



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
2015 COUNCIL MEETING

A G E N D A

DATE: Wednesday, September 2, 2015

CLOSED MEETING: 12:30 P.M.

REGULAR MEETING: 1:00 P.M.

≠ Denotes resolution prepared

1. Call the Meeting to Order
2. Disclosure of Pecuniary Interest & the General Nature Thereof. _____
- ≠ 3. Adoption and Receipt of Minutes of the Previous Meeting.
 - (a) Council Meeting – August 12, 2015
 - (b) Closed Council Meeting – August 12, 2015
 - (c) Public Meeting Minutes – DRS Developments Ltd. – June 22, 2015
 - (d) Public Meeting Minutes - Persian Investments – July 7, 2015
4. Business Arising Out of the Minutes.
5. **PUBLIC MEETINGS**

***note these Public Consultation meetings will be held on Wednesday, September 9, 2015 and Thursday, September 10, 2015 at 7:00 p.m. at the Municipal Office, 7404 Wellington Rd. 34, Guelph**

 - (a) Notice of Public Consultation Meetings – Community Based Strategic Plan

***note this Public meeting will be held on Thursday, September 10, 2015 at 6:00 p.m. at the Municipal Complex – 7404 Wellington Rd. 34**

 - (b) Notice of Public Meeting – Ferraro Inc. – Part Lots 26 and 27, Concession 7, municipally known as 0 McLean Rd. West
 - (c) Report PD-2015-021 – Information Report - Public Meeting - Rezoning Application - File D14/FER - Ferraro L. Inc. Fr. Pt Lots 26-27, Con 7. McLean Rd W



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***note this Public meeting will be held on Thursday, September 17, 2015 at 7:00 p.m. at the Puslinch Community Centre - 23 Brock Road South**

(c) Notice of Public Meeting – Proposed 2016 User Fees and Charges By-Law/Proposed Grant Application Policy and Fee Reduction/Waiver Policy.

6. COMMUNICATIONS

1. Mini Lakes Mobile Home Community

(a) Report from Stantec Consulting Inc. regarding Mini Lakes Mobile Home Community Quarterly Monitoring Program – 2nd Quarter 2015. ***note a full copy of the Report is available for review in the Clerk's Department.**

(b) Correspondence from GMBLue Plan Engineering regarding Mini Lakes Wastewater Treatment Plant Effluent Monitoring Report – 2nd Quarter (2015)

2. Highway 6 By-Pass

(a) Correspondence from Cameron Tuck to Minister Del Duca regarding Highway 6 By-Pass dated August 24, 2015.

≠ 3. Niska Road Improvements

(a) Correspondence from R.J. Burnside & Associates Limited regarding Notice of Public Information Centre #2, Niska Road Improvements From Downey Road to the City Limits dated August 20, 2015.

≠ 4. Request to Waive Fees

(a) Correspondence from Tim and Charlotte Belevins regarding Caring for Little Kidney's Campaign dated August 26, 2015.

≠ 5. Arkell Road Safety

(a) Correspondence from area resident regarding Arkell road safety dated August 18, 2015.



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≠ 6. **Intergovernmental Affairs**

(a) Various correspondence for review.

Note: IG Item # 8 – a full copy of the Report can be obtained on the Ministry of Energy's website at www.energy.gov.on.ca/en/renewable-energy-development-in-ontario-a-guide-for-municipalities

7. **DELEGATIONS/PRESENTATIONS**

1:05 p.m. – Mr. Kyle Davis, Risk Management Official – Wellington Source Water Protection regarding update on Source Protection Implementation.

1:25 p.m. – Ms. Marissa Herner, Communications Associate/Customer Service Representative, Township of Puslinch regarding Update on 2016 International Plowing Match

8. **REPORTS**

1. **Puslinch Fire and Rescue Services**

None.

2. **Finance Department**

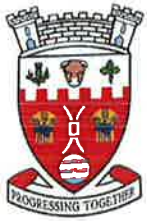
≠ (a) Financial Reports – July 2015

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

≠ (b) Applications for Cancellation, Reduction or Refund of Taxes re: Chapter 25, Section 357, 358, the Municipal Act, S.O., 2001.

3. **Administration Department**

≠ (a) Report ADM-2015-011 – Bill 8 – Accountability and Transparency Act – Amendments to Municipal Freedom of Information



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- ≠ (b) Report ADM-2015-009 – Organization Review – Staffing Resourcing – Development Coordinator Position
- ≠ (c) Report ADM-2015-010 – Staff Resourcing – Legislative Assistant Position
- ≠ (d) Report ADM-2015-012 – Resourcing – County of Wellington 2016 Business Retention and Expansion – Retail Sector
- ≠ (e) Report ADM-2015-013 – Hiring Policy – Clarification Amendments
- ≠ (f) Report ADM-2015-014 – Site Alteration By-Law Applicant Inquiries and Comments

4. **Planning and Building Department**

None.

5. **Roads & Parks Department**

None.

6. **Recreation Department**

- ≠ (a) Report REC-2015-007 – Agreement with Whistle Stop Co-operative Pre-school Inc. –preschool program– Puslinch Community Centre – 23 Brock Rd S.
- ≠ (b) Report REC-2015-008 – Agreement with Guelph Community Health Centre – drop in play group program– Puslinch Community Centre – 23 Brock Rd S.

7. **Mayor's Updates**

None.

9. **NOTICES OF MOTION**

None.



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≠ 10.

COMMITTEE MINUTES

- (a) Planning and Development Advisory Committee- June 9, 2015
- (b) Committee of Adjustment – June 9, 2015

11.

MUNICIPAL ANNOUNCEMENTS

12.

UNFINISHED BUSINESS

13.

CLOSED ITEMS

- (a) Confidential Verbal Report from Karen Landry CAO/Clerk, regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to Solicitor-Client privilege, including communications necessary for that purpose – Reid – 7827 Wellington Rd. 36
- (b) Confidential Verbal Report from Karen Landry, CAO/Clerk, regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and advice that is subject to solicitor-client privilege including communications necessary for that purpose – 11 Lake Avenue
- (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 – Krayishnik – 6643 Concession 2.

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, August 12, 2015

TIME: 6:00 P.M.

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

1. ATTENDANCE:

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

STAFF IN ATTENDANCE:

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

OTHERS IN ATTENDANCE

1. Doug Smith
2. Karen Lever

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

None.

3. ADOPTION OF THE MINUTES:

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

Municipal Announcements – Halton Hamilton Source Water Protection Committee

Councillor Fielding provided clarification with respect to this item. She advised that at the June 25th Board Meeting a new Board Chair, Robert Pasuta was appointed for the Hamilton Conservation Authority and that Mr. Bob Edmonson is the Chair of the Halton Hamilton Source Water Protection Committee.

Resolution No. 2015-295: Moved by Councillor Stokley and
Seconded by Councillor Fielding

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

- (a) Council Meeting – July 15, 2015, as amended
- (b) Closed Council Meeting – July 15, 2015

CARRIED

4. BUSINESS ARISING OUT OF THE MINUTES:

None.



5. **PUBLIC MEETINGS:**

None.

6. **COMMUNICATIONS:**

1. **Highway 6 – Morriston By-Pass**

- (a) Correspondence from Maple Leaf Foods to the Honourable Steven Del Duca dated July 28, 2015.

Mayor Lever advised that The Honourable Steven Del Duca participated in a tour of the Highway 6 By-pass area on July 23, 2015. Mayor Lever advised that Minister Del Duca met with a number of industry leaders including representatives from the Hamilton Harbor, Hamilton Airport and local businesses such as Concast Pipe, it was an excellent tour and Minister Del Duca requested that Puslinch be patient.

2. **2014 Licencees Compliance Assessment Report
Aggregate Resources Act**

(a) **St. Mary's Cement Inc. (Canada)**

- i. Licence ID#5631 - Edgington 1 Pit – Pt. Lot 25, Concession 7
- ii. Licence ID#625189 – Pt. Lots 1&2, Concession 3 & 4 –
- iii. 6618 and 6524 Roszell Rd.
- iv. Licence ID#625284 – Neubauer Pit - Part Lot 27, Conc. 1 –
- v. 7203 Concession 2
- vi. Licence ID#624952 – Lanci Pit – Pt. Lot 27, Conc. 2 -
- vii. 4296 Sideroad 25

3. **Memorial Dedication Provincial Highway**

- (a) Correspondence from Ted Arnott, Wellington-Halton Hills MPP regarding Jack Johnson Memorial Highway dated July 14, 2015.

4. **County of Wellington – Growth Forecast Update**

- (a) County of Wellington Planning Committee Report regarding Growth Forecast Update PD-2015-15 dated May 14, 2015.

- (b) Watson & Associates Report – Wellington County Population, Household and Employment Forecast Update, 2011-2014 dated May 6, 2015.

Council discussed the Watson & Associates Report and raised concerns regarding the methodology for calculation of the PPU (persons per unit) and whether considerations had been taken into account for amendments to the Zoning by-law to include accessory apartments and the large homes in Puslinch which lead to multigenerational residency.

Council expressed concerns regarding growth information for the period of 2031 and 2036 being 25 homes, but after this period the data indicates substantial growth. Council asked for clarification as to why this period from 2031 and 2036 would reflect low growth.

Council expressed concerns regarding the employment growth data and whether the statement that close to 60% of the forecast County-wide industrial employment growth has been allocated to the Townships of Centre Wellington and Puslinch as data contained in Figure 410 Percentage Share of Employment Growth by Area Municipality, 2011-2041 does not reflect this comment.



Councillor Bulmer inquired as to whether the County could look into septic disposal sites in order to assist the Township and County with growth for securing both commercial and industrial growth.

Mayor Lever advised that he would inquire of the County as to whether there are any long term plans with respect to septic waste disposal for the County.

Resolution No. 2015-296: Moved by Councillor Fielding and
Seconded by Councillor Stokley

That Council receive the County of Wellington Planning Committee Report regarding Growth Forecast Update PD-2015-15 dated May 14, 2015, and Watson & Associates Report – Wellington County Population, Household and Employment Forecast Update, 2011-2014 dated May 6, 2015; and

That Council instructs staff to advise the County of Wellington if its comments.

CARRIED

5. Meadows of Aberfoyle

(a) 2014 Annual Monitoring Report – Meadows of Aberfoyle – Permit to take Water No. 5626-7WLQ3W dated January 2015. ***note a full copy of the report is available for viewing in the Clerk's Department.**

(b) Correspondence from Stan Denhoed, Harden Environmental regarding PTTW – Meadows of Aberfoyle (MOE Ref#5626-7WLQ3W) dated July 2, 2015.

Councillor Bulmer requested that staff make inquiries of Stan Denhoed as to whether the monitoring report does not raise concerns regarding decreases in well levels.

6. Request Letter of Support

(a) Correspondence from Arkell Church regarding letter of support dated August 5, 2015.

Resolution No. 2015-297: Moved by Councillor Stokley and
Seconded by Councillor Fielding

That Council receive the correspondence from Arkell United Church regarding letter of endorsement – application for the New Horizons Senior Program Grant dated August 5, 2015; and

That Council supports the Arkell United Church's kitchen renovation project as the Church provides programs that have a positive impact on the lives of seniors in the Township; and

That Council directs staff to prepare a letter of endorsement with respect to Arkell United Church's New Horizons Senior Program Grant Application with respect to the Church's kitchen renovation project.

CARRIED

7. Intergovernmental Affairs

(a) Various correspondence for review.



with the Chief Building Official it is recommended that the grading deposits be changed to a flat fee. The current process is that the Township receives deposits for grading matters to have the Township's engineers perform initial and final inspections on the lot grading. Any funds remaining from the grading deposit after third party engineering fees are incurred by the Township are currently refunded back to the property owner or developer. It is recommended that a flat fee be charged to recover the costs associated with third party engineering fees and the deposit structure be discontinued.

Resolution No. 2015-300 Moved by Councillor Fielding and
Seconded by Councillor Stokley

That Report FIN-2015-029 regarding the 2016 Proposed User Fees and Charges be received; and

That Council directs staff to proceed with holding a Public Meeting on September 17, 2015 at 7:00 p.m. at the Puslinch Community Centre in conjunction with the 2015 Grant Application Policy and Fee Reduction/Waiver Policy to obtain public input on the proposed User Fees and Charges By-law as outlined in Schedule A to Report FIN-2015-029; and

That staff publish notice in the Puslinch Pioneer and Township website to advise any persons of the Public Meeting; and

That staff report back on the results of the Public Meeting.

CARRIED

3. Administration Department

(a) Report ADM-2015-007 –Proposed 2016 Council/Budget Calendar

Resolution No. 2015-301: Moved by Councillor Stokley and
Seconded by Councillor Fielding

That Report ADM-2015-007 regarding the Proposed 2016 Council/Budget Meeting Schedule, be received; and

That Council adopt the Proposed 2016 Council/Budget Meeting Schedule, attached as Appendix "A" to Report ADM-2015-007; and

That the approved 2016 Council/Budget Meeting Schedule be circulated to the County of Wellington for Information Purposes; and

That the Township's website be updated to include the respective meeting dates.

CARRIED

4. Planning and Building Department

(a) Chief Building Official Report – July 2015

Resolution No. 2015-302 Moved by Councillor Roth and
Seconded by Councillor Bulmer

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

CARRIED



- (b) Report PD-2015-020–Public Meeting – Rezoning Application File D14/FER – L. Ferraro Inc. – Part Lots 26 and 27, Concession 7, municipally known as 0 McLean Rd. West

Resolution No. 2015-303: Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Report PD-2015-020 regarding Notice of Public Meeting – Rezoning Application File D14/FER – L. Ferraro Inc. – Part Lots 26 and 27, Concession 7, municipally known as 0 McLean Rd West, be received; and

That Council authorize the holding of a Statutory Public Meeting on Thursday September 10, 2015, at 6:00 pm in the Council Chambers, Municipal Complex.

CARRIED

5. Roads & Parks Department

None.

6. Recreation Department

None.

7. Mayor's Updates

County of Wellington Updates

Mayor Lever provided a brief summary of the following County of Wellington Reports.

- (a) Grand River Conservation Authority Presentation to Wellington County Planning Committee – March 12, 2015, regarding Wellington-Guelph Rural Water Quality Program.
- (b) County of Wellington Report - Economic Development Department– Signage Plan 2015 – June 11, 2015
- (c) Farm Tax Credit Program impact – verbal update

Mayor Lever advised that he will be speaking to the Minister of Natural Resources and Forestry regarding the program and its impact on Puslinch Taxpayers at the AMO Conference to be held August 16th – 19th. Mayor Lever will be providing further updates to Council regarding this delegation at future meetings.

9. NOTICE OF MOTION:

None.

10. COMMITTEE MINUTES

- (a) Recreation Committee – June 16, 2015



Resolution No. 2015-304:

Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Council hereby receives the following Minutes as information:

(a) Recreation Committee – June 16, 2015

CARRIED

11. MUNICIPAL ANNOUNCEMENTS

Ted Arnott, Wellington Halton-Hills MPP Summer Social

Councillor Fielding advised that she attended the Summer Social held on Sunday, August 9, 2015 in the garden of St. James Anglican Church in Fergus. Councillor Fielding advised that it was a beautiful day and the event was well attended by constituents.

Badenoch Community Centre Barbeque

Councillor Bulmer reminded those in attendance that the Badenoch Community Centre Barbeque will be held on Sunday, August 29th. Tickets are still available for the event.

Thank You to Township Public Works Staff

Councillor Bulmer thanked Don Creed, Director of Public Works and Parks, and Public Works Staff for the quick response to residents requests and road repair on the 11th Concession and Maltby Rd.

Regional Roundtable Meeting

Mayor Lever advised that he attended an Ontario Ministry of Economic Development and Infrastructure Regional Round Table Meeting on Wednesday, July 27, 2015 in Waterloo. Mayor Lever advised that the results of the meeting included common themes amongst municipalities including the elimination of a lottery system for grant funding; reduced complexity in grant applications and reporting; an increase in the gas tax of 3-5 cents and allocation of funds to all municipalities, not only those with public transit. Mayor Lever advised that the Ontario government continues to work on a natural gas program for rural municipalities and had no further details to provide at this time. There will be continued funding for Go Transit and Broadband programs.

City of Guelph – Clair/Maltby Secondary Plan

Mayor Lever advised that he attended the Information Meeting held by the City of Guelph on Tuesday, August 11th. There were a number of residents in attendance from the Rolling Hills subdivision. The display maps provided information regarding the significant constraints from the natural features. The plan includes a large area of land which includes both the old Victoria West Golf Club and Springfield Golf Course. The City will have the terms of reference prepared by January 2016 for presentation to Guelph City Council. At this point no specific uses for the lands have been discussed and it will be several years before any development takes place.

12. UNFINISHED BUSINESS

None.

13. CLOSED MEETING

Council was in closed session from 6:05 p.m. to 6:40 p.m.



- (a) Confidential Verbal Report from Karen Landry CAO/Clerk, regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to Solicitor-Client privilege, including communications necessary for that purpose – Reid – 7827 Wellington Rd. 36
- (b) Confidential Verbal Report from Karen Landry CAO/Clerk, regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to Solicitor-Client privilege, including communications necessary for that purpose – Krayishnik – 6643 Concession 2.
- (c) Confidential Report ADM-2015-008 – Organizational Review/Staff Resourcing from Karen Landry CAO/Clerk regarding personal matters about an identifiable individual including municipal or local board employees, labour relations or employee negotiations and the security of the property of the municipality or local board.
- (d) 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 – Plan 386
- (e) Confidential Report from Township's Solicitors regarding advice that is subject to solicitor- client privilege, including communications necessary for that purpose – Township User Fees.

Resolution No. 2015-305: Moved by Councillor Fielding and
Seconded by Councillor Roth

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

- (a) Confidential Verbal Report from Karen Landry CAO/Clerk, regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to Solicitor-Client privilege, including communications necessary for that purpose – Reid – 7827 Wellington Rd. 36
- (b) Confidential Verbal Report from Karen Landry CAO/Clerk, regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to Solicitor-Client privilege, including communications necessary for that purpose – Krayishnik – 6643 Concession 2.
- (c) Confidential Report ADM-2015-008 – Organizational Review/Staff Resourcing from Karen Landry CAO/Clerk regarding personal matters about an identifiable individual including municipal or local board employees, labour relations or employee negotiations and the security of the property of the municipality or local board.
- (d) 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 – Plan 386
- (e) Confidential Report from Township's Solicitors regarding advice that is subject to solicitor- client privilege, including communications necessary for that purpose – Township User Fees

CARRIED



Resolution No. 2015-306: Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Council move into open session.

CARRIED

- (a) Confidential verbal report from Karen Landry CAO/Clerk, regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to Solicitor-Client privilege, including communications necessary for that purpose – Reid – 7827 Wellington Rd. 36

Resolution No. 2015-307 Moved by Councillor Fielding and
Seconded by Councillor Stokley

That Council receive the confidential verbal report from Karen Landry CAO/Clerk regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to Solicitor-Client privilege, including communications necessary for that purpose – Reid – 7827 Wellington Rd. 36; 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 advice that is subject to Solicitor-Client privilege, including communications necessary for that purpose – Krayishnik – 6643 Concession 2.

Resolution No. 2015-308 Moved by Councillor Stokley and
Seconded by Councillor Fielding

That Council receive the confidential verbal report from Karen Landry CAO/Clerk, regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to Solicitor-Client privilege, including communications necessary for that purpose – Krayishnik – 6643 Concession 2.

CARRIED

- (c) Confidential Report ADM-2015-008 – Organizational Review/Staff Resourcing from Karen Landry CAO/Clerk regarding personal matters about an identifiable individual including municipal or local board employees, labour relations or employee negotiations and the security of the property of the municipality or local board.

Resolution No. 2015-309 Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Council receive the Confidential Report ADM-2015-008 – Organizational Review/Staff Resourcing from Karen Landry CAO/Clerk regarding personal matters about an identifiable individual including municipal or local board employees, labour relations or employee negotiations and the security of the property of the municipality or local board.

CARRIED

- (d) 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 – Plan 386



Resolution No. 2015-310 Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Council receive the Confidential Verbal Report from Karen Landry, CAO/Clerk, regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and advice that is subject to solicitor-client privilege including communications necessary for that purpose – Plan 386; and

That Staff proceed as directed.

CARRIED

(e) Confidential Report from Township's Solicitors regarding advice that is subject to solicitor- client privilege, including communications necessary for that purpose – Township User Fees

Resolution No. 2015-311 Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Council receive the Confidential Report from Township's Solicitors regarding advice that is subject to solicitor- client privilege, including communications necessary for that purpose – Township User Fees

CARRIED

14. BY-LAWS:

(a) A By-law to amend By-law 31/12 being a By-law for prohibiting or regulating the alteration of property within the Township of Puslinch (Site Alteration By-law).

(b) A by-law to appoint Paul Creamer as Treasurer for the Corporation of the Township of Puslinch

Karen Landry, CAO/Clerk, introduced Mr. Paul Creamer, who began his 18 month maternity contract employment with the Township on August 12, 2015.

Resolution No. 2015-312: Moved by Councillor Fielding and
Seconded by Councillor Stokley

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

(a) By-Law 45/15 being a by-law to amend By-law 31/12 being a By-law for prohibiting or regulating the alteration of property within the Township of Puslinch (Site Alteration By-law).

(b) By-Law 46/15 being a by-law to appoint Paul Creamer as Treasurer for the Corporation of the Township of Puslinch.

CARRIED

15. CONFIRMING BY-LAW

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

Resolution 2015- 313: 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 **47/15** being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 12th day of August, 2015.

CARRIED

16. **ADJOURNMENT:**

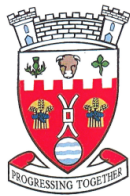
Resolution No. 2015-314: Moved by Councillor Fielding and
Seconded by Councillor Stokley

That Council hereby adjourns at 8:05 p.m.

CARRIED

Dennis Lever, Mayor

Karen Landry, CAO Clerk



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
PUBLIC MEETING MINUTES

DATE: Monday June 22, 2015

TIME: 7:00 p.m.

PLACE: Puslinch Municipal Complex

FILE NUMBER: Plan of Subdivision File 23T-10004 (D12/DRS) & D14/DRS
DRS Developments Ltd.

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

The Chair welcomed those attending the Public Meeting.

The Chair advised that purpose of the Public Meeting is to inform and provide the public with the opportunity to ask questions, or to express views with respect to the proposed Plan of Subdivision Zoning By-law Amendment commenced by the Applicant: DRS Developments Ltd. Located of 66 Queen Street, Morriston.

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

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

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

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

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

Presentations

Rob Stovel, Planner and Agrologist, Stovel and Associates Inc., agent for DRS Developments Ltd, introduced the Development Team working on the subdivision and zoning amendment proposal:

- Owners of the property, DRS Developments Ltd. – represented by Dave Bouck and Ron Schiedel
- Engineers – AMEC FOSTER WHEELER –Ron Scheckenberger, Principal and Michael Dessureault, Senior Civil Engineer



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH PUBLIC MEETING MINUTES

- Biologist – Jim Dougan, Director and Senior Ecologist – Dougan and Associates, Ecological Design and Consulting
- Hydrogeologist – Sandy Anderson, Manager, Hydrogeology – Chung & Vander Doelen Engineering Ltd.

Rob Stovel, referencing a plan, detailed the location of the subject site and the uses of the properties surrounding the subject lands. He stated the Official Plan designated the entirety of the property as Hamlet Residential at the time of submission of the subdivision application. Recently DRS applied to the County for a redline revision to the originally submitted draft plan of subdivision.

Rob Stovel continued to give a brief history of planning approvals that affected the subject site and stated the County started the 5 year review of the Official Plan in February 2010, referred to as Official Plan #81 (OPA 81). One of the outcomes of OPA 81 included updated mapping schedules to address natural heritage features and flood mapping detailed by the conservation authorities. One of the mapping changes newly designated part of the DRS property as Core Greenlands directly relating to updated flood mapping completed by Conservation Halton. In 2012, DRS listed concerns of the new Core Greenlands schedule to the County. In September 2013, the County adopted OPA 81 and DRS appealed OPA 81 to the Ontario Municipal Board. The DRS appeal was resolved February 3, 2015 by Agreement between Conservation Halton and DRS as it relates to the Core Greenlands designation on the subject property and the County agreed to modify the boundary based on the settlement between the two parties. A rezoning application has been applied for through the Township to rezone the Core Greenlands identified on the property from Hamlet Residential to Natural Environment (NE) Zone and to reduce the required setback of 30 metres from the NE Zone to a dwelling to permit a 15 metre setback from the NE Zone to a dwelling.

Rob Stovel stated the Draft Plan of Subdivision includes 11 lots, all 0.24 hectares or larger. The MTO will require a road widening along Highway 6 and a stormwater management pond with a water treatment system that will be owned and maintained by the Township. Land is also being transferred to the church abutting the property to expand their parking lot. There is currently a pond partially on the subject site which is proposed to be reconfigured and relocated off the subdivision site. The design of the subdivision has taken about 2 to 2.5 years to detail with substantial input from Conservation Halton.

Rob Stovel noted all homes will have a setback of approximately 30 metres from Highway 6. The MTO will not permit an access off of Highway 6 and the existing entrance will be removed. The historical house will be retained and the owner will confirm this in writing if required. The owner plans to maintain the heritage features of the dwelling with plans to initiate renovations starting this year, or 2016, depending on the timing of this process. The house is in deteriorated condition and work will occur this summer to ensure further deterioration does not occur.

Rob Stovel listed the studies that have been completed with the submission and processing of the subdivision application including an Archaeological Stages Report, Scope Environmental Impact Study, Hydrogeological Investigation, Functional Servicing & Stormwater Management Report and Geotechnical Investigation.

Rob Stovel noted there are no significant natural heritage features on the subdivision site, but there are natural heritage features on the property which will continue to be protected. Minimum Distance Separation does not apply to Hamlet Areas. The pond work that will be undertaken will have a net environmental gain.

Rob Stovel informed the individual lots will contain drilled wells and high end tertiary treatment systems. There is a bedrock aquifer and there will be no impacts on neighbouring wells or the creek.

Jim Dougan and Sandy Anderson indicated that runoff from the site contributes to fisheries. Plans have been reviewed for the site regarding flow data, desktop field data and assessment modeling has been undertaken to mitigate any potential impacts. The headwater of the Bronte Creek system cuts from the south. On site grades and off site drainage of the tributary will be maintained. The primary component of the grading geometry will be engineered, for example the agricultural pond will maintain the same storage capacity and be made better. The existing configuration will be matched, but moved to the west. A swale will be created as a relief system.

There will be no impact on the quantity of run-off but any quality compromise of run-off on the roadway will be captured with an oil and grit separator. Discharge will flow into an open



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collection system and will exceed provincial standards in terms of water treatment. Low impact development methods will be utilized for further environmental enhancing. Curbs and catch basins combined with the use of swales will provide drainage flow.

It was confirmed there is a floodplain on the property which is regulated by the conservation authority and it was specified that the site will not net an impact. Any impact has the potential to be positive.

Rob Stovel addressed the comments and letters from the public made to date, the first of which questioned the developments impact on neighbouring wells and septic systems. Rob Stovel noted wells will be drilled providing potable water and septic tertiary systems will be installed.

Rob Stovel confirmed there will not be a negative impact on nearby agriculture uses as the remainder of the property will continue to be farmed by the owner and there will not be MDS impacts on existing nearby barns as the development is within the Hamlet boundary.

Rob Stovel noted he hadn't considered the impacts of construction traffic while developing the site, but will work with the Township regarding timing and routes.

Rob Stovel confirmed that street lighting is required as part of the subdivision and hopes to install high-end street lights. A lighting plan has not yet been prepared, but it will be required as part of the subdivision approval.

Ron Scheckenberger answered concerns of the pond reconfiguration.

Rob Stovel assured any grading of the property is subject to County, Township and Conservation Halton approvals. He confirmed that the houses that are not near the highway will be adequately set back.

Rob Stovel noted a letter from the public that had been received from Mr. and Mrs. Pankratz today noting concerns about the impact on their shallow well from altering the pond. Rob Stovel stated that a response had been provided to the Township and County by Chung & Vander Doelen Engineering Ltd. Noting that an increase in the quantity of groundwater recharge to the shallow water table is anticipated based on the development engineering designs.

Rob Stovel informed the gallery that he will provide responses to the Township and County for any questions that he is unable to respond to this evening.

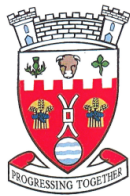
Question/Comments

Mary Tivy, Chair of the Township's Heritage Committee, noted the Calfas family built the Stewart House on the property in the mid-19th century and constructed it with birch and fieldstone. It was plaqued and designated as a heritage building in 2000. Today it is in severe disrepair and at a great risk of demolition due to neglect.

Rob Stovel will coordinate with the County Planner responses to all concerns. He stated the owner of the heritage house will be developing a schedule for construction on the dwelling, and he intends to preserve the heritage aspects of the dwelling.

Don McKay, of 84 Queen Street, stated he shares the pond with the Bouck farm. He is concerned with the reconfiguration of a natural pond and acknowledged that the plans can seem great but do not always end up right and there is no guarantee that it will not either dry up or flood. He disagrees with Conservation Halton that the pond is not a wetland. It contains turtles, amphibians and muskrats and no one came to his door to count what was in his pond and the only reason to fill the pond is to gain land to build on. He is concerned with his right to farm when urban people move in and could potentially complain about manure spread, dust and other the effects of farming activities, including properties with possible fences that could have dogs that stress his cattle.

Barb McKay, of 84 Queen Street, stated she is happy to hear that the properties will have tertiary treatment type septic systems. Conditions on the properties could change with the addition of pools on properties and there should be a baseline study to determine the current well conditions and then to monitor future impacts from the development. She noted Morrison is a rural and historic village and a streetscape plan should respect the existing character of the village and stated any lighting should be downward and not upward, but questioned the need for another subdivision.



