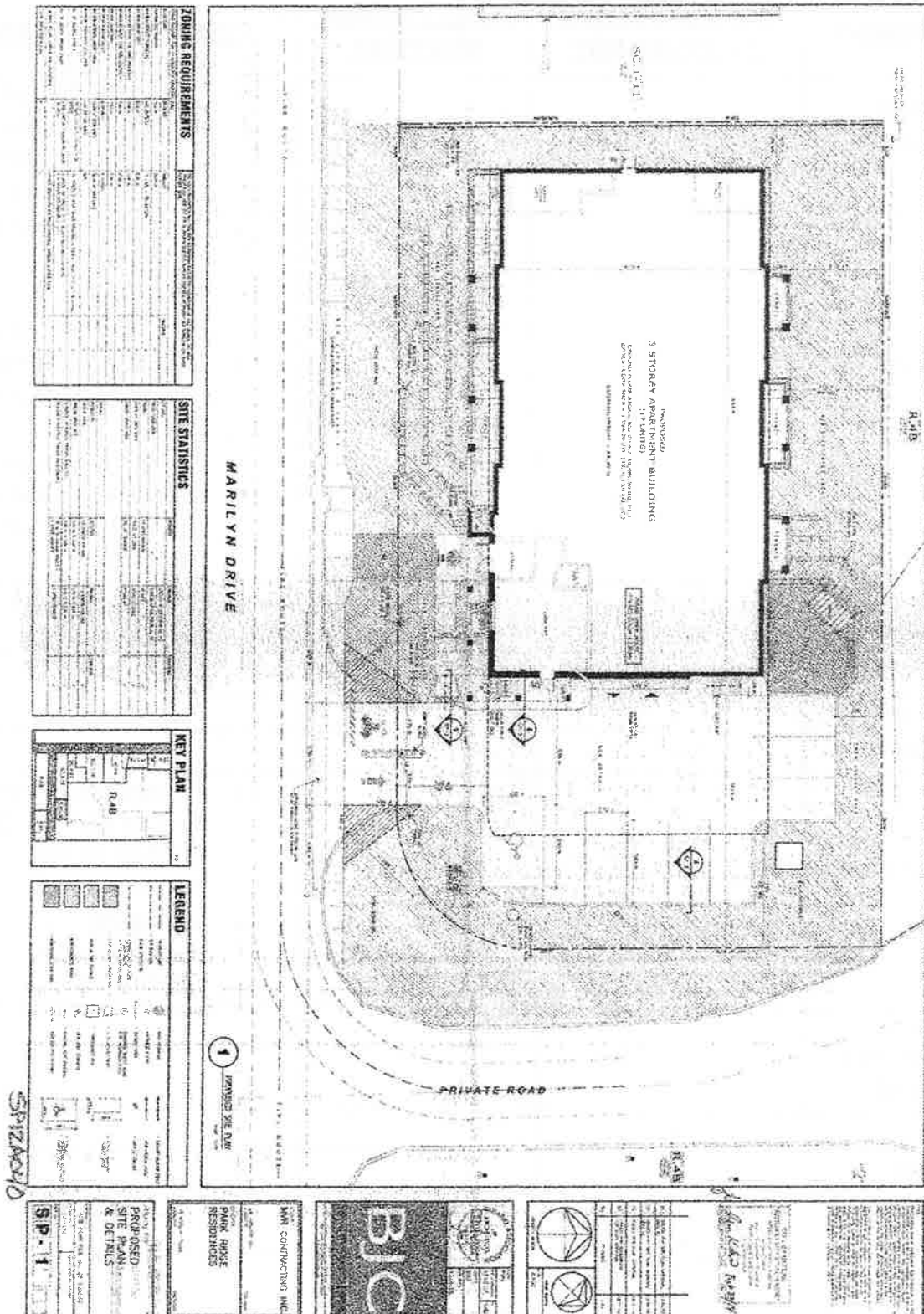
NOTES:

1. The Developer is responsible for contacting Canada Post and arranging mailbox locations and mail delivery methods for the development.
2. 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		✓	<ul style="list-style-type: none"> Advisory clause for school buses to not pick-up students on private roadways
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	✓		
Guelph Hydro	✓		
Building Services	✓		
Development Planning		✓	<ul style="list-style-type: none"> Accessible Parking spaces cannot be deeded to any particular unit Standard condominium conditions
Wellington Catholic District School Board	✓		
Union Gas	✓		
Canada Post	✓		
Guelph Police Services	✓		



REPORT FIN-2015-016

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: May 6, 2015

SUBJECT: Ontario Regulation 284/09 2015 Budget
File No. F05 BUD

RECOMMENDATIONS

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

That Council adopts this report 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.

DISCUSSION

Purpose

Ontario Regulation 284/09 requires municipalities that have excluded expenses in their budgets to prepare a report about those excluded expenses and adopt the report by resolution.

Background

In 2009, accounting standards and financial reporting requirements changed significantly, with the most notable change being that of the requirement to report on tangible capital assets (TCA). However, these new accounting standards do not require budgets to be prepared on the same basis.

The Township of Puslinch, like many municipalities, continues to prepare budgets on the traditional cash basis. These budgets do not include the PSAB requirements of accrual accounting and accounting for non-financial assets such as TCA.

Ontario Regulation 284/09

Allowable excluded expenses as per Ontario Regulation 284/09 can be all or a portion of the following:

- a) Amortization expenses
- b) Post-employment benefit expenses
- c) Solid waste landfill closure and post-closure expenses

The Township excludes amortization expenses as they are a non-cash expense. Post-employment benefit expenses are not applicable to the Township, therefore no adjustment is required. The Township does not have any landfill expenses and as such, they are not applicable.

The regulation requires the report to contain at a minimum:

- a) An estimate of the change in the accumulated surplus (revenues less expenditures) of the municipality to the end of the year resulting from the exclusion of expenses
- b) An analysis of the estimated impact of the exclusion of expenses on future TCA funding requirements

In addition to these excluded expenses, the cash based budgets prepared by the Township include certain types of transactions that need to be excluded for PSAB reporting purposes. These are not covered in Ontario Regulation 284/09. However, for transparency purposes and consistency, the accumulated surplus contained in this report, will be included as budget figures in the 2015 audited financial statements, if approved by Council. As such, the following items that are included in the cash based budget will be excluded from the PSAB based budget:

- a) Carroll Pond debenture principal repayment expenditures
- b) Transfers to working reserves
- c) Contributions from working reserves
- d) Fixed Asset/TCA expenditures

Comments

Table 1 below outlines the changes made to convert the balanced 2015 budget prepared under the cash basis of accounting to a decrease to the Township's accumulated surplus in the amount of \$538,045.

Table 1 - 2015 Proposed Budget – Cash Based

Proposed 2015 Operating Budget Tax Levy	\$2,637,099
Proposed 2015 Operating Budget Revenues	\$1,665,149
Proposed 2015 Operating Contributions from Working Reserves	\$357,125
Proposed 2015 Operating Budget Expenditures	<u>\$(4,659,373)</u>
Surplus/(Deficit)	<u>\$ -</u>
Proposed 2015 Capital Budget Funded	\$1,454,540
Proposed 2015 Capital Budget Expenditures	<u>\$(1,454,540)</u>
Surplus/(Deficit)	<u>\$ -</u>

Add Expenditures Excluded from Cash Based Budget

Amortization Expense	<u>\$(1,817,798)</u>
<i>Exclusion Impact on Accumulated Surplus/ (Deficit)</i>	<u>\$(1,817,798)</u>

Remove Non PSAB Items from Cash Based Budget

Carroll Pond debenture principal repayment expenditures	\$106,000
Transfers to Reserves (Capital Budget)	\$208,500
Transfers to Reserves (Operating Budget)	\$24,000
Contribution from Reserves (Capital Budget)	\$(127,830)
Contribution from Reserves (Operating Budget)	\$(357,125)
Funds from Debenture Issuances	\$ -
Fixed Asset/TCA Expenditures	<u>1,426,208</u>
<i>Total Impact on 2015 Accumulated Surplus/(Deficit)</i>	<u>(538,045)</u>

Amortization of \$1,817,798 listed in table 1 above was calculated as an average of the amortization expense recorded in the 2014 and 2013 audited financial statements. Amortization expense has a major impact on the 2015 accumulated surplus amount. The amortization expense reduces the surplus amount and also reduces the net book value of the TCA reported on the audited statement of financial position.

Fixed asset purchases of \$1,426,208 documented in Table 1 above are lower than amortization. This means that the Township's assets are declining at a faster rate (21.5%) than they are being replaced.

TCA amortization is an indicator of the amount that should be contributed towards the replacement of existing infrastructure. Although replacement cost will likely be higher than TCA amortization which is based on historical cost, revenues to offset TCA amortization would be a significant contribution to ensuring that a municipality has sufficient funds to repair and replace existing infrastructure.

The Township's projected accumulated surplus at the end of 2015 is as follows:

December 31, 2014 Audited Accumulated Surplus	\$22,914,127
Projected Impact of 2015 Budget	(538,045)
2015 Estimated Ending Accumulated Surplus	\$22,376,082

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with this report. The intent is to describe the conversion of the cash based operating and capital budgets to a PSAB budget format, which complies with the PSAB requirements.

APPLICABLE LEGISLATION AND REQUIREMENTS

Ontario Regulation 284/09 of the Municipal Act, 2001

ATTACHMENTS

None



REPORT FIN-2015-017

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: May 6, 2015

SUBJECT: Insurance Renewal
File No. L06 FRA

RECOMMENDATIONS

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.

DISCUSSION

Purpose

The purpose of this report is to coordinate the renewal of the Township's Municipal Insurance Program with Frank Cowan Company to February 2016 in order to effectively incorporate any adjustments to premium in the Township's annual budgeting process.

Background

Council at its Operating Budget meeting held on January 28, 2015 requested staff to look into the timing of the renewal of its insurance to coincide with the Township's budget approval process.

The Township's current 2014 Municipal Insurance Program's term is September 1, 2014 to September 1, 2015 which does not coincide with the Township's budget deliberation timeframe.

Based on discussions with Julio DeAntonio from Jeffery & Spence Ltd., the Township has two options for changing the renewal date to February 1, 2016.

1. Extend under the 2014 Municipal Insurance Program to February 1, 2016 and charge a pro rata premium based on the premiums quoted in the 2014 Municipal Insurance Program.
2. Underwrite the account for September 1, 2015 and offer an extended term to February 1, 2017 (17 month term).

Township staff recommend choosing option 1 as the advantage of extending the current term to February 1, 2016 would lock the Township's current terms and premiums for an additional five months.

FINANCIAL IMPLICATIONS

The premiums for the September 1, 2014 to September 1, 2015 term equated to \$161,949 net of taxes payable. The option of extending under the 2014 Municipal Insurance Program to February 1, 2016 would result in pro rata premium of 5/12 months (September 1, 2015 to February 1, 2016) amounting to \$67,479 net of taxes payable.

APPLICABLE LEGISLATION AND REQUIREMENTS

Not applicable.

ATTACHMENTS

None



REPORT FIN-2015-018

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: May 6, 2015

SUBJECT: 2014 Lease Financing Agreement Summary Report
File No. A09 LEA

RECOMMENDATIONS

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

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

DISCUSSION

Purpose

The purpose of this report is to comply with the Treasurer's reporting requirements as set out by Ontario Regulation 653/05, as amended and to obtain Council approval on the Lease Financing Agreement Policy as outlined in Schedule B to Report FIN-2015-018.

Background

Section 9 of Ontario Regulation 653/05, as amended states that before a municipality passes a by-law authorizing a lease financing agreement, the Council of the municipality shall adopt a statement of policies and goals relating to the use of lease financing agreements. This policy has been outlined in Schedule B to Report FIN-2015-018.

Lease financing agreements represent long-term commitments of the municipality beyond the term of Council. It is a requirement pursuant to Section 11 of Ontario Regulation 653/05, as amended, at least once a year, the Treasurer report to Council to ensure all lease financing agreements have been made in accordance with the Township's approved policy.

The intent of the Act and regulation is to impose a higher level of due diligence on lease financing agreements for municipal capital facilities.

A list of the Township's active lease financing agreements as of December 31, 2014 and December 31, 2013 are outlined in Schedule A to Report FIN-2015-018. Each of the leases on the attached Schedule A represent a non-material lease in accordance with the Township's Lease Financing Agreement Policy. Municipalities are not required to undergo the extensive review required for material lease financing agreements, prior to entering into an agreement, if there are specific policies in place and if, in the opinion of the Township's Treasurer and Council, the proposed agreement would not result in a material impact for the community after considering, costs, risks, and other existing agreements.

FINANCIAL IMPLICATIONS

The annual cost of lease financing agreements at the Township is \$19,993 (see Schedule A). The leases consist of 1 property lease, photocopier and postage meter equipment leases, and a vehicle lease. The expiry dates for current agreements range from 2014 to 2017 and the remaining balance of the payments in future years is \$40,142 as of December 31, 2013 and \$25,431 as of December 31, 2014. The remaining balance of lease payments in future years as a percentage of the Township's combined long-term debt including leases is 6.1% as of December 31, 2013 and 4.9% as of December 31, 2014.

It is the opinion of the Director of Finance/Treasurer that the lease financing agreements listed on Schedule A to Report FIN-2015-018 are non-material to the Corporation and have been made in accordance with the Township's leasing policies and goals as outlined in Schedule B to Report FIN-2015-018.

The overall Township's commitment on leases has decreased as a percentage of the Township's long-term debt including leases from 6.1% in 2013 to 4.9% in 2014. The small decrease reflects the combined effect of the reduction in the lease commitments compared to 2013 and the reduction in the long-term debt resulting from repayments during 2014.

APPLICABLE LEGISLATION AND REQUIREMENTS

Ontario Regulation 653/05, as amended of the Municipal Act, 2001

ATTACHMENTS

Schedule A . Treasurer's 2014 Lease Financing Agreements Summary Report

Schedule B . Lease Financing Agreement Policy

**Township of Puslinch
Treasurer's 2014 Lease Financing Agreements Summary Report**

Schedule A

Department Lessor		Description of Lease	Lease Term	# of Units	Annual Cost	Full Term Cost	Dec. 31, 2013 Balance Remaining	Dec. 31, 2014 Balance Remaining	
Corporate	Pitney Bowes	Postage Meter	Nov. 1, 2012 to Nov. 1, 2015	1	\$ 652	\$ 1,957	\$ 1,196	\$ 544	
Corporate	CIT Financial Limited	Photocopier	Apr. 20, 2012 to April 20, 2017	1	\$ 9,059	\$ 45,294	\$ 30,196	\$ 21,137	
Parks	Somerville National Leasing and Rentals Ltd.	Vehicle - Parks staff	May 6, 2014 to Nov. 6, 2014	1	\$ 5,282	\$ 5,282	N/A - new 2014 lease		
Historical Society	County of Wellington	Lease for Library Space	Sept. 15, 2010 to Sept. 15, 2015	1	\$ 5,000	\$ 25,000	\$ 8,750	\$ 3,750	
Totals				4	\$ 19,993	\$ 77,533	\$ 40,142	\$ 25,431	-37%
Total of all other long-term debt (includes both principal and interest)							\$ 621,665	\$ 496,446	-20%
Percentage							6.1%	4.9%	

The remaining commitment to the expiry of all existing leases is \$40,142 as at December 31, 2013 and \$25,431 as at December 31, 2014. The total financing arrangements of the Township undertaken through lease financing agreements represents 6.1% as of December 31, 2013 and 4.9% as of December 31, 2014 of the Township's combined long-term debt including leases. The small decrease reflects the combined effect of the reduction in the lease commitments compared to 2013 and the reduction in the long-term debt resulting from repayments during 2014.

TREASURER'S STATEMENT:

In my opinion, all lease financing agreements are non-material and have been made in accordance with the Township's Lease Financing Agreement Policy.



Mary Hasan, CPA, CA
Director of Finance/Treasurer

15/04/2015

Date



TITLE: LEASE FINANCING AGREEMENT POLICY

DATE: May 6, 2015

SUBJECT: LEASE FINANCING AGREEMENT POLICY
File No. A09 LEA

Purpose:

1. To adopt a statement of the Township's lease financing agreement policies and goals. Ontario Regulation 653/05, as amended, requires the adoption of such a statement before a municipality may enter into a lease financing agreement.
2. To provide guidance to staff when contemplating lease arrangements for the provision of Municipal Capital Facilities as defined in Ontario Regulation 603/06, as amended.
3. To ensure that both staff and Council are aware of the entire cost of the financial lease, of any special risks to the Township that are attached to the lease agreement and that alternative sources of financing have been considered.

Definitions

Financing Lease: a lease allowing for the provision of Municipal Capital Facilities and the lease may or will require payment by the municipality beyond the term of Council;

Municipal Capital Facilities: includes land, as defined in the Assessment Act, works, equipment, machinery and related systems and infrastructures.

Material Lease: a Financing Lease that would result in a Material Impact for the Township.

Material Impact: means costs or risks that significantly affect, or would reasonably be expected to have a significant effect on, the debt and financial obligation limit prescribed under Ontario Regulation 403/02, as amended.

Statement of Lease Financing Agreement Policies and Goals:

1. The Township's objective is to preserve and improve the long-term financial health of the Corporation and to ensure that prices paid for goods and services

**Township of Puslinch
Corporate Policy
Schedule B to Report FIN-2015-018**

make optimum use of Township resources. When staff consider the option of a lease financing arrangement, the evaluation of the option must strictly adhere to this goal.

2. Prior to entering into a Material Lease the following considerations will be taken into account:
 - a. The financial risks and benefits of the lease transaction, such as a comparison between the fixed and estimated costs and the risks associated with the proposed agreement and those associated with other methods of financing, the effective rate(s) of interest, a sensitivity analysis for leases with variable lease payments, a schedule of all fixed amounts of payment and that which may be required by any extension or renewal of the agreement, and a statement of any contingent payment options associated with termination, replacement, loss, guarantees and indemnities;
 - b. The non-financial risks and benefits of the lease transaction;
 - c. County of Wellington feedback after written notification to the County is provided regarding the lease financing agreement being considered;
 - d. The independent legal and financial opinions of the transaction, including the legality of the terms and provisions of any proposed agreement or agreements, and any other legal considerations affecting the lease transaction;
 - e. An assessment regarding whether the financial and non-financial risks associated with the agreement are reasonable; and
 - f. An assessment regarding whether the cost of financing in the proposed financing agreement is lower than other methods of financing available to the Township such as debt, reserves, operating funds.
 - g. The costs and risks associated with a proposed lease financing agreement in the report shall be assessed as of the date the report is made. The summary of information in the report shall include all information required for the entire term of the proposed lease financing agreement, including any possible extensions or renewals.
 - h. At any time after a report regarding a potential lease financing agreement has been made, but before the proposed lease financing agreement is entered into, if the Director of Finance/Treasurer becomes of the opinion that a changed circumstance with respect to the proposed agreement may result in a Material Impact for the Township, the Director of

**Township of Puslinch
Corporate Policy
Schedule B to Report FIN-2015-018**

Finance/Treasurer shall as soon as reasonably possible update the report and present the updated report to Council.

3. The Director of Finance/Treasurer, in accordance with legislative requirements, shall submit an annual report on lease financing agreements to Council. The report shall include the following:
 - a. A description of the estimated proportion of the total financing arrangements of the Township that is undertaken through lease financing agreements to the total long-term debt of the Township and a description of the change, if any, in that estimated proportion since the previous year's report;
 - b. A statement by the Director of Finance/Treasurer as to whether, in his or her opinion, all lease financing agreements were made in accordance with the statement of leasing policies and goals adopted by the Township; and
 - c. Any other information that Council may require or that, in the opinion of the Director of Finance/Treasurer, should be recorded.

Non-Material Lease Financing Agreements:

1. It is recognized that certain categories of financing leases will not involve costs or risks that will significantly affect, or would reasonably be expected to have effect on the financial debt repayment and financial limits prescribed for the Township. The following leases are considered non-material leases:
 - a. Leases for office equipment including photocopiers, multi-functional printers, postage meters, etc. which have been entered into in accordance with the Township's Purchasing and Procurement Policy; and
 - b. Leases of real property where the lease is nominal, token consideration or consideration that does not exceed the materiality level of the audited financial statements.



REPORT FIN-2015-019

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: May 6, 2015

SUBJECT: Township General Surplus 2014
File No. F05 BUD

RECOMMENDATIONS

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.

DISCUSSION

Purpose

The purpose of this report is to provide Council with a general status report on the 2014 Township General Surplus as at December 31, 2014. The total Township General Surplus was \$626,661 as per the 2014 audited financial statements.

Background

At the January 28, 2015 Operating Budget Meeting, staff indicated that the December 31, 2014 surplus allocation will be provided for information in a report to Council upon completion of the audit.

The policy adopted by Council through Council Resolution Number 2013-284 states that Council adopt a policy to allocate any budget surplus to the Township's working reserves for the purpose of meeting future liabilities in accordance with Report FIN-2013-006.+

Report FIN-2013-006 outlines the following allocation percentages based on the proportion of capital expenditures by department:

DEPARTMENT	% SURPLUS ALLOCATION
ADMINISTRATION	12%
PUBLIC WORKS	55%
PARKS	5%
OPTIMIST RECREATION CENTRE	5%
PUSLINCH COMMUNITY CENTRE	5%
FIRE AND RESCUE SERVICES	18%

FINANCIAL IMPLICATIONS

It is recommended that the Township General Surplus of \$626,661 be allocated as follows:

	% Allocation	\$ Value
Corporate	Total - 12%	
Corporate Office Repairs and Restoration	3%	\$18,800
Corporate Accessibility	3%	\$18,800
Corporate Information Technology Software	3%	\$18,800
Corporate Information Technology Hardware	3%	\$18,800
Public Works	Total - 55%	
Public Works Replacement and Restoration of Aging Infrastructure	28%	\$175,465
Public Works Equipment Replacement	27%	\$169,198
Parks	Total - 5%	
Parks Infrastructure Enhancement	2.5%	\$15,667
Parks Equipment Replacement	2.5%	\$15,667
Optimist Recreation Centre	Total - 5%	
Optimist Recreation Centre Equipment Replacement	2.5%	\$15,667
Optimist Recreation Centre Facility Improvement	2.5%	\$15,667
Puslinch Community Centre	Total - 5%	
Puslinch Community Centre Equipment Replacement	2.5%	\$15,667
Puslinch Community Centre Facility Improvement	2.5%	\$15,667
Fire and Rescue Services	Total - 18%	
Fire Vehicle Replacement	9%	\$56,398
Fire Equipment Replacement	9%	\$56,398
Total	100%	\$626,661

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act, 2001

ATTACHMENTS

None



REPORT FIN-2015-020

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: May 6, 2015

SUBJECT: 2014 Space Needs Assessment
File No. A19 MUN

RECOMMENDATIONS

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.

DISCUSSION

Purpose

The purpose of this report is to provide Council with the Ventin Group Architects Space Needs Assessment for the Municipal Office including Public Works and Fire area as outlined in Schedule A to Report FIN-2015-020.

It Is also to obtain Council authorization for the single source retainer of the Ventin Group Architects for the architectural services of preparing 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.

Background

The 2014 Budget By-law No. 2014-022 indicated a gross capital cost of \$20,000 for a Space Needs Assessment to be funded from the following sources:

County of Wellington Accessibility Fund Incentive Programme (2014)	\$10,000
Building Surplus Reserve Fund (30% of capital cost)	\$6,000
Corporate Accessibility Working Reserve:	<u>\$4,000</u>
	<u>\$20,000</u>

The Space Needs Assessment was completed in early 2015 by the Ventin Group Architects at a cost of \$10,322 inclusive of the non-refundable portion of HST and disbursements. \$10,000 of this amount was funded from the Township's 2014 application to the County of Wellington Accessibility Fund Incentive Programme Grant. Therefore, the capital carry-forward amount from the 2014 approved capital budget amounts to \$9,678.

Procurement

The Township Procurement By-law does not specifically contain provisions related to the sole sourcing or single sourcing. The ability to sole source or single source may be utilized in cases where Council has granted specific approval for the use of non-competitive procurement processes where in Council's opinion it would be advantageous and in the best interest of the Township.

In this case, it is recommended that the schematic design be procured through the Ventin Group Architects as this organization also completed the Space Needs Assessment for the Township and has the knowledge and continuity necessary to create a schematic design for the proposed addition and interior layout renovation based on the recommendations in the Space Needs Assessment.

FINANCIAL IMPLICATIONS

The 2014 Space Needs Assessment attached as Schedule A to Report FIN-2015-020 has a final cost estimate of \$1,044,326.44 for the proposed addition and interior layout renovation.

The next steps after completion of the schematic design and upon Council's determination to move forward with the office renovation and expansion project as identified in the 2015 Capital Budget and Forecast for an amount of \$365,000 in 2019 is the preparation of construction documents, tendering of the contract, and administration of the contract by an architectural firm. The additional costs for renovating and expanding the existing Municipal Office including the project administration costs will be considered during Capital Budget deliberations as part of the 2016 Budget Process.

The Township received a quote from the Ventin Group Architects 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 at an amount of \$17,500 inclusive of the non-refundable portion of HST and disbursements. It is recommended that the Township apply for the 2015 County of Wellington Accessibility Fund Incentive Programme and the remaining funds be utilized from the 2014 capital carry-forward account number 01-0010-5000. Please see below:

County of Wellington Accessibility Fund Incentive Programme (2015)	\$10,000
Building Surplus Reserve Fund (30% of capital cost)	\$5,250
Corporate Accessibility Working Reserve:	<u>\$2,250</u>
	<u>\$17,500</u>

APPLICABLE LEGISLATION AND REQUIREMENTS

Township Purchasing and Procurement of Good and Services By-law 60/08

ATTACHMENTS

The Township of Puslinch Space Needs Assessment Study dated April 13, 2015
Prepared by: The Ventin Group Architects



PROPOSED STUDY

Schedule A to
Report
FIN-2015-020



THE TOWNSHIP OF PUSLINCH SPACE NEEDS ASSESSMENT STUDY

APRIL 13, 2015

PREPARED FOR:

THE TOWNSHIP OF PUSLINCH
7404 WELLINGTON ROAD 34
GUELPH, ONTARIO
N1H 6H9

PREPARED BY:

+VG ARCHITECTS
50 DALHOUSIE ST.
BRANTFORD, ONTARIO
N3T 2H8

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1. EXECUTIVE SUMMARY

The Township of Puslinch has engaged +VG Architects (the Ventin Group Architects) to provide a Space Needs Analysis for their existing Facility inclusive of Administration Centre, Fire station and Public Works & Parks at 7404 Wellington Road 34 in Guelph. The existing facility does not provide adequate space or functionality to allow efficient operation of township Administration functions.

Township of Puslinch was incorporated in 1850, the population is around 7,029 (2011 Census, Statistics Canada) and the area it encompasses is 214.61 square kilometres (53,031 Acres).

"Located directly south of the City of Guelph and east of the City of Cambridge, the Township of Puslinch offers convenient access to amenities with its close proximity to major cities. A feature of the Township is the unique communities that can be found within the Township's boundaries. The abundance of sites to explore makes the Township of Puslinch a relaxing and quaint place to visit.", 1

The communities in Township of Puslinch are as below:

"Aberfoyle, Aikensville, Arkell, Badenoch, Barber's Beach, Corwhin, Crieff, Killeen, Little Lake, Morriston, Puslinch", 1

"The Township of Puslinch proudly remembers its past and continues to honour its history through the preservation of historical architecture, artifacts, and sites. Although some pieces of history can't be preserved, the Township values celebrating historical landmarks and those who have influenced the Township and left their mark on the community.", 1

Within this report, only the internal functionality of each Department was assessed; the building structure was not observed or documented.

After investigating the site in August of 2014, +VG Architects (the Ventin Group Architects) submit the following analysis as a basis for establishing the strategy to identify current and emerging space needs requirements for the use of the Township Facility including Public Works & Parks and fire station.

The Township of Puslinch is embarking on an exciting and timely initiative to carefully review its facility requirements as a result of growth needs of the community and desire to create consistency in space and develop a team that promotes better working environments and more effective community service.

As part of an intelligent capital plan for a growing community, this Space Needs Analysis will describe and illustrate a physical representation of your organization today, tomorrow and perhaps several years from now. We will develop space standards, growth needs and strategies for using building design to reinforce and strengthen the relationships of departments. As well, we should carefully consider the nature of contemporary customer service and your community's long term needs for Township administration.

A clear space needs programmed for growth has been developed with the detailed input of your stakeholders.

The ultimate goal of this Space Needs Analysis is to develop a Master site Plan for development of the site and its building(s). Of particular importance are strategies for making your existing space more functional, in an effort to harvest more useable space, as well as approaches for adding to the building(s) to gain maximize space, improve circulation and visibility, and make the building more attractive and community friendly. This study shall eventually be used to develop a design layout which is currently out of scope of this study.

+VG Architect is pleased to provide such service separately, should it be required by township.

1. <http://www.puslinch.ca>

2. CURRENT FACILITY IS NOT SUFFICIENT TO MEET CURRENT NEEDS

The existing facility was built in 1981 with an addition/renovation in 2002 and although it is in relatively good condition, it does not provide or allow for the communication and technology requirements of today. (i.e. lack of communication due to traditional office planning layout in comparison with new government standards for team work layout (see P.13), Lack of proper and convenience meeting room (s) equipped with current technologies like smart boards for better serving the public, Using smart control systems for energy saving, etc.) Currently, some programs must be located inappropriately in the settings, which is challenging for operations and service delivery.

The existing facility is not adequately accessible. The township Administration Office is not convenient for some target client groups, and does not meet standards for privacy, confidentiality and barrier free accessibility.

Space, especially in terms of meeting rooms and larger areas for groups, is an ongoing issue for all Departments within the Administration Building. Existing storage rooms, although of enough size, is scattered, does not have an efficient layout and present limitations for filing and re-arrangement of office space; flexibility is difficult to achieve.

2.1 KEY SPACE FACTORS

- **Meeting Spaces are required on site for education, workshops and meetings** with community partners and clients to plan services, as well as for internal planning and management meetings; the existing meeting spaces are not accessible by all staff, not internally connected to all departments, inadequate in size and quantity.
- **A few staff will be required** over time as the Township grows and as may be identified in the Fire Master Plan and Recreation and Parks Master Plan. Refer to Appendix A, Staff projection report. (Also refer to the Report ADM-2014-009, By Ms. Karen Landry)
- **Standardized, generic spaces based on functional need** should be provided as much as possible to allow for flexibility to reallocate space over time and minimize the need for change.
- **The Township of Puslinch is committed to providing a facility that is accessible to members of the public and staff.** The Township proposes to provide barrier free access for common areas and circulation, washroom facilities, and a reasonable number of meeting rooms, offices and work stations. This approach is based on the new proposed provincial standards, based on the County of Wellington "**Facility Accessibility design Manual (FADM), 2012**"

2.2 RECOMMENDATION FOR SPACE AND FACILITIES

To meet the needs of the current programs and the need to increase services over the next five to ten years, the existing facility should be redeveloped. The final building layout should;

- Be accessible to persons with disabilities, the elderly and young families with strollers and toddlers.
- Provide approximately **1,955 square metres** (21,000 square feet) of building area to meet the growing needs over the next 5 to 10 years. (Where existing building is approximately 1,755 square metres (18,900 square feet)).

- Be organized in three zones to enable access by public yet provide confidentiality for client information
 - Meeting area
 - Public Space / Lobby
 - Staff office area
- Achieve objectives for energy efficiency and environmental responsibility
- Allow for expansion to meet longer term community needs; build now to accommodate future needs to minimize disruption in the future.

The area calculation projected for the new building is preliminary. The ultimate requirement will depend on the configuration of the building and final targets for services and staff. This should be refined as part of a definitive architectural brief to plan an addition and alteration to current facility.

3. PURPOSE AND TIME FRAME OF THIS STUDY

The Township of Puslinch has reviewed and refined the organization of its programs and services for each Department which is used for the preliminary understanding of near future growth. Refer to “**Organization Structure Update**”, Report # ADM-2014-009 by Karen Landry. And has been updated through our meeting with stakeholders.

The Space Needs Study is part of a review of how the activities should best be located and organized to serve the public most efficiently and effectively and develop a team that promotes better working environments and more effective community service.

TIMEFRAME PROJECTION FOR SPACE ASSESSMENT: 5 TO 10 YEARS

While the Township of Puslinch anticipates planning the Administration Building for use for 50+ years, the Space Needs Assessment Study will more realistically look forward five to ten years. However, the building planning should consider a longer term timeframe to anticipate changes in activities and use of space as well as the potential for expansion.

4. ORGANIZATION OF THE DOCUMENT

The Space Needs Assessment Study is organized in six chapters which follow this introductory chapter.

- **Need for New, Expanded Facilities for the Future**, describes the inadequacies of the current facility and limitations they impose for delivery, expansion, and addition of modified Departmental responsibilities.
- **Planning Objectives** describes the key principles which underpin the allocation of space and planning of the addition and alterations to existing building to provide an efficient, comfortable, safe, and supportive environment for the many clients, partners, and staff who use it.
- **Activities and Operations**, describes the current functions and services provided by each Department and anticipated changes. This chapter assists the reader to understand the importance of services that The Township of Puslinch Administration Offices provides to Township residents and how these need to grow and evolve to support a healthy, expanding population. This chapter also outlines the corporate support services to be accommodated and the overall functional systems for the new building.
- **Factors Affecting Requirements For Space**, including;
 - Individual Department space requirements
 - Need for meeting rooms and education and training facilities to function efficiently as an Administration Centre, fire station and public Works & parks Garages and administrative area.

- need for secured staff area with separate egress options in accordance with the assessment of the workplace in accordance with Occupational Health and Safety Act
- Staff who need to be accommodated in the building in offices and workstations
- Special functions, such as Information Technology, Council Chambers and Corporate Functions, etc.
- Standards for space
- Approach to providing accessibility for persons with disabilities
- **Considerations For Overall Organization Of Space:** Public Zones and Private Zones
- **Space Requirements – Program Analysis** identifies the estimated total area needed for the new building. It includes a list of all individual spaces and rooms (elements) required in the building; Program Analysis, the number and area of each element and key relationships among them.

Appended to the document are:

- Estimate of the number of staff by position (Staff projection Chart)
- Conceptual layouts for Offices and workstations for purposes of illustrating the potential usage and space to be provided along with space allocation methods comparison.
- Program illustrations; existing floor plan allocating current Departmental areas.

5. NEED FOR EXPANDED, RENOVATED, AND REORGANIZED FACILITIES FOR THE FUTURE

+VG Architects (The Ventin Group Architects) examined the existing layout of the Township Administration Offices in August of 2014.

After extensive discussions and interviews with staff, it was evident that the existing facility, in general, does not meet the corporation's current needs or any future expansion accommodation. The key deficiencies of the current building are described in the sections below.

5.1 ACCESSIBILITY

- Accessibility at the building neither is sufficient for the AODA Accessible Built Environment Standards (A.B.E.S.), which encompasses AODA (Accessibility for Ontarians with Disabilities Act, 2005) or County of Wellington Facility accessibility design manual (FADM 2012), nor meets latest minimum OBC (Ontario Building Code) requirements at all locations.
- AODA will be implemented as per below:
 - Government of Ontario and the Legislative Assembly, Jan 1, 2015
 - **Designated public Sector Organizations, Jan 1, 2016** (this includes all municipalities as referred to in O.Reg 413/12, definitions)
 - Large Organizations, Jan 1, 2017
 - Small Organizations, Jan 1, 2018
- Accessibility is inadequately served in the office area due to existing space limitations verses actual space requirements, operations and available floor area.
- Accessibility is inadequately served in public area for customers and visitors.

5.2 CONFIDENTIALITY CONCERNS

- Current Private Offices and Meeting Rooms do not provide enough privacy for discussing private matters.
- Meeting Rooms are not always available for private discussions.

5.3 MEETING SPACE DEFICIENCIES

- All departments commented on the lack of available Meeting Rooms to accommodate staff and public use.
- There is a great need for a central large meeting room and a smaller to medium size Meeting Rooms for 8-10 attendees to be easily accessible by all departments.

5.4 ADJACENCY INCONVENIENCES

- Public works , Fire department and township Administration are located far apart
- The large meeting room (Fire services training area) which shared by all departments is only accessible through outside access which makes it inconvenient for building users and public, forced to go outside to access the meeting room.
- Staff in various departments needs to go through public area to access other departments.

5.5 INDIVIDUAL SPACES, FURNITURE AND EQUIPMENT

- Larger office space for some Managers has been requested due to job function and meeting space required in offices for impromptu meetings
- Placement of Departments and lack of storage space within workspaces and Departments is a concern.
- Technology accommodation is challenging due to the architectural limitations of the existing building structure.

5.6 SECURITY

- Provision of a staff escape and safety plan is paramount
- Staff should feel safe in their environment
- Passive and inherent security should be provided; the Township Administration Centre should be a welcoming facility and at the same time provide a secure environment for staff and clients.

6. PLANNING OBJECTIVES

The assessment of need for space for the Township of Puslinch Facility is based on six key themes:

- 1 **To use contemporary standards for space** including barrier free accessibility, standardization of individual spaces determined by function and efficiency of use.
- 2 **To encourage interaction among staff** within and between departments to facilitate sharing of information and ideas and to stimulate communication. Examples include using a common lunch/break room, convenient corridor to connect departments.
- 3 **To provide flexibility and adaptability in use of space**, including providing space in the building now to allow expansion in the future. This concept will be essential to providing adaptability day to day and in the longer term as programs evolve and grow to meet community needs.
- 4 **To facilitate extensive use of technology** as a means to communicate, coordinate activity, and manage records, data bases, and files.
Possible Features will include;
 - Extensive use of video conferencing for meetings, to minimize travel particularly during the winter months
 - Use of web-based systems to enhance opportunities to provide education, training and communication

- Electronic records management and archival filing
 - Electronically equipped meeting rooms for internal and public activities, including extensive access to systems and servers and set ups for video conferencing, presentations and training workshops
 - High speed, wireless system within the Administration Centre to facilitate team work between Departments.
- 5 **To provide a safe environment for clients, public, and staff.**
This will include such factors as:
- Physical safety and security for staff and public in the building
 - Privacy of information
- 6 **To provide an environmentally friendly environment.** This will apply to aspects of space and layout as well as building systems. For example, the planning should achieve Green Design aspects at a minimum, and preferably higher to have superior energy conservation ability by use of smart control systems within available budget.
The impact of office design on business performance, CABE (Commission for Architecture and the Built Environment).

7. ACTIVITIES AND OPERATIONS OF THE ADMINISTRATION CENTRE'S SERVICES

- **efficiency:** making economic use of real estate and driving down occupancy costs (*getting the most from the money*)
- **effectiveness:** using space to support the way that people work, improving output and quality (*getting the most from the people*)
- **expression:** communicating messages both to the inhabitants of the building and to those who visit it, to influence the way they think about the organisation (*getting the most from the brand*).