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Barb McKay stated that Victoria Street is narrow and is not able to handle construction traffic and vehicles and believes an alternate location should be identified for the development access. The impact of 11 new homes could be 2 cars a day per home, creating a minimum of 22 trips a day and the current state of Victoria Street would be stressed by that. There will also be the Highway 6 by-pass located behind the subdivision and future buyers need to be made aware of this.

Rob Stovel stated he would provide a written response to the letter the McKay's submitted to the Township and County and offered to arrange a meeting with Mr. and Mrs. McKay and the engineering consultants to address the pond reconfiguration.

Jerry Warner of 50 Queen Street inquired what types of septic systems are being installed on the lots.

Sandy Anderson Manager of Hydrogeology at Chung & Vander Doelen Engineering Ltd., stated that tertiary treatment systems are being installed on the properties and that will have a positive impact on nutrient reduction by improving the quality of the treatment before entering the septic bed.

Cathy Haskell, of 67 Queen Street, noted existing properties along Highway 6 have runoff draining to them. She would like to see the addition of another drain to address this problem when more lots are created and to ensure there is not an increase of any run-off.

Rob Stovel suggested the consultants could meet with Cathy Haskell to go over her concerns.

Ron Scheckenberger, of AMEC FOSTER WHEELER, stated that when designing the Stormwater Management Report, there had to be demonstration of no impact to the existing drainage on Highway 6, and approval of the SWM report is a development requirement of the MTO. There will be no more water and it will be of the same quality.

Cathy Haskell asked if this could be guaranteed.

Ron Scheckenberger noted the report is science based and impacts will be monitored and tested.

Peter Curtis of 7 Church Street stated that all water now runs through his property. He questioned how this development will not affect his property, his well and septic and his neighbours too.

Ron Scheckenberger studied the existing drainage and a requirement was to demonstrate that there would be no net impacts on municipal grading or Conservation Authorities' regulated areas and the effect of the stormwater management pond will be to maintain the grading and current rate of flows as it exists now.

Peter Curtis stated in 15 years nothing has been touched, but once disturbed more water will run off.

Ron Scheckenberger stated modeling was done to develop the best design for stormwater, and it has been reviewed and approved by all authorities including the MTO, Conservation Halton and the Township. Any systems that are designed to infiltrate the water system have to work starting day one. During the construction phase there will be an interim drainage system to address stormwater impacts.

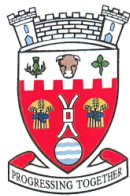
Peter Curtis advised that for 41 years he has worked the night shift and he is concerned with the construction noise that will occur during the day.

Rob Stovel stated noise levels must adhere to the Ministry of the Environment & Climate Change standards.

Peter Curtis inquired if any construction equipment will be using Church Street as an access.

Rob Stovel said that has not yet been discussed and that will need to be addressed.

Jeff Blythe of 72 Queen Street, also representing the owners of 75 Queen Street, noted he had prepared a written submission. He continued, noting there should be no net increase of water leaving the site. He wants a guarantee that there will not be any run-off because he does not want to lose any more use of his property, and he is concerned his property was not surveyed for his wells.



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Ron Scheckenberger stated there will be a zero net increase of any run-off and informed that the well and septic of Jeff Blyth's house was not studied. The analysis was based on the data available at the time and the adequacy of the data was confirmed.

Sandy Anderson stated that the well records that were relied on did not speak to everyone's wells. Wells down gradient are drilled and are within the aquifer that is well protected. Sandy Anderson indicated that he is satisfied with the analysis that has been completed, which demonstrates no impact.

Rob Stovel addressed the sound issue by stating the houses are well setback and sound will not be resonating off the buildings and an acoustic report would respond to any concerns.

Kathy White of 4540 Wellington County Road 35 stated there are Core Greenland features on the property that are provincially significant.

Rob Stovel responded that was incorrect.

Kathy White noted there is to be a 15 metre setback from the flood plain and recommended that the normal requirement of a 30 metre setback should not be varied.

Rob Stovel stated that the 30 metre setback by-law requirement in the Township's Natural Environment Zone can be reduced when reviewed and approved by the conservation authority. The proposed 15 metre setback was proposed with extensive analysis by his team and Conservation Halton and approved in principle by the Ontario Municipal Board.

Kathy White stated the Headwaters of the Bronte Creek create the original Greenbelt in the southern part of Puslinch and the property was in the Greenbelt, and believes the pond is spring fed and is concerned about the cutting and fill required to alter the pond and the remaining stability of the filled lands where the pond is currently located.

Rob Stovel confirmed that the Ontario Municipal Board designated the subject lands Hamlet and the development proposal conforms to the Greenbelt Plan.

Sandy Anderson stated there would be no surface water run-off to the pond.

Ron Scheckenberger explained the process to reconfigure the pond and noted a nominal amount of fill will be required. The soil will be permeable and compacted.

Sandy Anderson informed that modest glacial till material will be recompacted that will be ideal for this use, and the water balance will be maintained.

Don McKay said the pond on his property is spring fed and that was confirmed by Harden Environmental. His side of the pond is deeper and he does not wish to have it touched. The Stewart side of the pond has dried out twice in 31 years.

Barb McKay asked if the pond was not moved how many lots would be lost and doesn't agree with the changing of natural features to create building lots, and noted there is a potential for archeological materials to be found with any pond reconfiguration due to the higher percentage of materials that were discovered in the Floodway Class.

Rob Stovel stated all design work has been completed based on the relocation of the pond.

Sandy Anderson stated that it was found that the pond is not significantly fed by ground water, but is not saying that there are not any sources of ground water feeding the pond.

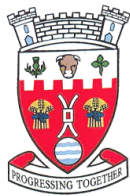
There were no more questions or comments from the gallery and the Chair asked if Council had any questions or comments.

Councillor Fielding asked if there was any possibility of an entrance from Highway 6 during construction as that may be an advantage for construction equipment.

Rob Stovel responded that he has not asked the MTO about the possibility of a temporary construction entrance from Highway 6.

Councillor Fielding inquired if the homes are to be built by a single builder

Rob Stovel responded that the future property owners would be responsible for choosing their builders.



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Councillor Stokley requested a drawing illustrating the current configuration of the pond with an overlay of the proposed pond reconfiguration.

Rob Stovel stated that could be prepared.

Councillor Stokley asked what type of material would be used to construct the laneways for the proposed homes.

Ron Scheckenberger stated that it is proposed that the development will maintain as much ground water infiltration as possible using Low Impact Development measures, but at this stage only functional design has been undertaken.

Councillor Stokley noted there would be discharge from the roof as well that should be accounted for.

Councillor Stokley remarked concern about the number of vehicles during construction and that a possible service road/entrance should be identified.

Rob Stovel responded that options for construction access will require discussion with Township Staff.

Councillor Stokley suggested a construction entrance from Highway 6 would solve a number of concerns from the Public and the construction access location should be determined soon and questioned if there would be a second Public Meeting, noting that any need would be determined by Council.

Councillor Roth mentioned if there was work to be done on the house this summer to consider giving a schedule to the Township outlining the works and that it is good practice for the applicant to preserve the historic house.

Councillor Roth asked for clarification that MDS does apply to lot creation within the Hamlet and if lot creation in the Hamlet would affect any expansion of existing farming activities surrounding the property.

Aldo Salis, County of Wellington Development Planning Manager, confirmed that MDS does not apply to Hamlets.

Rob Stovel stated MDS II would be applied and it is more lenient for proposed new, enlarged or livestock facilities, noting the OMB decision already accounted for the development and its effect on farming in the area.

Councillor Roth asked how it is that the pond could be made better when reconfigured.

Rob Stovel replied that the pond would remain the same off the DRS property, but would be reconfigured in a way that would provide a net increase to the pond size and ecological enhancements would be made. The plan is to create a shoreline and include a treatment system that will prevent surface slime on the pond.

Jim Dougan, Ecologist, of Dougan and Associates, Ecological Design and Consulting noted that the pond in its current state freezes in the winter because it is not deep enough. Turtles were identified in the study of the pond along with other wetland features and the use of the pond for farming purposes. The pond will be engineered to prevent agricultural runoff from entering the pond, enhancing the water quality, as well as when the pond is made deeper turtles may possibly continue to use it during the winter months.

Councillor Roth stated concern for the construction access and the impacts of construction equipment on surrounding landowners and inquired if studies were done on the property for species at risk.

Rob Stovel said that barn swallows were identified and the Ministry of Natural Recourses requires a barn swallow structure to be installed offsite.

Councillor Bulmer identified concerns that were to be addressed including informing future owners of the lots the proximity of farming activities, similar to the requirement of the homeowners being aware of the 15 metre Conservation Halton required setback to the Natural Environment Zone, the construction access needs to be determined, outstanding drainage concerns are to be addressed and believes any pond works are for consultants to comment on and approve.



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Ron Scheckenberger clarified that stormwater runoff on portions of the development may change but the overall flow direction of the site in its entirety will remain the same.

Councillor Bulmer noted the lot sizes reflect the character of Victoria Street and the architecture of the future dwellings should be consistent with the existing structures on Victoria Street.

Rob Stovel stated that they are not at the stage for house designs yet.

Dave Bouck, owner of DRS Developments Ltd. would look to the Hamlet to respect the village character with future designs.

Councillor Bulmer stated that street lights are a requirement as a part of municipal standards for safety, but there are different ways to do lighting.

Councillor Bulmer indicated that a clause should be included in a purchase and sale brochure identifying the Natural Environment Zone, and questioned if pools were permitted within the NE Zone.

Councillor Bulmer noted a reference to Grindstone Creek should instead be Bronte Creek.

Councillor Bulmer remarked that it would be a goodwill gesture to maintain the historical building so that it would not be left to deteriorate any further.

Mayor Lever cited concerns with any Highway 6 access and the deterioration of the existing heritage building and inquired what is happening with the north-west corner next to the church parking lot, and Lot 1 on the plan.

Dave Bouck informed that he owns $\frac{3}{4}$ of the parking lot and it is being deeded over to the Church. Lot 1 will then drop a bit in level.

Mayor Lever inquired about the Low Impact Development standards being used to deal with stormwater run-off and existing drainage.

Mayor Lever asked the gallery if there were any further questions

Jerry Warner asked how big the houses will be.

Rob Stovel speculates that the houses will be 2000 – 2500 square feet in size. An 8000 – 10000 square foot house is not possible due to having to accommodate a septic system on the property.

Kathy White stated if the pond is a habitat for turtles, a capture and release plan should be in place and screening around the pond should be erected during construction.

Jim Dougan responded that it would depend on the season that the pond was reconfigured, but a rescue plan has not been developed yet.

Rob Stovel stated that it is a requirement to complete a rescue plan as part of the pond reconfiguration.

Kathy White noted concern for the heritage home and maintenance should be started.

Rob Stovel committed to providing a schedule to address maintenance and renovation of the heritage home.

Dave Bouck stated he intends to fully renovate the dwelling.

Cheryl McLean of 17 Victoria Street inquired where the stormwater management pond is to be located.

Rob Stovel stated the stormwater management pond is adjacent to Lot 11.

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

Adjournment

The meeting adjourned at 9:07 p.m.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
PUBLIC MEETING MINUTES

DATE: Tuesday July 7, 2015

TIME: 7:00 p.m.

PLACE: Puslinch Municipal Complex

FILE NUMBER: D14/PER – Persian Investments

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

The Chair welcomed those attending the Public Meeting.

The Chair advised that purpose of the Public Meeting is to inform and provide the public with the opportunity to ask questions, or to express views with respect to Zoning By-law Amendment commenced by the Applicant: Persian Investments, located at 424 Maltby Road.

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

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

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

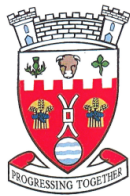
The Chair instructed the format of the Public Meeting is as follows:

- The applicant will present the purpose and details of the application and any further relevant information.
- Following this the public can obtain clarification, ask questions and express their views on the proposal.
- Following this Council has the opportunity to obtain clarification and ask questions regarding the proposal.

The applicant and staff will attempt to answer questions or respond to concerns this evening. If this is not possible, the applicant and/or staff will follow up and obtain this information. Responses will be provided when this matter is brought forward and evaluated by Council at a later date.

Presentations

Hugh Handy of GSP Group, agent for Persian Investments, detailed the Development Team working on the zoning amendment proposal, including the Developer - Persian Investments, Land Use Planners – GSP Group, Natural Environment – Dance Environmental, Civil Engineers – Braun Consulting Engineers and Hydrogeologist – LVM. Hugh Handy introduced Brandon Flewwelling of GSP Group and Ken Dance of Dance Environmental who represented the project team this evening. Regrets were given on behalf Marlene Walker, representative of the ownership group, who was unable to attend. Hugh Handy stated that any questions which his team could not answer tonight would be addressed following the meeting.



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Hugh Handy informed the gallery the last Public Meeting was held in August of 2014 where the application to rezone the lands to Industrial Zone and Natural Environment Zone was presented, together with a concept plan including a 28,000 square foot three storey office with parking behind and a stormwater management facility in the front. The parcel is a total of 100 acres in size with an existing farm house and farm buildings that are in disrepair and has been cleaned and secured. Only a portion of the property is proposed to be rezoned.

Hugh Handy outlined the key issues that were identified from the first Public Meeting and the comments received from the Township which included traffic, wetlands and woodlands, MDS, archaeology and final proposed uses.

Hugh Handy noted that the proposed final uses have been further refined to address comments made and no longer include the uses of automotive service and repair, a transport terminal or a warehouse. Water quality design will be addressed through the Site Plan approval process. Truck Traffic will be from the proposed entrance on Concession 7 to Maltby Road, with no further truck traffic to the south and confirmed intersection requirements or upgrades are not required for the proposed zone change. A Traffic Impact Study was based on an office with 200 employees and the site distance from the proposed entrance location to Maltby Road is 135 metres which provides for safe turning.

Hugh Handy indicated that any other appropriate dry industrial uses on the site to be included in the rezoning, such as self-storage, would involve discussions with the County.

Hugh Handy referred to the City of Guelph updated comments that detailed three intersection scenarios and noted this small site would have minimal impact on the Maltby Rd – Concession 7 – Highway 6 intersections.

Hugh Handy noted a public concern of the Paris Galt Moraine from the previous Public Meeting and stated that the proposed development is to achieve water balance of pre/post development and will be subject to a more detailed review at site plan approval when the final use is determined.

Hugh Handy stated that in 1999 the County of Wellington designated the lands Industrial Area with development priority on the east side of the Hanlon Expressway and the Industrial use complements the City of Guelph's business park. Zoning will determine development setbacks to specific wetlands of 15 metres to 30 metres and all environmental concerns have been addressed and by Ken Dance, of Dance Environmental, working with Township staff, the Grand River Conservation Authority and the MNR as approval authorities.

Hugh Handy stated that the integrity of the natural heritage features can be maintained and the septic system can be located where some of the Scots Pines are located.

Hugh Handy indicated that wetland "A" has been added to the Mill Creek wetland complex and refinements to the dripline were made to wetland "B", and confirmed that it is recognized that there must not be any impacts to the wetlands and the GRCA is satisfied all concerns have been addressed

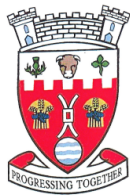
Hugh Handy informed that MDS calculations were completed and reviewed with Sarah Wilhelm, who is satisfied that there are no impacts. Calculations were done based on the potential of the nearby barn, noting there is nothing in the barn right now.

Hugh Handy stated that field tests were done in May 2015 for an Archaeological Study. No artifacts were discovered and he is waiting on the acceptance of the findings from the Ministry of Tourism, Culture and Sport.

Hugh Handy specified that Persian Investments intends to sell the property to someone who will respect the development concept.

Hugh Handy noted that the concept plan designed the septic possibly larger than needed and the stormwater management facility is located on the north side of the driveway. The newly identified wetlands decreased the developable area to 4.58 hectares, down from 4.93 hectares.

Hugh Handy stated he believes that all public and agency comments have been addressed in a comprehensive way.



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Questions/Comments

Bev Wozniak of 7088 Wellington Road 34, inquired if the remaining 100 acres was being rezoned and what area of the property is being sold.

Hugh Handy confirmed the remaining lands were not being rezoned and would not be developed. There is a possibility to sell the entire parcel if there is a buyer, or a severance application could be done to sever the industrial lands from the agricultural lands.

Bev Wozniak listed the Artisans in the area that have outlets, including the Hanlon, Capital Paving that has a siphon, Reid's Heritage Homes, Heritage Lake, University of Guelph and Ren's, and stated that the City of Guelph is proposing a water tower.

Bev Wozniak inquired if a new owner has to accept the concept plan as shown. She noted that an Agricultural and Industrial Equipment Sales and Service use would require a different layout, a nursery and commercial greenhouse would use too much water and the land is too valuable and prominent to contain a building contractor's yard. A motel would create too much traffic if Maltby Road was closed.

Kathy White of 4540 Wellington Road 35 asked the County to use caution when approving a list of proposed uses, as Agricultural and Industrial Equipment Sales & Service could be servicing heavy equipment, a motel could use too much water, nurseries require high water usage and use chemicals and a factory outlet that is secondary to manufacturing is too open ended.

Kathy White stated the Scots Pine area is in the Greenlands, but not core Greenlands. The Scots Pines provide a corridor for wildlife and if the septic goes there the trees would need to be removed.

Hugh Handy confirmed the trees would have to be removed for the septic installation.

Ken Dance stated there is a key corridor of conifer plantation on the property south of the subject lands. In terms of function on the property, they are new seedlings and nothing significant would be impacted. The Official Plan does permit development in green spaces if natural features are not compromised.

Kathy White stated she is not a fan of net loss or compensation plans for planting new materials.

There were no further questions from the gallery.

Councillor Bulmer stated he is pleased that there is interest for development of this property. He is concerned with the location of the access and questioned why is there not an access proposed on Maltby Road.

Hugh Handy stated access to Concession 7 was decided based on site layout taking into consideration both technical and aesthetic layouts. The SWM may be in the way of any access to Maltby Road.

Councillor Bulmer noted Guelph wants a 5 metre road widening.

Hugh Handy stated that has been planned for and it is no concern.

Councillor Bulmer inquired if a Holding Provision could be implemented until a final use is determined, and then zone the property for that specific use and not permit any of the other uses.

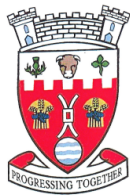
Hugh Handy stated he would prefer to have a defined list of approved uses without any holding provisions.

Aldo Salis, Development Planning Manager at the County of Wellington, noted there is some latitude to holding provisions under the Planning Act, but what Councillor Bulmer is alluding to is conditional zoning.

Councillor Bulmer informed he is looking to balance development with concerns of the public.

Councillor Roth stated all his concerns have been addressed.

Councillor Stokley stated he would prefer to see a defined list of permitted uses so the property would not come back for more planning applications and the Township would be clear on what the potential development could be.



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Councillor Fielding asked how old the trees are in the forested area.

Ken Dance responded that they are 10 – 25 years old and the more mature trees on the property to the south.

Mayor Lever noted the City of Guelph commented on no outdoor storage, so a building and contractors yard use would likely be removed and a defined list of uses is requested.

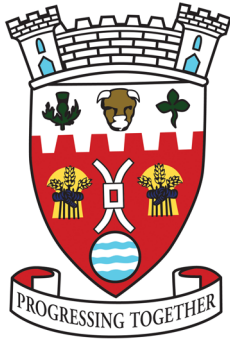
Kathy White noted the concern is for wildlife habitat and the connectivity through the fields.

Also Salis stated that the subject site is in the Rural Employment Area that could include some commercial and dry industrial uses which includes some manufacturing and some traditional heavy industrial uses.

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

Adjournment

The meeting adjourned at 8:37 p.m.



You are invited to attend

A Public Consultation

to discuss

A Community Based Strategic Plan for The Township of Puslinch

WHAT TO EXPECT:

The Township of Puslinch invites you to participate in one of two public consultations to discuss our first *Community Based Strategic Plan*.

Dr. John Whitesell, the Managing Director of Whitesell & Company, Inc., will be facilitating the 90-minute consultation sessions. Your input is a very important component to the development of the strategy, especially what you think about the priorities and issues that the Township needs to consider as we move forward.

Even if you don't know the difference between a strategic objective and a strategic goal, John has a great deal of experience leading community conversations in a way that is productive, informative and enjoyable.

We are looking forward to having you participate in our Community Consultations!

DATE | TIME:

Wednesday, September, 9 —7:00 pm - 8:30 pm

Thursday, September, 10 —7:00 pm - 8:30 pm

LOCATION:

Council Chambers
Township of Puslinch
7404 Wellington Road 34
Guelph ON N1H 6H9
519-763-1226 ext. 214





THE TOWNSHIP OF PUSLINCH

REVISED NOTICE OF PUBLIC MEETING

TAKE NOTICE that the Council of the Township of Puslinch will hold a public meeting on **Thursday the 10th of September 2015, at 6:00 pm** in the Council Chambers at 7404 Wellington Road 34, to consider a proposed Zoning By-law Amendment, pursuant to the requirements of Section 34 of the Planning Act, R.S.O., 1990, as amended. The file number assigned to this application is **D14/FER**.

THE LAND SUBJECT to the application is municipally known as 0 McLean Rd West and legally known as Front Part Lot 26 to 27, Concession 7, Township of Puslinch. The subject lands are shown on the inset map.

THE PURPOSE AND EFFECT of the application is to amend the Township of Puslinch Zoning By-law 19/85 from Agricultural Zone to Industrial Zone and Natural Environment Zone.

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

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

AND TAKE NOTICE that if a person or public body does not make an oral submission at a public meeting or make a written submission to the Township of Puslinch before the Zoning By-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

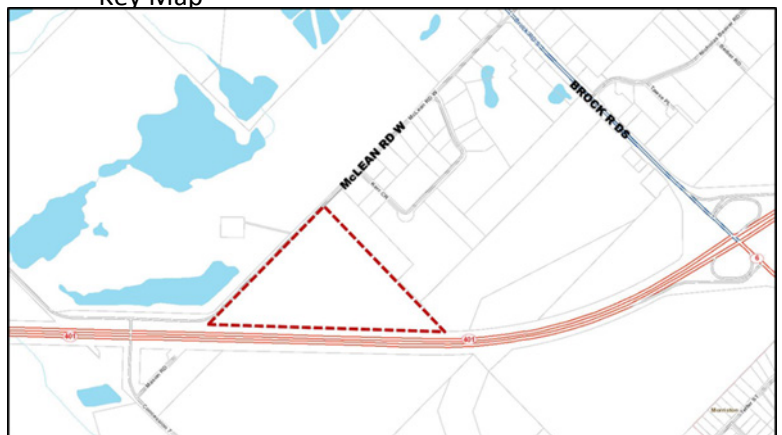
REQUEST FOR NOTICE OF DECISION regarding the Zoning By-law amendment must be made in written format to the Township Clerk at the address shown below.

ADDITIONAL INFORMATION regarding the proposed amendment is available for review between 8:30 a.m. and 4:00 p.m. at the Township of Puslinch Municipal Office.

Dated at the Township of Puslinch on this 18th day of August 2015.

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

Key Map





REPORT PD-2015-021

INFORMATION REPORT

FROM: Kelly Patzer, Development Coordinator

DATE: September 2, 2015

SUBJECT: Public Meeting - Rezoning Application, File D14/FER
L. Ferraro Inc., Front Part lot 26 to 27, Concession 7
McLean Road West, Township of Puslinch

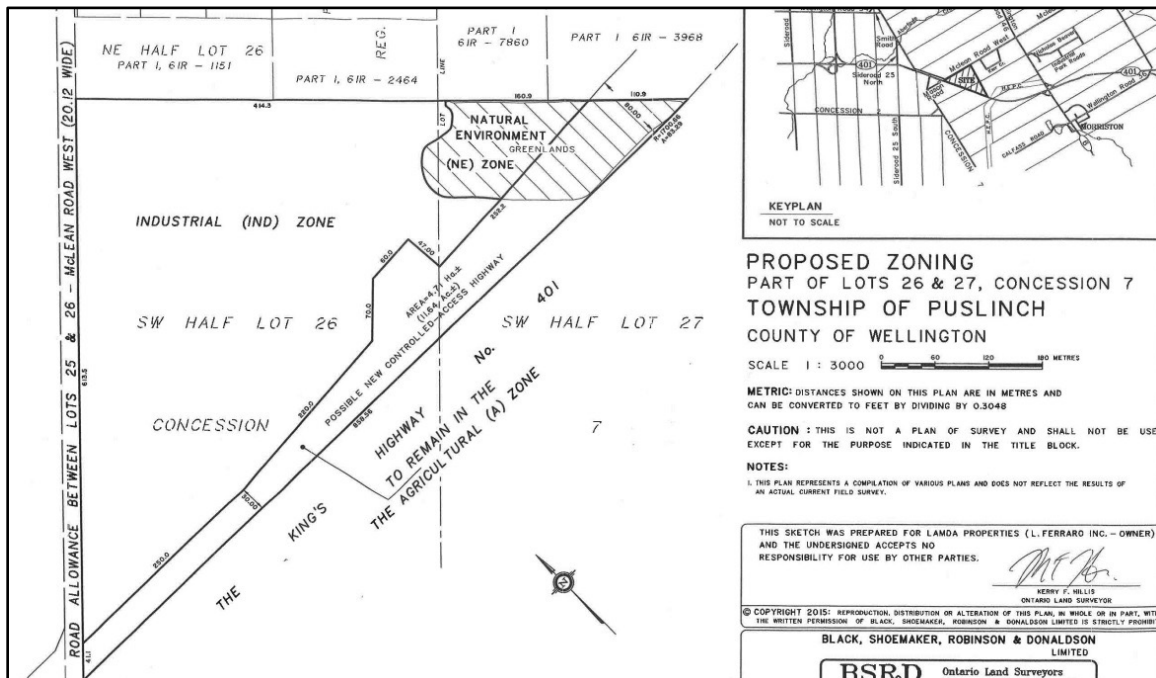
BACKGROUND:

1. Purpose of Report

This report is to advise Council and the Public of an application for a Zoning By-law Amendment located on Mclean Road West. The proposed amendment seeks to rezone the subject property from Agricultural (A) Zone to Industrial (IND) Zone and Natural Environment (NE) Zone. A portion of the property that bounds Highway 401 is to remain in the Agricultural Zone as lands for the future Highway 401 expansion.

2. Application

The zoning amendment application has been submitted to rezone a portion of the lands to permit the future development of the property for industrial purposes, with the intent to sever the property into 3 separate parcels.



The following documents were submitted in support of the proposed rezoning application:

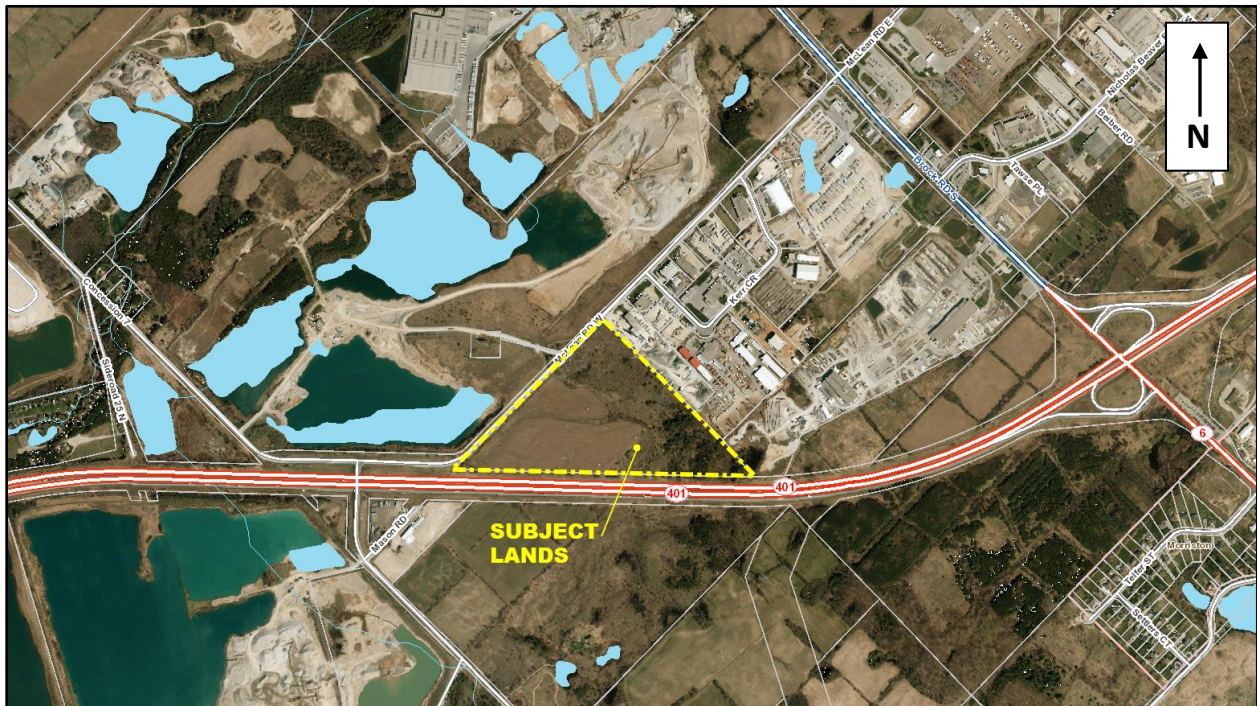
- Proposed Zoning Plan
- Functional Servicing Report (includes conceptual stormwater management assessment, hydrogeological report and geotechnical investigation) prepared by R.J. Burnside & Associates Limited
- Traffic Impact Study prepared by R.J. Burnside & Associates Limited
- Environmental Impact Statement prepared by R.J. Burnside & Associates Limited
- Aggregate Assessment prepared by R.J. Burnside & Associates Limited
- Planning Impact Assessment prepared by Black, Shoemaker, Robinson & Donaldson Limited

All reports and studies are available at the Township office for review.