Supporting Activities

Staff facilities and supporting activities will support all of the Department activity at the Administration Centre. Supporting activities include:

- Reception for meetings and workshops involving the public and community partners, and entry to the building by the public; scheduling of meeting and training/workshop rooms
- Receiving Area for large items and supplies, receiving of mail and small packages (efficient function of the Mail Room) should be considered where budget allows.
- Mail Room
- Waste management (For storage of Recycling Bins and Garbage Bags)
- Staff facilities, such as lunch room, washrooms, showers and lockers
- Copy Centre for all departmental large copying requirements

Reception and Entry to the Building

All members of the public including community partners will enter the building through the main entrance and will be greeted by the receptionist and directed to their destination or the Waiting Area.

- Meeting and workshop attendees will be directed to the appropriate meeting room (secure access to area for meeting rooms) or asked to wait in the entry waiting area until available.

Receiving and Mail Room

- All deliveries will be directed to the Reception area .
- After received, items may be stored in a secure room within the receiving area until they can be distributed or could be stored in mail room within central Copy centre and later on transported to the appropriate locations.

Supply and Record Storage

- **Supply (Bulk) storage** will be accommodated in the Receiving Area to the central bulk storage. This will include periodic deliveries of office supplies or furniture and equipment and computer technology that could be transferred to central bulk storage or to the designated room or workstation.
- **Record (Filing) storage** will be consolidated to a central storage room, and also possible by way of electronic records storage. In a few cases, off-site storage also could be utilized.

Management of Meeting and Training/Workshop Rooms

- Medium sized meeting room used by staff and public will be available to all departments.
- Provision for a large meeting rooms and training/workshop room will be a shared resource and will be centrally located and booked. They will be available for use for internal meetings, meetings with community partners, and for public sessions.
- As much as possible, rooms will be general use / multi-functional with complete A/V and presentation provisions.

Staff Facilities

- Staff coats and boots will be accommodated within coat closets or alcoves centrally where accessible by all adjacent departments.
- Majority of staff currently brings their lunch. The Lunchroom / Staff Lounge needs to be a relaxing retreat for social connection with colleagues and a refreshing place to eat lunch.

8. ADJACENCIES MATRIX

The floor layout of an organization; represented by the locations and relationships of its components, must be designed to facilitate an efficient operation. A design based on functional efficiencies combines both identified room to room and department to department relationships.

Mandatory ◊ (Daily)	MAYOR & COUNCIL	COUNCIL CHAMBER	CAO/CLERK	RECREATION/Deputy Clerk	RECREATION/Customer Rep	FINANCE & IT Director	FINANCE & IT/Deputy Treasurer	FINANCE & IT /Taxation Officer	BUILDING, PLANNING & BYLAW / DIRECTOR	BUILDING / BYLAW COORD	BUILDING & BYLAW / INSPECTOR	BUILDING / DEVELOPMENT COORD	PUBLIC WORKS & PARKS	FIRE & RESCUE/Fire Chief	FIRE & RESCUE/Deputy Chiefs	FIRE & RESCUE/Training	FIRE & RESCUE/Fire Prevention	FIRE & RESCUE/Public Education	FIRE & RESCUE/Secretary	FIRE & RESCUE/Captains	RECEPTION	CENTRAL COPY & STORAGE	DIRECT PUBLIC ACCESS	
Secondary • (weekly)																								
Not required ○																								
(Occasionally) *																								
MAYOR & COUNCIL		◊	◊	•	*	◊	*	*	◊	◊	◊	◊	•	•	•	◊	◊	◊	◊	◊	◊		◊	
COUNCIL CHAMBER	◊		◊	•	*	◊	*	*	◊	◊	◊	◊	•	•	•	◊	◊	◊	◊	◊	◊		◊	
CAO/CLERK	◊	◊		◊	*	◊	◊	•	◊	*	◊	◊	◊	◊	•	*	*	*	*	◊	•	◊	•	
RECREATION/DEPUTY CLERK	•	•	◊		•	•	•	•	*	*	*	*	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	
RECREATION/Customer Rep	*	*	*	•		*	*	*	*	*	*	*	•	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	
FINANCE & IT Director	◊	◊	◊	•	*		◊	◊	•	*	◊	•	◊	◊	•	◊	◊	◊	•	◊	◊	◊	◊	
FINANCE & IT/Deputy Treasurer	*	*	◊	•	*	◊		◊	•	•	◊	•	•	•	•	◊	◊	◊	*	◊	◊	◊	◊	
FINANCE & IT /Taxation Officer	*	*	•	•	*	◊	◊		•	•	◊	•	•	•	•	◊	◊	◊	◊	◊	◊	◊	◊	cash register at front desk is req'd
BUILDING, PLANNING & BYLAW / DIRECTOR	◊	◊	◊	*	*	•	•	•		◊	◊	◊	•	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	
BUILDING / BYLAW COORD	◊	◊	*	*	*	*	•	•	◊		◊	•	•	•	*	◊	◊	◊	◊	◊	•	•	◊	
BUILDING & BYLAW / INSPECTOR	◊	◊	◊	*	*	◊	◊	◊	◊	◊		•	*	◊	◊	◊	◊	◊	◊	◊	◊	•	◊	
BUILDING / DEVELOPMENT COORD	◊	◊	◊	*	*	•	•	•	◊	•	•		*	*	*	◊	◊	◊	◊	◊	◊	◊	◊	
PUBLIC WORKS & PARKS	•	•	◊	◊	•	◊	•	•	•	•	*	*		◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	
FIRE & RESCUE/Fire Chief	•	•	◊	◊	◊	◊	•	•	◊	•	◊	*	◊			◊	◊	◊	◊	◊	◊	◊		
FIRE & RESCUE/Deputy Chiefs	•	•	•	◊	◊	•	•	•	◊	*	◊	*	◊	◊		◊	◊	◊	◊	◊	◊	◊		
FIRE & RESCUE/Training	◊	◊	*	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊		◊	◊	•	◊	◊	◊	◊	
FIRE & RESCUE/Fire Prevention	◊	◊	*	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊		◊	•	◊	◊	◊	◊	shared within department
FIRE & RESCUE/Public Education	◊	◊	*	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊		•	◊	◊	◊	◊	shared within department
FIRE & RESCUE/Secretary	◊	◊	*	◊	◊	•	*	◊	◊	◊	◊	◊	◊	•	•	•	•	•		•	◊	◊		
FIRE & RESCUE/Captains	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊		◊	◊		
RECEPTION	◊	◊	•	◊	◊	◊		◊	◊	•	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊				
CENTRAL COPY & STORAGE			◊	◊	◊	◊	◊	◊	◊	•	•	◊	◊	◊	◊	◊	◊	◊	◊	◊				
DIRECT PUBLIC ACCESS	◊	◊	•	◊	◊	◊		◊	◊	◊	◊	◊	◊			◊		◊						

9. SPACE STANDARDS FOR KEY SPACE ELEMENTS

To provide flexibility and the option to reallocate space over time; standardized generic spaces based on functional needs will be provided as much as possible. This will apply to offices, workstations, and Meeting Rooms.

Legislation and regulations will provide guidance for the accommodation of sufficient space for persons with disabilities throughout the building, in public and staff areas. (See next section on accessibility)

Standard spaces will be as follows (see illustrations in 9.1):

Offices

Enclosed offices will be provided for staff that routinely require an enclosed space to allow for confidentiality of information or discussions (from other staff or public) when use of a meeting room would not be practical. Three generic offices will be:

- **Office C: (150sf)** - Enlarged office for staff who work alone; occasional meetings with 1-2 other persons (Guest Chairs).
- **Office D: (130sf)** - Office for staff who routinely work alone; occasional meetings with 1-2 other persons (Guest Chairs).
- **Office E: (100sf)** - Basic office for staff who routinely works alone and requires privacy; 1 guest chairs.

Workstations

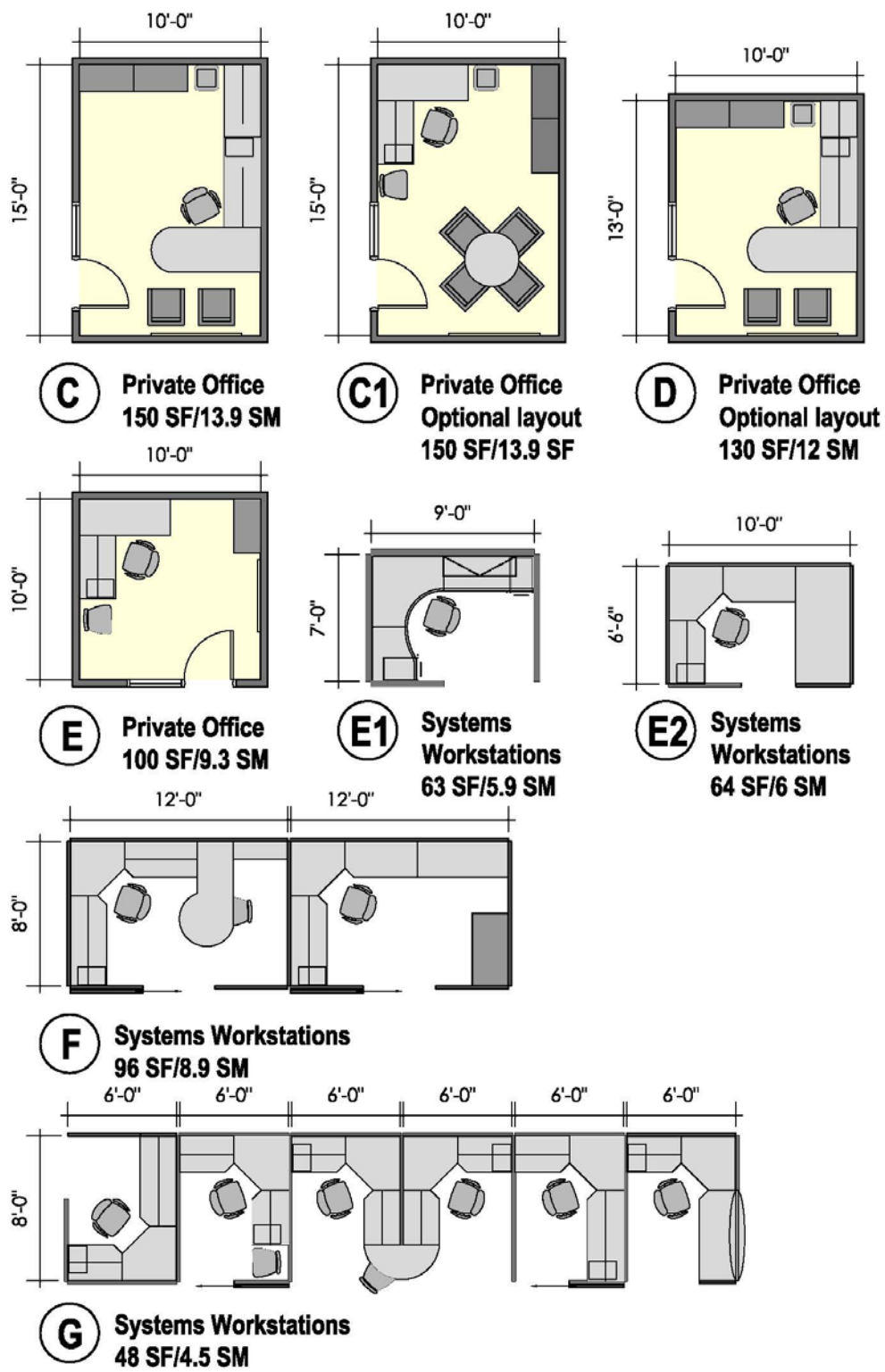
Workstations enclosed by partial height partitions (modular furniture) will be the standard accommodation for most staff. Three generic sizes will be provided.

- **Workstation E2 (64sf):** for staff whose primary responsibility requires large format drawings review area and more desk space but do not require an enclosed private office.
- **Workstation F (96sf):** for staff whose primary responsibility requires meeting area or collaborative space, or review of drawings, and more desk space but do not require an enclosed private office.
- **Workstation G (48sf):** basic workstation for staff who require desk space.

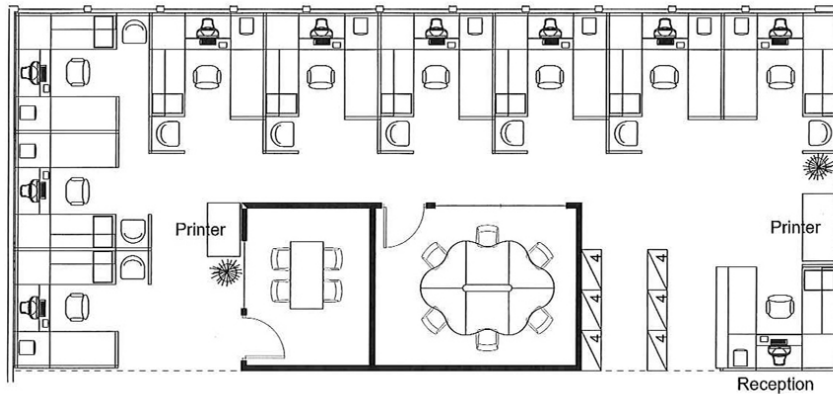
Customization of space will be kept to a minimum to ensure flexibility in the future.

Due to the inflexibility of the existing building structure, some staff or support areas who have needed to move or are new, have not been allotted the required space as their job function dictates. The goal will be to re-align workstation area with job function and propose support areas to maintain functionality of the entire building.

9.1 PROPOSED SPACE STANDARDS

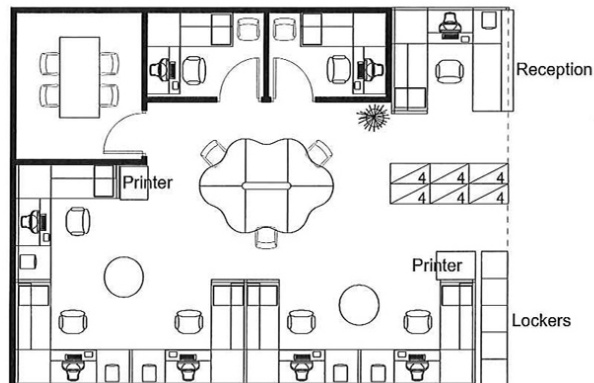


9.2 STANDARD OFFICE & WORK SPACE (SPACE ALLOCATION COMPARISON)



TRADITIONAL OPEN PLANNING
156M2 (1675 sq. ft.)

10 Dedicated Workstations
Large Meeting Room
Small Meeting Room
1 File Area
2 Printers



TEAM WORKSPACE PLANNING
100m2 (1076 sq. ft.)

- fosters team interaction
- provides shared private stations
- 35% space reduction

1 Dedicated Station
5 Non-territorial Stations
2 Privacy Workstations
1 Large Team Meeting Area
1 Small Meeting/Work Area
1 File Area
2 Printers
10 Storage Lockers

10. CONSIDERATIONS FOR ORGANIZATION OF SPACE

Zones of Space

Space should be organized in zones of functionally related areas. Zones will be designed as either accessible to the public via reception known as "Public" or restricted to staff only or invited persons known as "Restricted".

Public zones will consist of;

- Main/public Entry, Reception at main entrance (with exception of Fire Department)
- Waiting Area,
- circulation areas and corridors
- Meeting zone,
- Public Washroom

Restricted zones (staff only, and public with permission):

- Council chamber & Meeting Room
- Internal Department Work areas
- Lunch Room & Servery
- Staff Change Room, Showers & Lockers
- Storage, Receiving & Mail Rooms
- Server Rooms

There should be minimal separation between clusters of offices and workstations in the Restricted Zones to allow reallocation of space between zones as needed in the future. Although workstations, offices, team rooms and shared support areas are listed by program/team in the Program Analysis, it would be preferable to plan them in relatively similar clusters so that rooms and spaces could be reallocated among teams as needs change.

Four Organizational Culture Types

"Clan" Culture

An open and friendly place to work where people share a lot of themselves. It is like an extended family. Leaders are considered to be mentors or even parental figures. Group loyalty and sense of tradition are strong. There is an emphasis on the long-term benefits of human resources development and great importance is given to group cohesion. There is a strong concern for people. The organization places a premium on teamwork, participation, and consensus.

"Adhocracy" Culture

A dynamic, entrepreneurial, and creative place to work. Innovation and risk-taking are embraced by employees and leaders. A commitment to experimentation and thinking differently are what unify the organization. They strive to be on the leading edge. The long-term emphasis is on growth and acquiring new resources. Success means gaining unique and new products or services. Being an industry leader is important. Individual initiative and freedom are encouraged.

"Hierarchy" Culture

A highly structured and formal place to work. Rules and procedures govern behavior. Leaders strive to be good coordinators and organizers who are efficiency-minded. Maintaining a smooth-running organization is most critical. Formal policies are what hold the group together. Stability, performance, and efficient operations are the long-term goals. Success means dependable delivery, smooth scheduling, and low cost. Management wants security and predictability.

"Market" Culture

A results-driven organization focused on job completion. People are competitive and goal-oriented. Leaders are demanding, hard-driving, and productive. The emphasis on winning unifies the organization. Reputation and success are common concerns. Long-term focus is on competitive action and achievement of measurable goals and targets. Success means market share and penetration. Competitive pricing and market leadership are important.

11. SPACE REQUIREMENTS

The space requirements for the entire building are made up of three components:

- *Net area* which is the actual usable space within rooms or room elements, such as offices, meeting rooms and workstations. These individual areas are listed in the following table.
- *Internal circulation and interior walls* which are needed to make the net areas into functional departments or components. At this stage the component area is estimated by adding a factor to the total net area which reflects the type of use and sizes of rooms.

Building areas which are needed to enclose the building, enter and exit the building, circulate through it, and provide for building minor mechanical, electrical and other infrastructure systems that are not already part of the space analysis in particular. These will depend on the building height, floor configuration, and particular building systems and energy conservation measures. For a building such as this, an average component gross up factor of 1.25 to 1.30 would be suitable.

The actual factor will be dependent on the layout of the areas and to some extent the *configuration of the building.*

- *As indicated in the Functional program Analysis, the Gross up factor for existing building is too low, that means there is not enough circulation space, as many rooms/offices are accessible only through another room or space, which is another reason why currently the existing building is not functioning to its full potential.*
- *Design Contingency factor which relates to efficiency of design based on existing limitation and AODA/FADM accessibility factor to allow for special accessibility requirements beyond OBC minimum requirements.*

Applying gross up factors , Contingency and Accessibility factor to the preliminary estimate of net area in the section following would indicate that the township facility building would require about 1,955 building gross square meters (21,000 sf).This area will require review as options for planning the site and building configuration are investigated.