3. Location & Site Characteristics

The vacant 22.5 hectare (55.6 acre) triangular parcel fronts onto McLean Road West and is bound by the Kerr Industrial subdivision to the east and Highway 401 to the south. St. Mary's Cement is located on the north side of McLean Road West across from the subject property.

The property has been used for farming and contains an abandoned gravel pit and a woodlot in the east corner of the property.



APPLICATION CHRONOLOGY:

1. Township of Puslinch Zoning Application

The rezoning application was deemed complete February 10th, 2015 with the submission of all required supporting reports and studies and circulated for review to staff and commenting agencies.

2. Notice:

March 6, 2015: Notice of a Complete Application was mailed to property owners within 120 metres of the subject property and all required agencies.

August 14, 2015: Notice of a Public Meeting was published in The Wellington Advertiser for a September 3rd, 2015 Public Meeting date.

August 21, 2015: REVISED Notice of a Public Meeting was published in The Wellington Advertiser for a September 10th, 2015 revised Public Meeting date.

September 10, 2015: Public Meeting to be held at Township of Puslinch.

3. Staff, Agency & Public Circulation Comments:

The zoning application was circulated March 15th 2015 for review to Township staff, consultants and external agencies for comments. The County of Wellington Planning report detailing the proposed rezoning is attached as a separate document titled **Attachment "A" – County of Wellington Planning Report**. The comments provided to date by the consultants and agencies for the rezoning application are attached below as **Attachment "B"- Agency Comments**.

The Township has not received any comments from the public in support of or against the rezoning application.

APPLICABLE LEGISLATION & REQUIREMENTS:

1. County of Wellington Official Plan

The Official Plan designates the subject lands as Secondary Agricultural and Core Greenlands and the property is within Special Policy Area PA7-1, the Puslinch Economic Development Area. This policy recognizes that this area of the Township is the predominant location for business and industry and encourages the development of new employment uses.

2. Township of Puslinch Zoning By-Law

The subject lands are designated Agricultural (A) Zone and are proposed to be rezoned to Industrial (I) Zone and Natural Environment (NE) Zone. No buildings or structures are permitted within the NE Zone. Permitted uses in the Industrial Zone include:

- a body shop;
- a building or construction contractor's yard;
- a business office;
- a concrete plant;
- a factory outlet;
- a feed mill;
- a grain storing, weighing and drying operation;
- a fuel depot;
- a home occupation accessory to a permitted existing single dwelling;
- an industrial use;
- a public use, including a Municipal Airport and related activities;
- a retail lumber and building supply yard;
- a restaurant;
- a sawmill;
- a service trade;
- a transport terminal;
- a warehouse.

CONCLUSION:

Once a resubmission has been submitted addressing all public concerns and agency comments relating to the submitted reports and studies, a final Recommendation Report will be brought forward to Council with the associated amending By-law to summarize and assess the merits of the application.

Attachment "A" – County of Wellington Planning Report



PLANNING REPORT for the TOWNSHIP OF PUSLINCH

Prepared by the County of Wellington Planning and Development Department

DATE: May 15, 2015
TO: Kelly Patzer, Development Coordinator
Township of Puslinch
FROM: Sarah Wilhelm, Senior Planner
County of Wellington
SUBJECT: **FIRST CIRCULATION D14/FER (L. Ferraro Inc.)**
Zoning By-law Amendment
McLean Road (Part Lots 26 & 27), Puslinch

SUMMARY

This zoning by-law amendment application was deemed complete March 5, 2015. The purpose of this report is to provide our preliminary comments concerning the application materials submitted by the applicant's agent (Nancy Shoemaker of Black, Shoemaker, Robinson & Donaldson Ltd.). Comments have been sought from applicable review agencies and there are outstanding technical comments and concerns that will need to be addressed prior to a decision on the application.

RECOMMENDATION

We would recommend that this application proceed to a statutory public meeting, which will allow the community to review the proposal and provide input to Council.

INTRODUCTION

The land subject to the proposed zoning by-law amendment (Application D14/FER) is bounded by Highway 401 and McLean Road to the south and southwest (see Figure 1). The property is legally described as the Front Part of Lots 26 and 27, Concession 7. This triangular shaped property has 613.5 m (2,013 ft) of frontage on McLean Road and is 22.5 ha (55.6 ac) in size.

The majority of the property is farmland with a wooded area along the eastern limit. According to the Planning Impact Assessment, the site has been historically used for agricultural purposes and aggregate extraction. Surrounding land uses include industrial uses to the east and aggregate operations to the north and northwest.

PROPOSAL

The purpose of the proposed amendment is to rezone a 17.9 ha (44 ac) portion of the property from Agricultural (A) to Industrial (IND) and Natural Environment (NE). The portion of the property along Highway 401 identified as part of the future Highway expansion will remain zoned Agricultural (A).

In support of the rezoning application, the proponent has filed various technical studies, including the following:

- Aggregate Assessment
- Environmental Impact Assessment
- Functional Servicing Report
- Planning Impact Assessment
- Traffic Impact Study

If approved, the property would be developed for industrial purposes similar to those in the Kerr subdivision to the east.

Figure 1 Property Location



PROVINCIAL PLANNING POLICY

The Provincial Growth Plan (Places to Grow) places an emphasis on intensification and optimizing the use of existing land supplies. Under Section 2.2.6 – Employment Lands – municipalities are to provide “an appropriate mix of employment uses including industrial, commercial and institutional uses...” The Growth Plan also encourages employment growth through the “development of vacant and/or underutilized lots within previously developed areas” or by “infill development”.

The Provincial Policy Statement (2014) provides similar policy direction regarding the provision and promotion of employment lands at appropriate locations and under appropriate conditions. Such development is to consider the adequacy of site services, transportation systems, and protection of the natural environment, among other matters.

COUNTY OFFICIAL PLAN

According to Schedule A7 (Puslinch) of the Official Plan, the property is designated SECONDARY AGRICULTURAL and CORE GREENLANDS, subject to Special Policy Area PA7-1. There is a proposed major roadway identified in the Plan adjacent to the property's Highway 401 frontage, which is related to the proposed highway expansion. A portion of the property is also within the Paris Galt Moraine Policy Area.

Land identified as PA7-1 is known as the Puslinch Economic Development Area. The Official Plan recognizes that this area of the Township is the predominant location for business and industry and encourages the development of new employment uses. The general intention of the area is for employment uses to be considered when extractive or aggregate-related uses have ceased or are incorporated as an after-use.

PUSLINCH DESIGN GUIDELINES

The development of the subject property for industrial purposes would be subject to the Township's Site Plan process and the Puslinch Design Guidelines are largely implemented through that process. At this time, however, we wish to provide comments regarding the Puslinch Design Guidelines that relate to the rezoning application. We would recommend inclusion of an outdoor storage prohibition in the amending by-law due to Highway 401 exposure.

We would also refer the applicant to the following sections of the Design Guidelines which are of particular relevance to their proposal: commercial, industrial and institutional uses (B1.1, B1.2); vehicles, parking and service areas (B4.1, B4.2 and B4.3); signs (B5) and landscaping (C5). Detailed design review comments will be provided at the time of site plan review.

PUBLIC AND AGENCY COMMENTS

No comments have been received from neighbouring property owners at this time. We have received agency comments as follows:

Figure 2 Agency Comments

Name	Agency	Comment Summary
Greg Scheifele April 1, 2015	GWS Ecological & Forestry Services Inc.	<ul style="list-style-type: none">• More detailed inventories needed, followed by re-evaluation of potential impacts on natural features• Ecological enhancements should be considered
Stan Denhoed April 10, 2015	Harden Environmental Services Ltd.	<ul style="list-style-type: none">• Water supply to be obtained from Goat Island or Gasport Formation• Three monitoring wells to be installed
Amanda Pepping April 14, 2015	GM BluePlan Engineering	<ul style="list-style-type: none">• Additional information needed:<ul style="list-style-type: none">- Preliminary road design details- Regional storm overflow path- Preliminary/functional grading
Andrew Herreman April 22, 2015	Grand River Conservation Authority	<ul style="list-style-type: none">• No objection
John Morrissey May 1, 2015	Ministry of Transportation (MTO)	<ul style="list-style-type: none">• Do not anticipate any issues with rezoning• Zoning may not precisely correspond with land required by MTO (less land may be needed by MTO than shown)

AGGREGATE RESOURCES

The total extractable area of the property is estimated to be 10.5 ha (26 ac). The presence of aggregate resources and potential for extraction is addressed in both the Aggregate Assessment and Planning Impact Assessment. Both reports advise that:

- The most valuable and easily removed aggregate has been taken
- Neighbouring aggregate operators are not interested in the top layer of the resource on the site
- Better material may be available below the water table, but would leave the site in a relatively unusable state

It is concluded that “the site is better left in its current condition to provide employment opportunities that will better serve the long term interests of the municipality than the limited resource material available at the site”. Some of the material on site could be used as part of the development of the property.

MATTERS TO BE ADDRESSED BY THE APPLICANT

While the applicant has provided supporting technical reports and a planning policy review, they will also need to provide sufficient information and details to address the technical comments and concerns raised by the Township, its peer review consultants and other review agencies. Other matters to address include, but are not limited to, re-evaluation of impacts on natural features and consideration of environmental enhancements; provision of adequate services; preliminary road design for left turn lane; preliminary/functional grading; boundary confirmation for land required by MTO; and any other concerns raised by Council, the Planning and Development Advisory Committee, and the public.

NEXT STEPS

The Township could now proceed to schedule a public meeting for this application. Materials associated with the application, including the technical reports should be available to the public at the Township’s office prior to the public meeting date. Following the public meeting Township Council may further consider the applicant’s response to any matters raised at the public meeting and the technical comments and concerns already raised by review agencies and the Township’s peer review consultants. Our planning recommendations will be provided following the public meeting and resolution of outstanding issues.

Respectfully submitted
County of Wellington Planning and Development Department



Sarah Wilhelm, BES, MCIP, RPP
Senior Planner

Attachment "B" – Agency Comments



PEOPLE | ENGINEERING | ENVIRONMENTS

April 14, 2015
Our File: 115006-5

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

Attention: Ms. Kelly Patzer

Re: D14/FER – Lambda Properties Industrial
Development, Part Lots 26 and 27 Concession
Road 7/McLean Road, Township of Puslinch

Dear Ms. Patzer:

An application has been submitted for a Zoning By-law amendment from the Agricultural (A) Zone to the Industrial (IND) Zone and the Natural Environment (NE) Zone to permit development of the property for industrial purposes.

The following documents and drawings were received and reviewed:

- Aggregate Assessment, R.J. Burnside, Nov. 13, 2014
- Traffic Impact Study, R.J. Burnside, Nov. 13, 2014
- Functional Servicing Report, R.J. Burnside, Nov. 2014
- Environmental Impact Study, R.J. Burnside, Nov. 2014
- Planning Impact Assessment, Black, Shoemaker, Robinson & Donaldson, January 2015

Based on our review, we offer the following comments:

TRAFFIC CONSIDERATIONS

1. The traffic impact study states that a left turn lane is warranted for Access 2 and 3. The existing McLean Road right-of-way is 20m. It is understood that final access locations and lot sizes are conceptual, however it is requested that the applicant submit a preliminary road design incorporating the left turn storage lane in order to ascertain whether road land acquisition to permit road widening will be required.
2. Consideration by the Township may be required to ensure that land acquisition and financial contributions to permit the necessary road improvements are provided for. This may include use of a holding provision pending satisfactory road improvements and access.

SANITARY SEWAGE SYSTEM DESIGN

3. The hydrogeological report includes calculations for attenuation of nitrates from septic effluent. The calculations revealed nitrate loadings between 4.94 mg/L and 9.97 mg/l. The site will be required to comply with the MOE reasonable use criteria of 2.5 mg/L. All lots will require tertiary sewage treatment to reduce effluent nitrates. This will be further assessed at the time of site plan approval.

POTABLE WATER SUPPLY

4. Potable water supply for the site will be provided through drilled well(s). Refer to review comments from Harden Environmental Services for further requirements.

FIRE PROTECTION

5. Fire protection requirements for each parcel will include an in-ground precast water storage reservoir and a suitable fire route satisfying the requirements of the Ontario Building Code. Fire protection details may be satisfied during site plan approval.

PRELIMINARY STORMWATER MANAGEMENT DESIGN

6. The existing site does not produce runoff due to existing site topography (depression area) and a very high infiltration rate. The conceptual stormwater management design incorporates infiltration basins to provide quantity control through to the 100 year storm event. Quality measures will be implemented on an individual lot basis. The soil infiltration rates at the site are supportive of infiltration based stormwater management approach.
7. Safe conveyance of the Regional Storm Event is not discussed within the Functional Servicing Report. Additional details regarding the Regional Storm overflow path are required.

SITE GRADING

8. No preliminary/functional grading is provided within the Functional Servicing Report. Additional details regarding the proposed site grading and feasibility are required.

ADDITIONAL REQUIREMENTS

9. Lighting and Landscaping will be required at the time of site plan approval.

SUMMARY

In general it appears that the proposed land use can be adequately serviced at the site, however the following additional information is requested:

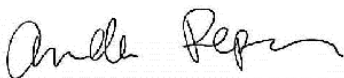
- Preliminary road design details
- Regional storm overflow path
- Preliminary/functional grading

If you have any questions or require additional information, please do not hesitate to contact us.

Yours truly,

GM BLUEPLAN ENGINEERING

Per:

A handwritten signature in black ink that reads 'Amanda Pepping'.

Amanda Pepping, P.Eng.



File:3501
By: Email & Mail

April 1, 2015

Township of Puslinch
7404 Wellington Rd. 34
R.R # 3
Guelph, Ontario
N1H 6H9

Attention: Mrs. Karen Landry
Clerk/CAO

Dear: Mrs. Landry

**Re: Natural Environment Review of Proposed McLean Road Industrial Development
on Part of Lots 26 and 27 Concession 7, Township of Puslinch, D14/Fer**

As requested, I reviewed the Environmental Impact Study (EIS) prepared by R.J Burnside & Associates Limited (Burnside) in support of proposed industrial development along McLean Road in Part of Lots 26 and 27, Concession 7, Township of Puslinch. I also reviewed the Planning Impact Assessment Report prepared by Black, Shoemaker, Robinson and Donaldson Limited (BSR&D) and the Functional Servicing Report prepared by Burnside. The proponent, Lambda Properties Limited, has filed an application to amend the Township's Zoning By-Law 19/85 from Agricultural Zone (A) to Industrial Zone (IND) and Natural Environment Zone (NE). The developer would like to sever the property into 3 separate parcels to be occupied by rural industrial uses. Each new parcel would be serviced by individual well, septic system and stormwater management facilities. Approximately 4.7 hectares (11.6 acres) of the 22.5 hectare (55.6 acres) property has been identified by the MTO as land required for the future expansion of Highway 401 and these highway lands would remain in their current Agricultural Zone, except for the woodland area in the southeast corner which would be rezoned to Natural Environment Zone.

The lands proposed for industrial development encompass 17.8 hectares (44 acres). The western portion of the site consists of agricultural cropland, while the eastern part consists of a small abandoned gravel pit, old fields that are undergoing secondary plant succession and a small woodlot. The site is currently vacant but was historically used for agricultural purposes and aggregate extraction. The existing agricultural land gently slopes to southwest while the eastern part of the area varies from level to strongly rolling and hummocky. Surrounding land uses include a large rural industrial subdivision to the east, Highway 401 to the south and active aggregate extraction (CBM) to the west and north.

Subsequent to my initial review of the available documentation, I inspected the site on March 31, 2015 to become more familiar with the area and verify reported information on natural features. Based upon this information and my field observations, I offer the following comments on the EIS and proposed industrial development of this area.

1. A discussion of vegetation communities found on the property is provided on pages 15 to 18 and their spatial distribution is mapped in Figure 6.2. In general, I agree with the mapping of the identified communities but I have concerns about the species listed as characterizing these areas. For example in the mineral cultural thicket CUT1(A) the dominant woody species I observed were common buckthorn, tartarian honeysuckle, hawthorn, apple, white pine and white cedar, instead of white cedar, black cherry and Scots pine as reported. In CUT1(B) and the mixed forest FOM2-2 I suspect common buckthorn has been mis-identified as glossy buckthorn. Furthermore, in the mixed white pine/sugar maple forest (FOM2-2) Scots pine is clearly not a dominant species and I question the reported presence of eastern hemlock in this stand. Similarly in MAM2-2, which appeared recently disturbed by machinery, I observed mostly cattails and common reed grass (*Phragmites*) instead of reed-canary grass. The above noted discrepancies raise concerns about the quality of botanical work carried out on this site.

The Terms of Reference for the EIS indicated that a plant inventory was to be carried out. No botanical information is, however, provided in the report other than the brief discussion associated with the description of vegetation communities. Given the presence of red cedar in the cultural thicket and the diversity of grass species I observed growing on the dry, stony, infertile soils found in this area I suspect that prairie/savannah species may inhabit this area. In any event, the lack of a detailed botanical inventory represents a significant omission in the evaluation of potential impacts to natural heritage features.

2. The review of background data on pages 7 to 9 indicated the possible presence of eastern milksnake and eastern ribbonsnake in the study area. Both species are now provincially identified as being of special concern. Although no snakes were observed during Burnside's fieldwork there is much discussion in the report about 5 rock piles potentially providing snake hibernaculum habitat and the need to re-locate some rock piles within the proposed forest buffer. Given the old fieldstone fencelines that now traverse the cultural thicket and extend along McLean Road, I fail to see the merit in re-locating 3 stone piles unless they are in fact utilized by snakes. To confirm the possible presence of snakes in the study area and the merit proposed habitat relocation work, I suggest that snake boards should be distributed this spring in the vicinity of stone piles and/or stone fencelines.
3. On page 39 of the EIS a 30 m buffer is recommended adjacent to the dripline of the mixed forest in order to protect tree roots and provide opportunities for habitat enhancements. Aside from the re-location of rock piles no other habitat enhancements are suggested. Consideration should also be given to other enhancements such as tree planting and the implementation of invasive species control measures. In addition, the buffer width actually being proposed needs to be confirmed because the BSR&D report (see page 16) indicates that a 5 m buffer is to be applied to the woodland edge, instead of a 30 m buffer.

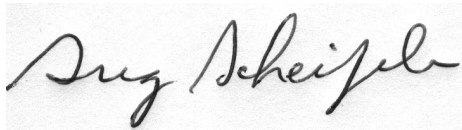
4. A shallow marsh (MA5) is located off-site but immediately adjacent to the mixed forest. This marsh likely provides breeding habitat for frogs and possibly salamanders. Since the forest is going to be entirely retained and protected by a buffer I agree with Burnside's conclusion that amphibian habitat will not be affected by the proposed development.

5. On page 39 Burnside recommends that land clearing should not be carried out during the breeding bird season which extends from May 1st to July 31st unless a bird specialist confirms that no migratory birds are actively nesting in the area. Given the common to uncommon bird species observed breeding on the property I suggest the critical nesting season can be reduced to May 25th to July 31st.

To summarize, I feel potential impacts to natural features should be re-evaluated after more detailed inventories for vascular plants and snakes have been completed. In addition, more thought should be given to desirable ecological enhancements that could be implemented in the retained woodland area. Please do not hesitate to contact me if you require further clarification on these matters.

Yours truly,

GWS Ecological & Forestry Services Inc.

A handwritten signature in black ink, reading "Greg Scheifele". The signature is written in a cursive style and is positioned above the typed name and title.

Greg W. Scheifele, M. A., R.P.F.
Principal Ecologist/Forester

CC: Aldo Salis, County of Wellington
Nathan Garland, Grand River Conservation Authority



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

Groundwater Studies

Geochemistry

Phase I / II

Regional Flow Studies

Contaminant Investigations

OMB Hearings

Water Quality Sampling

Monitoring

Groundwater Protection
Studies

Groundwater Modeling

Groundwater Mapping

Permits to Take Water

Environmental Compliance
Approvals

Our File: 1506

April 10, 2015

Puslinch File: D14 FER

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

Attention: Mrs. Karen Landry
CEO

Dear Mrs. Landry;

We have received the submission for the Puslinch Industrial Development (Lambda Properties) located at Part Lot 26 and 27 Concession 7. We have reviewed the following documents;

- Functional Servicing Report (Burnside, November 2014)
- Hydrogeological Evaluation (Burnside, October 2014)
- Aggregate Assessment (Burnside, November 2014).

Water Supply

Although there may be an overburden aquifer available beneath this site we recommend that the water supply be obtained from the Goat Island or Gasport Formation. The Goat Island and Gasport formations are confined aquifers well protected from potential surface contamination. Any bedrock well extending into the underlying Goat Island Formation or Gasport Formation at this site will be required to have a steel casing to the top of the Goat Island formation with annulus sealed with bentonite.

Nitrate Analysis

The nitrate analysis assesses the impact of a three lot scenario. The calculations have been done correctly. There are nearby users of the overburden aquifer, therefore groundwater flow directions in the unconfined overburden aquifer must be determined in order to properly site wells and septic systems in order to prevent contamination of the on-site and off-site water supply wells. We recommend that three

monitoring wells be installed in order to assess groundwater flow directions and that water-supply-well-siting consider existing sources of contamination (septic systems, SWM ponds etc..) off-site as well as on-site.

Storm Water Management

We concur that the significant thickness of sand and gravel beneath the site are suitable for infiltration basins.

Aggregate Assessment

Based on nearby water well records, the site is underlain by some 25 to 30 metres of sand and gravel. The presence of numerous aggregate operations in this same geological formation refutes the statement by Burnside that the aggregate resource is not 'suitable'. The setbacks from neighbouring properties and the municipal road may make the aggregate deposit less economical, however, the fact remains that there are high quality aggregate resources beneath this site.

Sincerely,

Harden Environmental Services Ltd.



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

Cc: Greg Scheifele – GWS Ecological and Forestry
Sarah Wilhelm – County of Wellington
Andrew Herreman – GRCA
Amanda Pepping – GM Blue Plan



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

DATE: April 22, 2015

YOUR FILE: D14/FER

GRCA FILE: D14-FER – 0 McLean Road West

**RE: Zoning By-law Amendment D14/FER
0 McLean Road West
L. Ferraro Inc.**

GRCA COMMENT: *

The Grand River Conservation Authority (GRCA) has no objection to the zoning by-law amendment to rezone portions of the subject property from the Agricultural Zone to the Industrial Zone and Natural Environment Zone as proposed in the circulated material.

BACKGROUND:

1. Resource Issues:

Information currently available at this office indicates that the subject property contains a wetland and the 30 metre allowance adjacent to the wetland.

2. Legislative/Policy Requirements and Implications:

It is our understanding that this application will rezone a portion of the property to the Industrial Zone and a portion of the property to the Natural Environment Zone. The area to be rezoned to the Industrial Zone is greater than 100 metres from the GRCA area of interest. As such, we do not anticipate any negative impacts to the wetland feature as a result of this development and the GRCA has no objection to the approval of the zoning by-law amendment.

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

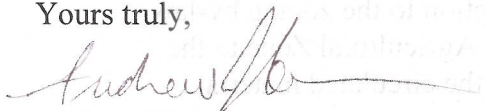
3. Additional Information/Suggestions provided in an advisory capacity:

As discussed with Township of Puslinch staff, the proposed development is outside of the GRCA areas of interest. Consequently, the GRCA defers review of the Functional Servicing Report and Environmental Impact Study to Township staff. We trust that the Township will review stormwater management for the site and ensure that an appropriate strategy is implemented.

We wish to acknowledge receipt of the applicable plan review fee of \$380.00 for our review of this application.

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

Yours truly,



Andrew Herreman
Resource Planner
Grand River Conservation Authority

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

- c.c. L. Ferraro Inc. – 300 Don Park Road, Unit 9, Markham, ON L3R 3A1
BSR&D c/o Nancy Shoemaker – 351 Speedvale Avenue West, Guelph, ON N1H 1C6
Aldo Salis, Wellington County (email)
Karen Landry, Township of Puslinch (email)

Mini tr of Tran ortation

Engineering Office
Corridor Management Section
West Region

659 Exeter Road
London, Ontario N6E 1L3
Telephone: (519) 873-4597
Facsimile: (519) 873-4228

Mini t re de Tran ort

Bureau du génie
Section de gestion des couloirs routiers
Région de l'Ouest

659, chemin Exeter
London (Ontario) N6E 1L3
Téléphone: (519) 873-4597
Télécopieur: (519) 873-4228



May 1, 2015

Township of Puslinch
7404 Wellington
R.R. 3
Guelph, Ontario
N1H 6H9

RE: Applicant: L. Ferraro Inc.
Submission No.: D 14/FER
Lot 26 & 27, Concession 7
Regional Municipality of Waterloo
Township of Puslinch - Highway 401

The Ministry of Transportation (MTO) has completed its review of the above-noted amendment. The amendment has been considered in accordance with the requirements of our highway access control policies and the Public Transportation and Highway Improvement Act. The following outlines our comments.

MTO do not anticipate any issues associated with the rezoning of the subject parcels provided the applicant is made aware of the following items.

The Ministry of Transportation received approval in January 2009 for an Individual Environmental Assessment for a new Highway 6 corridor between Freerton and Guelph. Following that, MTO received EA clearance in December 2013 for improvements to Highway 401 under GWP 8-00-00. The preferred plan includes the following:

- A new 5 km, 4-lane alignment, west of Morriston, that connects Highway 401 in the north with existing Highway 6 just south of Maddaugh Road;
- Widening of Highway 401 to 10 lanes HOV with continuous auxiliary lanes between Highway 6 North and Highway 6 South;
- Construction of 3 new interchanges and improvements to the Highway 401 and Highway 6 (Hanlon Expressway) interchange;
- Three new overpass structures and eight underpass structures;
- Construction of a local connection road;
- Improvements to municipal roads in Wellington County.

The proposed highway expansion adjacent to the subject property will increase the current 6 lanes to 12 lanes, and will require property to accommodate the improvements which are generally shown on BSR&D 'Concept Plan' dated January 26, 2015. The project is listed in the Southern Highways Program 2014 to 2018 under "Planning for the Future.", however; timing of construction has not been determined at this time. The new route has been designated and property is being acquired in hardship cases, or on a willing seller-willing buyer basis.

As indicated in BSR&D Planning Impact Assessment (January 2015) the lands required for the highway expansion will remain in the current Agricultural (A) zone, and are in part currently comprised of active agricultural lands. The lands shall be valued as at today's current zoning and prior to the surrounding proposed zoning and immanent severance(s). Should the owner wish to enter into negotiations with MTO for the property requirement now, they may contact me and express their desire to move ahead with the advanced purchase.

Note: The lands identified on BSR&D Concept Plan may be larger than what is actually required by MTO. If this is not addressed as part of the rezoning, there may be a sliver of lands which the proposed Industrial Zoning would not apply at the time of severance.

The Traffic Impact Study prepared by BSR&D (November 2014) assessed the traffic impacts at the access locations only, and not on the local road network intersections. That being said however, MTO will not require a Traffic Impact Study for the proposed industrial development(s).

Proposed Consents / Lot Creation

The Puslinch Industrial Development EIS prepared by BSR&D (November 2014 - page 35) indicates the three industrial lots are conceptual at this stage and may be subject to change during detail design. In anticipation of the proposed land severances, MTO will be requesting the following items to be completed to our satisfaction:

- As a Condition of Consent, the owner prepares a reference plan identifying the highway property widening. A draft reference plan must be submitted to the MTO for review and approval prior to being deposited. It is recommended that the surveyor contact MTO prior to commencing their work (see **Note** above – this may want to be addressed now); and
- As a Condition of Consent, the owner shall make arrangements for the erection of a security fence along the boundary of the highway property widening. The security fence shall be a minimum of 1.8m in height and be offset a minimum 0.3m away from the proposed highway property widening.

Site Plan Control

Through the Site Plan Control / Approval process the applicant(s) should be made aware of MTO's requirements not limited to the following:

- As a condition of MTO permits, applicants shall submit site plans, site-servicing plans, grading plans, and drainage plans for the proposed development(s) to MTO for review and approval.
 - All new buildings and structures integral to the development (including stormwater management facilities, parking areas, internal roads, loading areas, and septic beds) must be set back a minimum of 14m from the proposed highway property widening.
- As a condition of MTO permits, the owner shall submit a stormwater management report along with grading/drainage plans for the proposed development for review and approval as a condition of our permit approvals. The owner's consultant should refer to the website at www.mto.gov.on.ca/english/engineering/drainage/index.html for MTO's drainage requirements to assist in preparing their report; and

- All signs visible from Highway 401 and within 400m of the existing Highway 401 highway limit shall be under a MTO permit.

We would appreciate receiving a copy of your council's decision on this application for our records.

Should you have any questions, please contact me.



John Morrisey
Corridor Management Planner
Corridor Management Section
West Region, London

- c. Tracy Pastor, Corridor Management Officer – Corridor Management Section



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

NOTICE OF PUBLIC MEETING

Proposed 2016 User Fees and Charges By-law
Proposed Grant Application Policy and Fee Reduction/Waiver Policy

You are invited to attend a Public Information Meeting on September 17, 2015, as the Township of Puslinch is seeking your input and comments on a proposed by-law for 2016 User Fees and Charges and a proposed Grant Application Policy and Fee Reduction/Waiver Policy.

Your attendance and comments at this meeting are welcome as it is your opportunity to learn more about the proposed by-law and policies and express any opinions that you may have.

Date: Thursday, September 17, 2015
Time: 7:00 p.m.
Place: Puslinch Community Centre, 23 Brock Road South

Additional Information:

For further information or to obtain a copy of the proposed 2016 User Fees and Charges By-law, Grant Application Policy, and Fee Reduction/Waiver Policy, please visit the Township's website at www.puslinch.ca or contact the Township at (519)-763-1226 ext. 222.