11.1 FUNCTIONAL PROGRAM ANALYSIS

Program Analysis

TOTAL GROSS FLOOR AREA			Net Sq. Metres	Square Metres	Square Feet	Existing Area- Square Meter	Room Type	
			NSM	Qty	SM	SF	SM	Comments
CAO - CLERK					18.1	195.0	21.8	
1	CAO - Clerk	PO	13.9	1	13.9	150.0	15.6	Current space is sufficient, preferably small meeting area for 1-2 attendees (Guest Chairs)
	Deputy Clerk	PO	13.9					Also in charge of recreation Department, Refer to Recreation Dep.
	Human Resources							No Dedicated Job title. Currently Carried by CAO/Clerk, add a dedicated printer for confidentiality in CAO's office
	Administration/Customer Service							See Recreation Department
2	Legislative Assistant	w/s		1			4.85	Stationary @ Reception Desk.
	Meeting Room							in central Meeting Area
	Filing Area							in Central Filing Area
	Corporate Records							in Central Filing Area
	Archive Storage Area							in Central Filing Area
	Bulk Storage Area							in central Storage Area
	Copier Area							Copy Centre Area
Staff Count				2				
Sub Total					13.9	150.0	20.5	
GROSS UP FACTOR 1.30					18.1	195.0	21.8	Ex. Building Gross up factor (Total GFA / Net departmental area): 1.06
RECREATION					18.1	195.0	20.7	
3	Deputy clerk	PO	13.9	1	13.9	150.0	14.6	small meeting area for 1-2 attendees (Guest Chairs)
	Administration/Customer Service	w/s		1			4.8	Stationary @ Reception Desk. Shared With CAO/Clerk Dep.
4	Bar Tender			1				Off-site, PTE 0.25
5	Custodian			1				Off-site, PTE , Using janitor's Closet for supply
	Meeting Room							in central Meeting Area
	Filing Area							in central Filing Area
	Bulk Storage Area							in central Storage Area
	Copier Area							Copy Centre Area
Staff Count				4				
Sub Total					13.9	150.0	19.4	
GROSS UP FACTOR 1.30					18.1	195.0	20.7	Ex. Building Gross up factor (Total GFA / Net departmental area): 1.06

Program Analysis

TOTAL GROSS FLOOR AREA	Net Sq. Metres	Square Metres	Square Feet	Existing Area- Square Meter	Room Type
	NSM	Qty	SM	SF	SM
					Comments

FINANCE

44.1 474.9 39.9

6	Director /Treasurer	PO	13.9	1	13.9	150.0	12.8	Current space is sufficient, preferably small meeting area for 1-2 attendees (Guest Chairs)	C
7	Office & Tax Admin	PO	20.0	1	20.0	215.3	14.7	PO (to fit two workstation 12"x12")+ Extra shared Desk space (Type G) & Cash register @ Reception Desk (Non-stationary) . 2 times/week Cash deposits .	E+G
8	Deputy Treasurer	PO		1				Shared space with Office & Tax admin- dedicated printer	
9	Future Tax Officer	W/S		1				Non-stationary @ Reception Desk	
10	Vault		2.2		0.0	0.0	9.9	2Hr F/R for cash deposit	
	Meeting Room							in central Meeting Area	
	Filing Area							in central Filing Area	
	Bulk Storage Area							in central Storage Area	
	Copier Area							Copy Centre Area	
	Staff Count			4					

Sub Total

33.9	365.3	37.4
44.1	474.9	39.9

GROSS UP FACTOR 1.30

Ex. Building Gross up factor (Total GFA / Net departmental area): 1.06

PUBLIC WORKS & PARKS

720.7 7757.7 758.6

12	Garage	Existing	676.3	1	676.3	7280.1	676.3	Existing area size is enough (Gross area)- TO REMAIN	
13	Director	PO	13.2	1	13.2	142.1	13.2	Current space is sufficient, preferably, small meeting area for 1-2 attendees (Guest Chairs)	C
13A	Road Foreman			1				off site	
14	Facility operator			3				off site- 1 FTE + 2 PTE (Weekend & evening coverage)	
15	Heavy Equipment operator			2				on site but no desk space - 2 FTE	
16	Equipment operator			3				on site but no desk space - 1 FTE + 2 Seasonal	
17	Senior Grounds keeper			1				off site - 1 Seasonal	
18	Intermediate Grounds keeper			1				off site - 1 Seasonal	
19	Parts & tools' storage		22.3	1	22.3	240.0	22.3	Existing area size is enough	
20	Lunch room							Central lunch room	
	W/R & Shower							Shared W/R & shower for all staff at central location	
	Bulk Storage Area							in central Filing Area	
	Copier Area							in Copy Centre Area	
	Staff Count			12					

Sub Total

35.5	382.1	35.5
44.4	477.7	37.8

GROSS UP FACTOR 1.25

Ex. Building Gross up factor (Total GFA / Net departmental area): 1.06

Program Analysis

TOTAL GROSS FLOOR AREA		Net Sq. Metres		Square Metres	Square Feet	Existing Area- Square Meter		Room Type	
		NSM	Qty	SM	SF	SM	Comments		
BUILDING SERVICES				55.8	600.4	30.6			
21	Director / CBO	PO	13.9	1	13.9	150.0	9.9	Current space + desk surface for reviewing large drawings, preferably small meeting area for 1-2 attendees (Guest Chairs)	C
22	Building & Bylaw Coordinator	w/s	8.9	1	8.9	96.0	4.7	w/s with extra work surface for drawings + Extra shared Desk space (Type G) @ Reception Desk (Non-stationary).	G+F
23	Development Coordinator	w/s	11.2	1	11.2	120.0	9.4	2 yr Contract- No Meeting table, 2 guest chairs. 2 File cabinet w/drawers & 1 Book case	F+
24	Building Inspector/ Bylaw Enforcement officer	w/s	8.9	1	8.9	95.8	4.7	additional table for Architectural drawings, maps	F
Roll-File Storage								Shared with central storage area	
Meeting Room								in central Meeting Area	
Filing Area								in central Filing Area	
Bulk Storage Area								in central storage Area	
Copier Area								in Copy Centre Area	
Staff Count				4					
Sub Total					42.9	461.8	28.7		
GROSS UP FACTOR 1.30					55.8	600.4	30.6	Ex. Building Gross up factor (Total GFA / Net departmental area): 1.06	
OPP				15.3	164.2	13.0			
25	OPP Officer	PO	12.2	1	12.2	131.3	12.2	Current space is sufficient, dedicated printer, copier & fax (optional)	D
Staff Count									
Sub Total					12.2	131.3	12.2		
GROSS UP FACTOR 1.25					15.3	164.2	13.0		

Program Analysis

TOTAL GROSS FLOOR AREA		Net Sq. Metres		Square Metres	Square Feet	Existing Area- Square Meter		Room Type
		NSM	Qty	SM	SF	SM	Comments	
FIRE & RESCUE SERVICES				545.6	5872.8	554.0		
26	Aparatus	Existing	357.7	1	357.7	3850.4	357.7	Existing to remain, might be reduced (pending Fire master plan results)
27	Training Room	EX.AREA	68.4	1	68.4	736.3	68.4	Current space is sufficient, preferably separate room for 40 attendees, enclosed room with Servery, separate sink , Microwave, dishwasher, portable Smart board, TV, Phone, Int. network . Acces to public and common area. Could be booked by others if it could be relocated (refer to fire master plan)
28	Director / Fire chief	PO	13.9	1	13.9	150.0	13.5	Current space is sufficient, Part Time- small meeting area for 1-2 attendees (Guest Chairs)+ dedicated printer
29	Deputy Chief	PO	12.0	1	12.0	129.2	12.4	Part Time- small meeting area for 1-2 attendees
30	4 Captains+ 2 Acting Captains	PO	11.2	1	11.2	120.0	17.6	6 staff, 1 shared w/s, computer, 12 filing cabinet/drawers, work surface+guest chair
31	Captain Training officer	PO	12.0	1	12.0	129.2	2.9	small meeting area for 1-2 attendees
32	Training officer	PO	9.3	1	9.3	100.0	10.6	Current space is sufficient, 1 guest chair
33	Chief Fire prevention	PO	12.0	1	12.0	129.2	12.4	Current space is sufficient, small meeting area for 1-2 attendees
34	Fire Prevention Secretary	w/s	8.9	1	8.9	96.0	2.9	Part Time 0.06 - not a public relation or customer service
35	Volunteer Fire Fighters			26				in Training room
36	Volunteer Auxiliary Fire Fighters			4				in Training room
37	Dispatch room	PO	9.3	1	9.3	100.0	14.4	Current allocated space is sufficient, Paper map. For all firefighters with one w/s
	W/R & Shower							relocated to central W/R & shower , Per minimum code requirement - currently only 2 female staff
	Meeting Room							shared with central meeting room
38	Kitchen		7.0	1	7.0	75.3	7.0	Current space is sufficient, dedicated kitchen adjacent to Training room with 2 access to training room and common space
	Filing Area							in central Filing Area
	Storage Area							in central storage Area
	Bulk Storage							in central storage Area
	Copier Area							Copy Centre Area
	Staff Count			44				
	Sub Total				95.6	1028.9	93.7	
	GROSS UP FACTOR 1.25				119.5	1286.1	99.9	Ex. Building Gross up factor (Total GFA / Net departmental area): 1.06

Program Analysis

TOTAL GROSS FLOOR AREA	Net Sq. Metres	Square Metres	Square Feet	Existing Area- Square Meter	Room Type
	NSM	Qty	SM	SF	SM
RECEPTION					
			34.6	371.9	36.3
39 Reception (One Counter) counter	6.0	3	17.9	192.1	12.4
					direct public access; panic button at desk, 911 security buzzer, staff security - escape route; barrier free access to desk (staff and clients), sound masking in open lobby; soft surfaces for sound absorption; Reception desk to be 'gate keeper' for all Departments (2 stationary + 1 shared desk space to be accessible)
40 Waiting Area		1	5.1	54.8	11.8
standard seating 2 @ 1.4	2.8				
accessible seating 1 @ 2.29	2.29				
41 Public Washroom	4.7	1	4.7	50.6	9.9
					Unisex accessible (Existing washrooms are considered to be distributed equally between public and staff)
Staff Count		0			
					reception staff already calculated under each relative individual department
Sub Total			27.6	297.5	34.1
GROSS UP FACTOR 1.25			34.6	371.9	36.3
					Ex. Building Gross up factor (Total GFA / Net departmental area): 1.06

MEETING / EDUCATION / TRAINING CENTRE

			88.7	954.4	86.3
42 COUNCIL CHAMBERS	63.7	1	63.7	685.7	63.7
					Current space is sufficient , No renovation required. Mayor, 4 Councillors, Staff, Public seating. Recently renovated
43 MEETING ROOM	20.0	1	20.0	215.0	17.3
					8-10 attendees, confidential, A/V provision, multi-purpose / movable furniture and portable smart board and servery. Pending , if the Fire department Training room could be relocated close to other departments (refer to fire dep. Master plan) and utilized for the use of other departments
Training Room					
					Fire department training room. Preferred to be relocated, enclosed and utilized for better use of all departments. (pending on fire master plan)
Staff Count		0			
Sub Total			20.0	215.0	17.3
GROSS UP FACTOR 1.25			25.0	268.8	18.4
					Ex. Building Gross up factor (Total GFA / Net departmental area): 1.06

Program Analysis

TOTAL GROSS FLOOR AREA	Net Sq. Metres	Square Metres	Square Feet	Existing Area- Square Meter	Room Type
	NSM	Qty	SM	SF	SM
STAFF FACILITIES & COMMON AREAS			81.5	877.6	45.9
44 Staff Lunch Room	23.2	1.0	23.2	250.0	17.3
table & chairs					
lounge seating					
café tables / bar counter					
counter (open) & sink					
microwaves	2				
coffee machines	1				
refrigerator	1				
dishwasher	1				
45 Washroom - female	21.0	1.0	21.0	226.0	7.3
stall	3				
sinks	3				
shower	1				
entry area					
46 Washroom - male	21.0	1.0	21.0	226.0	18.6
stall/urinals	3				
sinks	2				
shower	1				
entry area					

Sub Total

GROSS UP FACTOR 1.25

65.2	702.1	43.1
81.5	877.6	45.9

Ex. Building Gross up factor (Total GFA / Net departmental area): 1.06

SUPPORT AREAS

209.1 2250.3 144.6

Housekeeping closet / Custodian	2.1	1	2.1	22.6	2.1	Current space is sufficient, Janitor's room / supply storage
47 Central Bulk Storage Area	47.2	1	47.2	508.1	47.2	Current total of Bulk storage is enough, Building Central Storage, office supplies, in Bulk Storage
Office Supply Storage						
48 Central Filing Area	59.0	1	59.0	635.1	45.1	Current total of File /HD storage is enough, 2Hr F/R, central high density mobile shelving
Mail Room						at Reception
IT Server room	5.6	1	5.6	60.3	5.6	Current is sufficient- to be dedicated room, Conditioned, adjacent to Mech. Room, with at least one exterior wall
49 Waste Bin Storage	17.6	1	17.6	189.9		Storage for recycling bins & garbage bags
50 Mechanical Room	13.4	1	13.4	144.2	13.4	Current space is sufficient,
51 Copy Centre Area	22.3	1	22.3	240.0	22.3	Current space is sufficient, preferably a multi-function copy/printer/scanner/fax, shredder, recycling, counters for Assembly, counters for layout, (including 40sf for large format plotter for Building Services) - Mail Slots

Subtotal

GROSS UP FACTOR 1.25

167.2	1800.2	135.7
209.1	2250.3	144.6

Ex. Building Gross up factor (Total GFA / Net departmental area): 1.06

11.2 FUNCTIONAL PROGRAM SUMMARY

Puslinch Township Program Analysis Summary

APRIL 13, 2015

APPROXIMATE TOTALS ALL AREAS (Metric)	TOTAL DEPARTMENTAL AREA REQUIRED				EXISTING BUILDING	EXISTING TO REMAIN	RENOVATION Incl. Contingency & AODA	ADDITION Incl. Contingency & AODA
	Gross Departmental Area	CONTINGENCY 3%	AODA/ FADM 5%	SUBTOTAL				
	SM	SM	SM	SM	SM	SM	SM	SM
CAO - CLERK	18.10	0.54	0.91	19.55	21.85	0.00	21.85	0.00
RECREATION	18.10	0.54	0.91	19.55	20.68	0.00	20.68	0.00
FINANCE	44.10	1.32	2.21	47.63	39.86	0.00	39.86	7.77
* PUBLIC WORKS	720.70	0.66	1.10	722.47	771.12	698.62	72.50	0.00
* FIRE & PROTECTION SERVICES	545.60	5.64	9.40	560.63	554.01	357.70	196.31	6.62
BUILDING SERVICES	55.80	1.67	2.79	60.26	30.59	0.00	30.59	29.67
OPP	15.30	0.46	0.77	16.52	13.00	0.00	13.00	3.52
RECEPTION	34.60	1.04	1.73	37.37	36.34	0.00	36.34	0.00
* MEETING / EDUCATION / TRAINING CENTRE	88.70	0.67	1.12	90.49	86.33	66.30	20.03	4.16
STAFF FACILITIES & COMMON AREAS	81.50	2.45	4.08	88.02	45.94	0.00	45.94	42.08
SUPPORT AREAS	209.10	4.96	8.27	222.33	144.63	43.70	100.93	77.70
TOTAL AREA	1,831.60	19.96	33.26	1,884.82	1,764.36	1,166.32	598.04	171.53

* Contingency & Accessibility factors will not be applied to Apparatus, Public works Garage and tools storage. And Council Chamber (Existing to Remain)

**Puslinch Township
Program Analysis Summary**

APRIL 13, 2015

**APPROXIMATE TOTALS
ALL AREAS (Imperial)**

	TOTAL DEPARTMENTAL AREA REQUIRED				EXISTING BUILDING	EXISTING TO REMAIN	RENOVATION Incl. Contingency & AODA	ADDITION Incl. Contingency & AODA
	Gross Departmental Area	CONTINGENCY 3%	AODA/ FADM 5%	SUBTOTAL				
	SF	SF	SF	SF	SF	SF	SF	SF
CAO - CLERK	195.00	5.84	9.74	210.41	235.19	0.00	235.18	0.00
RECREATION	195.00	5.84	9.74	210.41	222.57	0.00	222.56	0.00
FINANCE	474.90	14.24	23.73	512.66	429.08	0.00	429.07	83.60
* PUBLIC WORKS	7,757.70	7.13	11.88	7,776.56	8,300.55	7,519.88	780.39	0.00
* FIRE & PROTECTION SERVICES	5,872.80	60.68	101.13	6,034.59	5,963.54	3,850.25	2,113.10	71.24
BUILDING SERVICES	600.40	18.02	30.03	648.68	329.27	0.00	329.26	319.42
OPP	164.20	4.94	8.23	177.86	139.97	0.00	139.96	37.90
RECEPTION	371.90	11.17	18.62	402.23	391.22	0.00	391.21	0.00
* MEETING / EDUCATION / TRAINING CENTRE	954.40	7.23	12.06	974.05	929.29	713.65	215.62	44.78
STAFF FACILITIES & COMMON AREAS	877.60	26.32	43.86	947.44	494.48	0.00	494.46	452.98
SUPPORT AREAS	2,250.30	53.41	89.02	2,393.16	1,556.85	470.38	1,086.42	836.36
TOTAL AREA	19,714.20	214.83	358.05	20,288.06	18,992.02	12,554.16	6,437.23	1,846.28

* Contingency & Accessibility factors will not be applied to Apparatus ,Public works Garage and tools storage. And Council Chamber (Existing to Remain)

12. CONCLUSIONS AND RECOMMENDATIONS

An increase in the demand for services, and programs has resulted in the need for a review of the existing facility to accommodate the needs of clients, their communities and staff.

After investigating the site in Aug 2014, +VG (the Ventin Group Architects) submit the following recommendations to act as guidelines in the restoration, renovation and design work to follow:

1. Improve adjacencies between Departments.
2. Provide adequate number of Meeting Rooms.
3. Provide efficient circulation and a barrier free and community friendly building.
4. Provide a central storage/filing area with a mobile compact filing system.
5. Relocate the Fire department large meeting room/training area closer to the Administration Building and public works (in place of last row of apparatus, pending on Fire department master plan) for convenience & efficient use of services.
6. Provide a safe, healthy environment for staff & public.
7. Provide a technologically equipped Administration Building that engages the Community.
8. Maximize accessibility and present the building to be more functional for the public and the staff.