Stantec Consulting Ltd.
49 Frederick Street, Kitchener ON N2H 6M7

July 31, 2015
File: 1611 07544/31

RECEIVED

JUL 31 2015

Township of Puslinch

Attention: Karen Landry, CAO/Clerk
Township of Puslinch
R.R. #4
County Road 34 Aberfoyle
Guelph, ON N1H 6H9

Dear Ms. Landry,

Reference: Mini Lakes Mobile Home Community Quarterly Monitoring Program – 2nd Quarter 2015

Please find enclosed the wastewater treatment plant effluent results for Mini Lakes Mobile Home Community, provided in Table 1 (attached). These results are provided in accordance with the Operation and Maintenance Agreement between the Mini Lakes Residents Association and The Township of Puslinch, and the Certificate of Approval (CofA) for the sewage system. This letter represents the second quarter reporting for 2015.

As shown on Table 1, plant effluent has been sampled and analyzed on five (5) occasions for this quarter (the May 11 and June 23 sampling was for Nitrate/Nitrite only).

The average CBOD₅ concentration for the quarter is 5.0 mg/L, which is below the compliance limit of 20 mg/L. CBOD₅ values were below the compliance limit on all three of the sampling occasions this quarter. The 12-month rolling average for CBOD₅ is 13.4 mg/L. Overall the plant is deemed to be performing very well with respect to CBOD₅.

The average TSS concentration for the quarter is 3.7 mg/L, which is below the compliance limit of 20 mg/L. TSS values were below the compliance limit on all three (3) sampling occasions this quarter. The 12-month rolling average for TSS is 3.3 mg/L. Overall, the plant is deemed to be performing very well with respect to TSS.

The average total phosphorus (TP) concentration for the quarter is 0.1 mg/L which is below the compliance limit of 1.0 mg/L. TP values were below the compliance limit on all three sampling occasions this quarter. The 12-month rolling average for TP is 0.3 mg/L. Overall, the plant is deemed to be performing well with respect to TP.

The average nitrate concentration for the quarter is 5.5 mg/L, which is above the compliance limit of 5.0 mg/L. Nitrate values were above the compliance limit on two (2) of five (5) sampling occasions this quarter. The 12-month rolling average for nitrate is 5.1 mg/L, which is slightly above the compliance limit of 5.0 mg/L, and has been reported to the Ministry of the Environment and Climate Change (MOECC) on May 4, 2015.



July 31, 2015
Karen Landry, CAO/Clerk
Page 2 of 4

Reference: Mini Lakes Mobile Home Community Quarterly Monitoring Program – 2nd Quarter 2015

Since it has been shown that consistent denitrification is difficult to achieve, operations staff need to continue close monitoring and maintenance of the denitrification process. General measures required to maintain denitrification and phosphorus removal include, but are not limited to:

- Recording of sludge depths on a weekly or more frequent basis, and prompt sludge removal (as necessary) in all clarifiers and the effluent pump chamber.
- Regular denitrification media maintenance cleanings and removal of floatable material from the denitrification chambers.
- Use of the RBC feed-forward valves to the maximum extent possible to improve soluble carbon availability and lower dissolved oxygen in the denitrification zone.
- Daily inspections and regular cleaning of all clarifier weirs.
- Balancing of chemical dosing flows; conceptual plans have been prepared and reviewed by AWC for new chemical dosing facilities in accordance with the existing CofA.

The recommended long term plan is to provide better sludge management by partitioning the existing primary clarifier into two (2) chambers, one (1) for primary clarification and sludge storage, and the second for primary effluent polishing. This will resolve issues with sludge carryover and washout, and allow much greater flexibility in recirculating sludge and effluent in order to optimize nitrogen removal. Current issues with sludge carryover are related to the buildup of sludge in the primary clarifier and washout during high flow events. Additionally, operations staff indicated that the return sludge is deposited at the discharge end, contributing to excessive buildup prior to the rotating biological contactor trains, and thus there is a higher potential for carryover. There is also no weir/baffle assembly in this clarifier to prevent sludge from entering the clarifier overflow. The proposed upgrades are as follows:

- Primary clarifier upgrades including:
 - A partition wall separating the chamber into two compartments, an inlet and sludge storage compartment having a working volume of 73 m³ and a primary effluent compartment having a working volume of 23 m³.
 - An inlet baffle plate.
 - An outlet weir box and baffle plate.
 - Extension of all sludge recirculation piping to inlet chamber.
- Denitrification inlet modifications to allow crossover between trains for redundancy and option to run on one (1) RBC train and two (2) tertiary trains.



July 31, 2015
Karen Landry, CAO/Clerk
Page 3 of 4

Reference: Mini Lakes Mobile Home Community Quarterly Monitoring Program – 2nd Quarter 2015

- One (1) new effluent pump and piping for effluent recirculation to primary clarifier inlet.
- New chemical building as previously approved.

Implementation of these upgrades will be difficult and complex due to the need to bypass the clarifier during installation using an offline tank; however, these upgrades would improve the operational efficiency of the plant, resistance to upsets (e.g., denitrification media plugging), and provide savings related to reduced sludge haulage. These upgrades will require an amendment to the current approval. Stantec has applied on behalf of Mini Lakes for an amended Environmental Compliance Approval (ECA) as of December 6, 2012 and we expect approval and construction to begin no earlier than Fall of 2015 due to delays in the ECA. With the approval amendment, we also propose to re-rate the wastewater treatment plant based on the current Draft Plan of Subdivision and subsequently revise the nitrate limit upwards to 8.0 mg/L based on lower long term projected nitrate loadings than originally designed.

It must be noted that these plans are ongoing and subject to approval and financial resources, though Mini Lakes already has approval and funding in place for the chemical building upgrades. MLRA is committed to resolving this situation, and additional monitoring of initial repairs to the denitrification media system will continue in the near term.

Results for dissolved oxygen (DO) this quarter are well above optimal values at an average of 8.9 mg/L, where the objective is to be below 2 mg/L to ensure reliable denitrification. The effluent DO concentrations are higher than in the previous quarter which showed DO effluent concentrations averaging 8.1 mg/L. An assessment of historic nitrate data appears to show more of a correlation between seasonal temperature variation and nitrate reduction than DO concentration; however, low DO levels are generally necessary for efficient denitrification.

The remaining parameters shown on Table 1 have been sampled in accordance with the CoFA; however, they do not have compliance limits. The results for these additional parameters are deemed to be acceptable and are reasonable for this type of wastewater treatment plant. Results for effluent *E.coli* this quarter show an average of 9,200 CFU/100 mL. Results for pH this quarter are consistent with expected values at an average of 7.5.

With respect to wastewater flows this quarter, the average flow per unit estimate is approximately 461 L/unit/day. This is moderately higher than the average per unit flow over the past three (3) years of approximately 400 L/unit/day. The design average is 540 L/unit/day and the maximum daily design flow is 800 L/unit/day. Estimated per unit flows have not exceeded the daily design basis this quarter. The average day flow was only 51.2% of the design average day flow of 216 m³/d this quarter, and the maximum day flow never exceeded the wastewater treatment plant maximum day design flow of 320 m³/d. Based on these trends and the fact that the development as a whole is approximately 65% built out based on original design (and 90% based on current Draft Plan of Subdivision application for 292 total units), it is our opinion that infiltration and inflow are not an issue at this time. The average daily flows for each month, and the corresponding estimated number of occupied homes, is given below.

Design with community in mind



July 31, 2015
Karen Landry, CAO/Clerk
Page 4 of 4

Reference: Mini Lakes Mobile Home Community Quarterly Monitoring Program – 2nd Quarter 2015

Table 2: Sewage Flow Volumes

Month (2015)	Average Daily Flow (L/d)	Maximum Daily Flow (L/d)	Estimated Number of Occupied Homes	Estimated Flow per Unit (L/d)
April	111,833	140,080	230	486
May	113,269	167,980	240	472
June	106,442	138,380	250	426

In addition to the monitoring requirements for the wastewater treatment plant, surface water and groundwater have been monitored for the development. Please find attached the letter report from CH2M Hill Canada Limited outlining the subsurface and groundwater monitoring results.

We trust this meets with your requirements. Should you have any questions, please contact the undersigned.

Regards,

STANTEC CONSULTING LTD.

Jamie Croft, M.A.Sc., P.Eng.
Project Engineer
Phone: (519) 585-7438
Fax: (519) 579-8806
Jamie.Croft@stantec.com

Attachment

- c. Ms. Dianne Paron, Mini Lakes Residents Associated (letter only)
- Ms. Lynn Zettle, Region Business Banking Centre (letter only)
- Ms. Mary Kennedy, CH2M Hill Canada Limited (letter only)
- Ms. Amanda Pepping, Gamsby and Mannerow Limited (attachment)
- Ms. Lynnette Armour, Ministry of the Environment - Guelph District Office (attachment)

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Table 1

MINI LAKES MOBILE HOME COMMUNITY WWTP - Effluent Sampling Results

	Effluent Sampling Parameters										
	C-BOD ₅	TSS	TP	NH ₃	NO ₃	NO ₂	TKN	TN(calc)	DO	E coli	pH
	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	/100mL	
compliance limit	20	20	1.00	na	5.00	na	na	na	na	na	na
Sampling Date											
18-Jul-14	8	14	0.34	6.70	1.18	0.74	12	13.9	4.06	0	7.05
30-Jul-14					4.14	0.27					
31-Jul-14					4.83	0.30					
21-Aug-14	22	12	0.22	5.90	3.43	0.72	7.4	11.6	5.13	200,000	6.98
16-Sep-14	50	4	1.90	6.30	1.22	0.49	13	14.7	3.21	76,000	7.38
29-Sep-14	14										
27-Oct-14	10	9	0.22	5.50	5.61	0.55	7.7	13.9	8	19,000	7.28
11-Nov-14	23	13	0.21	3.50	3.99	0.73	5.6	10.3	5.91	4,800	7.22
16-Dec-14	8	17	0.26	3.90	3.39	0.33	5.9	9.6	7.01	27,000	7.33
13-Jan-15	8	2	0.09	2.90	8.09	0.56	4.1	12.8	8.15	15,000	7.39
18-Feb-15	5	3	0.06	2.20	11.40	0.64	2.8	14.8	8.06	20,000	7.33
17-Mar-15	11	4	0.09	2.20	7.29	0.58	3.4	11.3	8.14	40,000	7.54
23-Apr-15	4	6	0.10	0.93	10.90	0.56	2.2	13.7	8.68	19,000	7.24
11-May-15					5.48	0.36					
19-May-15	3	2	0.03	0.49	3.02	0.07	1.7	4.8	9.63	2,300	7.53
10-Jun-15	8	3	0.05	0.56	4.39	0.27	1.4	6.1	8.3	6,200	7.58
23-Jun-15					3.61	0.42					
Q2 Sample count	3	3	3	3	5	5	3	3	3	3	3
Q2 Average	5.0	3.7	0.1	0.7	5.5	0.3	1.8	8.2	8.9	9166.7	7.5
YTD Average	6.5	3.3	0.1	1.5	6.8	0.4	2.6	10.6	8.5	17083.3	7.4
12-mo Rolling Avg.	13.4	7.4	0.3	3.4	5.1	0.5	5.6	11.4	7.0	35775.0	7.3
12-mo Count	13	12	12	12	16	16	12	12	12	12	12

notes:

- Shaded area exceeds compliance limit.

1. Compliance Limits stipulated in Certificate of Approval for the Sewage System.
2. na - No compliance limits stipulated by Certificate of Approval.
3. YTD - Year to date



CH2M HILL Canada Limited
72 Victoria Street S.
Suite 300
Kitchener, Ontario, N2G 4Y9
Tel 519 579 3500
Fax 519 579 8986
www.ch2m.com

Mini Lakes Residents Association
c/o M.F. Property Management Limited
373 Woolwich Street
Guelph, Ontario, N1H 3W4

July 28, 2015

**Subject: Groundwater and Surface Water Monitoring Report
Second Quarter – April to June 2015**

**Attention: Ivan Horvat
President**

Background

In accordance with Certificate of Approval – Sewage - No. 2113-7M8RBP (CofA), quarterly groundwater sampling and monitoring and quarterly surface water sampling are required to be completed by the Mini Lakes Residents Association (MLRA).

The sewage treatment plant and associated disposal trenches were commissioned in April, 2001. This report is a summary of groundwater and surface water quality data obtained during the second quarter of 2015. All groundwater sampling and water level monitoring was performed on June 16, 2015. All surface water sampling and monitoring was performed on June 18, 2015.

Sampling and monitoring were performed by American Water Canada (AWC) of Hamilton, Ontario. AWC performs the quarterly sampling and monitoring program, with quarterly report preparation by CH2M HILL Canada Limited (CH2M HILL). AWC is the operator of both the sewage treatment works and the water works systems.

There are nine groundwater sampling and monitoring locations (MW1, MW2, MW4, MW5, MW6, MW7, MW8, MW9, and MW10) requiring quarterly sampling and water level monitoring (shown in Figure 1-1). Using an audible water level tape, static water level measurements were collected at each location prior to purging and sampling. Each monitoring well was purged and sampled using a peristaltic pump. Each well was purged until water ran “clear”, free of visible sediment, and then samples were collected directly into laboratory supplied containers. The quarterly sampling requirements are summarized in Table 1. CH2M HILL visited the site during the first quarter 2015 groundwater sampling event on March 26, 2015 and provided recommendations to MLRA to improve the groundwater sampling methodology (CH2M HILL 2015) in accordance with standard industry procedures and best practices. It was recommended that AWC develop and follow a Standard Operating Procedure (SOP) to guide all future groundwater sampling events in accordance with industry best standards and practices. It is CH2M HILL’s understanding based on subsequent communications with AWC that the second quarter (Q2) sampling was completed following recommendations provided in March 2015.

Surface water is sampled at seven monitoring locations (SW1 through SW7) requiring quarterly sampling and field measurement (shown in Figure 1-1). Surface water samples are collected by dipping a

laboratory-prepared jar into the flow of water at the monitoring location. The quarterly sampling requirements for surface water are summarized in Table 1.

Samples were packed on ice in coolers and shipped to Maxxam Analytics, Inc. (Maxxam) Laboratory in Waterloo for analysis. Maxxam is accredited by the Standards Council of Canada, in cooperation with the Canadian Association for Laboratory Accreditation, for specific environmental tests listed in the scope of accreditation approved by the Standards Council of Canada.

Overburden Groundwater Elevations

Water level elevations were measured in each monitoring well prior to purging and sampling during the second quarter monitoring event in 2015. The actual overburden groundwater elevations and “top of casing” elevations in each monitoring well are calculated from topographic survey measurements taken at each monitoring well. The second quarter water level measurements were collected on June 16, 2015, and are provided in Table 2 with groundwater elevations.

A comparison of the groundwater elevations (metres below ground surface [mbgs]) between the second quarter of 2015 and the second quarter of 2014 indicates a slight increase in overburden groundwater elevation, compared to the same quarter in 2014 at all monitoring locations. The increase in elevation between June 2014 and June 2015 ranged between 0.03 metres (m) (MW10) to 0.26 m (MW7). Groundwater elevation data for 2010 to June 2015 is presented in Attachment A. In general water elevations show a stable trend since 2010 with seasonal fluctuations likely related to precipitation. Groundwater elevations measured during both of the first and second quarter monitoring events in 2015 are higher than those measured in 2014. Higher groundwater elevations are likely a result of increased precipitation in 2015 particularly during the month of June.

Seasonal trends in groundwater elevation show that groundwater tends to be high in the spring and low in the summer, increasing again in the fall. When comparing groundwater elevations measured in the second quarter against those measured in the first quarter of 2015, the water elevation tends to be consistent, with a maximum increase in elevation of 0.04 m (MW2) and a maximum decrease in elevation of 0.03 m (MW7).

In general as presented in the previous annual sampling reports, the groundwater flow direction in the overburden is in a west-southwest direction.

Groundwater Sampling – Analytical Results

Three key parameters were identified by the Ontario Ministry of the Environment and Climate Change (MOECC) during the pre-construction discussion as the main constituents of concern (COCs); nitrate, total phosphorus (Tp) and *Escherichia coli* (*E.coli*). In groundwater the analytical results are compared to the following standards:

- Nitrate concentrations are compared to the Reasonable Use Policy (RUP) objective for the site (2.74 milligrams per litre [mg/L]) which was developed based on water quality conditions at the upstream property boundary prior to the implementation of the wastewater treatment system in April 2001. The Nitrate concentration at the property boundary was considered the most critical nutrient of interest as identified by the MOECC during completion of the CofA for Mini Lakes.
- There is no RUP or Ontario Drinking Water Quality Standard (ODWQS) for Tp; therefore, concentrations of Tp in groundwater is reviewed for general trends.
- *E.coli* is compared to the ODWQS of 0 coliforms per 100 millilitre (CFU/100 mL). It should be noted that total coliforms were specified in the original Certificate of Approval No. 3-0356-99-006. However, a MOECC Technical Memorandum dated April 5, 2007 from the Technical Support Section

of the West Central Region to the Environmental Officer of the Guelph District Office recommended that *E. coli* be reported instead of total coliforms. *E. coli* concentrations have been reported instead of total coliforms since July, 2007.

Laboratory certificates of analysis for groundwater are presented in Attachment B and the concentration of nitrate, Tp and *E. coli* in groundwater from the second quarter of 2015 is summarized in Table 3.

Nitrate Concentrations

The RUP for nitrate in the overburden aquifer at the downstream property boundary is 2.74 mg/L and is represented by groundwater monitoring well MW8. The concentration of nitrate at MW8 in the second quarter of 2015 was non-detectable (Table 3). The RUP is derived from data collected at the upstream property boundary. The upstream property boundary is represented by MW1. The nitrate concentrations at MW1 was also reported as non-detectable in the second quarter of 2015 (Table 3). Nitrate concentrations at these locations have been stable over the last 5 years as presented in Attachment C.

As a best management practice to understand nitrate concentrations across the site, all onsite monitoring locations were compared to the RUP. During the second quarter of 2015 the nitrate concentration was above the RUP at MW2 (5.66 mg/L) and MW4 (8.95 mg/L) which are very similar to the results recorded in the first quarter of 2015. Nitrate concentrations at these locations, which are located closest to and downgradient of the infiltration cells, have often exceeded the RUP since sampling and monitoring began in 2001 with concentrations over the last 5 years ranging from non-detect to 8 mg/L at MW2 and 3.7 to 10.9 mg/L at MW4. Nitrate concentrations for the last 5 years at these locations are presented in Attachment C. In general nitrate concentrations vary seasonally, tend to be higher in spring/early summer than fall, but show a stable trend (that is neither increasing nor decreasing) at both MW2 and MW4.

Nitrate was also detected above laboratory detection limit at MW5 and MW6, located south-southwest of the infiltration beds. Concentrations of nitrate at MW5 and MW6 are below the RUP in the second quarter of 2015 and have been stable and below the RUP over the last 5 years (Attachment C).

Nitrate at all other monitoring locations was reported as non-detectable.

Total Phosphorus Concentrations

The observed concentration for Tp at the upstream property boundary, MW1, during the second quarter of 2015 was 0.17 mg/L (Table 3). At the downstream property boundary, MW8, the observed Tp concentration was 0.031mg/L (Table 3). Concentrations of Tp in groundwater at MW1 and MW8 have been stable for the last 5 years as presented in Attachment C.

Tp was also detected at MW9 at concentration of 0.035 mg/L as presented in Table 3. Tp concentrations at MW9 have been stable over the last 5 years (that is there is neither an increasing nor decreasing trend in the last 5 years) and are similar to concentrations of Tp observed at MW1 which is also an upstream location, shown in Attachment C.

Tp concentration was observed to have been elevated at MW10 since the well was replaced in 2011 ranging from 0.45 to 19 mg/L. The concentrations of Tp at MW10 have shown a decline since 2013 but remain high in comparison to other monitoring wells on site. A change in sampling technique occurred in first quarter of 2015 in order to better align with standard industry practices. In first quarter 2015, Tp concentration at MW10 was reduced and in second quarter of 2015 was reported as non-detect. This reduction in Tp concentrations between the sampling events following a change in sampling technique suggests that previous sampling results may have been biased high as a result of previous sampling techniques which led to increased suspended particulate in the groundwater samples. Further monitoring data will be required to confirm this however. Total suspended solids (TSS) at MW10 during the first quarter of 2015 was reported as non-detectable and during the second quarter 2015 was

22 mg/L compared to TSS in December 2014, when Tp was reported as elevated, and TSS was reported as 14,000 mg/L.

Escherichia coli Concentrations

The ODWQS for *E. coli* in groundwater is 0 CFU/100mL. The *E. coli* count observed at the downgradient location, MW8, was 0 CFU/100mL during the second quarter of 2015 (Table 3). At the upgradient location, MW1, the *E. coli* count was 24 CFU/100mL. Since *E. coli* has been sampled during the monitoring program, it has been occasionally detected at MW1, however the result from 2015 second quarter monitoring represents the maximum detected concentration for all sampling events. The previous maximum was 12 CFU/100mL reported in June 2014. MW1 is located upgradient of the sewage treatment system and along a roadway bordered by a wooded area, it is likely that the elevated detection of *E. coli* at MW1 is a result of wildlife sources. However, CH2M HILL will continue to assess the *E. coli* count at MW1 over future sampling events in order to confirm if the elevated count in June 2015 is representative of current conditions or is anomalous/isolated.

MW9, also an upgradient location, also had a detection of *E. coli* in the second quarter of 2015, 5 CFU/100mL. Generally *E. coli* in groundwater has been reported as 0 CFU/100mL at most monitoring locations with occasional detections since 2010 with the exception of MW9 which often has detectable concentrations of *E. coli*. MW9 is located upstream of the sewage treatment system and is located in a wooded area, it is likely that historically elevated *E. coli* could be from wildlife sources in the area. This holds true for the *E. coli* detection in the second quarter of 2015.

The *E. coli* count at all other monitoring locations was also reported as 0 CFU/100mL which is consistent with data from the last 5 years.

Surface Water Sampling – Analytical Results

Nitrate, Tp and *Escherichia coli* (*E. coli*) are the main COCs in surface water and were identified by the MOECC. In surface water, the analytical results are compared to the following standards:

- Nitrate concentrations are compared to the Canadian Environmental Quality Guidelines (CEQG) at the property boundary as there is no Provincial Water Quality Objective (PWQO) for nitrate. The CEQG for nitrates is 3.0 mg/L.
- Tp is compared to the PWQO of 0.02 mg/L although the surface water quality within Mill Creek (northwest of the site boundary) does not meet PWQO for Tp. The PWQOs were established to ensure the protection of water quality for aquatic life and recreation and further degradation of water quality with respect to Tp concentration is not permitted. During sampling of surface water in 1996 and in conjunction with a hydrogeological study for the site, a baseline concentration of 0.10 mg/L in surface water was observed at the downstream property boundary (CH2M Gore & Storrie Limited, 1996).
- Like groundwater, *E. coli* has been reported instead of total coliforms since July, 2007. *E. coli* is compared to the PWQO of 100 CFU/100 mL.

During the second quarter in 2015, surface water sampling was conducted on June 18 2015, as required in the CofA. These sampling results are included as an attachment to the report (Attachment D). Table 4 is a summary of the concentrations detected in the surface water from all monitoring locations for the key parameters of nitrates, Tp and *E. coli*.

Nitrate Concentrations

During initial criteria evaluation prior to project initiation, the original criteria for nitrate at the downstream property boundary, represented by surface water sampling station SW6, was 1.08 mg/L,

based on historical results and the maximum concentration for nitrate observed at the downstream property boundary. The new guideline is 3.0 mg/L as specified in the CEQG. The nitrate concentration observed at the upstream property boundary, represented by SW1, in the second quarter of 2015 was not detected. At the downstream property boundary, represented by SW6, the nitrate concentration was also non-detect. The maximum nitrate concentration of 0.30 mg/L was observed at SW5 (upstream of the confluence) during the second quarter of 2015 which is marginally below the first quarter concentration of 0.46 mg/L measured at this location. The nitrate concentration at the remaining surface water sampling locations was reported as less than the laboratory detection limit. The analytical results from second quarter 2015 are consistent with historical results. Nitrate concentrations at all of the surface water sample locations have been reported below the CEQG for the last 5 years (Attachment E).

Total Phosphorus Concentrations

Tp at the upstream property boundary, represented by SW1, was reported at 0.024 mg/L. At the downstream property boundary (SW6), the Tp concentration was 0.034 mg/L. Tp was also detected at SW2 (0.024 mg/L) and SW7 (0.032 mg/L) during the first quarter of 2015. Tp at all of these locations exceed the PWQO for Tp of 0.02 mg/L. While occasional exceedances of the PWQO have been observed at most of the surface water monitoring locations over the last 5 years (Attachment E), Tp concentrations have stayed below the baseline concentration of 0.1 mg/L in surface water at all locations.

Escherichia coli Concentrations

The *E. coli* count at the upstream property boundary, SW1, was 64 CFU/100 mL in the second quarter of 2015 (maximum for the quarter). The *E. coli* count at SW1 falls within the historical range of reported *E. coli* concentrations at SW1 since *E. coli* started to be sampled in surface water. At the downstream property boundary, SW6, the *E. coli* count was 35 CFU/100 mL. *E. coli* was also detected at SW2, SW3, SW4, ST5 and SW7 as presented in Table 4. Despite detections of *E. coli* there were no exceedances of the PWQO (100 CFU/100 mL) in the second quarter of 2015. Detections of *E. coli* in surface water are likely a result of natural sources such as wild life. SW5 and SW7 are located offsite in wooded areas and SW1, SW2, SW3, and SW4 are located on the onsite ponds which tend to be populated by geese. *E. coli* concentrations from 2010 to 2015 are presented in Attachment E. Concentrations have fluctuated throughout each year and tend to be higher in the spring/early summer of each year.

Physical Measurements

Physical measurements of pH and temperature were collected on June 18, 2015, at each surface water sampling location. These results are presented in Table 5 with calculated un-ionized ammonia concentrations as required by the CofA. Un-ionized ammonia is compared to the PWQO of 20 µg/L. Ammonia was detected at 3 of 7 surface water monitoring locations in the second quarter of 2015. Un-ionized ammonia did not exceed the PWQO at any locations.

In general, concentrations of un-ionized ammonia are similar to those seen throughout the last 5 years. When compared to the data from the same quarter (quarter 2 of 2010 through 2014), un-ionized ammonia is lower in concentration in the second quarter of 2015 than concentrations in the second quarter of 2010, 2011 and 2013. In the second quarter of 2014, ammonia was not detected at all locations. The average concentration of un-ionized ammonia in the second quarter of 2010, 2011, and 2013 is 5.48 µg/L and the average concentration of un-ionized ammonia in the first quarter of 2015 is 3.51 µg/L. Un-ionized ammonia concentrations was the highest at SW1 (4.58 µg/L) in the second quarter of 2015. Elevated ammonia could be a result of natural sources, however based on the current data set it is difficult to determine. Assessment of ammonia in groundwater during future monitoring events would enable comparison to surface water results for reference purposes.

Recommendations

After review of the analytical data collected during the 2015 second quarter during the groundwater and surface water monitoring program at the Mini Lakes site, CH2M HILL would like to present the following recommendation:

- It is recommended that field parameters of pH and temperature be collected at each groundwater monitoring location during future sampling events. This data will allow CH2M HILL to assess the concentrations of un-ionized ammonia in groundwater to enable comparison to the surface water results for reference purposes.

Limitations

This report has been reviewed by a Professional Geoscientist from CH2M HILL Canada Limited. All sampling, monitoring and lab analyses were performed and reported by others. This report summarizes the results of this work only and cannot substantiate whether or not approved MOECC procedures and standard protocol were followed during the collection of the samples. This letter has been prepared in accordance with generally accepted environmental engineering practices for the exclusive use of the Mini Lakes Residents Association (Mini Lakes). Third parties cannot rely upon the findings and conclusions presented without express written consent of CH2M HILL and Mini Lakes through an extension of reliance using a reliance letter signed by both parties. CH2M HILL accepts no responsibility for damages, if any, incurred by any third party as a result of decisions made or actions based on this letter.

References

CH2M Gore & Storrie Limited. 1996. *Hydrogeological Assessment of Mini Lakes Country Club and Trailer Resort*.

CH2M HILL Canada Limited. (CH2M HILL). 2015. *Mini Lakes Groundwater Sampling – Recommendations*. April 14.

Ministry of the Environment and Climate Change (MOECC). 2009. *Amended Certificate of Approval, Municipal and Private Sewage Works, Number 2113-7M8RBP*. February 18.

We trust this report meets with your approval, however should you have any questions please do not hesitate to contact the undersigned.

Sincerely,
CH2M HILL Canada Limited



Mary Kennedy, MSc.
Project Manager

CH2M HILL Canada Limited



Kurt Hansen, M.E.S., P.Geo
Senior Technical Reviewer

cc: Jamie Croft
Stantec Consultants

Diane Paron
MF Property Management Ltd.

Tables

Table 1. Sampling Requirements – Groundwater and Surface Water
Groundwater and Surface Water Monitoring Report, Mini Lakes Residents Association

Parameter	Type of Sample	Minimum Frequency
Groundwater		
CBOD ₅	Grab	Quarterly
TSS	Grab	Quarterly
TP	Grab	Quarterly
Total ammonia nitrogen	Grab	Quarterly
Nitrate nitrogen	Grab	Quarterly
Nitrite nitrogen	Grab	Quarterly
TKN	Grab	Quarterly
DOC	Grab	Quarterly
<i>E.coli</i>	Grab	Quarterly
Surface Water		
TP	Grab	Quarterly
Total ammonia nitrogen	Grab	Quarterly
Nitrate nitrogen	Grab	Quarterly
Nitrite nitrogen	Grab	Quarterly
TKN	Grab	Quarterly
<i>E.coli</i>	Grab	Quarterly
Temperature	Field	Quarterly
pH	Field	Quarterly

Notes:

Sampling program as per Condition 2 Subsections c and d of Certificate of Approval No. 2113-7M8RBP

CBOD₅ = carbonaceous biochemical oxygen demand

TSS = total suspended solids

TP = total phosphorus

TKN = total Kjeldahl nitrogen

DOC = dissolved organic carbon

E. coli = *Escherichia coli*

Table 2. Comparison between Groundwater Elevations – Q2 2014 vs. Q2 2015
Groundwater and Surface Water Monitoring Report, Mini Lakes Residents Association

Location	Ground (masl)	Top of Casing (masl)	Stick-up Height (m)	June-14		June-15		Variance between June 2014 and June 2015 (m)
				Water Level (mbtoc)	Water Elevation (masl)	Water Level (mbtoc)	Water Elevation (masl)	
MW1	322.46	323.01	0.55	1.40	321.61	1.36	321.65	0.04
MW2	323.26	324.20	0.94	2.32	321.88	2.28	321.92	0.04
MW4	322.22	323.24	1.02	2.09	321.15	2.02	321.22	0.07
MW5	322.12	323.04	0.92	1.98	321.06	1.93	321.11	0.05
MW6	320.93	321.93	1.00	2.14	319.79	1.93	320.00	0.21
MW7	320.25	321.18	0.93	2.07	319.11	1.81	319.37	0.26
MW8	319.76	320.56	0.80	1.76	318.80	1.65	318.91	0.11
MW9	322.02	322.84	0.82	0.92	321.92	0.86	321.98	0.06
MW10	324.06	325.16	1.10	2.75	322.41	2.72	322.44	0.03

Notes:

Bold indicates increase in groundwater level.

m = metres

masl = metres above sea level

mbtoc = metres below top of casing

Table 3. Nutrient Concentrations Observed in Groundwater, Q2 - June 2015
Groundwater and Surface Water Monitoring Report, Mini Lakes Residents Association

Well No.	Nitrates (mg/L)	RUP (mg/L)	Tp (mg/L)	MAC – ODWQS (mg/L)	<i>E. coli</i> (CFU/100mL)	MAC – ODWQS (CFU/100mL)
MW1 ^a	< 0.10	2.74	0.17	N/A	24	0
MW2	5.66	2.74	< 0.020	N/A	0	0
MW4	8.95	2.74	< 0.020	N/A	0	0
MW5	0.33	2.74	< 0.020	N/A	0	0
MW6	0.45	2.74	< 0.020	N/A	0	0
MW7	< 0.10	2.74	< 0.020	N/A	0	0
MW8 ^b	< 0.10	2.74	0.031	N/A	0	0
MW9	< 0.10	2.74	0.035	N/A	5	0
MW10	< 0.10	2.74	< 0.020	N/A	0	0

^a MW1 = upstream property boundary

^b MW8 = downstream property boundary

Notes:

Groundwater samples collected on June 16, 2015

= exceeds RUP or ODWQS

CFU/100mL = coliforms per 100 millilitres

E. coli = *Escherichia coli*

MAC = maximum allowable concentration

mg/L = milligrams per litre

N/A = not applicable

ND = reported below laboratory detection limit

ODWQS = Ontario Drinking Water Quality Standard

RUP = Reasonable Use Policy Guideline

Tp = total phosphorus

Table 4. Nutrient Concentrations Observed in Surface Water, Q2 – June 2015
Groundwater and Surface Water Monitoring Report, Mini Lakes Residents Association

Well No.	Nitrates (mg/L)	CEGQ (mg/L)	Tp (mg/L)	PWQO (mg/L)	<i>E. coli</i> (CFU/100mL)	PWQO (CFU/100mL)
SW1 ^a	< 0.10	3.0	0.024	0.02	64	100
SW2	< 0.10	3.0	0.024	0.02	52	100
SW3	< 0.10	3.0	< 0.020	0.02	32	100
SW4	< 0.10	3.0	< 0.020	0.02	59	100
SW5	0.3	3.0	< 0.020	0.02	36	100
SW6 ^b	< 0.10	3.0	0.034	0.02	35	100
SW7	< 0.10	3.0	0.032	0.02	42	100

^a SW1 = upstream property boundary

^b SW6 = downstream property boundary

Notes:

Surface water samples collected June 18, 2015.

 = Exceeds PWQO or CEGQ

CEGQ = Canadian Environmental Quality Guideline – 2012

CFU/100mL = coliforms per 100 millilitres

E. coli = *Escherichia coli*

mg/L = milligrams per litre

ND = Reported below the laboratory detection limit

PWQO = Provincial Water Quality Objectives – 1994 (Lakes and ponds)

Tp = total phosphorus

Table 5. Physical Measurements and Un-ionized Ammonia in Surface Water, Q2 – June 2015
Groundwater and Surface Water Monitoring Report, Mini Lakes Residents Association

Well No.	pH	Temperature (°C)	Ammonia (µg/L)	Un-ionized Ammonia (µg/L)
SW1 ^a	8.12	19.0	100	4.58
SW2	8.2	18.8	54	2.90
SW3	8.18	19.0	< 50	--
SW4	8.06	19.5	< 50	--
SW5	8.08	19.5	< 50	--
SW6 ^b	8.08	19.5	< 50	--
SW7	8.16	16.7	72.000	3.06

^a SW1 = upstream property boundary

^b SW6 = downstream property boundary

Notes:

Surface water samples collected June 18, 2015.

PWQO = Provincial Water Quality Objectives – 1994 (Lakes and ponds)

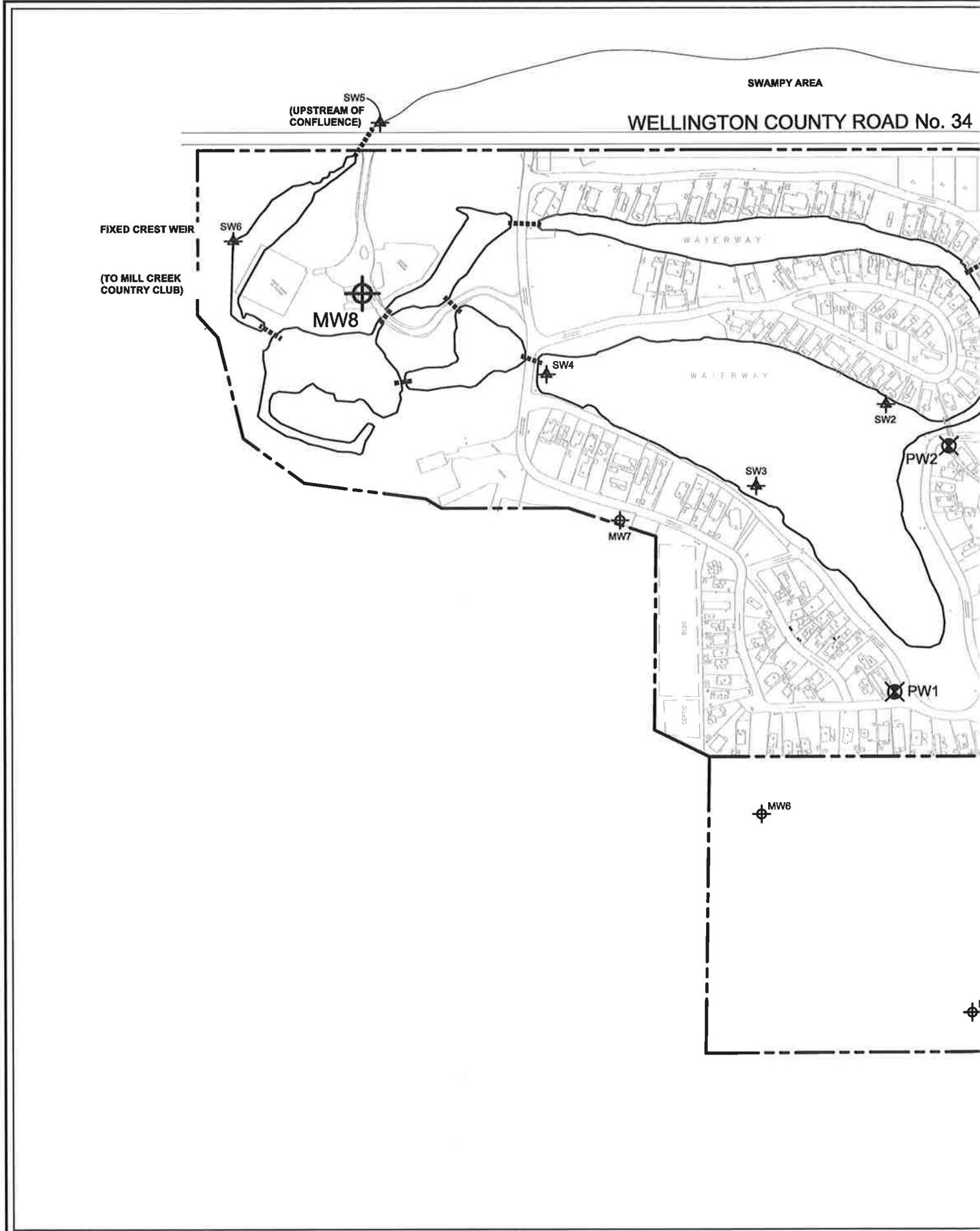
< = Reported below the laboratory detection limit

°C = degrees Celsius

µg/L = micrograms per litre

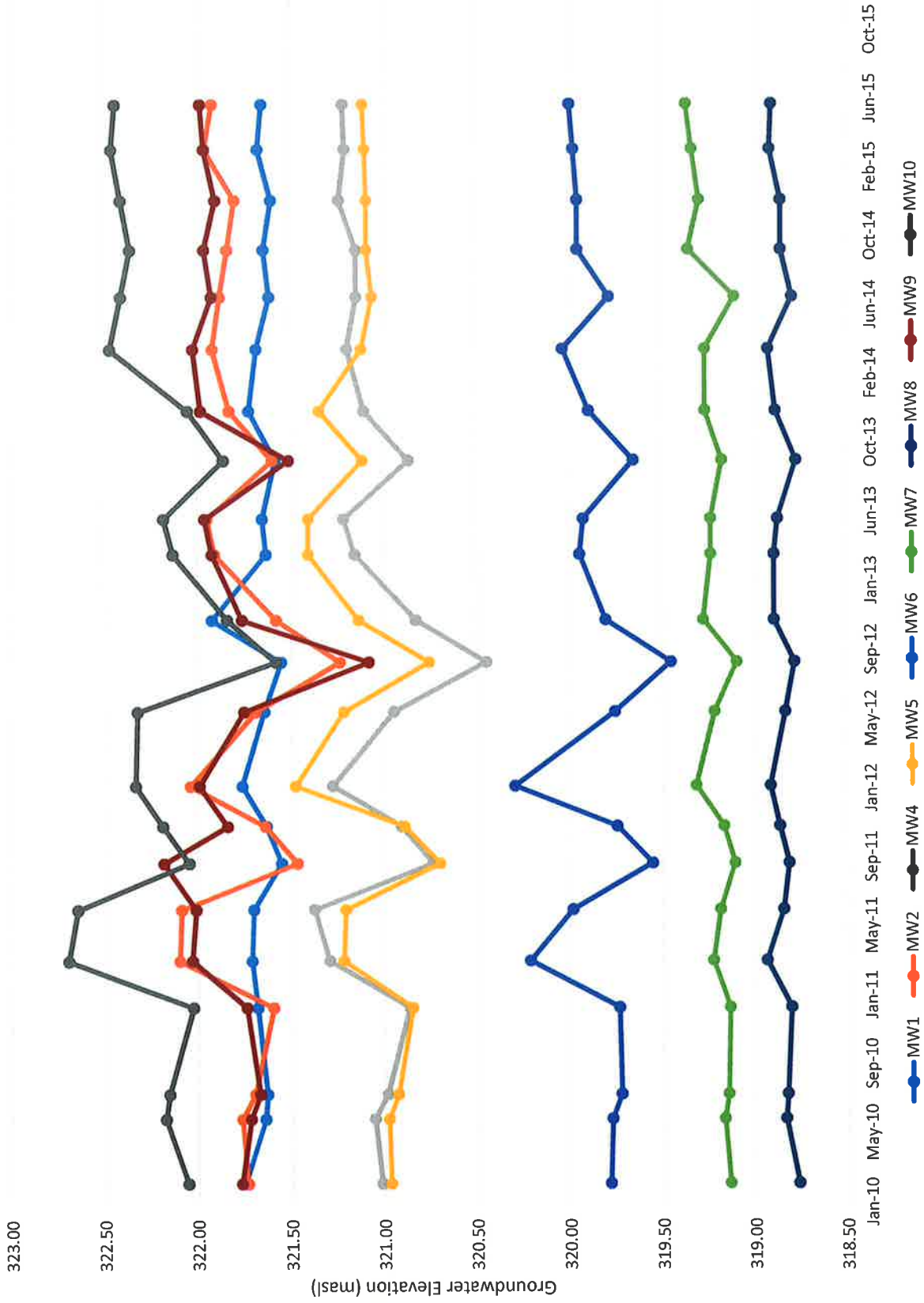
-- = unable to be calculated as concentration less than laboratory detection limit

Figure



Attachment A
Groundwater Elevation 2010–2015

Groundwater Elevation 2010 - Q2 2015



Attachment B
Groundwater Analytical Results

Your Project #: MINI LAKES
Site Location: GUELPH, ON

Attention: John Wilson

American Water Services Canada Corp
701 Main Street W
Suite 100
Hamilton, ON
L8S 1A2

Your C.O.C. #: na, 120F1, 120F2, 120F4, 120F5, 120F6, 120F7, 120F8,
120F9, 120FA

Report Date: 2015/06/24
Report #: R3486504
Version: 1 - Final

CERTIFICATE OF ANALYSIS

MAXXAM JOB #: B5B5871

Received: 2015/06/16, 15:02

Sample Matrix: Water
Samples Received: 9

Analyses	Quantity	Date Extracted	Date Analyzed	Laboratory Method	Reference
Carbonaceous BOD	9	N/A	2015/06/22	CAM SOP-00427	SM 22 5210B m
Dissolved Organic Carbon (DOC) (1)	9	N/A	2015/06/17	CAM SOP-00446	SM 22 5310 B m
E.coli, (CFU/100mL)	9	N/A	2015/06/16	CAM SOP-00552	MOE LSB E3371
Total Ammonia-N	9	N/A	2015/06/19	CAM SOP-00441	EPA GS I-2522-90 m
Nitrate (NO3) and Nitrite (NO2) in Water (2)	2	N/A	2015/06/18	CAM SOP-00440	SM 22 4500-NO3I/NO2B
Nitrate (NO3) and Nitrite (NO2) in Water (2)	7	N/A	2015/06/19	CAM SOP-00440	SM 22 4500-NO3I/NO2B
Total Kjeldahl Nitrogen in Water	9	2015/06/18	2015/06/19	CAM SOP-00938	OMOE E3516 m
Total Phosphorus (Colourimetric)	9	2015/06/22	2015/06/23	CAM SOP-00407	SM 4500 P B H m
Total Suspended Solids	1	N/A	2015/06/17	CAM SOP-00428	SM 22 2540D m
Total Suspended Solids	8	N/A	2015/06/18	CAM SOP-00428	SM 22 2540D m

Reference Method suffix "m" indicates test methods incorporate validated modifications from specific reference methods to improve performance.

* RPDs calculated using raw data. The rounding of final results may result in the apparent difference.

(1) Dissolved Organic Carbon (DOC) present in the sample should be considered as non-purgeable DOC.

(2) Values for calculated parameters may not appear to add up due to rounding of raw data and significant figures.

Encryption Key

Please direct all questions regarding this Certificate of Analysis to your Project Manager.

Hina Ahmed, Project Manager

Email: HAhmed@maxxam.ca

Phone# (905)817-5734

Maxxam has procedures in place to guard against improper use of the electronic signature and have the required "signatories", as per section 5.10.2 of ISO/IEC 17025:2005(E), signing the reports. For Service Group specific validation please refer to the Validation Signature Page.

Maxxam Job #: B5B5871
Report Date: 2015/06/24

American Water Services Canada Corp
Client Project #: MINI LAKES
Site Location: GUELPH, ON
Sampler Initials: JW

RESULTS OF ANALYSES OF WATER

Maxxam ID		ALO676			ALO677			ALO678			ALO679		
Sampling Date		2015/06/16 09:30			2015/06/16 10:00			2015/06/16 10:25			2015/06/16 12:00		
COC Number		120F1			120F2			120F4			120F5		
	Units	MW-1	RDL	QC Batch	MW-2	RDL	QC Batch	MW-4	RDL	MW-5	RDL	QC Batch	
Inorganics													
Total Ammonia-N	mg/L	1.9	0.050	4071866	0.088	0.050	4071866	ND	0.050	ND	0.050	4071866	
Total Carbonaceous BOD	mg/L	ND	2	4069356	ND	2	4069356	ND	2	ND	2	4069356	
Total Kjeldahl Nitrogen (TKN)	mg/L	2.4	0.10	4071996	0.68	0.50	4071996	ND (1)	1.0	0.14	0.10	4071996	
Dissolved Organic Carbon	mg/L	24	0.20	4070378	1.3	0.20	4070378	1.1	0.20	1.1	0.20	4070378	
Total Phosphorus	mg/L	0.17	0.10	4075694	ND	0.020	4075694	ND	0.020	ND	0.020	4075694	
Total Suspended Solids	mg/L	330	10	4070037	ND	10	4070037	ND	10	ND	10	4070037	
Nitrite (N)	mg/L	0.011	0.010	4070435	ND	0.010	4070414	ND	0.010	ND	0.010	4070595	
Nitrate (N)	mg/L	ND	0.10	4070435	5.66	0.10	4070414	8.95	0.50	0.33	0.10	4070595	
Nitrate + Nitrite	mg/L	ND	0.10	4070435	5.66	0.10	4070414	8.95	0.50	0.33	0.10	4070595	
RDL = Reportable Detection Limit QC Batch = Quality Control Batch ND = Not detected (1) Due to the sample matrix, sample required dilution. Detection limit was adjusted accordingly.													

Maxxam ID		ALO680		ALO681		ALO682		ALO683			
Sampling Date		2015/06/16 11:40		2015/06/16 11:20		2015/06/16 10:50		2015/06/16 13:05			
COC Number		120F6		120F7		120F8		120F9			
	Units	MW-6	QC Batch	MW-7	QC Batch	MW-8	QC Batch	MW-9	RDL	QC Batch	
Inorganics											
Total Ammonia-N	mg/L	ND	4071866	ND	4071866	2.8	4071866	0.49	0.050	4071866	
Total Carbonaceous BOD	mg/L	ND	4069356	ND	4069356	ND	4069356	ND	2	4069356	
Total Kjeldahl Nitrogen (TKN)	mg/L	0.15	4071996	0.20	4071996	3.3	4071996	0.91	0.10	4071996	
Dissolved Organic Carbon	mg/L	0.87	4070378	2.4	4070378	11	4070378	9.2	0.20	4070378	
Total Phosphorus	mg/L	ND	4075694	ND	4075694	0.031	4075694	0.035	0.020	4075694	
Total Suspended Solids	mg/L	ND	4070037	ND	4070037	ND	4070037	12	10	4070037	
Nitrite (N)	mg/L	ND	4070414	ND	4070435	ND	4070595	ND	0.010	4070435	
Nitrate (N)	mg/L	0.45	4070414	ND	4070435	ND	4070595	ND	0.10	4070435	
Nitrate + Nitrite	mg/L	0.45	4070414	ND	4070435	ND	4070595	ND	0.10	4070435	
RDL = Reportable Detection Limit QC Batch = Quality Control Batch ND = Not detected											

Maxxam Job #: B5B5871
Report Date: 2015/06/24

American Water Services Canada Corp
Client Project #: MINI LAKES
Site Location: GUELPH, ON
Sampler Initials: JW

RESULTS OF ANALYSES OF WATER

Maxxam ID		ALO684		
Sampling Date		2015/06/16 12:25		
COC Number		120FA		
	Units	MW-10	RDL	QC Batch
Inorganics				
Total Ammonia-N	mg/L	ND	0.050	4071866
Total Carbonaceous BOD	mg/L	ND	2	4069356
Total Kjeldahl Nitrogen (TKN)	mg/L	ND	0.10	4071996
Dissolved Organic Carbon	mg/L	1.0	0.20	4070378
Total Phosphorus	mg/L	ND	0.020	4075694
Total Suspended Solids	mg/L	22	10	4070288
Nitrite (N)	mg/L	ND	0.010	4070435
Nitrate (N)	mg/L	ND	0.10	4070435
Nitrate + Nitrite	mg/L	ND	0.10	4070435
RDL = Reportable Detection Limit QC Batch = Quality Control Batch ND = Not detected				

Maxxam Job #: B5B5871
Report Date: 2015/06/24

American Water Services Canada Corp
Client Project #: MINI LAKES
Site Location: GUELPH, ON
Sampler Initials: JW

MICROBIOLOGY (WATER)

Maxxam ID		ALO676	ALO677	ALO678	ALO679	ALO680	ALO681	ALO682	
Sampling Date		2015/06/16 09:30	2015/06/16 10:00	2015/06/16 10:25	2015/06/16 12:00	2015/06/16 11:40	2015/06/16 11:20	2015/06/16 10:50	
COC Number		120F1	120F2	120F4	120F5	120F6	120F7	120F8	
	Units	MW-1	MW-2	MW-4	MW-5	MW-6	MW-7	MW-8	QC Batch

Microbiological									
Escherichia coli	CFU/100mL	24	0	0	0	0	0	0	4068986
QC Batch = Quality Control Batch									

Maxxam ID		ALO683	ALO684	
Sampling Date		2015/06/16 13:05	2015/06/16 12:25	
COC Number		120F9	120FA	
	Units	MW-9	MW-10	QC Batch

Microbiological				
Escherichia coli	CFU/100mL	5	0	4068986
QC Batch = Quality Control Batch				

Maxxam Job #: B5B5871
Report Date: 2015/06/24

American Water Services Canada Corp
Client Project #: MINI LAKES
Site Location: GUELPH, ON
Sampler Initials: JW

GENERAL COMMENTS

Each temperature is the average of up to three cooler temperatures taken at receipt

Package 1	12.0°C
Package 2	11.7°C

Results relate only to the items tested.

Maxxam Job #: B5B5871
Report Date: 2015/06/24

American Water Services Canada Corp
Client Project #: MINI LAKES
Site Location: GUELPH, ON
Sampler Initials: JW

QUALITY ASSURANCE REPORT

QA/QC Batch	Init	QC Type	Parameter	Date Analyzed	Value	Recovery	Units	QC Limits
4069356	FZH	QC Standard	Total Carbonaceous BOD	2015/06/22		95	%	75 - 125
4069356	FZH	Method Blank	Total Carbonaceous BOD	2015/06/22	ND,RDL=2		mg/L	
4069356	FZH	RPD [ALO684-04]	Total Carbonaceous BOD	2015/06/22	NC		%	25
4070037	ALP	QC Standard	Total Suspended Solids	2015/06/18		97	%	85 - 115
4070037	ALP	Method Blank	Total Suspended Solids	2015/06/18	ND, RDL=10		mg/L	
4070037	ALP	RPD [ALO681-02]	Total Suspended Solids	2015/06/18	NC		%	25
4070288	ALP	QC Standard	Total Suspended Solids	2015/06/17		99	%	85 - 115
4070288	ALP	Method Blank	Total Suspended Solids	2015/06/17	ND, RDL=10		mg/L	
4070288	ALP	RPD	Total Suspended Solids	2015/06/17	8.8		%	25
4070378	AHA	Matrix Spike	Dissolved Organic Carbon	2015/06/17		103	%	80 - 120
4070378	AHA	Spiked Blank	Dissolved Organic Carbon	2015/06/17		105	%	80 - 120
4070378	AHA	Method Blank	Dissolved Organic Carbon	2015/06/17	ND, RDL=0.20		mg/L	
4070378	AHA	RPD	Dissolved Organic Carbon	2015/06/17	0		%	20
4070414	SNR	Matrix Spike	Nitrite (N)	2015/06/18		107	%	80 - 120
			Nitrate (N)	2015/06/18		104	%	80 - 120
4070414	SNR	Spiked Blank	Nitrite (N)	2015/06/18		92	%	80 - 120
			Nitrate (N)	2015/06/18		101	%	80 - 120
4070414	SNR	Method Blank	Nitrite (N)	2015/06/18	ND, RDL=0.010		mg/L	
			Nitrate (N)	2015/06/18	ND, RDL=0.10		mg/L	
4070414	SNR	RPD	Nitrite (N)	2015/06/18	NC		%	25
			Nitrate (N)	2015/06/18	NC		%	25
4070435	SNR	Matrix Spike [ALO684-01]	Nitrite (N)	2015/06/19		97	%	80 - 120
			Nitrate (N)	2015/06/19		110	%	80 - 120
4070435	SNR	Spiked Blank	Nitrite (N)	2015/06/19		96	%	80 - 120
			Nitrate (N)	2015/06/19		103	%	80 - 120
4070435	SNR	Method Blank	Nitrite (N)	2015/06/19	ND, RDL=0.010		mg/L	
			Nitrate (N)	2015/06/19	ND, RDL=0.10		mg/L	
4070435	SNR	RPD [ALO684-01]	Nitrite (N)	2015/06/19	NC		%	25
			Nitrate (N)	2015/06/19	NC		%	25
4070595	C_N	Matrix Spike	Nitrite (N)	2015/06/19		93	%	80 - 120
			Nitrate (N)	2015/06/19		111	%	80 - 120
4070595	C_N	Spiked Blank	Nitrite (N)	2015/06/19		96	%	80 - 120
			Nitrate (N)	2015/06/19		105	%	80 - 120
4070595	C_N	Method Blank	Nitrite (N)	2015/06/19	ND, RDL=0.010		mg/L	
			Nitrate (N)	2015/06/19	ND, RDL=0.10		mg/L	
4070595	C_N	RPD	Nitrite (N)	2015/06/19	NC		%	25
			Nitrate (N)	2015/06/19	NC		%	25
4071866	COP	Matrix Spike [ALO684-03]	Total Ammonia-N	2015/06/19		104	%	80 - 120
4071866	COP	Spiked Blank	Total Ammonia-N	2015/06/19		102	%	85 - 115
4071866	COP	Method Blank	Total Ammonia-N	2015/06/19	ND, RDL=0.050		mg/L	
4071866	COP	RPD [ALO684-03]	Total Ammonia-N	2015/06/19	NC		%	20

Maxxam Job #: B5B5871
Report Date: 2015/06/24

American Water Services Canada Corp
Client Project #: MINI LAKES
Site Location: GUELPH, ON
Sampler Initials: JW

QUALITY ASSURANCE REPORT(CONT'D)

QA/QC Batch	Init	QC Type	Parameter	Date Analyzed	Value	Recovery	Units	QC Limits
4071996	RTY	Matrix Spike [ALO684-03]	Total Kjeldahl Nitrogen (TKN)	2015/06/19		105	%	80 - 120
4071996	RTY	QC Standard	Total Kjeldahl Nitrogen (TKN)	2015/06/19		100	%	80 - 120
4071996	RTY	Spiked Blank	Total Kjeldahl Nitrogen (TKN)	2015/06/19		101	%	80 - 120
4071996	RTY	Method Blank	Total Kjeldahl Nitrogen (TKN)	2015/06/19	ND, RDL=0.10		mg/L	
4071996	RTY	RPD [ALO684-03]	Total Kjeldahl Nitrogen (TKN)	2015/06/19	NC		%	20
4075694	VRO	Matrix Spike [ALO679-03]	Total Phosphorus	2015/06/23		109	%	80 - 120
4075694	VRO	QC Standard	Total Phosphorus	2015/06/23		104	%	80 - 120
4075694	VRO	Spiked Blank	Total Phosphorus	2015/06/23		102	%	80 - 120
4075694	VRO	Method Blank	Total Phosphorus	2015/06/23	ND, RDL=0.020		mg/L	
4075694	VRO	RPD [ALO679-03]	Total Phosphorus	2015/06/23	NC		%	20

Duplicate: Paired analysis of a separate portion of the same sample. Used to evaluate the variance in the measurement.

Matrix Spike: A sample to which a known amount of the analyte of interest has been added. Used to evaluate sample matrix interference.

QC Standard: A sample of known concentration prepared by an external agency under stringent conditions. Used as an independent check of method accuracy.

Spiked Blank: A blank matrix sample to which a known amount of the analyte, usually from a second source, has been added. Used to evaluate method accuracy.

Method Blank: A blank matrix containing all reagents used in the analytical procedure. Used to identify laboratory contamination.

NC (Duplicate RPD): The duplicate RPD was not calculated. The concentration in the sample and/or duplicate was too low to permit a reliable RPD calculation (one or both samples < 5x RDL).

Maxxam Job #: B5B5871
Report Date: 2015/06/24


American Water Services Canada Corp
Client Project #: MINI LAKES
Site Location: GUELPH, ON
Sampler Initials: JW

VALIDATION SIGNATURE PAGE

The analytical data and all QC contained in this report were reviewed and validated by the following individual(s).

Cristina Carriere

Cristina Carriere, Scientific Services

Ewa P. 