APPENDICES

APPENDIX-A

STAFF PROJECTION, AS PROVIDED BY TOWNSHIP

Staff Projection	2014		2015		2020		2025	
	FTE	PTE	FTE	PTE	FTE	PTE	FTE	PTE
CAO/CLERK	1	0.6 LGSTV ASSIST	1	0.6 LGSTV ASSIST	1	0.6 LGSTV ASSIST	1	0.6 LGSTV ASSIST
ADMIN-RECREATION	(2) 1 Dep.Clr + 1 Cust.Service	(0.75) 0.5 CSTDN.+ 0.25 BARTNDR	(2) 1 Dep.Clr + 1 Cust.Service	(0.75) 0.5 CSTDN.+ 0.25 BARTNDR	(3) 1 Dep.Clr + 1 Cust.Service + 1 PRGRMNG	(0.75) 0.5 CSTDN.+ 0.25 BARTNDR	(3) 1 Dep.Clr + 1 Cust.Service + 1 PRGRMNG	(0.75) 0.5 CSTDN.+ 0.25 BARTNDR
FINANCE	(3) 1 Dir + 1 Dep.TAX + 1 Dep.Trs		(3) 1 Dir + 1 Dep.TAX + 1 Dep.Trs		(4) 1 Dir + 1 Dep.TAX + 1 Dep.Trs + 1 CST.SRVC		(4) 1 Dir + 1 TAX + 1 Dep.Trs + 1 CST.SRVC	
BUILDING, PLANNING & BYLAW ENFORCEMENT	(3) 1 Dir + 1 BLDNG/Bylaw Coord + 1 Tech/inspector/bylaw enfrc	1 Dvlpmnt Coord contract	(4) 1 Dir + 1 BLDNG/Bylaw Coord + 1 Tech/inspector/bylaw enfrc + 1 Cust. Service 1 Dvlpmnt Coord contract		(4) 1 Dir + 1 BLDNG/Bylaw Coord + 1 Tech/inspector/bylaw enfrc + 1 Cust. Service 1 Dvlpmnt Coord contract		(4) 1 Dir + 1 BLDNG/Bylaw Coord + 1 Tech/inspector/bylaw enfrc + 1 Cust. Service	1 Dvlpmnt Coord contract
PUBLIC WORKS & PARKS	(6) 1 DIR+ 1 FOREMAN+ 1 FACIL. OPR + 2 HVY EQP. + 1 EQP.OP	(6) 2 FACIL. OPR+ 2 SEASON. EQP + 1 SEASON. SNR GRNDS KPR + 1 SEASON. INTM. GRNDS KPR	(7) 1 DIR+ 1 FOREMAN+ 1 FACIL. OPR + 2 HVY EQP. + 1 EQP.OP+ 1	(6) 2 FACIL. OPR+ 2 SEASON. EQP + 1 SEASON. SNR GRNDS KPR + 1 SEASON. INTM. GRNDS KPR	(7) 1 DIR+ 1 FOREMAN+ 1 FACIL. OPR + 2 HVY EQP. + 1 EQP.OP+ 1 admin/assistant	(6) 2 FACIL. OPR+ 2 SEASON. EQP + 1 SEASON. SNR GRNDS KPR + 1 SEASON. INTM. GRNDS KPR	(7) 1 DIR+ 1 FOREMAN+ 1 FACIL. OPR + 2 HVY EQP. + 1 EQP.OP+ 1 admin/assistant	(6) 2 FACIL. OPR+ 2 SEASON. EQP + 1 SEASON. SNR GRNDS KPR + 1 SEASON. INTM. GRNDS KPR
FIRE & RESCUE		(42) 1 F.CH+ 2 Train.O + 1 Dep.CH + 1 CH.F.Prev + 1 Secitr (0.06) + 4 Cap + 2 Act.Cap + 26 F.Fight + 4 Aux F.Fight		(44) 1 F.CH+ 2 Dep.CH + 2 Train.O + 1 Pub Edu + 1 CH.F.Prev + 1 Secitr (0.06) + 4 Cap + 2 Act.Cap + 26 F.Fight + 4 Aux F.Fight		(44) 1 F.CH+ 2 Dep.CH + 2 Train.O + 1 Pub Edu + 1 CH.F.Prev + 1 Secitr (0.06) + 4 Cap + 2 Act.Cap + 26 F.Fight + 4 Aux F.Fight		(44) 1 F.CH+ 2 Dep.CH + 2 Train.O + 1 Pub Edu + 1 CH.F.Prev + 1 Secitr (0.06) + 4 Cap + 2 Act.Cap + 26 F.Fight + 4 Aux F.Fight

NOTE: This table does not include any recommendations that may be made as a result of the Recreation and Parks Master Plan and the Fire Plan.

Staff Projection, Sep 25, 2014

EXISTING BUILDING, DEPARTMENTAL AREA, PER DRAWINGS PROVIDED BY TOWNSHIP



SUPPLEMENT



Puslinch Town Hall Cost Estimate

April 13, 2015

Facility Budget Study

	RENOVATION		ADDITION		SUBTOTAL
	Area incl. Contingency & AODA	Cost	Area incl. Contingency & AODA	Cost	Cost
	SF	A *	SF	C *	A+C
CAO - CLERK	235.18	\$ 23,518.40	0.00	\$ -	\$ 23,518.40
RECREATION	222.56	\$ 22,256.44	0.00	\$ -	\$ 22,256.44
FINANCE	429.07	\$ 42,906.74	117.31	\$ 23,461.73	\$ 66,368.47
PUBLIC WORKS	780.39	\$ 78,039.18	0.00	\$ -	\$ 78,039.18
FIRE & RESCUE SERVICES	2,113.10	\$ 211,309.80	71.24	\$ 14,248.76	\$ 225,558.56
BUILDING SERVICES	329.26	\$ 32,925.76	319.42	\$ 63,883.73	\$ 96,809.49
OPP	139.96	\$ 13,996.32	37.90	\$ 7,579.94	\$ 21,576.25
RECEPTION	391.21	\$ 39,120.85	0.00	\$ -	\$ 39,120.85
MEETING / EDUCATION / TRAINING CENTRE	215.62	\$ 21,561.64	44.78	\$ 8,956.82	\$ 30,518.46
STAFF FACILITIES & COMMON AREAS	494.46	\$ 49,446.00	423.92	\$ 84,783.35	\$ 134,229.36
SUPPORT AREAS	1,086.42	\$ 108,642.05	836.36	\$ 167,271.65	\$ 275,913.70
SUBTOTAL	6,437.23	\$ 643,723.18	1,850.93	\$ 370,185.98	\$ 1,013,909.16
CONTINGENCY 3%					\$ 30,417.27
TOTAL					\$ 1,044,326.44

* This cost estimate is a Class "D" cost estimate, in unit cost analysis format based upon comprehensive list of project requirements and for the sole purpose of the feasibility study report.

Budget Item A ; indicates Interior Renovation budget excluding any general update to Mechanical units. Based on \$100/sf unit cost

Budget Item C ; indicates new addition budget based on \$200/sf unit cost

Taxes, Site work (other than side walks), Furniture, Fixtures, Equipment, Permits and Consulting Costs are not included.



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:

	\$	\$	Combined Upset Limit \$ - 2016			Proposed Policy Linkages
Organizations	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

	\$	\$	Combined Upset Limit \$ - 2016			Proposed Policy Linkages
Organizations	2014 In-Kind	2015 Grant	\$750	\$1,000	\$1,250	
Senior's 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.	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). 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. 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. 4.) Any grant recipient that does not comply with the requirements may not receive future grant funding.	1.) Successful proposals will acknowledge the Town's support in all communications and promotions. 2.) Funds received are to be used as specified by the Community Affairs Committee of Council 3.) All unused funds will be returned 4.) Adherence to all applicable municipal by-laws, policies and procedures is required
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	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). 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). 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.	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	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. 2.) Financial Responsibility - must demonstrate capability of carrying out its objectives and meeting its financial obligations 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. 4.) Majority of voting members of executive/board must be residents or ratepayers of the Town. 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.	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. 2.) Events should be approved community-wide events where admissions are free. 3.) This application is for rental fees for municipally owned or controlled facilities. 4.) Groups registered with the Town who conduct an Annual General Meeting where the election of officers takes place. Some restrictions may apply. 5.) Community events where an admission charge is levied, fees may be waived when costs are not recovered due to extenuating circumstances.	1.) Not for profit organizations 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.	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.) Feb 15 – 16: \$155.00 +HST = \$175.15 \$175.15 x 23 hrs = \$2,101.80 Feb 17: 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

	Spring Classic Steak Night	Community Centre Archie MacRobbie & Alf Hales	<p>March 28, 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
	Canada Day Pancake Breakfast	<p>Community Centre Archie MacRobbie</p> <p>Sign</p>	<p>July 1, 2014 Sunday</p> <p>Large room 5 hrs: 7:00 a.m. . 12:00 p.m.</p> <p>Archie MacRobbie (rented on a 4 hours basis on Sun. 6 hours of use would be charged for 8 hours of use)</p> <p>4 hrs = \$215.00 + HST = \$242.95</p> <p>8 hrs = \$242.95 x 2 = \$485.90</p> <p>Pancake Breakfast Advertisement: June 17 . July 1, 2014 2 weeks 5 lines</p> <p>1 week = \$63.00 + HST = \$71.19</p> <p>2 weeks = \$71.19 x 2 = \$142.38</p> <p>Firework Sale Advertisement: June 24 . July 1, 2014</p> <p>1 week 5 lines</p> <p>1 week = \$63.00 + HST = \$71.19</p> <p>Total: \$699.47</p>	\$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	<p>Community Centre . Archie MacRobbie & Alf Hales</p> <p>Sign Rental</p>	<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>	<p>\$1,079.50</p> <p>Usage Total: \$15,644.53</p>
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>	<p>\$1,243</p> <p>Usage Total: \$1,243</p>

Mill Creek	Meeting	Community Centre Alf Hales	<p>Jan . Sept & Nov Small room 1:00 p.m. . 4:00 p.m.</p> <p>10 bookings</p> <p>\$25.00/hr + HST = \$28.25</p> <p>\$28.25 x 3 hrs/meeting = \$84.75</p> <p>\$84.75 x 10 = \$847.50</p>	<p>\$847.50</p> <p>Usage Total: \$847.50</p>
Friends of Mill Creek	Meetings	Community Centre Alf Hales Room	<p>Jan . Dec, 2014 Monthly Meetings 3:30 p.m. . 5:00 p.m. 18 hrs</p> <p>Small room: \$25.00/hr + HST = \$28.25</p> <p>\$28.25 x 18 = \$508.50</p>	\$508.50
	BBQ	Archie MacRobbie	<p>Aug. 21, 2014 Thursday 4:00 p.m. . 7:00 p.m.</p> <p>Large hall: 4 hrs = \$215.00 + HST = \$242.95</p> <p>Total: 751.45</p>	<p>\$751.45</p> <p>Usage Total: \$1,259.95</p>
COPS	Meeting	Community Centre Alf Hales Room	<p>Jan . Dec, 2014 Monthly Meetings 7:00 p.m. . 8:30 p.m. 11 hours</p> <p>Small room: \$25.00/hr + HST = \$28.25</p> <p>\$28.25 x 11 = \$310.75</p> <p>Total: \$310.75</p>	<p>\$310.75</p> <p>Usage Total: \$310.75</p>

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>	\$84.78
	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	<p>Community Centre</p> <p>Soccer pitches Green shed storage Horse paddock</p>	<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>	<p>\$2,043.04</p> <p>Usage Total: \$3,373.61</p>

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	Monthly January 16, 2014 . Annual general meeting Large room (Thursday) 4 hours/booking = \$215.00 + HST = \$242.95 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 84.75 x 8 = \$678.00 Total: \$920.95	\$977.45
	Registration	Alf Hales	Jan. 23, 2014 Small room 6:30 p.m. . 8:30 p.m. 1 hr = \$25.00 x HST = \$28.25 \$28.25 x 2 = \$56.50 Total: \$56.50	\$56.50
	BBQ	Grounds	N/A . No charge	N/A Usage Total: \$1,033.95
Total:				27,786.97

Schedule "B"

Daycare /Playgroup

Daycare/Playgroup		Details	
Whistle Stop Daycare	Community Centre Foye/Alf Hales Daycare	<p>Daycare Monday, Wednesday, Friday 8:30 a.m. – 12:00 p.m. – 3.5 hrs/booking</p> <p>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)</p> <p>Small room</p> <p>\$25.00 + HST per hour = \$28.25</p> <p>\$28.25 + 3.5 hrs/booking = \$98.87</p> <p>Total of 95 bookings at \$98.87/booking</p> <p>\$98.87 x 95 = \$9,392.65</p> <p>Total: \$9,382.65</p>	\$9,382.65
	Community Centre Alf Hales Toy Clean	<p>Jan. 8, 2014 7:00 p.m. . 9:00 p.m.</p> <p>April 16, 2014 6:30 p.m. . 9:30 p.m.</p> <p>June 18, 2014 6:30 p.m. . 9:30 p.m.</p> <p>Dec. 17, 2014 7:00 p.m. . 9:00 p.m.</p> <p>Small Room \$25.00 + HST per hour = \$28.25</p> <p>\$28.25 x 10 hrs = \$197.75</p> <p>Total: \$282.50</p>	\$282.50
	Community Centre Archie MacRobbie Christmas Party	<p>Dec. 15, 2014 Large room (all day)</p> <p>\$365.00 + HST = \$412.45</p>	\$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: _____

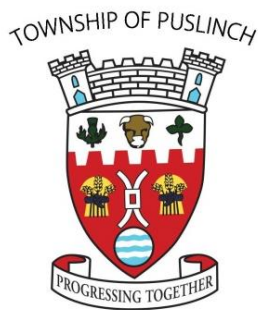
Amount \$: _____

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
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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.

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.

Financial Report Financial Report - 2015-03

8.2(g)(i).

<hr/>		
BANK BALANCE		4,198,854
General Acct. Interest Earned to Date		13,298
2015 Taxes Levied to Date	Interim 1st Installment	5,480,282
	Interim 2nd Installment	
	Final 1st Installment	
	Final 2nd Installment	
	capping	
	Total Taxes Levied	<hr/> 5,480,282
Taxes Written Off to Date		6,120
Supplemental Billings to Date		<hr/> 8,701

2015 Outstanding Taxes	23,903
2015 Outstanding Interest	4,176

Outstanding Taxes and Interest (Prior years)

-	2014 Taxes & Interest	457,165
-	2013 Taxes & Interest	179,571
-	2012 & Prior & Interest	130,512
Total Outstanding Taxes & Interest - Prior Years		<hr/> <hr/> 767,249

8.2(5)(ii)

2015.02.25 8.0 9759b

Township of Puslinch

09/04/2015

11:00AM

Accounts Payable

TD Canada Trust Cheque Register By Date

01/03/2015 thru 31/03/2015

Cheque Number	Cheque Date	Payee	Cheque Amount
018224	13/03/2015	000514 HYDRO ONE NETWORKS INC	2,380.57
018225	13/03/2015	000661 MANULIFE FINANCIAL	14,104.19
018226	13/03/2015	001937 PATZER, KELLY	121.00
018227	13/03/2015	001478 ROBERT KELLY	706.75
018228	17/03/2015	001950 VERMEER CANADA INC.	45,200.00
018229	17/03/2015	000119 BELL CANADA	257.64
018230	17/03/2015	001068 BFI CANADA INC.	205.58
018231	17/03/2015	001182 G.T. FRENCH PAPER LTD.	824.62
018232	17/03/2015	001951 HUETHER, ASHLEY	83.50
018233	17/03/2015	001945 ONSERVE	2,395.60
018234	17/03/2015	001210 ROGERS	712.03
018235	17/03/2015	000932 SENTEX COMMUNICATIONS	348.01
018236	17/03/2015	000998 TD VISA	2,230.51
018237	26/03/2015	000717 MINISTER OF FINANCE	1,040.00
018238	26/03/2015	000119 BELL CANADA	862.79
018239	26/03/2015	001953 BROUSSEAU, PAUL	175.15
018240	26/03/2015	001954 CARREIRA, CHAD	175.15
018241	26/03/2015	000175 CITY OF CAMBRIDGE	28,775.00
018242	26/03/2015	000969 FCDQ	1,004.01
018243	26/03/2015	000427 G-FORCE MARKETING	141.05
018244	26/03/2015	001182 G.T. FRENCH PAPER LTD.	733.58
018245	26/03/2015	000514 HYDRO ONE NETWORKS INC	1,717.26
018246	26/03/2015	001955 JONES, PAUL	6,163.16
018247	26/03/2015	001872 MONTEITH BROWN	7,765.29
018248	26/03/2015	000741 MUNICIPAL WORLD INC.	100.68
018249	26/03/2015	001945 ONSERVE	179.67
018250	26/03/2015	001733 SHRED-IT INTERNATIONAL ULC	112.38
018251	26/03/2015	001618 TIMBERWORX CONSTRUCTION	1,822.02
018252	26/03/2015	001016 TOPECO COFFEE & TEA COMPANY	314.70
018253	26/03/2015	001952 TOROMONT INDUSTRIES LTD.	268.89
018254	31/03/2015	001434 DENNIS LEVER	967.90
018255	31/03/2015	001824 FRENCH, ADAM	275.71
018256	31/03/2015	001936 HERNER, MARISSA	202.58
018257	31/03/2015	001703 KAREN LANDRY	209.90
018258	31/03/2015	000678 MATTHEW BULMER	494.38
018259	31/03/2015	000374 SUSAN FIELDING	191.80
018260	31/03/2015	001815 DATAFIX	1,341.87
018261	31/03/2015	000446 GRAND RIVER CONSERVATION AUTH	40,336.00
018262	31/03/2015	000514 HYDRO ONE NETWORKS INC	14,165.87
018263	31/03/2015	001650 PITNEY BOWES	2,226.95
018264	31/03/2015	001039 UNION GAS LIMITED	4,479.15
018265	31/03/2015	000030 ABELL PEST CONTROL INC.	375.82
018266	31/03/2015	000031 ABERFOYLE AGRICULTURAL SOCIETY	3,000.00
018267	31/03/2015	000038 ACKLANDS-GRAINGER INC.	550.46
018268	31/03/2015	000042 ADVANCE CONSTRUCTION EQUIP LTD	695.81
018269	31/03/2015	001352 AIR LIQUIDE CANADA INC.	210.89
018270	31/03/2015	000055 ALLIED MEDICAL INSTRUMENTS INC	368.59
018271	31/03/2015	001416 ALTRUCK INTL. TRUCK CENTRES	574.92
018272	31/03/2015	000093 BADENOCH COMMUNITY CENTRE	1,000.00
018273	31/03/2015	000107 BARRY CULLEN CHEV OLDS CADILLA	144.87
018274	31/03/2015	001946 BDO CANADA LLP	8,475.00
018275	31/03/2015	001957 BEAUMONT, CAMERON	91.00
018276	31/03/2015	000128 BENSON TIRE INC.	1,662.00

Accounts Payable

TD Canada Trust Cheque Register By Date

01/03/2015 thru 31/03/2015

Cheque Number	Cheque Date	Payee	Cheque Amount
018277	31/03/2015	001432 BERRN CONSULTING LTD	406.39
018278	31/03/2015	000148 BOUCHER & JONES INC.	10,281.76
018279	31/03/2015	000182 CAMPUS HARDWARE LIMITED	81.60
018280	31/03/2015	000171 CANADIAN PACIFIC RAILWAY CO.	1,375.00
018281	31/03/2015	000216 CANADIAN SAFETY EQUIPMENT INC	100.57
018282	31/03/2015	000214 CBM AGGREGATES	3,848.66
018283	31/03/2015	000219 CEDAR SIGNS	688.98
018284	31/03/2015	000259 COUNTY OF WELLINGTON	53,847.36
018285	31/03/2015	001351 DELTA TRUCK EQUIPMENT	165.37
018286	31/03/2015	001692 DEPENDABLE TRUCK AND TANK LTD	589.10
018287	31/03/2015	001518 DONALD CREED	158.19
018288	31/03/2015	001933 GAYA, RUBINA	350.00
018289	31/03/2015	001958 GILMOUR, GREG	175.00
018290	31/03/2015	000414 GM BLUEPLAN ENGINEERING LIMITED	4,351.91
018291	31/03/2015	001138 GRAND RIVER CONSERV. FOUNDATION	1,250.00
018292	31/03/2015	000448 GREAT-WEST LIFE ASSURANCE CO.	722.62
018293	31/03/2015	000400 GUELPH BUSINESS MACHINES	423.70
018294	31/03/2015	000468 GWS ECOLOGICAL & FORESTRY SERV	884.79
018295	31/03/2015	000476 HARDEN ENVIRONMENTAL SERVICES	4,666.90
018296	31/03/2015	000565 JOHN UPTEGROVE	462.30
018297	31/03/2015	001948 JUNO ELECTRIC	712.33
018298	31/03/2015	000593 KIWANIS MUSIC FESTIVAL OF GUEL	100.00
018299	31/03/2015	000603 KORZITE COATINGS INC.	311.97
018300	31/03/2015	000650 M & L SUPPLY	883.86
018301	31/03/2015	000685 MCELDERRY & MORRIS	3,833.81
018302	31/03/2015	000710 MICHAEL'S MOBILE	3,981.30
018303	31/03/2015	000778 ONTARIO ASSOC. OF FIRE CHIEFS	1,017.00
018304	31/03/2015	000826 PROBUY SAFETY SOLUTIONS	107.12
018305	31/03/2015	000830 PUROLATOR COURIER LTD.	16.26
018306	31/03/2015	001586 PUSLINCH COP COMMITTEE	500.00
018307	31/03/2015	001254 PUSLINCH LAKE CNSV. COMMITTEE	25,000.00
018308	31/03/2015	001956 RESTAURANTS CANADA	248.60
018309	31/03/2015	000900 ROYAL CITY AUTOMOTIVE	24.32
018310	31/03/2015	000905 ROYAL SS TANK & TRUCK LTD	733.63
018311	31/03/2015	000934 SGS CANADA INC	447.48
018312	31/03/2015	000935 SHAWN WHALING	33.00
018313	31/03/2015	000977 STEVEN GOODE	64.00
018314	31/03/2015	000225 STRONGCO	268.07
018315	31/03/2015	000983 SUNRISE THERAPEUTIC CENTRE	2,500.00
018316	31/03/2015	000988 SWAN DUST CONTROL LTD	370.91
018317	31/03/2015	001000 TECHNICAL STANDARDS & SAFETY	435.05
018318	31/03/2015	001016 TOPECO COFFEE & TEA COMPANY	198.93
018319	31/03/2015	001052 VIKING CIVES LTD	203.40
018320	31/03/2015	001084 WELLINGTON FARM & HOME SAFETY	125.00
018321	31/03/2015	000060 AMCTO	802.30
018322	31/03/2015	000717 MINISTER OF FINANCE	2,300.46
018323	31/03/2015	000764 O.M.E.R.S.	23,156.02
018324	31/03/2015	000856 RECEIVER GENERAL	172.66
018325	31/03/2015	001147 RECEIVER GENERAL	55,280.54
018326	31/03/2015	001107 WILSON FIRE SECURITY	127.92
018327	31/03/2015	001113 WORKPLACE SAFETY & INSURANCE	4,803.63
Cheque Register Total -			416,552.02

Corporate Financial Report - 2015-03

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	-	25	100	100	0%
01-0017-7770	Other Revenues	74	58	191	175	509	700	73%
01-0017-2310	Mun Tax Assistance	-	1,307	-	3,920	15,680	15,680	100%
01-0017-2320	Host Kilmer (Service Ontario)	-	1,856	-	5,568	22,270	22,270	100%
01-0017-2330	Ontario Hydro	-	1,012	-	3,037	12,147	12,147	100%
01-0017-2340	Greater Toronto Transit	-	580	-	1,739	6,956	6,956	100%
01-0017-2350	Public Works Canada	-	166	-	499	1,997	1,997	100%
01-0017-2400	Grant Guelph Junction Railway	-	444	-	1,333	5,330	5,330	0%
01-0017-2500	Puslinch Landfill	-	284	-	853	3,411	3,411	100%
01-0017-2600	City of Guelph	-	2,072	-	6,215	24,859	24,859	100%
01-0017-2700	University of Guelph	-	107	-	322	1,289	1,289	100%
01-0017-2800	CN Railway	-	95	-	284	1,135	1,135	100%
01-0017-2900	CP Railway	-	655	-	1,964	7,854	7,854	100%
01-0017-5110	OMPF	-	33,717	101,150	101,150	303,450	404,600	75%
01-0015-5310	Provincial Aggregate Levy	-	17,847	-	53,541	214,164	214,164	100%
01-0017-7510	Current Taxes	6,530	6,714	6,530	20,141	74,033	80,563	92%
01-0017-7520	Tax Arrears	10,207	8,983	35,700	26,948	72,093	107,793	67%
01-0014-1220	Supplemental Billings	-	4,167	8,701	12,500	41,299	50,000	83%
01-0017-7672	Interest on General	4,158	4,546	13,298	13,638	41,252	54,550	76%
01-0017-7675	Interest on Grading	205	127	780	380	740	1,520	49%
01-0017-7676	Int. Education/County DC's	7	14	30	42	139	169	82%
	Totals	21,181	84,757	166,380	254,272	850,706	1,017,086	84%

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)	2,364	17,832	6,120	53,496	207,864	213,984	97%
01-0010-4700	Conservation Authorities Levy Payment	40,336	12,856	40,336	38,567	113,930	154,266	74%
	Totals	42,700	30,688	46,456	92,063	321,794	368,250	87%

Administration Financial Report - 2015-03

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	60	13	120	40	40	160	25%
01-0015-1120	Investigator Fees	-	-	-	-	-	-	0%
01-0015-1130	Engineering and Environmental Fees Recovered	910	167	910	500	1,090	2,000	55%
01-0015-1140	Legal Fees Recovered	-	-	-	-	-	-	0%
01-0015-1150	Recoveries from Staff Events	-	79	-	238	950	950	100%
01-0015-3738	Other recoveries	-	-	-	-	-	-	0%
	Totals	970	259	1,030	778	2,080	3,110	67%

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	3,500.00	13,796	14,000	0%
01-0013-3195	Contribution from Insurance Contingency Working Reserve	-	833	-	2,500	10,000	10,000	0%
01-0013-3100	Contribution from Operating Carryforward Working Reserve	-	11,639	-	34,916	139,662	139,662	0%
	Totals	-	13,639	204	40,916	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	21,143	17,699	54,780	53,098	157,613	212,393	74%
01-0010-4001	PT Wages	3,337	3,037	8,570	9,110	27,870	36,440	76%
01-0010-4002	OT Wages	-	-	-	-	-	-	0%
01-0010-4100	FT Benefits	4,437	3,009	11,656	9,026	24,447	36,103	68%
01-0010-4101	PT Benefits	230	267	579	800	2,620	3,199	82%
01-0010-4102	Manulife Benefits	1,765	1,765	5,295	5,295	15,886	21,181	75%
01-0010-4103	WSIB	710	481	1,905	1,444	3,872	5,777	67%

Administration Financial Report - 2015-03

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	12	177	36	531	2,087	2,123	98%
01-0010-4204	Water Protection	9	10	37	30	83	120	69%
01-0010-4302	Communication (phone, fax, intern)	50	55	269	164	386	655	59%
01-0010-4303	Professional Fees - Legal	3,452	2,383	3,765	7,150	24,835	28,600	87%
01-0010-4305	Professional Fees - Engineering & Environmental	4,096	2,250	4,737	6,750	22,263	27,000	82%
01-0010-4307	Events and Other	-	583	-	1,750	7,000	7,000	100%
01-0010-4308	Mileage	183	42	183	125	317	500	63%
01-0010-4309	Professional Development	768	1,571	4,185	4,713	14,665	18,850	78%
01-0010-4311	Membership and Subscription Fees	-	709	4,963	2,128	3,547	8,510	42%
01-0010-4312	Employee Travel - Meals	-	33	-	100	400	400	100%
01-0010-4313	Employee Travel - Accom/Parking	7	83	7	250	993	1,000	99%
01-0010-4314	Employee Travel - Airfare	323	42	323	125	177	500	0%
01-0010-4315	Insurance	-	3,478	-	10,435	41,739	41,739	100%
01-0010-4316	Advertising	-	238	-	713	2,850	2,850	100%
01-0010-4317	Water Monitoring	-	417	-	1,250	5,000	5,000	100%
01-0010-4320	Contract Services	-	42	-	125	500	500	100%
01-0013-3185	Legal Contingency Working Reserve	-	417	5,000	1,250	-	5,000	0%
01-0013-3195	Insurance Contingency Working Reserve	-	417	5,000	1,250	-	5,000	0%
	Totals	40,522	39,203	111,290	117,610	359,151	470,441	76%

Council Financial Report - 2015-03

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	7,040	7,040	20,844	21,119	63,632	84,476	75%
01-0180-4101	PT Benefits	84	486	413	1,457	5,416	5,829	93%
01-0180-4102	Manulife Benefits	1,701	1,701	5,490	5,104	14,925	20,415	0%
01-0180-4200	Office Supplies & Equipment	1	6	1	19	74	75	99%
01-0180-4308	Mileage	182	250	511	750	2,489	3,000	83%
01-0180-4309	Professional Development	45	384	1,739	1,152	2,871	4,610	62%
01-0180-4312	Employee Travel - Meals	115	33	135	100	265	400	66%
01-0180-4313	Employee Travel - Accom/Parking	1,990	417	4,224	1,250	776	5,000	16%
01-0180-4314	Employee Travel - Air Fare	-	42	-	125	500	500	100%
	Totals	11,158	10,359	33,357	31,076	90,948	124,305	73%

Elections Financial Report - 2015-03

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	-	375	1,500	1,500	100%
01-0120-4320	Contract Services	1,208	-	1,208	-	- 1,208		0%
01-0013-3115	Contibution to Elections WR	-	1,167	14,000	3,500	-	14,000	0%
	Totals	1,208	1,292	15,208	3,875	292	15,500	2%

Finance Financial Report - 2015-03

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	1,200	1,350	4,200	5,400	78%
01-0015-1170	NSF Fees	80	67	200	200	600	800	75%
01-0015-1180	Invoice Administration Fee	225	250	300	750	2,700	3,000	90%
01-0015-1160	Advertising, Legal, and Realtax Fees Recovered	-	167	906	500	1,094	2,000	55%
01-0015-3739	Other Recoveries	46	167	46	500	1,954	2,000	0%
01-0017-7780	Garbage bags	881	917	3,041	2,750	7,959	11,000	72%
	Totals	1,412	2,017	5,693	6,050	18,507	24,200	76%

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	22,019	18,434	57,053	55,303	164,161	221,214	74%
01-0100-4001	PT Wages	-	-	-	-	-	-	0%
01-0100-4002	OT Wages	-	42	-	125	500	500	0%
01-0100-4100	FT Benefits	4,339	3,194	11,384	9,583	26,949	38,333	70%
01-0100-4102	Manulife Benefits	2,020	2,020	6,060	6,061	18,184	24,244	75%
01-0100-4103	WSIB Benefits	639	502	1,729	1,505	4,290	6,019	71%
01-0100-4199	Computer Software & Hardware Operational Upgrades/Support from IT Consultant	-	250	1,155	750	1,845	3,000	62%
01-0100-4200	Office Supplies	576	667	1,389	2,000	6,611	8,000	83%
01-0100-4201	Hydro	411	436	1,352	1,307	3,878	5,230	74%
01-0100-4202	Heat	347	188	1,113	565	1,147	2,260	51%
01-0100-4215	Cleaning, Maintenance, Building Supplies	257	373	338	1,120	4,142	4,480	92%
01-0100-4216	Kitchen Supplies and Equipment	336	256	670	767	2,400	3,070	78%
01-0100-4222	Outdoor Maintenance of Building	-	125	-	375	1,500	1,500	100%
01-0100-4301	Postage	1,404	806	1,404	2,419	8,271	9,675	85%
01-0100-4302	Communication (phone, fax, intern)	377	383	1,137	1,150	3,463	4,600	75%
01-0100-4304	Professional Fees - Audit	5,342	1,167	10,684	3,500	3,316	14,000	24%
01-0100-4308	Mileage	-	57	-	170	680	680	100%

Finance Financial Report - 2015-03

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0100-4309	Professional Development	-	415	-	1,245	4,980	4,980	100%
01-0100-4311	Membership and Subscription Fees	-	173	569	518	1,501	2,070	73%
01-0100-4312	Employee Travel - Meals	-	17	-	50	200	200	100%
01-0100-4313	Employee Travel - Accomodations	-	33	-	100	400	400	100%
01-0100-4316	Advertising	-	667	975	2,000	7,025	8,000	88%
01-0100-4320	Contract Services	1,279	4,302	8,489	12,905	43,131	51,620	84%
01-0100-4322	Emergency Management	162	160	324	480	1,596	1,920	83%
01-0100-4323	Environmental Service - Garbage Bags	-	917	-	2,750	11,000	11,000	100%
01-0100-4500	Bank Service Charges	83	219	306	656	2,319	2,625	88%
01-0100-4503	Debt Interest Repayment	-	1,617	-	4,851	19,405	19,405	100%
01-0100-4600	Grants	32,475	2,715	32,575	8,144	-	32,575	0%
01-0012-1200	Principle Repayment	-	8,833	-	26,500	106,000	106,000	100%
	Totals	72,066	48,967	138,706	146,900	448,895	587,601	76%

Building Financial Report - 2015-03

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	-	63	250	250	0%
01-0017-7250	Residential Building Permits	34,368	16,667	33,353	50,000	166,647	200,000	83%
	Institutional, Commercial & Industrial Building Permits	1,500	4,167	2,150	12,500	47,850	50,000	96%
	Farm Building Permits	416	200	-	600	2,400	2,400	100%
	Demolition Permit	150	50	-	150	600	600	100%
	Septic System Permit	2,850	1,667	1,800	5,000	18,200	20,000	91%
01-0017-7210	Designated Structures Permit	400	67	400	200	400	800	50%
	Tent or Marquee Permit	350	75	-	225	900	900	100%
01-0017-7240	Deferral of Revocation of Permit	-	25	300	75	-	300	0%
	Reactivate Abandoned Permit	-	13	-	38	150	150	100%
	Transfer of Permit	-	-	-	-	-	-	#DIV/0!
	Revision to a Permit	-	250	-	750	3,000	3,000	100%
	Alternate Solution Application	-	58	-	175	700	700	100%
	Conditional Permits	-	-	-	-	-	-	0%
01-0017-7290	Special Inspection Fee	300	25	400	75	- 100	300	-33%
	Totals	40,334	23,283	38,403	69,850	240,997	279,400	86%

CONTRIBUTION FROM WORKING RESERVES

01-0013-3150	Contribution from Building Reserve Fund	-	7,021	-	21,062	84,248	84,248	100%
	Totals	-	7,021	-	21,062	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	18,276	15,244	47,143	45,733	135,789	182,932	74%
01-0020-4001	PT Wages	155	183	405	550	1,795	2,200	82%
01-0020-4002	OT Wages	-	100	-	300	1,200	1,200	0%
01-0020-4100	FT Benefits	3,612	2,668	9,397	8,005	22,621	32,018	71%
01-0020-4101	PT Benefits	9	16	23	48	170	193	88%

Building Financial Report - 2015-03

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0020-4102	Manulife Benefits	1,755	1,755	5,265	5,266	15,800	21,065	75%
01-0020-4103	WSIB	574	447	1,553	1,342	3,813	5,366	71%
01-0020-4199	Computer Software & Hardware	-	83	-	250	1,000	1,000	100%
01-0020-4200	Office Supplies	416	565	568	1,695	6,213	6,781	92%
01-0020-4201	Hydro	169	185	572	554	1,643	2,215	74%
01-0020-4202	Heat	260	117	834	352	576	1,410	41%
01-0020-4203	Fuel	-	680	-	2,039	8,155	8,155	100%
01-0020-4204	Water Protection	13	4	25	12	23	48	48%
01-0020-4208	Signage	-	8	-	25	100	100	0%
01-0020-4215	Cleaning, Maint & supplies for Bldg	110	155	142	465	1,718	1,860	92%
01-0020-4216	Kitchen Supplies and Equipment	145	157	300	472	1,590	1,890	84%
01-0020-4220	Vehicle Maintenance	139	158	1,470	475	430	1,900	23%
01-0020-4222	Outdoor Maintenance of Building	-	25	-	75	300	300	100%
01-0020-4301	Postage	602	346	602	1,038	3,548	4,150	85%
01-0020-4302	Communication(phone, fax, intern)	155	342	662	1,025	3,438	4,100	84%
01-0020-4303	Professional Fees-Legal	-	1,742	5	5,225	20,895	20,900	100%
01-0020-4304	Professional Fees - Audit	2,290	500	4,580	1,500	1,420	6,000	24%
01-0020-4305	Professional Fees - Engineering	173	167	539	500	1,461	2,000	73%
01-0020-4308	Mileage	104	8	222	25	- 122	100	-122%
01-0020-4309	Professional Development	1,136	661	1,739	1,984	6,196	7,935	78%
01-0020-4311	Membership and Subscription Fees	-	255	1,198	765	1,862	3,060	61%
01-0020-4312	Employee Travel - Meals	40	42	218	125	282	500	56%
01-0020-4313	Employee Travel - Accomodations	-	242	486	725	2,414	2,900	83%
01-0020-4315	Insurance	27	1,337	41	4,011	16,004	16,045	100%
01-0020-4316	Advertising	-	63	-	188	750	750	100%
01-0020-4318	Vehicle Plates	-	24	-	71	283	283	100%
01-0020-4320	Contract Services	968	1,843	4,662	5,530	17,458	22,120	79%
01-0020-4321	Clothing, Safety Allowance	135	58	135	175	565	700	81%
01-0020-4322	Emergency Management	70	68	140	204	675	815	83%
01-0020-4500	Service Charges	46	55	130	164	525	655	80%
	Totals	31,379	30,304	83,056	90,912	280,592	363,648	77%

Source Water Protection Financial Report - 2015-03

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	3,750	-	15,000	0%
	Totals	-	1,250	15,000	3,750	-	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		6,054	24,215	24,215	0%
	Totals	-	2,018	-	6,054	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	-	3,051	12,202	12,202	0%
01-0160-4207	Public Education Costs	-	773	-	2,318	9,272	9,272	100%
01-0160-4305	Professional Fees	-	1,478	-	4,435	17,740	17,740	100%
	Totals	-	3,268	-	9,804	39,215	39,215	100%

Planning Financial Report - 2015-03

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	1,155	3,083	4,221	9,250	32,779	37,000	89%
01-0015-1191	Advertising Fees Recovered	-	250	-	750	3,000	3,000	100%
01-0015-3240	Zoning Compliance Letter	-	167	150	500	1,850	2,000	93%
01-0015-1200	Minor Variance Application	1,300	458	1,300	1,375	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	-	1,500	6,000	6,000	100%
01-0015-1230	Zoning By-law Amendment	2,000	833	2,000	2,500	8,000	10,000	80%
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	-	3,125	12,500	12,500	0%
	Totals	4,455	6,333	7,671	19,000	68,329	76,000	90%

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	4,672	4,050	12,370	12,151	36,235	48,605	75%
01-0130-4002	OT Wages	-	50	-	150	600	600	0%
01-0130-4100	FT Benefits	894	708	2,357	2,124	6,141	8,498	72%
01-0130-4102	Manulife Benefits	432	480	1,392	1,441	4,371	5,763	76%
01-00130-4103	WSIB	136	118	375	354	1,042	1,417	74%
01-0130-4200	Office Supplies	-	21	-	63	250	250	100%
01-0130-4208	Signage	-	21	-	63	250	250	100%
01-0130-4215	Cleaning, Maintenance & Supplies for Building	-	-	-	-	-	-	0%
01-0130-4302	Communication (phone, fax, Internet)	-	2	-	6	25	25	0%
01-0130-4303	Professional Fees - Legal	-	417	-	1,250	5,000	5,000	100%
01-0130-4305	Professional Fees - Engineering & Environmental	3,532	3,750	5,110	11,250	39,890	45,000	89%
01-0130-4308	Mileage	109	21	218	63	32	250	13%

Planning Financial Report - 2015-03

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	750	88	3,000	3%
01-0130-4311	Membership and Subscription Fees	-	38	-	113	450	450	100%
01-0130-4312	Employee Travel - Meals	-	8	-	25	100	100	100%
01-0130-4313	Employee Travel - Accomodations	-	29	-	88	350	350	100%
01-0130-4316	Advertising	-	333	802	1,000	3,198	4,000	80%
01-0130-4317	Professional Fees - Water Monitoring	-	184	-	551	2,205	2,205	100%
01-0130-4320	Contract Services	-	292	570	875	2,930	3,500	84%
	Totals	9,775	10,772	26,106	32,316	103,158	129,264	80%