Ewa Pranjic, M.Sc., C.Chem, Scientific Specialist

Vimukthi

Vimukthi Gunawardhan

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CHAIN OF CUSTODY RECORD

1000 Main St. Cambridge, MA 02142
Tel: 617-552-5277 Fax: 617-552-5285

INVOICE INFORMATION:
 Company Name: Min. Lakes Residents Association Charitable Corp
 Accounts Payable
 Contact Name: Greg Pringley
 Address: 200 Easton Blvd
 Hamilton, Ontario, L8H 7S4
 Phone: 905-521-4805 Fax: 905-521-0813
 Email: gpringley@amwater.com

REPORT INFORMATION (if differs from invoice):
 Company Name: American Water Canada Corp
 Contact Name: Greg Pringley
 Address: 200 Easton Blvd
 Hamilton, Ontario, L8H 7S4
 Phone: 905-521-4805 Fax: 905-521-0813
 Email: gpringley@amwater.com

PROJECT INFORMATION:
 Project # A42143
 Client ID # 9206

REGULATORY CRITERIA
 Note: For regulated drinking water samples - please use the Drinking Water Chain of Custody Form

MISA Other Monitoring
 RWCO Table 1
 Reg 568 Table 2
 Table 3

Report Criteria on C of A

ANALYSIS REQUESTED (Please be specific):
 16-Jun-15 15:02
 Hina Ahmed
 B5B5871
 M P -ENVY-701

TURNAROUND TIME (TAT) REQUIRED:
 PLEASE PROVIDE ADVANCE NOTICE FOR RUSH PROJECTS
 Regular (Standard) TAT: 5 to 7 Working Days
 Rush TAT: Rush Confirmation # (call Lab for #)
 1 day 2 days 3 days
 DATE Required: _____ TIME Required: _____

Sample Identification	Water/tap #	Date Sampled	Time Sampled	Matrix (see spec.)	Meets Field Filtered? (Y/N)	Regulated Drinking Water? (Y/N)	TH	Ca	Mg	Total Ammonia Nitrogen	Nitrate Nitrogen	TKN	Conductivity	Sodium	Chloride	COMMENTS / TAT COMMENTS			
1 MW-1	120F1	June 16 15	0930	Groundwater	N	N	X	X	X	X	X	X	X	X	X	5	1.26	1.27	WELL TESTS (GATER)
2 MW-2	120F2	June 16 15	1000	Groundwater	N	N	X	X	X	X	X	X	X	X	X	5	3.28	2.29	
3 MW-4	120F4	June 16 15	1025	Groundwater	N	N	X	X	X	X	X	X	X	X	X	5	2.02	2.03	
4 MW-5	120F5	June 16 15	1200	Groundwater	N	N	X	X	X	X	X	X	X	X	X	5	1.93	1.935	
5 MW-6	120F6	June 16 15	1440	Groundwater	N	N	X	X	X	X	X	X	X	X	X	5	1.93	1.94	
6 MW-7	120F7	June 16 15	1120	Groundwater	N	N	X	X	X	X	X	X	X	X	X	5	1.81	1.83	
7 MW-8	120F8	June 16 15	1050	Groundwater	N	N	X	X	X	X	X	X	X	X	X	5	1.65	1.66	
8 MW-9	120F9	June 16 15	1305	Groundwater	N	N	X	X	X	X	X	X	X	X	X	5	0.96	0.95	
9 MW-10	120FA	June 16 15	1225	Groundwater	N	N	X	X	X	X	X	X	X	X	X	5	2.72	2.96	
10																			
11																			
12																			

RECEIVED BY: (Signature/Print)
 RECEIVED BY: (Signature/Print)
 Date: 20150616 1502
 Time: 1800

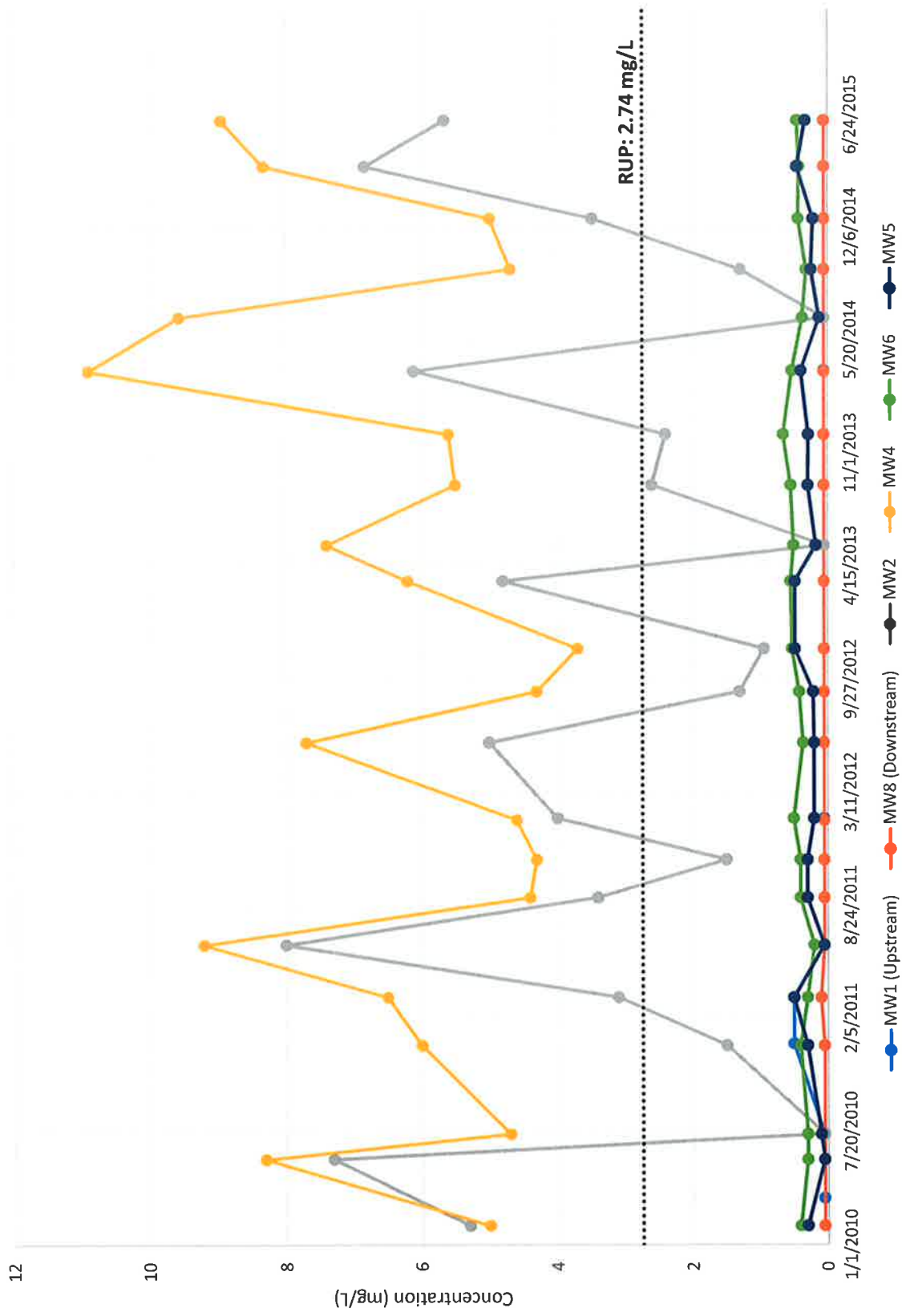
Temperature (C) on Receipt: 13.59
 Condition of Sample on Receipt: OK
 Laboratory Use Only: OK NO

MANDATORY SECTIONS IN GREY MUST BE FILLED OUT. AN INCOMPLETE CHAIN OF CUSTODY MAY RESULT IN ANALYTICAL TAT DELAYS

MW # 293468
 7/8/10
 8/6/0 REC'D IN WATERLOO
 014106

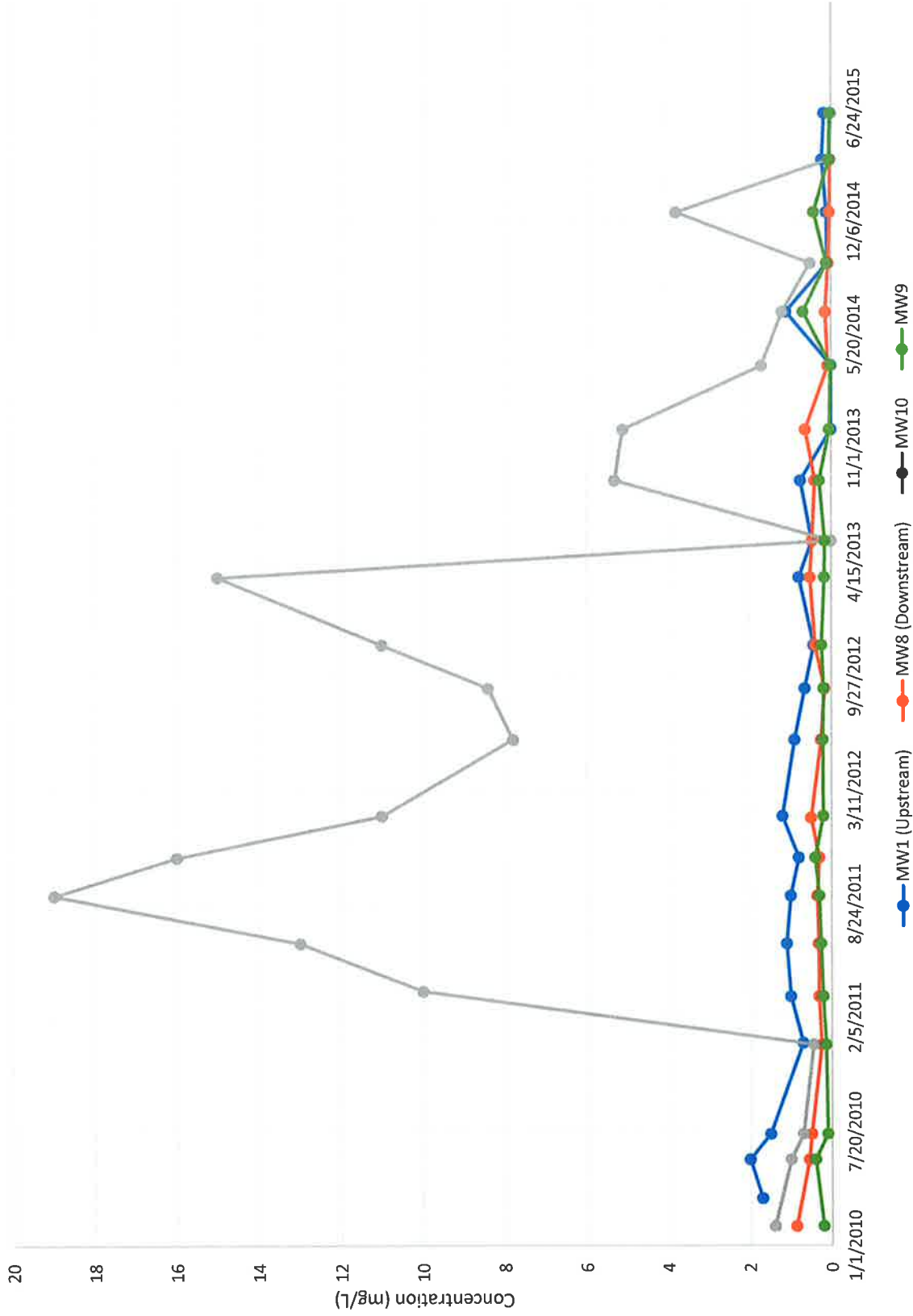
Attachment C
Groundwater Concentration Trends of
Selected Parameters 2010–2015

Nitrate in Groundwater at Selected Locations 2010 - Q2 2015



Note: where analytical results were reported as less than detection limit, 1/2 the detection limit was used

Total Phosphorus in Groundwater at Selected Locations 2010 - Q2 2015



Note: where analytical results were reported as less than detection limit, 1/2 the detection limit was used

Attachment D
Surface Water Analytical Results

Your Project #: MINI LAKES
Site Location: GUELPH, ON

Attention: John Wilson

American Water Services Canada Corp
701 Main Street W
Suite 100
Hamilton, ON
L8S 1A2

Your C.O.C. #: na, 12102, 120FD, 120FE, 120FF, 12101, 12100, 120FB

Report Date: 2015/06/25
Report #: R3492246
Version: 1 - Final

CERTIFICATE OF ANALYSIS

MAXXAM JOB #: B588229

Received: 2015/06/18, 14:41

Sample Matrix: Water
Samples Received: 7

Analyses	Quantity	Date Extracted	Date Analyzed	Laboratory Method	Reference
E.coli, (CFU/100mL)	7	N/A	2015/06/18	CAM SOP-00552	MOE LSB E3371
Total Ammonia-N	7	N/A	2015/06/22	CAM SOP-00441	EPA GS I-2522-90 m
Nitrate (NO3) and Nitrite (NO2) in Water (1)	7	N/A	2015/06/23	CAM SOP-00440	SM 22 4500-NO3/NO2B
Total Kjeldahl Nitrogen in Water	7	2015/06/19	2015/06/23	CAM SOP-00938	OMOE E3516 m
Total Phosphorus (Colourimetric)	7	2015/06/23	2015/06/23	CAM SOP-00407	SM 4500 P B H m
Total Suspended Solids	7	N/A	2015/06/19	CAM SOP-00428	SM 22 2540D m

Reference Method suffix "m" indicates test methods incorporate validated modifications from specific reference methods to improve performance.

* RPDs calculated using raw data. The rounding of final results may result in the apparent difference.

(1) Values for calculated parameters may not appear to add up due to rounding of raw data and significant figures.

Encryption Key

Please direct all questions regarding this Certificate of Analysis to your Project Manager.

Hina Ahmed, Project Manager

Email: HAhmed@maxxam.ca

Phone# (905)817-5734

=====

Maxxam has procedures in place to guard against improper use of the electronic signature and have the required "signatories", as per section 5.10.2 of ISO/IEC 17025:2005(E), signing the reports. For Service Group specific validation please refer to the Validation Signature Page.

Maxxam Job #: B5B8229
Report Date: 2015/06/25

American Water Services Canada Corp
Client Project #: MINI LAKES
Site Location: GUELPH, ON
Sampler Initials: JW

RESULTS OF ANALYSES OF WATER

Maxxam ID		AMA088		AMA089	AMA090		
Sampling Date		2015/06/18 12:10		2015/06/18 12:55	2015/06/18 13:10		
COC Number		12102		120FD	120FE		
	Units	SW#5 COUNTRY RD 34	QC Batch	SW#2 MAIN POND #1	SW#3 MAIN POND @2	RDL	QC Batch

Inorganics							
Total Ammonia-N	mg/L	ND	4073816	0.054	ND	0.050	4073943
Total Kjeldahl Nitrogen (TKN)	mg/L	0.26	4074326	0.31	0.30	0.10	4074326
Total Phosphorus	mg/L	ND	4076986	0.024	ND	0.020	4076986
Total Suspended Solids	mg/L	ND	4074087	ND	ND	10	4074087
Nitrite (N)	mg/L	ND	4074210	ND	ND	0.010	4074210
Nitrate (N)	mg/L	0.30	4074210	ND	ND	0.10	4074210
Nitrate + Nitrite	mg/L	0.30	4074210	ND	ND	0.10	4074210

RDL = Reportable Detection Limit
QC Batch = Quality Control Batch
ND = Not detected

Maxxam ID		AMA091	AMA092	AMA093		
Sampling Date		2015/06/18 12:40	2015/06/18 11:55	2015/06/18 12:25		
COC Number		120FF	12101	12100		
	Units	SW#4 MAIN POND OUTLET	SW#7 MILL CR/RD 38	SW#6 PROPERTY OUTLET	RDL	QC Batch

Inorganics							
Total Ammonia-N	mg/L	ND	0.072	ND	0.050	4073943	
Total Kjeldahl Nitrogen (TKN)	mg/L	0.30	0.38	0.37	0.10	4074326	
Total Phosphorus	mg/L	ND	0.032	0.034	0.020	4076986	
Total Suspended Solids	mg/L	ND	ND	ND	10	4074087	
Nitrite (N)	mg/L	ND	ND	ND	0.010	4074210	
Nitrate (N)	mg/L	ND	ND	ND	0.10	4074210	
Nitrate + Nitrite	mg/L	ND	ND	ND	0.10	4074210	

RDL = Reportable Detection Limit
QC Batch = Quality Control Batch
ND = Not detected

Maxxam Job #: B5B8229
Report Date: 2015/06/25

American Water Services Canada Corp
Client Project #: MINI LAKES
Site Location: GUELPH, ON
Sampler Initials: JW

RESULTS OF ANALYSES OF WATER

Maxxam ID		AMA094		
Sampling Date		2015/06/18 13:30		
COC Number		120FB		
	Units	SW#1 UPGRADIENT TRIB	RDL	QC Batch
Inorganics				
Total Ammonia-N	mg/L	0.10	0.050	4073943
Total Kjeldahl Nitrogen (TKN)	mg/L	0.40	0.10	4074326
Total Phosphorus	mg/L	0.024	0.020	4076986
Total Suspended Solids	mg/L	ND	10	4074090
Nitrite (N)	mg/L	ND	0.010	4074210
Nitrate (N)	mg/L	ND	0.10	4074210
Nitrate + Nitrite	mg/L	ND	0.10	4074210
RDL = Reportable Detection Limit QC Batch = Quality Control Batch ND = Not detected				

Maxxam Job #: B5B8229
Report Date: 2015/06/25

American Water Services Canada Corp
Client Project #: MINI LAKES
Site Location: GUELPH, ON
Sampler Initials: JW

MICROBIOLOGY (WATER)

Maxxam ID		AMA088	AMA089	AMA090	AMA091	
Sampling Date		2015/06/18 12:10	2015/06/18 12:55	2015/06/18 13:10	2015/06/18 12:40	
COC Number		12102	120FD	120FE	120FF	
	Units	SW#5 COUNTRY RD 34	SW#2 MAIN POND #1	SW#3 MAIN POND @2	SW#4 MAIN POND OUTLET	QC Batch

Microbiological						
Escherichia coli	CFU/100mL	36	52	32	59	4073062
QC Batch = Quality Control Batch						

Maxxam ID		AMA092	AMA093	AMA094	
Sampling Date		2015/06/18 11:55	2015/06/18 12:25	2015/06/18 13:30	
COC Number		12101	12100	120FB	
	Units	SW#7MILL CR/RD 38	SW#6 PROPERTY OUTLET	SW#1 UPGRADIENT TRIB	QC Batch

Microbiological					
Escherichia coli	CFU/100mL	42	35	64	4073062
QC Batch = Quality Control Batch					

Maxxam Job #: B5B8229
Report Date: 2015/06/25

American Water Services Canada Corp
Client Project #: MINI LAKES
Site Location: GUELPH, ON
Sampler Initials: JW

GENERAL COMMENTS

Each temperature is the average of up to three cooler temperatures taken at receipt

Package 1	14.3°C
-----------	--------

Results relate only to the items tested.

Maxxam Job #: B5B8229
Report Date: 2015/06/25

American Water Services Canada Corp
Client Project #: MINI LAKES
Site Location: GUELPH, ON
Sampler Initials: JW

QUALITY ASSURANCE REPORT

QA/QC Batch	Init	QC Type	Parameter	Date Analyzed	Value	Recovery	Units	QC Limits
4073816	COP	Matrix Spike [AMA088-03]	Total Ammonia-N	2015/06/22		102	%	80 - 120
4073816	COP	Spiked Blank	Total Ammonia-N	2015/06/22		101	%	85 - 115
4073816	COP	Method Blank	Total Ammonia-N	2015/06/22	ND, RDL=0.050		mg/L	
4073816	COP	RPD [AMA088-03]	Total Ammonia-N	2015/06/22	NC		%	20
4073943	COP	Matrix Spike [AMA094-03]	Total Ammonia-N	2015/06/22		104	%	80 - 120
4073943	COP	Spiked Blank	Total Ammonia-N	2015/06/22		99	%	85 - 115
4073943	COP	Method Blank	Total Ammonia-N	2015/06/22	ND, RDL=0.050		mg/L	
4073943	COP	RPD [AMA094-03]	Total Ammonia-N	2015/06/22	NC		%	20
4074087	GKR	QC Standard	Total Suspended Solids	2015/06/19		97	%	85 - 115
4074087	GKR	Method Blank	Total Suspended Solids	2015/06/19	ND, RDL=10		mg/L	
4074087	GKR	RPD	Total Suspended Solids	2015/06/19	NC		%	25
4074090	GKR	QC Standard	Total Suspended Solids	2015/06/19		95	%	85 - 115
4074090	GKR	Method Blank	Total Suspended Solids	2015/06/19	ND, RDL=10		mg/L	
4074090	GKR	RPD	Total Suspended Solids	2015/06/19	NC		%	25
4074210	C_N	Matrix Spike	Nitrite (N)	2015/06/23		95	%	80 - 120
			Nitrate (N)	2015/06/23		92	%	80 - 120
4074210	C_N	Spiked Blank	Nitrite (N)	2015/06/23		97	%	80 - 120
			Nitrate (N)	2015/06/23		96	%	80 - 120
4074210	C_N	Method Blank	Nitrite (N)	2015/06/23	ND, RDL=0.010		mg/L	
			Nitrate (N)	2015/06/23	ND, RDL=0.10		mg/L	
4074210	C_N	RPD	Nitrite (N)	2015/06/23	NC		%	25
			Nitrate (N)	2015/06/23	NC		%	25
4074326	RTY	Matrix Spike [AMA088-03]	Total Kjeldahl Nitrogen (TKN)	2015/06/23		97	%	80 - 120
4074326	RTY	QC Standard	Total Kjeldahl Nitrogen (TKN)	2015/06/23		96	%	80 - 120
4074326	RTY	Spiked Blank	Total Kjeldahl Nitrogen (TKN)	2015/06/23		95	%	80 - 120
4074326	RTY	Method Blank	Total Kjeldahl Nitrogen (TKN)	2015/06/23	ND, RDL=0.10		mg/L	
4074326	RTY	RPD [AMA088-03]	Total Kjeldahl Nitrogen (TKN)	2015/06/23	NC		%	20
4076986	VRO	Matrix Spike [AMA090-03]	Total Phosphorus	2015/06/23		104	%	80 - 120
4076986	VRO	QC Standard	Total Phosphorus	2015/06/23		101	%	80 - 120
4076986	VRO	Spiked Blank	Total Phosphorus	2015/06/23		101	%	80 - 120
4076986	VRO	Method Blank	Total Phosphorus	2015/06/23	ND, RDL=0.020		mg/L	

Maxxam Job #: B5B8229
Report Date: 2015/06/25

American Water Services Canada Corp
Client Project #: MINI LAKES
Site Location: GUELPH, ON
Sampler Initials: JW

QUALITY ASSURANCE REPORT(CONT'D)

QA/QC				Date					
Batch	Init	QC Type	Parameter	Analyzed	Value	Recovery	Units	QC Limits	
4076986	VRO	RPD [AMA090-03]	Total Phosphorus	2015/06/23	NC		%	20	
<p>Duplicate: Paired analysis of a separate portion of the same sample. Used to evaluate the variance in the measurement.</p> <p>Matrix Spike: A sample to which a known amount of the analyte of interest has been added. Used to evaluate sample matrix interference.</p> <p>QC Standard: A sample of known concentration prepared by an external agency under stringent conditions. Used as an independent check of method accuracy.</p> <p>Spiked Blank: A blank matrix sample to which a known amount of the analyte, usually from a second source, has been added. Used to evaluate method accuracy.</p> <p>Method Blank: A blank matrix containing all reagents used in the analytical procedure. Used to identify laboratory contamination.</p> <p>NC (Duplicate RPD): The duplicate RPD was not calculated. The concentration in the sample and/or duplicate was too low to permit a reliable RPD calculation (one or both samples < 5x RDL).</p>									

Maxxam Job #: B5B8229
Report Date: 2015/06/25

American Water Services Canada Corp
Client Project #: MINI LAKES
Site Location: GUELPH, ON
Sampler Initials: JW

VALIDATION SIGNATURE PAGE

The analytical data and all QC contained in this report were reviewed and validated by the following individual(s).

Cristina Carriere

Cristina Carriere, Scientific Services

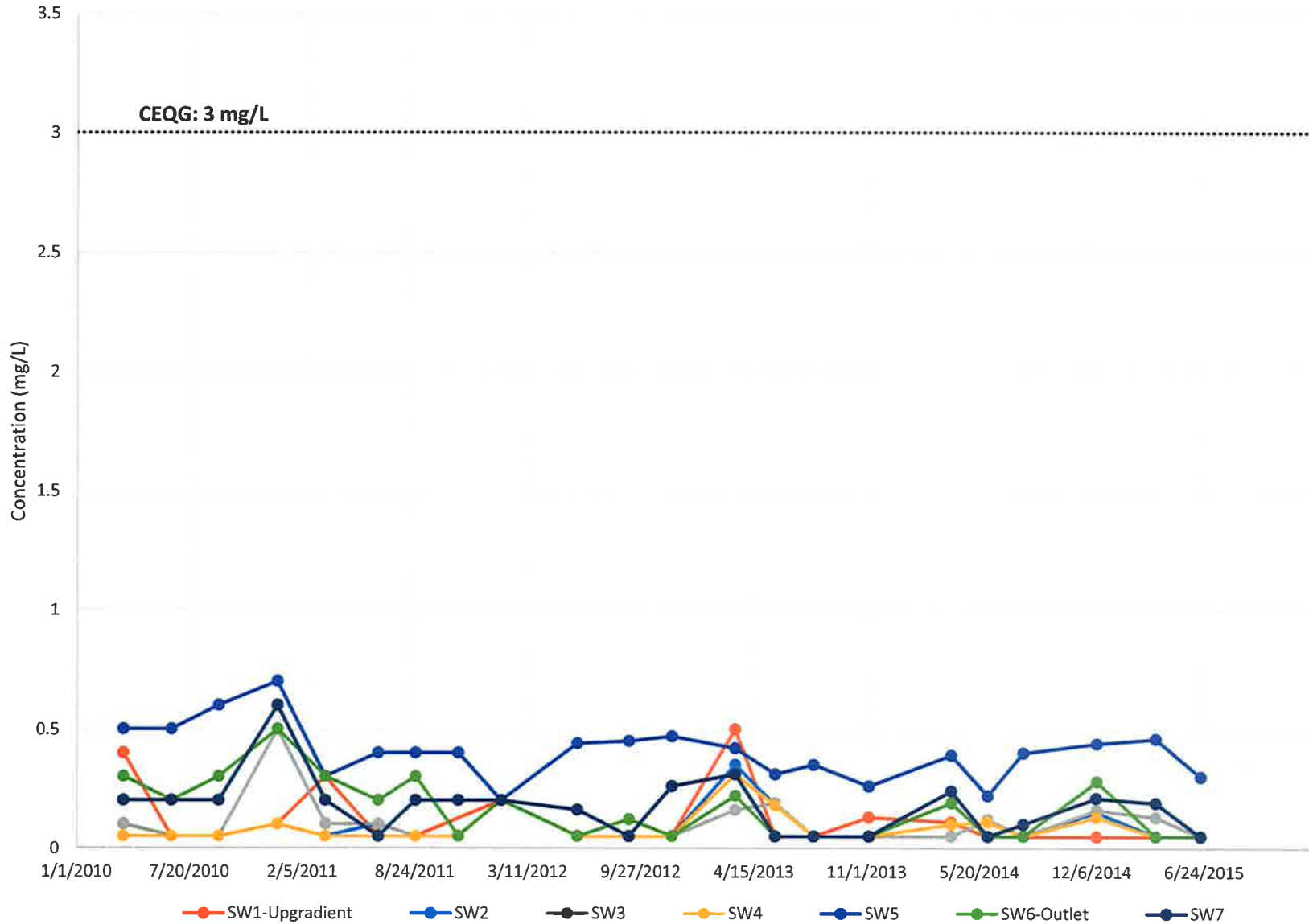
Vimukthi Gunawardhan

Vimukthi Gunawardhan

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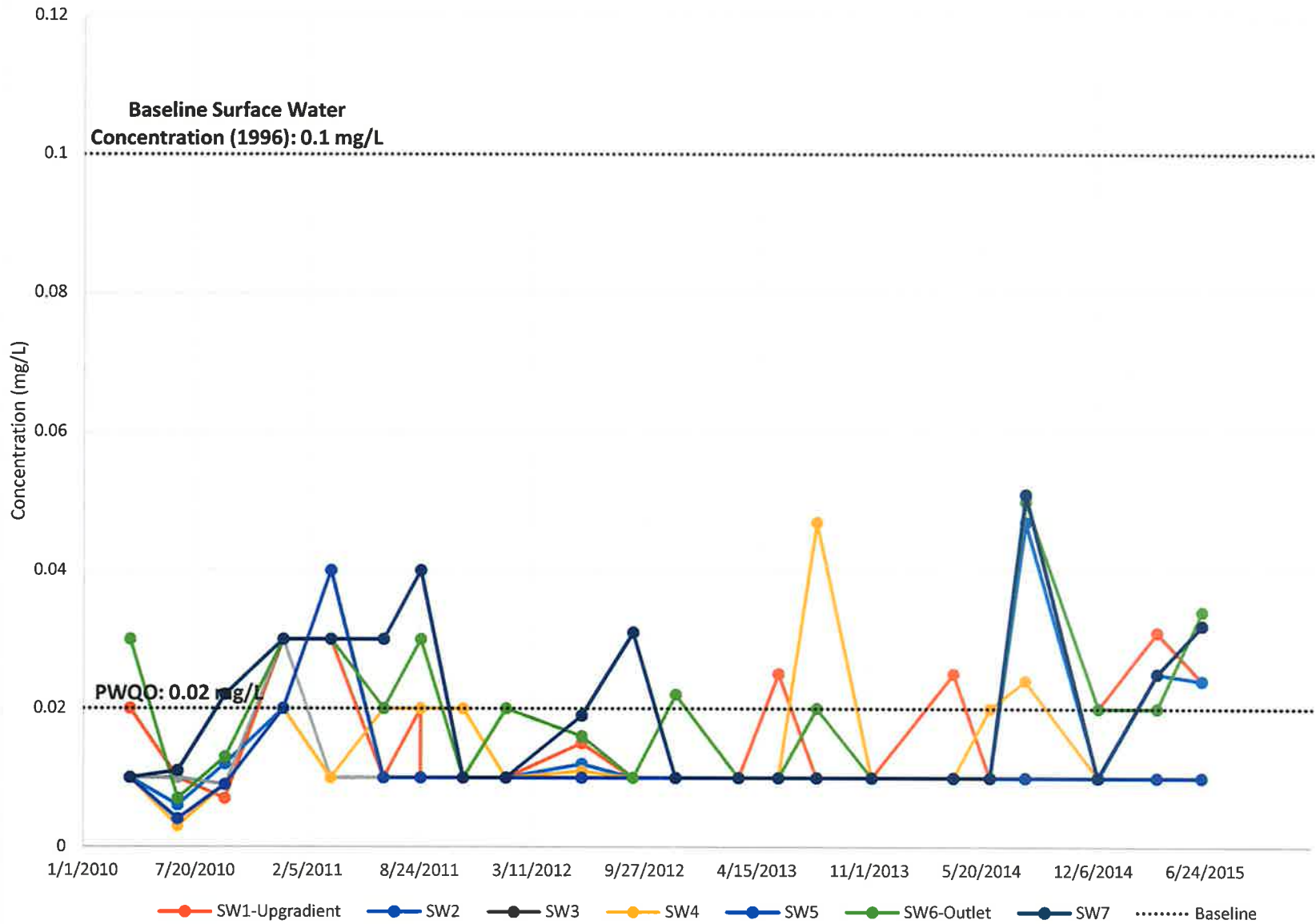
Attachment E
Surface Water Concentration Trends
of Selected Parameters 2010–2015

Nitrate in Surface Water 2010 - Q2 2015



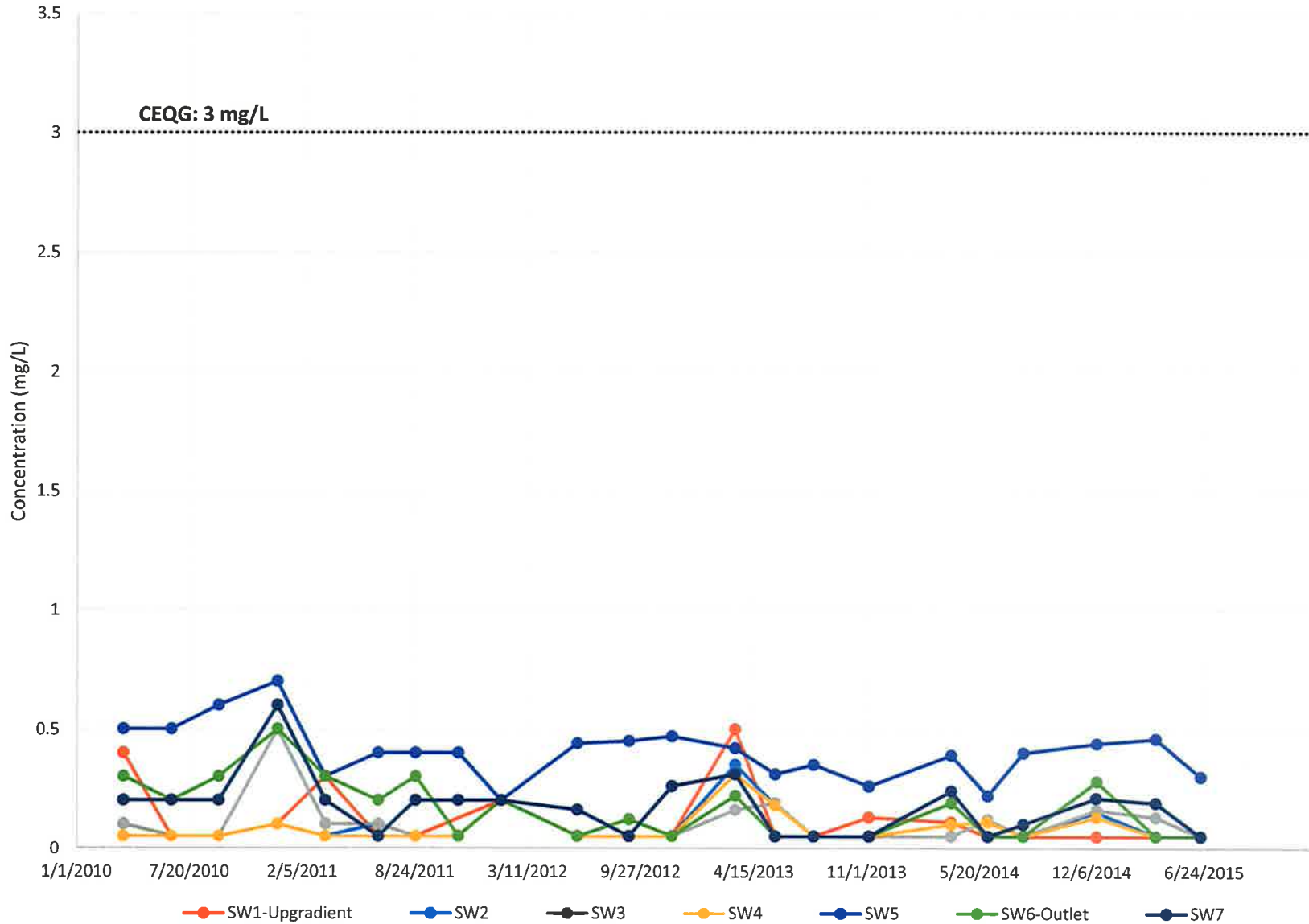
Note: where analytical results were reported as less than detection limit, 1/2 the detection limit was used

Total Phosphorus in Surface Water 2010 - Q2 2015



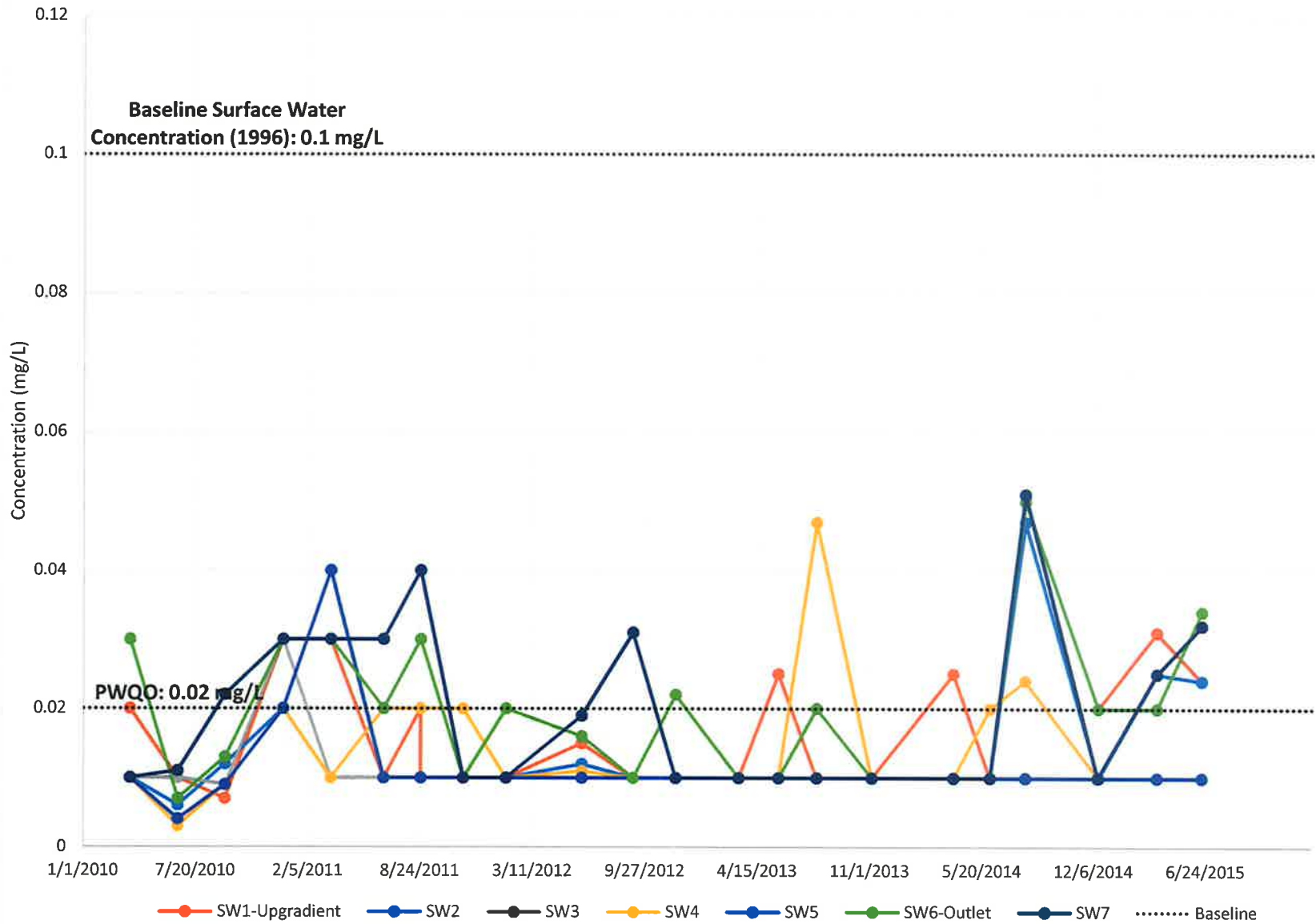
Note: where analytical results were reported as less than detection limit, 1/2 the detection limit was used

Nitrate in Surface Water 2010 - Q2 2015



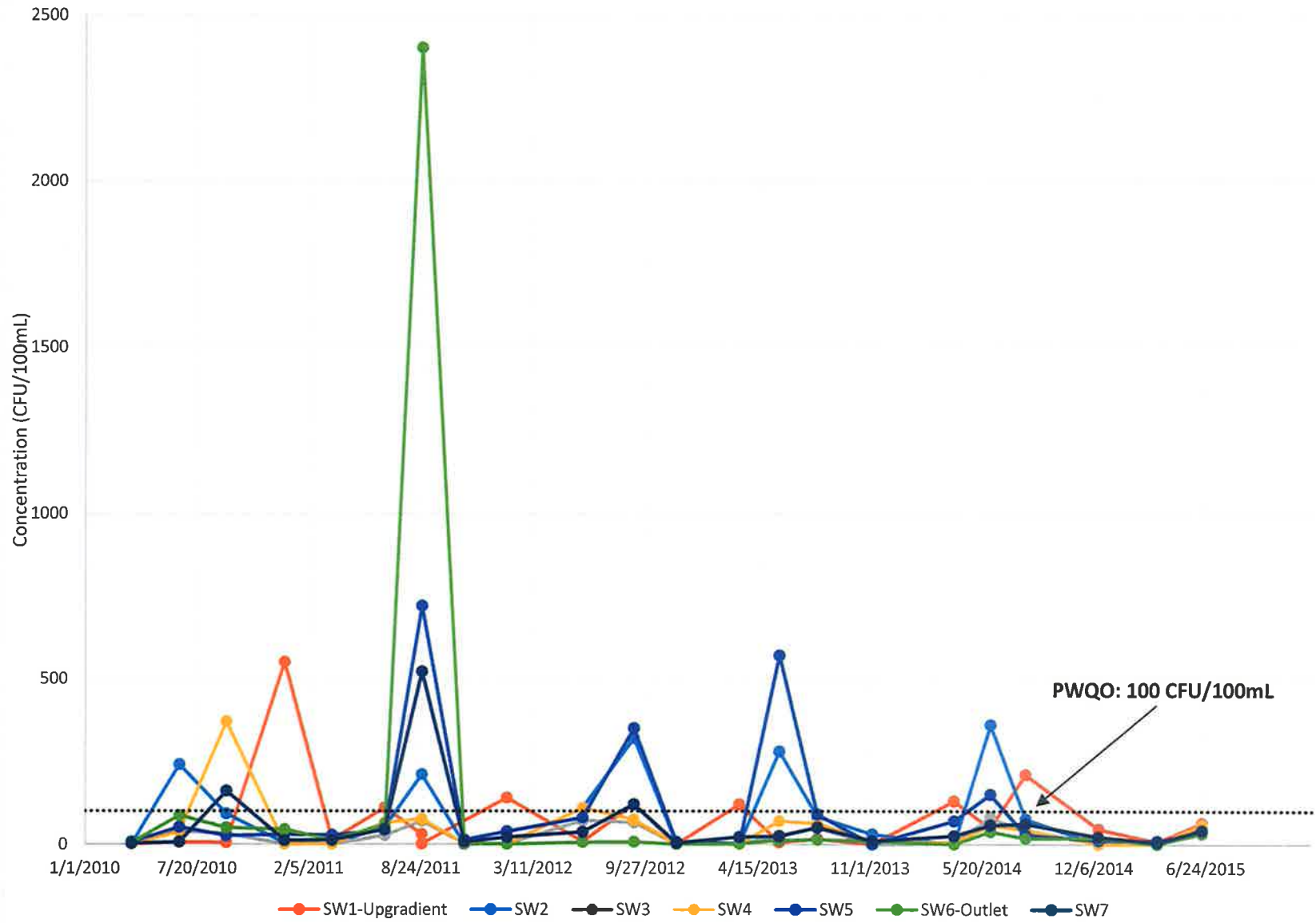
Note: where analytical results were reported as less than detection limit, 1/2 the detection limit was used

Total Phosphorus in Surface Water 2010 - Q2 2015



Note: where analytical results were reported as less than detection limit, 1/2 the detection limit was used

E. coli in Surface Water 2010 - Q2 2015



6.1(Lb)



PEOPLE | ENGINEERING | ENVIRONMENTS

AUG 05 2015

Township of Puslinch

August 5, 2015
Our File: 119024

Township of Puslinch
RR3, 7404 Wellington Road 34
Guelph, ON N1H 6H9

Attention: Ms. Karen Landry
CAO/Clerk

CLERK'S DEPARTMENT	
TO	
Copy	
Please Handle	
For Your Information	
Council Agenda	Sept 15
File	

Mini Lakes Wastewater Treatment
Plant Effluent Monitoring Report,
2nd Quarter (2015)

Dear Ms. Landry:

We have reviewed the "Mini Lakes Mobile Home Community Quarterly Monitoring Program – 2nd Quarter 2015" report, as submitted by Stantec Consulting Limited on July 31, 2015. We are pleased to provide our comments for your consideration.

The following table summarizes the average effluent quality for the second quarter (Q2) of 2015 (column 2), the year to date (YTD) average (column 3), the 12-month rolling average (column 4), the previous YTD average (2014) (column 5) and the MOECC Certificate of Approval (C of A) compliance limits (column 6).

1	2	3	4	5	6
Parameters (mg/L)	Q1 Avg., (April 1 to June 30, 2015)	YTD Avg., (April 1 to June 30, 2015)	Twelve-Month Rolling Avg., (July 1, 2014 to June 30, 2015) ^a	Previous YTD Avg. (Jan. 1 to Dec. 31, 2014)	Compliance Limit
CBOD ₅ ^b	5.0	6.5	13.4	18.4	20.0
TSS ^c	3.7 ^f	3.3 ^f	7.4 ^f	9.9 ^f	20.0
TP ^d	0.1	0.1	0.3	0.4	1.0
NO ₃ ^e	5.5	6.8	5.1	4.7	5.0

- a. Condition 3.1 of the MOE C of A, average is defined as "any twelve (12) consecutive calendar months"
- b. CBOD₅ = 5 day Carbonaceous Biological Oxygen Demand
- c. TSS = Total Suspended Solids
- d. TP = Total Phosphorous
- e. NO₃ = Nitrate
- f. Note: Discrepancy compared to Table 1 in Stantec report due results reported as <10 mg/L being interpreted by GMBP as 10 mg/L for the purposes of calculating averages, whereas results were interpreted by Stantec as 0 mg/L for purposes of calculating averages.

The MOECC C of A requires that plant effluent be sampled and analyzed on a monthly basis for each of the parameters defined above. As a minimum, plant effluent was sampled monthly for all parameters during this quarter.

Effluent CBOD₅

The average CBOD₅ effluent concentration for this quarter was 5.0 mg/L. This is within the C of A compliance limit of 20.0 mg/L for this parameter. Effluent TSS concentrations were below the compliance limit on all three sampling occasions this quarter. The twelve month rolling average for this parameter remains below the compliance limit at 13.4 mg/L, demonstrating that the plant is generally performing well with respect to CBOD₅.

Effluent TSS

The average TSS effluent concentration for this quarter was 3.7 mg/L. This is below the C of A compliance limit of 20.0 mg/L for this parameter. Effluent TSS concentrations were below the compliance limit on all three sampling occasions this quarter. The twelve month rolling average for this parameter remains below the compliance limit at 7.4 mg/L, demonstrating that the plant is generally performing well with respect to TSS.

Effluent TP

The average TP effluent concentration for this quarter was 0.1 mg/L. This is well below the C of A compliance limit of 1.0 mg/L for this parameter. Effluent TP concentrations were below the compliance limit on all three sampling occasions this quarter. The twelve month rolling average for this parameter is in compliance at 0.3 mg/L, demonstrating that the plant is generally performing well with respect to TP.

Effluent NO₃

The average effluent NO₃ concentration for this quarter was 5.5 mg/L which is above the C of A compliance limit of 5.0 mg/L for this parameter. Effluent NO₃ concentrations exceeded the compliance limit on two of the five sampling occasions during this quarter. The twelve month rolling average exceeds the compliance limit at 5.1 mg/L and has been reported to the MOECC as of May 4, 2015.

A long term strategy for improving plant performance, particularly with respect to effluent NO₃ concentrations, has been developed and an application for an amendment to the Environmental Compliance Approval (ECA) for the plant was submitted in December 2012. The Stantec report indicates that upgrades to the plant are expected to occur in fall 2015 at the earliest due to delays in the ECA. Stantec provided an update on the status of the approval in an email dated July 13, 2015. The email indicated that delays are due to a backlog of approvals at the MOECC due to staffing shortages. The MOE had indicated that a draft of the approval is currently being prepared would be available in the next few weeks. The ECA is expected to be finalized by the end of August.

Average Sewage Flows

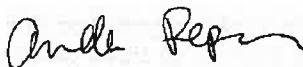
The average daily sewage flow rate to the plant ranged between 106.4 m³/d and 113.3 m³/d during this quarter. This is below the plant's current design capacity of 216 m³/d, and proposed re-rated plant capacity of 158 m³/d. The estimated number of occupied homes ranged between 230 and 250 this quarter, which represents approximately 85% of units in the current Draft Plan of Subdivision application of 292 units.

The estimated average daily flow per home ranged between 426 L/d and 486 L/d, below the design average daily flow per home of 540 L/d.

We trust this is sufficient for your requirements. If you have any questions please call.

Yours truly,

GM BLUEPLAN ENGINEERING
Per:



Amanda Pepping, P.Eng.

AP/mh

Dear Minister Del Duca:

On behalf of a group of concerned residents living on and near Highway 6 in Puslinch, I wrote to you last spring inviting you to visit the section of the Highway 6 that runs through Morriston, Puslinch. We are very pleased to learn that you took time out of your busy schedule in July to see the situation for yourself. After years of trying to raise this serious issue, the residents of Puslinch want to make sure the Morriston By-Pass project is being given serious consideration to be placed on the next Five Year Plan. We have included our web site in this letter to help you make this critical and important decision. If you need any information regarding this issue, we would be happy to assist you in making this project a priority.

We hope to hear something positive in the near future.

Sincerely,

Cameron J Tuck

RECEIVED

AUG 24 2015

Township of Puslinch

Web Site: <http://6bypass.com>

6.3(a)



CLERK'S DEPARTMENT	
TO	DC
Copy	
Please Handle	<input checked="" type="checkbox"/>
For Your Information	
Council Agenda	Sept 2/15
File	

August 20, 2015

Via: Mail

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

RECEIVED

AUG 24 2015

Township of Puslinch

Dear Ms. Landry:

**Re: Notice of Public Information Centre #2
Niska Road Improvements from Downey Road to the City Limits
Schedule C Municipal Class Environmental Assessment Study
Project No.: 300032275.0000**

The City of Guelph (City) has initiated a Class Environmental Assessment (EA) study to investigate opportunities for improvements to Niska Road from the City limits to Downey Road. R.J. Burnside & Associates Limited (Burnside) has been retained by the City to undertake the EA.

Segments of the roadway and the bridge over the Speed River are nearing the end of their useful life and require a solution to address their deterioration and increasing maintenance costs. The intersection at Niska Road and Downey Road has also been associated with a number of safety issues requiring a solution. In order to address these concerns, a variety of alternative solutions for road, bridge and intersection improvements have been evaluated based on environmental, social, economic and technical considerations.

Based on these evaluations and various studies completed to date, preferred alternative solutions were chosen and presented at Public Information Centre (PIC) #1 held in November 2014. Feedback obtained as a result of stakeholder and agency response to the PIC has been incorporated into determination of further assessment required, and in creation of draft design alternatives. A number of design alternatives are currently being evaluated for each preferred alternative to establish a design which best addresses all concerns. Preliminary design concept drawings will be sent to agencies for review and comment as requested and/or if your review is required. If you wish to receive copies for comment, please indicate this on the enclosed Response Form.

The Environmental Assessment has been conducted as a Schedule C project in accordance with the "Municipal Class Environmental Assessment" (Municipal Engineers Association, October 2000, as amended in 2007 and 2011) which is an approved process under the *Ontario Environmental Assessment Act*. A key component of the study is consultation with stakeholders (public and agencies). Input and comments received from public and agencies will continue to be incorporated into the planning and design of this project. Upon completion of the study, an

Environmental Study Report (ESR) will be prepared for public review and comment for a period of 30 days. Subject to comments received and the receipt of necessary approvals, the City of Guelph intends to proceed with the planning, design and construction of this project.

At this stage our preliminary solutions include (concept drawings included):

- The replacement of a one lane bridge with a two lane bridge;
- The full reconstruction of Niska Road from the bridge at the Speed River to Ptarmigan Drive, using an urban cross-section with the introduction of traffic calming measures; and,
- The reconstruction of the Downey Road / Niska Road intersection into either a signalized intersection or a roundabout (both concepts are provided).

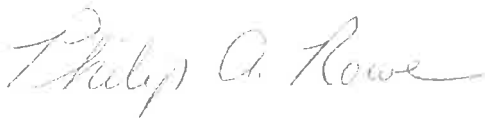
It is essential to the success of this project that the concerns of your agency and other stakeholders are identified throughout the EA process, such that the appropriate environmental protection measures are incorporated into the overall project design. Your input and questions are encouraged. Your agency may have provided comments in response to previous project related notices, however we invite you to review the attached concept cross-section drawings and PIC#2 notice. Please identify if you have any further comments at this time either through written response or completion of the attached response form. To provide the study team with comments or to request further information at any time during the EA, please contact Philip Rowe from Burnside at 1-905-821-5915, by email at philip.rowe@rjburnside.com.

All interested stakeholders will be kept up-to-date on project status by means of future mailings, or inclusion in project meeting, as deemed appropriate.

For more information about the EA visit guelph.ca.

Yours truly,

R.J. Burnside & Associates Limited



Philip Rowe, C.E.T.
Project Manager
PR:mp

Enclosure(s) Notice of PIC#2
 PIC#2 Agency Response Form
 Concept Cross-Section Drawings

cc: Brad Hamilton, City of Guelph

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

NOTICE OF SECOND PUBLIC INFORMATION CENTRE: SEPTEMBER 10, 2015 MUNICIPAL CLASS ENVIRONMENTAL ASSESSMENT STUDY

Niska Road Improvements From the City Limits at the Speed River to the Downey Road Intersection

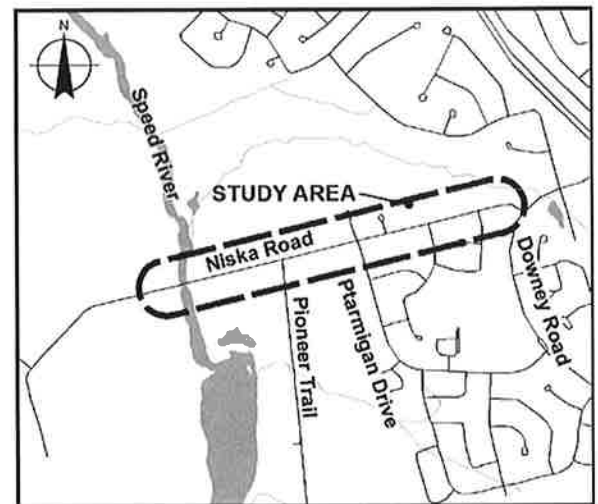
The study

The City of Guelph (City) is undertaking a Class Environmental Assessment (EA) study to investigate opportunities for improvements to Niska Road from the City limits to Downey Road.

Segments of the roadway and the bridge over the Speed River are nearing the end of their useful life and require a solution to address their deterioration and increasing maintenance costs. In addition to reviewing several alternative solutions for the road, improvements to the Downey Road intersection, impacts to the environment, community road safety issues, and a range of alternative bridge solutions have been examined. The approximate extent of the Study Area is shown on the map.

The process

The Environmental Assessment is being conducted as a Schedule C Project in accordance with the "Municipal Class Environmental Assessment" (Municipal Engineers Association, October 2000, as amended in 2007 and 2011) which is an approved process under the Ontario *Environmental Assessment Act*. The Class EA process includes public, stakeholder and review agency consultation; an evaluation of alternative solutions to address the problem; alternative design concepts for the preferred solution; an assessment of potential environmental effects of the proposed improvements, and identification of reasonable measures to mitigate any potential adverse impacts.



The first of two Public Information Centres (PIC) was held on November 27, 2014. This PIC presented the study's problem/opportunity statement, results of environmental and technical studies, the alternative solutions considered for the road and bridge, and the preliminary preferred solutions as determined by the study team.

Opportunity to participate

The second PIC will present the results of environmental studies completed to date, the alternative design concepts evaluated, and the preliminary preferred design concepts for all alternatives considered for improvements to the road, bridge and intersection.

DATE: Thursday, September 10, 2015
TIME: 5-7 p.m.
LOCATION: Kortright Presbyterian Church Gymnasium (this location is wheelchair accessible)
55 Devere Drive, Guelph

For more information

Further details, including the list of alternative solutions, can be found by visiting guelph.ca/construction and clicking the link for the Niska Road Improvements project under Future construction projects. If you have questions or comments, or would like to be added to the project mailing list, please contact one of our study team members.

Brad Hamilton, P. Eng.

City Project Engineer
City of Guelph
1 Carden Street
Guelph ON N1H 3A1
519-822-1260 x 2319

brad.hamilton@guelph.ca

Philip Rowe, C.E.T.

Consultant Project Manager
R. J. Burnside & Associates Limited
292 Speedvale Avenue West, Unit 20
Guelph ON N1H 1C4
1-800-265-9662 x 5915

philip.rowe@rjburnside.com

Information will be collected in accordance with the *Freedom of Information and Protection of Privacy Act*. With the exception of personal information, all comments will become part of the public record and published with the final Environmental Study Report.

Alternate formats of this notice are available upon request from the City Project Engineer in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*.

(This notice first issued August 20, 2015)



Agency Response Form

**Niska Road Improvements
Class Environmental Assessment Study
From the City Limits at the Speed River to the Downey Road Intersection**

Notice of Public Information Centre #2

Return To: Philip A. Rowe, C.E.T.
Project Manager
292 Speedvale Ave. West, Unit 20
Guelph, Ontario, N1H 1C4

E-Mail: philip.rowe@rjburnside.com

From:

NAME: _____

TITLE: _____

COMMUNITY NAME: _____

ADDRESS: _____

POSTAL CODE: _____

PHONE: _____

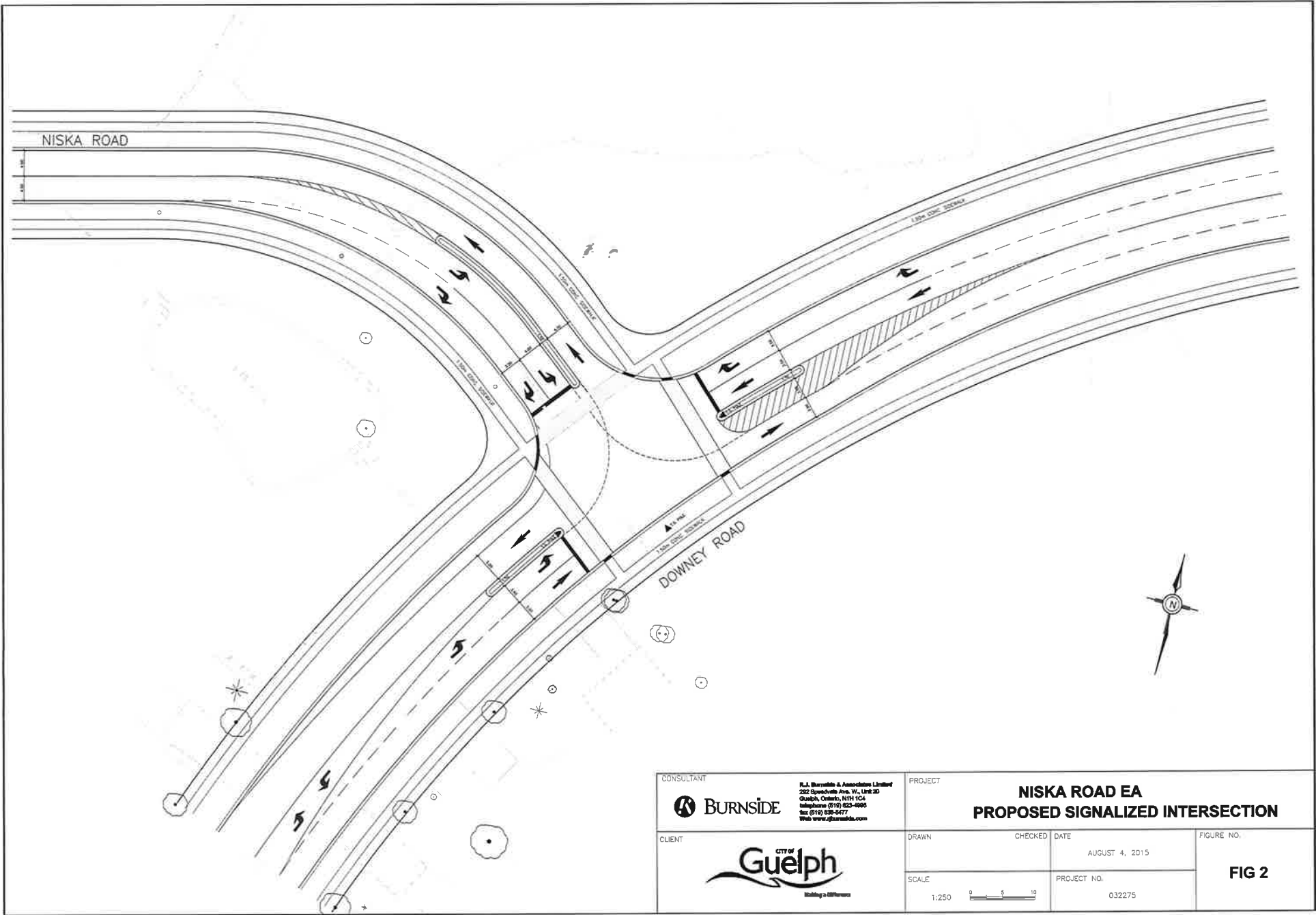
FAX: _____




E-MAIL: _____

We are interested in knowing your thoughts about this project and ask that you that you answer the following questions:

a) What do you perceive to be the positive and/or negative effects of this project?

b) Do you perceive any "critical" issues that must be addressed as part of this project?