By-law Financial Report - 2015-03

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	45	17	248	50	- 48	200	-24%
01-0017-7220	Dog Tags and Kennel Licences	1,300	1,000	7,675	3,000	4,325	12,000	36%
01-0015-1260	Fence Viewer's Application	-	-	-	-	-	-	0%
01-0017-7270	Septic Compliance Letter	-	83	75	250	925	1,000	93%
01-0017-7280	Special Occasion Permit Letters	-	13	-	38	150	150	100%
	Pool Enclosure Permit	-	233	-	700	2,800	2,800	100%
	Inspection Permit - LCBO	-	17	-	50	200	200	100%
01-0017-7230	Municipal addressing signs	160	67	240	200	560	800	70%
01-0015-5240	Ontario Wildlife Damage Compensation	-	125	-	375	1,500	1,500	100%
01-0017-7410	Guelph Humane Society Fees	-	150	605	450	1,195	1,800	66%
01-0015-1250	Mobile Food Service	-	-	-	-	-	-	100%
01-0015-1270	Engineering, Environmental and Legal Fees Recovered	272	833	3,905	2,500	6,095	10,000	61%
01-0015-1280	Site Alteration Agreement Revenues	-	167	590	500	1,410	2,000	71%
	Totals	1,777	2,704	13,338	8,113	19,112	32,450	59%

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	2,769	2,238	7,173	6,714	19,684	26,857	73%
01-0140-4001	Per Diems	-	167	283	500	1,717	2,000	86%
01-0140-4002	OT Wages	-	-	-	-	-	-	0%
01-0140-4100	FT Benefits	504	399	1,300	1,197	3,489	4,789	73%
01-0140-4102	Manulife Benefits	300	300	900	899	2,695	3,595	75%
01-0140-4103	WSIB	80	64	212	193	561	773	73%
01-0140-4200	Office Supplies	-	21	-	63	250	250	100%
01-0140-4208	Signage	-	108	20	325	1,280	1,300	98%
01-0140-4303	Professional Fees - Legal	-	1,250	-	3,750	15,000	15,000	100%

By-law Financial Report - 2015-03

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	681	1,479	1,393	4,438	16,357	17,750	92%
01-0140-4308	Mileage	-	38	45	113	405	450	90%
01-0140-4309	Professional Development	-	100	-	300	1,200	1,200	100%
01-0140-4311	Membership and Subscription Fees	-	52	180	155	440	620	71%
01-0140-4312	Employee Travel - Meals	-	4	-	13	50	50	100%
01-0140-4313	Employee Travel - Accomodations	-	21	-	63	250	250	100%
01-0140-4316	Advertising	-	83	-	250	1,000	1,000	100%
01-0140-4319	Permits	-	17	-	50	200	200	100%
01-0140-4320	Contract Services	-	403	684	1,210	4,156	4,840	86%
01-0140-4324	Livestock Loss	-	167	-	500	2,000	2,000	100%
	Totals	4,334	6,910	12,190	20,731	70,735	82,925	85%

Public Works Financial Report - 2015-03

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	-	188	450	563	1,800	2,250	80%
01-0015-3740	Roads Other Recoveries	-	65	-	195	780	780	0%
01-0015-2000	Third Party Cost Recovery	-	-	-	-	-	-	0%
01-0015-2100	Third Party Cost Recovery Administration Fee	-	-	-	-	-	-	0%
	Totals	-	253	450	758	2,580	3,030	85%

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	-	21,250	85,000	85,000	
	Totals	-	7,083	-	21,250	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	34,491	31,041	89,366	93,123	283,126	372,492	76%
01-0030-4001	PT/Seasonal Wages	10,307	1,503	27,471	4,510	9,430	18,041	-52%
01-0030-4002	OT Wages	3,104	2,725	21,097	8,175	11,603	32,700	35%
01-0030-4100	FT Benefits	6,906	5,276	19,054	15,828	44,258	63,312	70%
01-0030-4101	PT/Seasonal Benefits	828	132	2,452	396	868	1,584	-55%
01-0030-4102	Manulife Benefits	3,800	3,800	11,400	11,399	34,195	45,595	75%
01-0030-4103	WSIB	1,397	909	4,179	2,726	6,724	10,903	62%
01-0030-4200	Office Supplies	-	42	35	125	465	500	93%
01-0030-4201	Hydro	1,469	467	2,045	1,400	3,555	5,600	63%
01-0030-4202	Heat	1,716	470	2,817	1,410	2,823	5,640	50%
01-0030-4203	Fuel	9,259	7,025	35,472	21,074	48,823	84,295	58%
01-0030-4205	Equipment Maintenance & Supplies	-	171	-	513	2,050	2,050	100%
01-0030-4208	Signage	620	833	734	2,500	9,266	10,000	93%

Public Works Financial Report - 2015-03

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	-	7,400	29,600	29,600	100%
01-0030-4210	Railway Maintenance	-	6,667	-	20,000	80,000	80,000	100%
01-0030-4212	Maintenance Gravel	-	6,667	-	20,000	80,000	80,000	100%
01-0030-4213	Calcium	-	3,675	-	11,025	44,100	44,100	100%
01-0030-4214	Winter Maintenance	51,957	15,250	117,871	45,750	65,129	183,000	36%
01-0030-4217	Waste Removal	-	125	-	375	1,500	1,500	100%
01-0030-4218	Shop Overhead	388	1,083	1,866	3,250	11,134	13,000	86%
01-0030-4219	Road Maintenance supplies	-	3,117	916	9,350	36,484	37,400	98%
01-0030-4220	Vehicle Maintenance	3,974	3,833	7,770	11,500	38,230	46,000	83%
01-0030-4221	Speed Monitor	-	42	-	125	500	500	100%
01-0030-4224	Sidewalk Repairs	-	417	-	1,250	5,000	5,000	100%
01-0030-4302	Communication(phone, fax, intern)	183	213	548	639	2,009	2,557	79%
01-0030-4305	Professional Fees - Engineering	437	167	437	500	1,563	2,000	78%
01-0030-4308	Mileage	-	8	-	25	100	100	100%
01-0030-4309	Professional Development	-	118	-	355	1,420	1,420	100%
01-0030-4311	Membership and Subscription Fees	-	67	787	200	13	800	2%
01-0030-4312	Employee Travel - Meals	-	8	-	25	100	100	100%
01-0030-4315	Insurance	-	7,417	-	22,252	89,006	89,006	100%
01-0030-4316	Advertising	-	63	-	188	750	750	100%
01-0030-4318	Vehicle Plates	-	564	-	1,693	6,772	6,772	100%
01-0030-4319	Permits	-	83	-	250	1,000	1,000	100%
01-0030-4320	Contract Services	1,375	3,267	610	9,800	38,590	39,200	98%
01-0030-4321	Clothing, Safety Allowance	142	63	142	188	608	750	81%
01-0030-4326	Bridge Inspections	-	833	-	2,500	10,000	10,000	0%
01-0030-4400	Street Lights: Repairs and Hydro Bills	3,442	3,863	11,581	11,588	34,769	46,350	75%
	Totals	135,795	114,468	358,650	343,404	1,014,967	1,373,617	74%

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Parks Financial Report - 2015-03

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	75	8	75	25	25	100	0%
01-0015-2400	Aberfoyle/Morrison Ball Park/ Morrison Meadows	-	83	-	250	1,000	1,000	100%
01-0015-2500	Sports Facility User Fees	-	980	-	2,941	11,765	11,765	100%
	Totals	75	1,072	75	3,216	12,790	12,865	99%

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	-	2,083	-	6,248	24,992	24,992	0%
01-0110-4001	PT Wages - Parks	-	510	-	1,530	6,120	6,120	100%
01-0110-4002	OT Wages - Parks	-	-	-	-	-	-	0%
01-0110-4100	FT Benefits - Parks	-	198	-	595	2,379	2,379	100%
01-0110-4101	PT Benefits - Parks	-	45	-	134	537	537	100%
01-0110-4103	WSIB	-	75	-	224	896	896	100%
01-0110-4203	Fuel	-	183	-	550	2,200	2,200	100%
01-0110-4204	Water Protection	-	167	-	500	2,000	2,000	0%
01-0110-4205	Equipment Maintenance and Supplies	-	375	-	1,125	4,500	4,500	100%
01-0110-4220	Vehicle Maintenance	-	42	-	125	500	500	100%
01-0110-4222	Outdoor Maintenance	-	833	-	2,500	10,000	10,000	100%
01-0110-4308	Mileage	-	42	-	125	500	500	100%
01-0110-4316	Advertising	-	13	-	38	150	150	100%
01-0110-4320	Contract Services	-	1,725	-	5,175	20,700	20,700	100%
	Totals	-	6,290	-	18,869	75,474	75,474	100%

ORC Financial Report - 2015-03

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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	6,759	3,167	33,903	9,500	4,097	38,000	11%
01-0015-2700	Ice Rental - Non-Prime	638	167	1,613	500	387	2,000	19%
01-0015-2800	Arena Summer Rentals	-	1,833	-	5,500	22,000	22,000	100%
01-0015-2900	Gymnasium Rental	1,833	1,000	5,876	3,000	6,124	12,000	51%
01-0015-3000	Rink Board and Ball Diamond Advertising	-	29	-	88	350	350	0%
01-0015-3100	ORC Drink Machine	109	108	315	325	985	1,300	76%
01-0015-3735	Other Recoveries	-	42	-	125	500	500	0%
	Totals	9,339	6,346	41,707	19,038	34,443	76,150	45%

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	5,598	4,687	14,506	14,061	41,738	56,244	74%
01-0080-4001	PT Wages - ORC	2,484	2,126	7,270	6,377	18,237	25,507	71%
01-0080-4002	OT Wages - ORC	-	100	-	300	1,200	1,200	100%
01-0080-4100	FT Benefits - ORC	1,028	830	2,698	2,489	7,258	9,956	73%
01-0080-4101	PT Benefits - ORC	138	187	408	560	1,831	2,239	82%
01-0080-4102	Manulife Benefits	551	612	1,775	1,837	5,571	7,346	76%
01-0080-4103	WSIB	234	199	656	597	1,733	2,389	73%
01-0080-4200	Office Supplies	38	25	72	75	228	300	76%
01-0080-4201	Hydro	9,464	1,827	9,464	5,482	12,466	21,930	57%
01-0080-4202	Heat	924	475	3,097	1,426	2,608	5,705	46%
01-0080-4203	Fuel	190	255	1,278	765	1,782	3,060	58%
01-0080-4204	Water Protection	15	67	45	200	755	800	94%
01-0080-4205	Equipment Maintenance & Supplies	392	1,083	992	3,250	12,008	13,000	92%
01-0080-4208	Signage	-	17	-	50	200	200	100%
01-0080-4215	Bldg-Cleaning, Maint,Supplies Interior	313	833	1,388	2,500	8,612	10,000	86%
01-0080-4216	Drink Machine Supplies	-	42	87	125	413	500	0%
01-0080-4217	Waste Removal	37	50	74	150	526	600	88%
01-0080-4222	Bldg-Cleaning, Maint,Supplies Exterior	19	833	467	2,500	9,533	10,000	95%

ORC Financial Report - 2015-03

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)	195	195	572	585	1,768	2,340	76%
01-0080-4305	Professional Fees - Engineering	-	583	-	1,750	7,000	7,000	100%
01-0080-4308	Mileage	-	42	-	125	500	500	100%
01-0080-4309	Professional Development	-	125	-	375	1,500	1,500	100%
01-0080-4311	Membership and Subscription Fees	-	13	137	38	13	150	9%
01-0080-4312	Employee Travel - Meals	-	13	-	38	150	150	100%
01-0080-4315	Insurance	-	1,287	-	3,861	15,445	15,445	100%
01-0080-4316	Advertising	-	42	-	125	500	500	100%
01-0080-4320	Contract Services	-	29	-	88	350	350	0%
01-0080-4321	Clothing Safety Allowance	-	13	-	38	150	150	0%
	Totals	21,620	16,588	44,986	49,765	154,074	199,060	77%

8.2(g) (iii)

PCC Financial Report - 2015-03

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	3,821	1,342	7,174	4,025	8,926	16,100	55%
01-0015-3115	Archie MacRobbie Hall - Non-Prime	971	642	2,596	1,925	5,104	7,700	66%
01-0015-3130	Alf Hales Room	600	358	2,397	1,075	1,903	4,300	44%
01-0015-3160	Licensed Events Using Patio	55	50	55	150	545	600	91%
01-0015-3170	Commercial Rentals	-	63	-	188	750	750	100%
01-0015-3180	Bartenders	1,150	733	2,760	2,200	6,040	8,800	69%
01-0015-3190	Pop, Glasses, & Ice	292	233	383	700	2,417	2,800	86%
01-0015-3200	Kitchen Facilities	315	283	735	850	2,665	3,400	78%
01-0015-3220	Advertising Sign	-	17	-	50	200	200	100%
01-0015-3736	Other Recoveries	69	100	69	300	1,131	1,200	0%
01-0015-5250	Recreation Conditional Grants	-	431	-	1,292	5,167	5,167	100%
	Totals	7,273	4,251	16,169	12,754	34,848	51,017	68%

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	4,354	4,101	11,280	12,303	37,933	49,213	77%
01-0070-4001	PT Wages - Recreation	2,370	2,917	6,510	8,750	28,490	35,000	81%
01-0070-4002	OT Wages - Recreation	-	34	103	103	307	410	75%
01-0070-4100	FT Benefits - Recreation	386	395	1,009	1,186	3,733	4,742	79%
01-0070-4101	PT Benefits - Recreation	62	256	174	768	2,899	3,073	94%
01-0070-4102	Manulife Benefits - Recreation	897	897	2,691	2,690	8,070	10,761	75%
01-0070-4103	WSIB	195	203	585	609	1,852	2,437	76%
01-0070-4200	Office Supplies	-	25	-	75	300	300	100%
01-0070-4201	Hydro	902	1,843	4,785	5,530	17,335	22,120	78%
01-0070-4202	Heat	525	273	1,768	818	1,502	3,270	46%
01-0070-4203	Fuel	-	42	-	125	500	500	100%
01-0070-4204	Water Protection	184	425	504	1,275	4,596	5,100	90%
01-0070-4215	Bldg-Cleaning, Maint,Supplies Interior	1,664	1,667	1,885	5,000	18,115	20,000	91%

PCC Financial Report - 2015-03

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	-	417	1,167	1,250	3,833	5,000	77%
01-0070-4217	Waste Removal	148	200	296	600	2,104	2,400	88%
01-0070-4222	Outdoor Maintenance of Building	294	267	294	800	2,906	3,200	91%
01-0070-4302	Communication(phone, fax, intern)	256	250	851	750	2,149	3,000	72%
01-0070-4308	Mileage	144	21	226	63	24	250	10%
01-0070-4309	Professional Development	-	63	-	188	750	750	100%
01-0070-4311	Membership and Subscription Fees	224	19	224	56	1	225	0%
01-0070-4312	Employee Travel - Meals	38	13	38	38	112	150	75%
01-0070-4313	Employee Travel - Accomodations	149	38	149	113	301	450	67%
01-0070-4315	Insurance	-	1,439	-	4,317	17,267	17,267	100%
01-0070-4316	Advertising	-	292	-	875	3,500	3,500	100%
01-0070-4320	Contract Services	338	421	338	1,263	4,712	5,050	93%
	Totals	13,130	16,514	34,877	49,542	163,292	198,169	82%

Fire and Rescue Financial Report - 2015-03

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	-	175	700	700	100%
01-0015-3230	Open Burning Permit and Inspection	1,060	625	3,880	1,875	3,620	7,500	48%
01-0015-3235	Burning Permit Violations	820	171	820	513	1,230	2,050	60%
01-0015-3245	Fire Extinguisher Training	-	8	-	23	90	90	100%
01-0015-3260	Fireworks Permits	-	33	-	100	400	400	100%
01-0015-3210	Information/Fire Reports	-	38	75	113	375	450	83%
01-0015-3215	Other Recoveries	54	208	54	625	2,446	2,500	0%
01-0015-3270	Occupancy Load	-	17	-	50	200	200	100%
01-0015-3280	Fire Safety Plan Review	-	30	480	90	120	360	-33%
01-0015-3290	Post Fire Watch	-	34	-	103	410	410	100%
01-0015-3300	Boarding up or Barricading	-	-	-	-	-	-	0%
01-0015-3320	Key Boxes	-	8	-	25	100	100	100%
01-0015-3330	Inspections	-	17	-	50	200	200	100%
01-0015-3340	Motor Vehicle Emergency Responses	16,020	4,783	30,310	14,350	27,090	57,400	47%
01-0015-3350	Fire Alarm False Alarm Calls	410	34	410	103	-	410	0%
	Totals	18,364	6,064	36,029	18,193	36,741	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	30,271	29,070	80,415	87,210	268,425	348,840	77%
01-0040-4101	PT Benefits - Fire Dept	1,643	2,552	3,109	7,657	27,519	30,628	90%
01-0040-4102	Group Benefits	723	1,225	9,377	3,675	5,323	14,700	36%
01-0040-4103	WSIB	838	859	2,514	2,576	7,792	10,306	76%
01-0040-4200	Office Supplies	90	392	285	1,175	4,415	4,700	94%
01-0040-4201	Hydro	466	404	1,508	1,211	3,337	4,845	69%
01-0040-4202	Heat	260	80	834	239	121	955	13%
01-0040-4203	Fuel	-	922	-	2,766	11,065	11,065	100%
01-0040-4204	Water Protection	4	13	44	40	116	160	73%
01-0040-4205	Equipment Maintenance & Supplies	701	1,508	2,039	4,525	16,061	18,100	89%
01-0040-4206	Oxygen & Medical Supplies	698	258	883	775	2,217	3,100	72%

Fire and Rescue Financial Report - 2015-03

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0040-4207	Public Education	-	317	-	950	3,800	3,800	100%
01-0040-4215	Cleaning, Maint & supplies for Bldg	46	842	322	2,525	9,778	10,100	97%
01-0040-4216	Kitchen Supplies and Equipment	-	100	-	300	1,200	1,200	100%
01-0040-4217	Waste Removal	-	33	-	100	400	400	100%
01-0040-4220	Vehicle Maintenance	4,138	2,083	10,881	6,250	14,119	25,000	56%
01-0040-4302	Communication(phone, fax, intern)	394	1,058	3,187	3,175	9,513	12,700	75%
01-0040-4308	Mileage	336	625	643	1,875	6,857	7,500	91%
01-0040-4309	Professional Development	1,129	1,583	2,814	4,750	16,186	19,000	85%
01-0040-4311	Membership and Subscription Fees	1,435	230	2,156	689	600	2,756	22%
01-0040-4312	Employee Travel - Meals	250	58	250	175	450	700	64%
01-0040-4313	Employee Travel - Accomodations	-	200	-	600	2,400	2,400	100%
01-0040-4315	Insurance	-	1,084	-	3,252	13,010	13,010	100%
01-0040-4316	Advertising	-	104	-	313	1,250	1,250	100%
01-0040-4319	Permits	-	44	471	131	54	525	10%
01-0040-4320	Contract Services	696	2,133	4,107	6,400	21,493	25,600	84%
01-0040-4321	Clothing, Safety Allowance	892	2,562	1,694	7,685	29,046	30,740	94%
	Totals	45,010	50,340	127,533	151,020	476,548	604,081	79%

8.2(c)(9)(C)(iii).

Library Financial Report - 2015-03

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	-	515	2,060	2,060	100%
	Totals	-	172	-	515	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	-	376	171	1,128	4,339	4,510	96%
01-0010-4223	Library Water Monitoring	163	146	421	438	1,329	1,750	76%
	Totals	163	522	592	1,565	5,668	6,260	91%

8.2(g)(iii).

Badenoch Financial Report - 2015-03

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	-	1,313	5,250	5,250	100%
01-0150-4204	Water Protection	15	5	15	16	50	65	77%
01-0150-4320	Contract Services	-	13	-	38	150	150	100%
01-0150-4325	Badenoch Comm Ctr Grant	1,000	83	1,000	250	-	1,000	0%
	Totals	1,015	539	1,015	1,616	5,450	6,465	84%

8.2(g)(iii).

Committees Financial Report - 2015-03

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	-	1,045	4,180	4,180	100%
01-0075-4309	Professional Development	-	83	-	250	1,000	1,000	100%
	Totals	-	432	-	1,295	5,180	5,180	100%

Heritage Committee

01-0050-4001	Per Diems	-	149	-	448	1,790	1,790	100%
01-0050-4200	Office Supplies & Equipment	-	21	-	63	250	250	100%
01-0050-4308	Mileage	-	4	-	13	50	50	100%
01-0050-4309	Professional Development	-	83	-	250	1,000	1,000	100%
	Totals	-	258	-	773	3,090	3,090	100%

Planning and Development Advisory Committee

01-0060-4001	Per Diems	-	348	-	1,045	4,180	4,180	100%
01-0060-4308	Mileage	-	13	-	38	150	150	100%
01-0060-4309	Professional Development	-	208	-	625	2,500	2,500	100%
	Totals	-	569	-	1,708	6,830	6,830	100%

Revenues Financial Report - 2015-03

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	21,181	84,757	166,380	254,272	850,706	1,017,086	84%
Administration	970	259	1,030	778	2,080	3,110	67%
Elections	-	-	-	-	-	-	0%
Finance	1,412	2,017	5,693	6,050	18,507	24,200	76%
Building	40,334	23,283	38,403	69,850	240,997	279,400	86%
Source Water Protection	-	1,250	15,000	3,750	-	15,000	0%
Planning & Development	4,455	6,333	7,671	19,000	68,329	76,000	90%
By-law	1,777	2,704	13,338	8,113	19,112	32,450	59%
Public Works	-	253	450	758	2,580	3,030	85%
Parks	75	1,072	75	3,216	12,790	12,865	99%
Optimist Recreation Centre	9,339	6,346	41,707	19,038	34,443	76,150	45%
Puslinch Community Centre	7,273	4,251	16,169	12,754	34,848	51,017	68%
Fire and Rescue	18,364	6,064	36,029	18,193	36,741	72,770	50%
Library	-	172	-	515	2,060	2,060	100%
Badenoch	-	1	10	3	-	10	0%
Committee	-	-	-	-	-	-	0%
Totals	105,180	138,762	341,955	416,287	1,323,193	1,665,148	79%

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	40,916	163,458	163,662	0%
Building Surplus Reserve Fund	-	7,021	-	21,062	84,248	84,248	100%
Source Water Protection	-	2,018	-	6,054	24,215	24,215	100%
Public Works	-	7,083	-	21,250	85,000	85,000	100%
Totals	-	29,760	204	89,281	356,921	357,125	100%

Expenses Financial Report - 2015-03

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	42,700	30,688	46,456	92,063	321,794	368,250	87%
Administration	40,522	39,203	111,290	117,610	359,151	470,441	76%
Council	11,158	10,359	33,357	31,076	90,948	124,305	73%
Elections	1,208	1,292	15,208	3,875	292	15,500	2%
Finance	72,066	48,967	138,706	146,900	448,895	587,601	76%
Building	31,379	30,304	83,056	90,912	280,592	363,648	77%
Source Water Protection	-	3,268	-	9,804	39,215	39,215	100%
Planning & Development	9,775	10,772	26,106	32,316	103,158	129,264	80%
By-law	4,334	6,910	12,190	20,731	70,735	82,925	85%
Public Works	135,795	114,468	358,650	343,404	1,014,967	1,373,617	74%
Parks	-	6,290	-	18,869	75,474	75,474	100%
Optimist Recreation Centre	21,620	16,588	44,986	49,765	154,074	199,060	77%
Puslinch Community Centre	13,130	16,514	34,877	49,542	163,292	198,169	82%
Fire and Rescue	45,010	50,340	127,533	151,020	476,548	604,081	79%
Library	163	522	592	1,565	5,668	6,260	91%
Badenoch	1,015	539	1,015	1,616	5,450	6,465	84%
Committee	-	1,258	-	3,775	15,100	15,100	100%
Totals	429,875	388,281	1,034,022	1,164,844	3,625,353	4,659,375	78%



REPORT ADM-2015-005

TO: Mayor and Members of Council

FROM: Karen M. Landry, CAO/Clerk

MEETING DATE: May 6, 2015

SUB ECT: Director of Finance/Treasurer – Contract Position

RECOMMENDATIONS

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.

DISCUSSION

Background

The Director of Finance/Treasurer for the Township will be taking maternity leave in October 2015.

Purpose

The purpose of this report is to obtain authorization from Council to direct any surplus funds realized from any 2015 capital projects to fund an extension of the contract to cover the maternity leave of the Director of Finance/Treasurer from one year to one and a half years. Staff recommends 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's budget process.

Staff will report to Council within the next month on the results of recently issued tenders by the Director of Public Works and Parks.

Obtaining preliminary authorization regarding funding at this time will facilitate the posting of the contract position immediately. Staff will not proceed with filling the contract position until such time as a report has been considered by Council approving the additional funding needs.

FINANCIAL IMPLICATIONS

Additional funds are required for extending the contract from a period of one year to one and a half years.

APPLICABLE LEGISLATION AND REQUIREMENTS

Not applicable



Heritage Committee Meeting
Monday November 3rd 2014
7:30 p.m
Aberfoyle Municipal Complex

MINUTES



MEMBERS PRESENT:

Lynn Crow - Chair
John Levak
Mary Tivy
Don Aubin

TOWNSHIP STAFF:

Mayor Lever
Councillor Ken Roth
Nuala Larwood – Secretary

OTHERS PRESENT:

Barb Jefferson – The Chair introduced Barb to the Committee.

1. CALL TO ORDER:

The meeting was called to order at 7:30 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST:

None.

3. APPROVAL OF MINUTES FROM THE PREVIOUS MEETING:

April 14th, 2014.

4. ADOPTION OF THE MINUTES:

Moved By: Mary Tivy

Seconded By: Don Aubin **HER – 2014-002**



Heritage Committee Meeting
Monday November 3rd 2014
7:30 p.m
Aberfoyle Municipal Complex

That the minutes of the Heritage Committee meeting held April 14th, 2014 be approved.

CARRIED

5. SITES VISITED IN 2013:

Elliott Log House – Lot 32, Concession 8 – No Longer Standing

Aberfoyle Antiques Market House/Peter Sinclair House
53 Brock Road – No Plaque

Former William/Thompson Farmhouse - Lot 11, Front Concession 4
4661 SR 10 North – Plaque
John to send Lynn write up on residence

Former Dugald/Donald McLarty and Family Residence
Rear Gore Part 7 - 6645 Concession 1, RR #2, Puslinch - No Plaque
Information on residence to be sent to owner.

Stone Clubhouse - Puslinch Golf Course - 6527 Ellis Road, Cambridge – Plaque

6. SUMMER TOUR:

The Chair presented a slide show of the pictures taken on the Summer Tour from July 2014.



SUMMER TOUR CONTINUED:

Places visited on the tour were as follows:

15 Brock Road S – Former blacksmith, then Lehman hotel keeper's home –

Photo Taken Only

1, Back Street – Chair rec'd call in June from owners.

66 Queen Street - Stewart Farm Property

3916 SideRoad 10 S – Former Ramsey Farmhouse

7. CORRESPONDENCE/CALLS TO CHAIR SINCE APRIL 14TH, 2014 MEETING:

The Chair provided information on the following:

May/July 2014 – Two calls concerning 5 Victoria St. (Schlger log house) from prospective buyers regarding implications of plaquing.

June 2014 – Call from URS Canada, Ottawa regarding Former John Milroy house at 563 Townline and whether this is in our inventory. It isn't, but the house & barn has been photographed for Book 3.

University of Guelph - Gravel Pit Property, Former Daniel McNaughton Farmhouse – Lot 24, Front Concession 2

Letter issued by Chair to Real Estate Department of the U of Guelph in Spring asking what their plans were for the house.



CORRESPONDENCE/CALLS CONTINUED:

The Chair received a call from Owen Scott of the Land Plan Collaborative Ltd, Guelph in August regarding the matter, he had looked at the farmhouse and is reporting back to the University.

We would be receiving a response from them, with a copy of the report.

Mayor Lever to follow up with Philip Wong and let the Committee know outcome.

Sept 2014 – Call from real estate agent regarding meaning of PHC plaque on the Former Hammersley farmhouse (Lot 19, r. conc. 7) at 68 Brock Rd. The listed property is in the inventory of the Township and the implications were explained by the Chair.

8. MAKE UP OF PUSLINCH HERITAGE COMMITTEE:

The Chair discussed the set-up of the Heritage Committee and introduced Barb Jefferson to the members, she has agreed to be the Puslinch Historical Society's nomination to replace Lynn Crow for the next 4-year term. Puslinch Historical Society will send a formal letter of nomination once the application for appointment has been advertised.

Members Mary Tivy and John Levak confirmed their intention to re-apply for appointment.



Heritage Committee Meeting
Monday November 3rd 2014
7:30 p.m
Aberfoyle Municipal Complex

Mary, John and Nuala thanked Lynn and Don for all their hard work and dedication whilst being members of the Committee. Their knowledge has been invaluable.

9. ADJOURNMENT:

The Heritage Committee meeting adjourned at 10.00 p.m.



MINUTES

MEMBERS PRESENT

Councillor Stokley, Chair
Tom Jefferson, Vice-Chair
Daina Makinson
June Williams

MEMBERS ABSENT

Nichole Caswell

TOWNSHIP STAFF

Donna Tremblay, Deputy Clerk
Marissa Herner, Communications Associate/C.S.R

1. CALL TO ORDER

The meeting was called to order at 7:02 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. APPROVAL OF MINUTES

a) February 17, 2015 – Regular Meeting

Moved by Tom Jefferson and then Seconded by June Williams **REC-2015-04**

That the Minutes of the Recreation Committee meeting dated February 17, 2015 be adopted.

CARRIED

4. DELEGATIONS/PRESENTATIONS

None.

5. REGULAR BUSINESS

1. Recreation & Parks Master Plan – discussion – draft recommendations Recreation Master Plan Presentation by Steve Langlois at February 17, 2015 Recreation Meeting

The Recreation Committee reviewed the recommendations made in the Draft Recreation and Parks master plan and provided the following comments:

The Committee requested additional information regarding working with community partners such as YMCA-YWCA Guelph to regularly evaluate program opportunities.

The Committee requested additional information regarding future programming and partnerships regarding seniors and organizations such as Evergreen Seniors Centre



2. Trophy Photographs – update on trophy photographs at the Puslinch Community Centre

Ms. Daina Makinson provided the Committee with an update regarding the completion of the trophy book. Ms. Makinson advised that there are some trophies where photographs need to be taken. Once this is completed, the trophy photographs will be organized and catalogued into a book.

6. FINANCIAL REPORTS

1. Revenue and Expenses

- a) January 2015 (Parkland)
- b) January 2015 (Optimist Recreation Centre)
- c) January 2015 (Puslinch Community Centre)

The Committee reviewed the January 2015 revenue and expenses for the Parkland, Optimist Recreation Centre, and Puslinch Community Centre departments.

Moved by Mr. Jefferson and then Seconded by Ms. Williams **REC-2015-05**

That the Recreation Committee receive the following:

- a) January 2015 (Parkland)
- b) January 2015 (Optimist Recreation Centre)
- c) January 2015 (Puslinch Community Centre)

CARRIED

2. Revenue Summaries

- a) Yearly Revenue Comparison – Community Centre/Optimist Recreation Centre

Moved by Ms. Williams and then Seconded by Ms. Makinson **REC-2015-06**

That the Recreation Committee receive the Yearly Revenue Comparison – Puslinch Community Centre/Optimist Recreation Centre.

CARRIED

7. CLOSED MEETING

None.

8. ADJOURNMENT

Moved by Ms. Makinson and then Seconded by Ms. Williams **REC-2015-07**

The Recreation Committee Meeting hereby adjourns at 7:40 p.m.

CARRIED

9. NEXT MEETING

Tuesday, April 21, 2015 at 7:00 p.m. in the Council Chambers.



Committee of Adjustment Meeting
February 10, 2015
7:00 pm
Council Chambers, Aberfoyle

MINUTES

MEMBERS PRESENT:

John Sepulis, Chair
Dianne Paron
Councilor Ken Roth
Robin Wayne

MEMBERS ABSENT:

Dennis O'Connor

OTHERS IN ATTENDANCE:

Kelly Patzer – Development Coordinator
Karen Landry – CAO/Township Clerk
Sarah Wilhelm – County of Wellington
Aldo Salis – County of Wellington
Chad Hayden

1. OPENING REMARKS

- The meeting was called to order at 7:00 pm. Karen Landry welcomed committee members and held vote for Chair & Vice Chair

2. APPOINTMENT of CHAIR & VICE-CHAIR; term February 2015 – February 2017

- Moved by Ken Roth, Seconded by Dianne Paron
- John Sepulis elected Chair

CARRIED

- Moved by John Sepulis, Seconded by Ken Roth
- Dianne Paron elected Vice-Chair

CARRIED

3. APPOINTMENT OF SECRETARY-TREASURER

- Moved by Ken Roth, Seconded by John Sepulis
- Kelly Patzer appointed Secretary Treasurer and Donna Tremblay and Karen Landry appointed as alternates in the event of absence.

CARRIED

4. DISCLOSURE OF PECUNIARY INTEREST

- None

5. APPROVAL OF MINUTES

- Moved by Dianne Paron, Seconded by Robin Wayne
- That the minutes of the Tuesday November 10, 2014 Committee of Adjustment Meeting are hereby adopted as presented.

CARRIED

6. COMMITTEE OF ADJUSTMENT – Applications for Minor Variance

6(a) File D13/HAY – Chad Hayden – Part Lot 24, Concession 9, 0 Victoria Street S, Township of Puslinch

The purpose of the application is to seek relief from provisions of Zoning By-law #19/85:

General Provisions, Accessory Uses, Section 3.1(a) - To permit two (2) existing accessory buildings to remain on the subject property without a dwelling for an additional 6 months.

- Chad Hayden requested a 6 month extension for the use of the existing accessory buildings on the severed lot.
- Councillor Roth questioned why the 6 month extension is required
- C. Hayden stated there had been unforeseen circumstances that caused a delay in finalizing the construction of his new building and needed the extra time to move the contents from the existing accessory buildings to his new building.

Moved by Robin Wayne, seconded by Dianne Paron

That the application by Chad Hayden, file D13/HAY:

To permit two (2) existing sheds to remain on the property without a dwelling until the date of July 9th, 2015 whereas Section 3.1(a), General Provisions, Accessory Uses, of the by-law requires a main building or structure to permit an accessory building, structure or use;

Be approved with the following condition:

1. The two sheds shall be demolished by the date of July 9, 2015 in the event that an occupancy permit for a new single detached dwelling is not obtained on, or before, July 9, 2015.

CARRIED

7. CLOSED MEETING

- No matters

8. FUTURE MEETINGS

- March 10, 2015, 7:00 p.m.

9. AJOURNMENT

- The Committee of Adjustment meeting adjourned at 7:20 p.m.



MINUTES

MEMBERS PRESENT:

John Sepulis, Chair
Dianne Paron
Councilor Ken Roth
Robin Wayne

MEMBERS ABSENT:

Dennis O'Conner

OTHERS IN ATTENDANCE:

Kelly Patzer – Development Coordinator
Karen Landry – CAO/Township Clerk
Sarah Wilhelm – County of Wellington
Aldo Salis – County of Wellington
Chad Hayden

1. OPENING REMARKS

- The meeting was called to order at 7:00 pm. Karen Landry welcomed committee members and held vote for Chair & Vice Chair

2. APPOINTMENT of CHAIR & VICE-CHAIR; term February 2015 – February 2017

- Moved by Ken Roth, Seconded by Dianne Paron
- John Sepulis elected Chair

CARRIED

- Moved by John Sepulis, Seconded by Ken Roth
- Dianne Paron elected Vice-Chair

CARRIED

3. APPOINTMENT OF SECRETARY-TREASURER

- Moved by Ken Roth, Seconded by John Sepulis
- Kelly Patzer appointed Secretary Treasurer and Donna Tremblay and Karen Landry appointed as alternates in the event of absence.

CARRIED

4. DISCLOSURE OF PECUNIARY INTEREST

- None

5. APPROVAL OF MINUTES

- Moved by Ken Roth, Seconded by Dianne Paron
- That the minutes of the Monday November 24, 2014 Planning Advisory Committee Meeting are hereby adopted as presented.

CARRIED

6. COMMITTEE OF ADJUSTMENT

See February 10, 2015 Committee of Adjustment Minutes

DEVELOPMENT APPLICATIONS

7. PLANNING ADVISORY COMMITTEE MINUTES – November 24, 2014 See #5

8. ZONING BY-LAW AMENDMENTS

- 8(a)** D14/J2K – 227 Brock Road Zoning Amendment from Agricultural to Commercial to permit a proposed car wash and retail strip mall use.
- No comments

9. LAND DIVISION

- 9(a)** Severance (Easement) Application D10/SAL – John&Hanan Saliba (County file B1/15) Property described as Part Lot 11, Concession Gore, municipally known as 6774 Gore Road
- Moved by Ken Roth, Seconded by Robin Wayne.
 - Correction of wording in application “site” to “sight” as it has an effect on the context of the 500 m “sight-line” requirement
- CARRIED
- 9(b)** Severance Application D10/SAL – John&Hanan Saliba (County file B2/15) Property described as Part Lot 11, Concession Gore, municipally known as 6774 Gore Road
- Moved by Dianne Paron, Seconded by Robin Wayne
 - No comments (see easement application)
- CARRIED
- 9(c)** Severance Application D10/LOR – Edward&Heather Lorenowicz (County file B6/15) Property described as Part Lot 10, Concession 3, municipally known as 6746 Wellington Road 34
- Moved by Robin Wayne, Seconded by Ken Roth
 - Concern with the excavated material on site and the proximity of the fill to the green space, as the application states no fill has been brought in
 - Google Maps shows evidence of commercial activity
- CARRIED
- 9(d)** Severance Application D10/WIL – Leonard Williams (County file B7/15) Property described as Part Lot 22, Concession 11, municipally known as 4439 Concession 11
- Moved by Ken Roth, Seconded by Dianne Paron
 - No comments
- CARRIED
- 9(e)** Severance Application D10/COX - (County File B14/15) Property described as Part Lot 19, Concession 9, municipally known as 4501 Victoria Road S
- Moved by Robin Wayne, Seconded by Ken Roth
 - A minor variance will be required for the proposed 6 metre frontage
 - Note that the retained parcel identifies easements that are not shown on the plan
 - Entrance permit required for the proposed lot
- CARRIED

10. COMMITTEE ORIENTATION

- Karen Landry presented Township Policies – Committee shall acknowledge all forms and complete mandatory training
- Sarah Wilhelm completed a presentation on Planning Act requirements and development applications.

11. CLOSED MEETING

- No matters

12. FUTURE MEETINGS

- March 10, 2015, 7:00 p.m.

13. AJOURNMENT

- Moved by Ken Roth and Seconded by Robin Wayne.
- The meeting adjourned at 9:08 p.m.

CARRIED