CONSULTANT  BURNSIDE	R.L. Burnside & Associates Limited 282 Spadina Ave. W., Unit 20 Guelph, Ontario, N1H 1C4 Telephone (519) 825-4800 Fax (519) 836-5477 Web www.rlburnside.com	PROJECT <p style="text-align: center;">NISKA ROAD EA PROPOSED SIGNALIZED INTERSECTION</p>		
CLIENT 	DRAWN	CHECKED	DATE AUGUST 4, 2015	FIGURE NO. <p style="text-align: center;">FIG 2</p>
	SCALE 1:250		PROJECT NO. 032275	

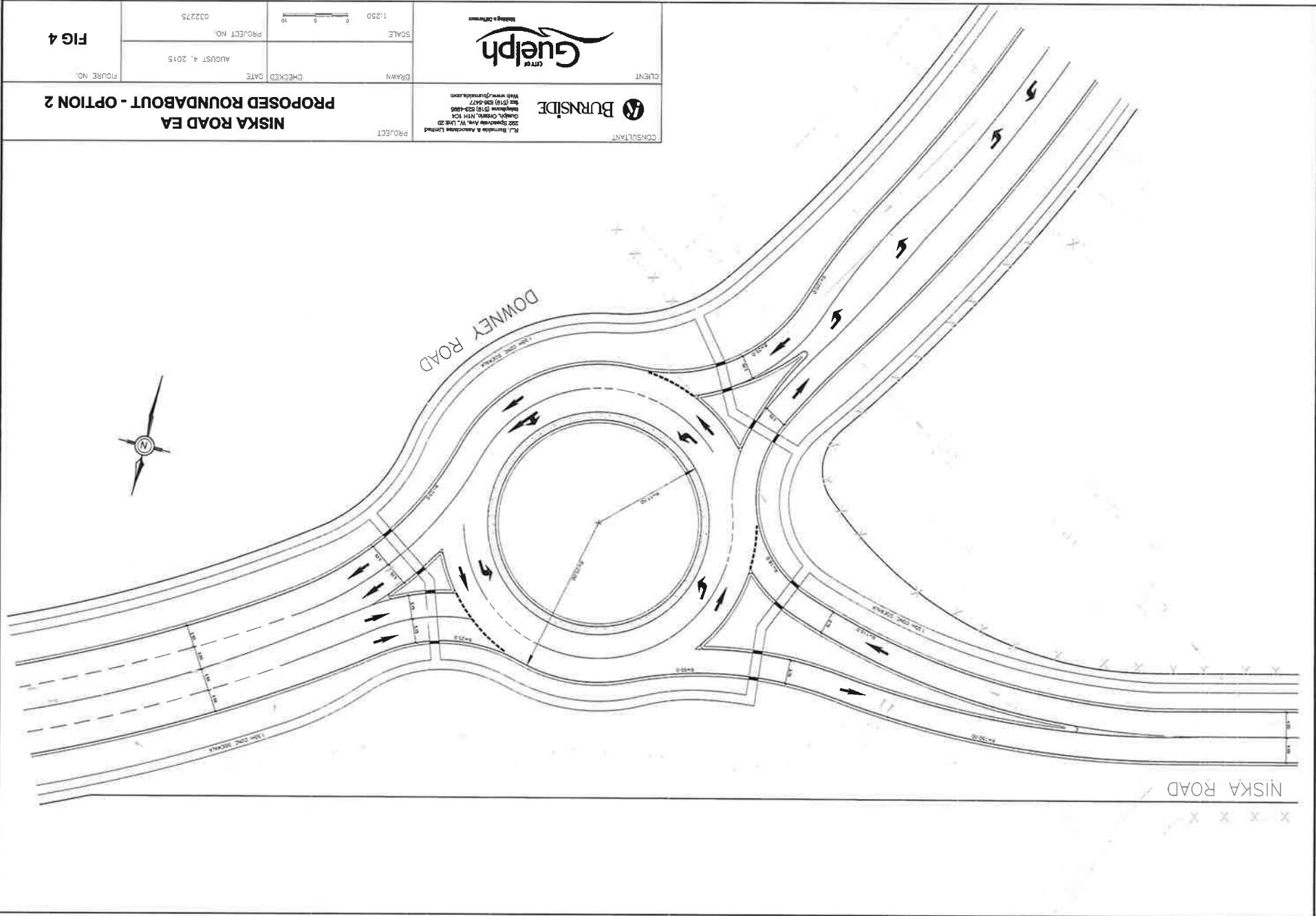
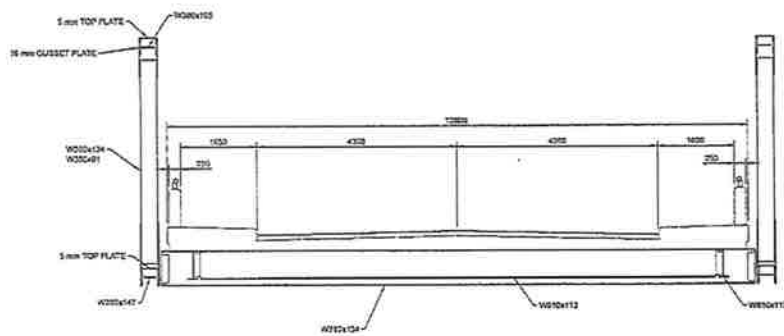
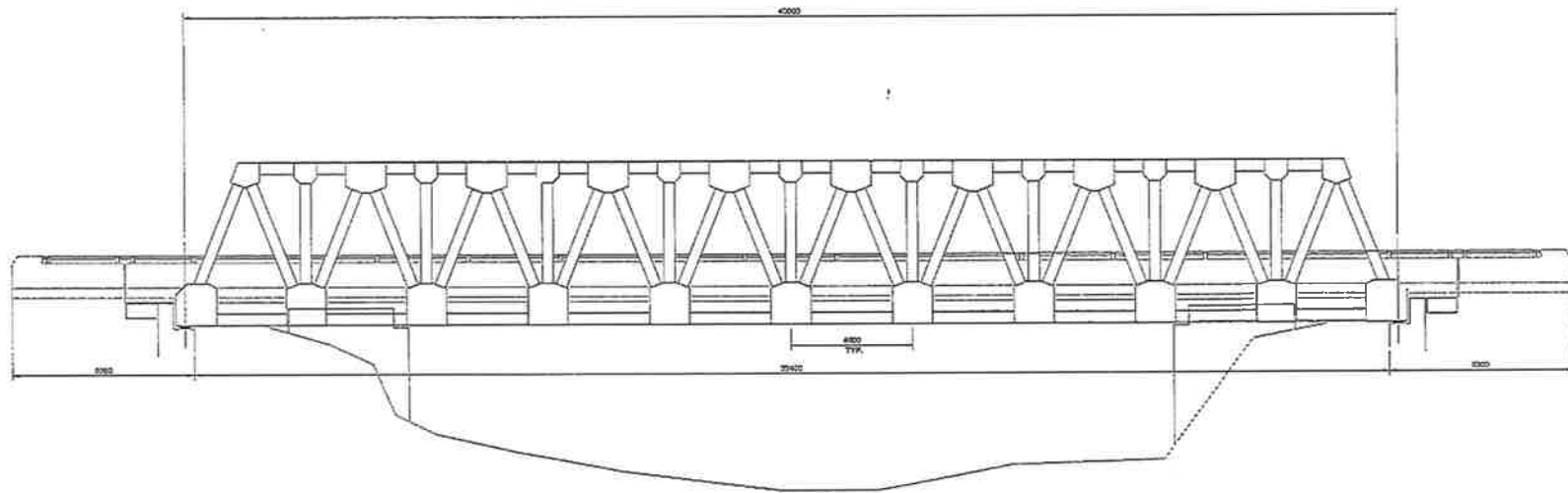


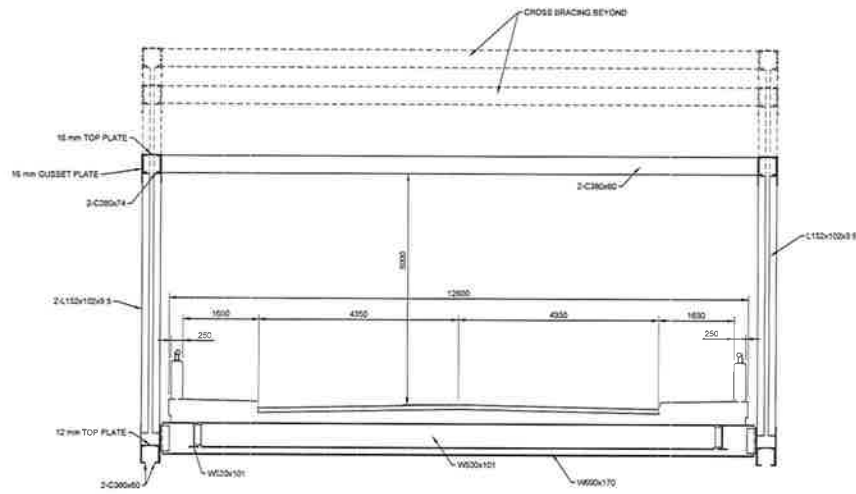
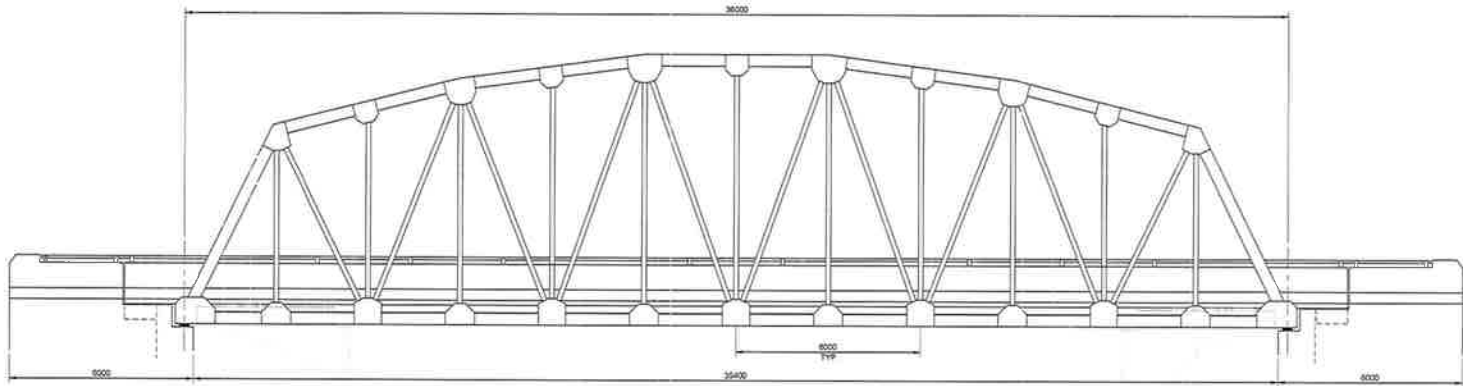
FIG 4 FIGURE NO.	PROJECT NO. 032275	SCALE 1:250 		CLIENT City of Guelph
	DATE AUGUST 4, 2015	CHECKED DATE		
NISKA ROAD EA PROPOSED ROUNDABOUT - OPTION 2			PROJECT P.J. Burnside & Associates Limited 200 Spadina Ave., 11th Fl. Toronto, Ontario, M5H 1C5 Tel: (416) 593-4477 Web: www.burnside.com	CONSULTANT BURNSIDE



↑
SCALE: 1/8" = 1'-0"

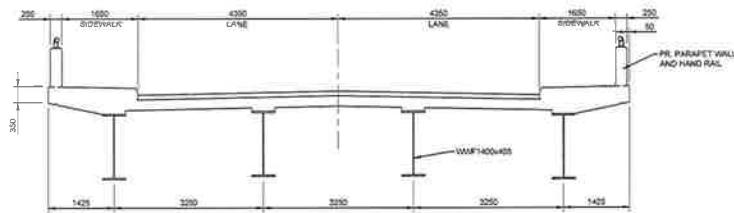
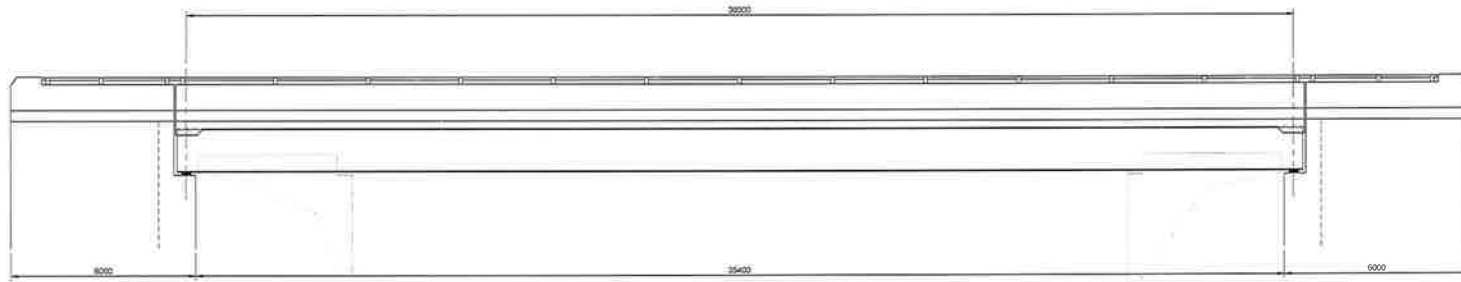
	PROJECT: POINT TRUSS OPTION	
	DATE: 1/20/20	DRAWN BY: J. MURPHY
SHEET: 1 OF 1	SCALE: AS SHOWN	FIG-4

ALL DIMENSIONS ARE UNLESS OTHERWISE SPECIFIED IN MILLIMETERS. INCLUDE SCALE IN TITLE BLOCK.



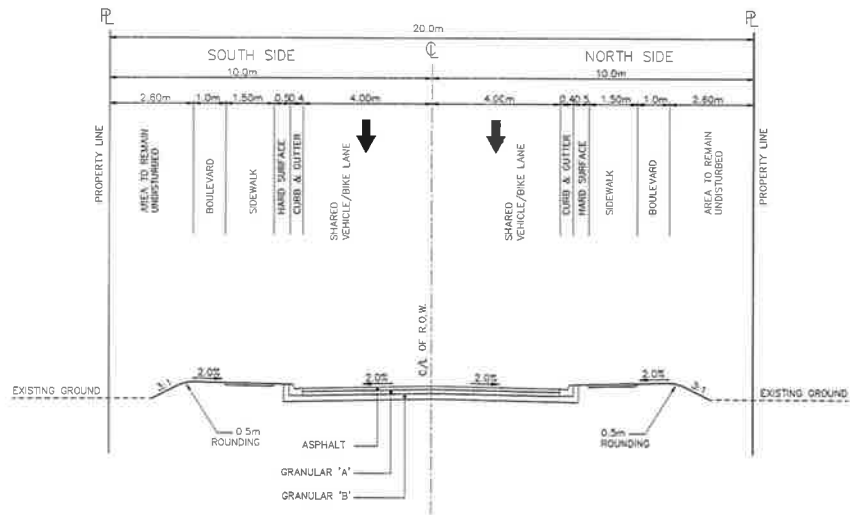
SECTION - THROUGH TRUSS
SCALE: 1:50

	NISKA ROAD BRIDGE THROUGH TRUSS OPTION		
	CITY OF GUELPH	Date: 15/06/20 Drawn: MB Checked: JPA Scale: 1:50 Project: 200122279	Date: 15/06/20 Drawn: MB Checked: JPA Scale: 1:50 Project: 200122279

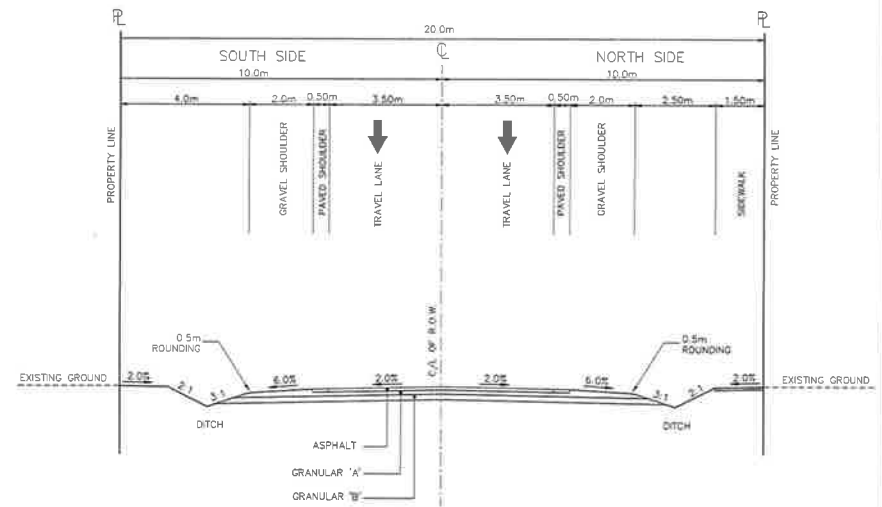


SECTION - CONVENTIONAL SLAB ON GIRDER
SCALE: 1/50

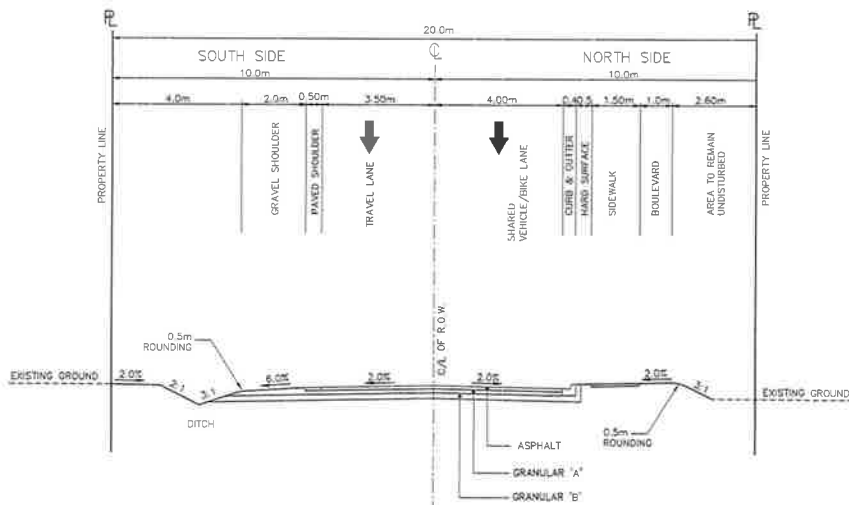
		Figure No. NISKA ROAD BRIDGE CONVENTIONAL SLAB ON GIRDER OPTION	
		Date: 11/29/22 Scale: As Shown Project No: 20002273	Page No: FIG-3
Client: CITY OF GUELPH			





URBAN SECTION



RURAL SECTION



SEMI - URBAN SECTION

CONSULTANT  BURNSIDE <small>R.L. Burnside & Associates Limited 252 Spencerville Ave., Unit 20 Guelph, Ontario, N1H 1C4 Telephone (519) 823-4995 Fax (519) 838-0477 Web www.burnside.com</small>		PROJECT <p style="text-align: center;">NISKA ROAD EA TYPICAL SECTION OPTIONS</p>	
CLIENT  <small>Building a Better Future</small>	DRAWN SCALE <p style="text-align: center;">N.T.S.</p>	CHECKED DATE <p style="text-align: center;">JULY 23, 2015</p>	FIGURE NO. PROJECT NO. <p style="text-align: center;">032275</p>

6.4(a)



6783 Wellington Road 34, RR 22
Cambridge ON N3C 2V4
T: 519.658.6656
TF: 877.88.REIDS
F: 519.654.9746

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

August 26, 2015

Dear Honourable Members of Township Council,

We are writing to organizations in our region to share with you information about McMaster Children's Hospital which is where children from communities right across south-central Ontario (including Puslinch) receive specialized care. There is no health care facility that impacts our children more than McMaster Children's Hospital.

We know this because we live in this community and our daughter Kayla's life was saved by the team at McMaster Children's Hospital. Out of gratitude, we wanted to find a way to give back – the **Caring for Little Kidneys Campaign** is our way of doing that. We hope the Township of Puslinch will be as excited as we were to learn more about McMaster Children's Hospital and how you can help ensure children in our region have access to the best health care.

One of the more than 40 specialized services that the hospital provides is dialysis for children with chronic or acute kidney problems. It serves children from premature babies to young adults who often need dialysis several times a week to save their lives. McMaster Children's Hospital offers the only program in south-central Ontario. **Our daughter received lifesaving dialysis when she experienced complete kidney failure caused by an E.coli infection.**

Our family has launched a campaign to help raise \$650,000 to create a new state-of-the-art clinic to provide life-saving care to children who are born with kidney disease or develop acute kidney issues; however, we only have 12 months to raise these much needed funds. With the help of our community, the **Caring for Little Kidney's Campaign** for MacKids will improve and save the lives of children who cannot live without treatment and dialysis.

***"There are no holidays from dialysis, and no substitutions. It is a matter of life and death and McMaster Children's Hospital is the only place children in our region can receive it."* Dr. Steven Arora, Associate Professor in the Department of Pediatrics at McMaster University and Division Head; Nephrology.**

We hope the Township of Puslinch will become involved in this very special campaign. The **Caring for Little Kidney's Campaign** will be hosting a number of fundraising events in the 2015 and 2016, including a **Charity Home Décor Sale on Saturday, September 19th**. We are asking for your generosity by donating 4 lines of marquee signage space at the Puslinch Community Centre in order to promote the event to the general public the week prior to the event. All proceeds raised from the event go to the cause, so we are asking for support from our community in order to ensure we reach our goal. We invite you to go to our campaign website at www.hamiltonhealth.ca/caringforlittlekidneys to learn more.

We would be pleased to work with Council to provide you with any information you may need. Thank you for considering this request.

Sincerely,

Tim and Charlotte Blevins

Wayne Stokley

From: noreply@esolutionsgroup.ca on behalf of
Sent: Tuesday, August 18, 2015 3:47 PM
To: Wayne Stokley
Subject: Arkell Road Safety

Hello Wayne,

I believe you are our the councillor for our area at the corner of Watson and Arkell roads. I am writing to you about traffic in Arkell; specifically the speed limit and traffic control.

Yesterday we had the second serious single vehicle accident at our corner in less than 3 months; with each accident at speeds enough to take down hydro poles. The speed that drivers are reaching before they reach two blocks in any direction from the four way corner is excessive and of concern for all of the residents in this area. These two recent accidents draw all of our attention to how significant this concern is. Our kids all play around the neighbourhood and are even at risk when they walk on the sidewalk, as these two accidents reveal. To be honest, the OPP are the most serious offenders, driving through the hamlet often at speeds that appear in excess of 100 kms/hour! No lights or sirens to warn the kids of their approach.

So... what can we do to protect our residents here. Can you direct me to who I need to speak to and how we get some traffic control in our hamlet. Perhaps I can also suggest a wrap around sidewalk that borders the Boreham/Watson/Arkell block so kids don't have to cross the street to get to the south side of arkell road when walking the block. We own the property on the north side of arkell road and would be more than willing to have a sidewalk installed here for all of the residents to use.

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

This email was sent to you by marny mason·

through <http://www.puslinch.ca/>.

From: Diane Bloomfield [<mailto:dbloomfield@hrca.on.ca>]

Sent: August-14-15 7:32 PM

To: Andrea Doherty ; Barry Lee (johnbarrylee@gmail.com); Bert posedowski; davembraden@gmail.com; David Simpson ; Gavin Smuk ; Glenn Powell ; Judi Partridge; Melanie Horton ; Michael Barton ; Nick DiGirolamo; SPC Chair; Susan Fielding; Turlough Finan

Cc: Alison Morrison; Kathy Menyes; Scott Peck

Subject: Source Protection Plan is approved

Hello. On August 5th the Minister of the Environment and Climate Change approved the Source Protection Plan for the Halton-Hamilton Source Protection Region. Attached are the provincial media release, the EBR posting, and a Q&A written by the province.

Now that we have an approved plan we need to start the process to complete the work for the amendments for the Greensville and Morriston (Guelph) water quantity studies. With the approval of the Plan the appointments of some SPC members will expire. As the province is in the process of amending the SPC regulation we will likely seek approval from the Source Protection Authorities to reappoint everyone on an interim basis until that process is complete.

I'll be in touch about the next SPC meeting and a path forward. Will you please let me know if you'd like a printed copy of the Plan and/or all documents or a CD or if you'd like to wait until the amendments are completed (about 1 year). The approved Plan along with the Explanatory Document is posted on our website at <http://protectingwater.ca/docandmaps.cfm?smocid=1372>

The approved Assessment Reports are posted at <http://protectingwater.ca/docandmaps.cfm?smocid=1424>

Congratulations!

Diane L. Bloomfield, M.Sc., P.Geo

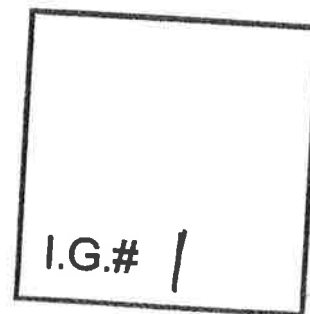
Manager, Source Water Protection

Conservation Halton

4052 Milborough Line, RR#2 Campbellville, ON L0P 1B0

905-854-9229 ext. 223 | Fax 905-854-9220 | Cell 905-208-0030

www.protectingwater.ca



Information Notice:

Title:
Approval of the source protection plans and the assessment reports for the Halton Region and Hamilton Region Source Protection Areas within the Halton Hamilton Source Protection Region

EBR Re i tr N m er: 012-4694
Mini tr :
Ministry of the Environment and Climate Change
Date Information Notice loaded to t e Re i tr :
August 14, 2015

Keywords: Aquifers Drinking Water Ground Water Water Wells

This notice is for your information. The Environmental Bill of Rights does not require this notice to be placed on the Environmental Registry, however, section 6 of the Act does allow the Environmental Registry to be used to share information about the environment with the public.

Rationale for E em tion to P lic Comment:

The purpose of this information notice is to advise the public that the source protection plans for the areas within the Halton-Hamilton source protection region have been approved by the Minister of the Environment and Climate Change, in accordance with section 29 of the Clean Water Act, 2006.

In addition, the updated assessment reports prepared for the areas within the Halton-Hamilton source protection region, in accordance with the Clean Water Act, 2006 have been approved by the Director.

The source protection plans and assessment reports have been consulted on extensively with the public and other stakeholders by the local Halton-Hamilton source protection committee. Please see the "Other Public Consultation Opportunities" section of this notice below for details.

This information notice for the approval of the source protection plans is required under section 30 of the Clean Water Act, 2006 and for the approval of the updated assessment reports under section 18 of the Clean Water Act, 2006 and is for your information only.

De cri tion:

The purpose of the Clean Water Act, 2006 is to protect existing and future sources of drinking water to help protect human health and the environment, and to ensure safe, clean drinking water for all Ontarians.

The Act ensures communities are able to protect their drinking water sources through prevention - by developing collaborative, locally driven, watershed based drinking water source protection plans founded on science. Source protection planning is a vital part of Ontario's drinking water safety net, a framework designed to protect drinking water from the source to the tap. Source protection plans have been prepared by the 19 source protection committees in the province.

The source protection plans for the areas within the Halton-Hamilton source protection region, including the assessment reports, were developed by the local multi-stakeholder Halton-Hamilton source protection committee. The plans set out policies to address the significant risks to sources of drinking water within specific protection zones (vulnerable areas) surrounding the 10 drinking water systems in the region. Additionally, the plan sets out policies to address certain moderate and low risks within protection zones surrounding the drinking water systems across the Halton-Hamilton source protection region.

The source protection plans, including the assessment reports, for the areas within the Halton-Hamilton source protection region address the legislative and regulatory requirements set out in the Clean Water Act and Ontario Regulation 287/07 (General) and have been approved. The effective date of these source protection plans is December 31, 2015.

The province is committed to source water protection and ensuring that plans protect local sources of drinking water, are developed by the local community and reflect local situations. Implementation of the source protection plans will involve many partners, including the local municipalities, provincial ministries and federal governments (in some cases), source protection authorities, businesses and local citizens. Monitoring policies and progress reporting will provide information on the approved plans to protect sources of drinking water.

Ot er Information:

The Minister has concluded that the legislative requirements under the Clean Water Act have been met and that comments that the source protection committee received during consultation on the plans have been adequately considered and addressed.

Ot er P lic Con litation O ort nitie :

During preparation of the source protection plans for the areas within the Halton-Hamilton source protection region, the source protection committee carried out public consultation. At the start of the process in June 2011, a notice was published and sent out to the municipalities, government and other stakeholders. In August-October 2011, invitations to comment on draft policies were provided to the implementing bodies responsible for the policies, including government, municipalities and other stakeholders, prior to consulting broadly with the public through two consultation periods held in February-April 2012 and June-July 2012.

The first consultation period on these draft source protection plans included posting to the internet, public meetings and more than the minimum 35-day consultation period required by the legislation. The source protection committee is required to consider any comments submitted during the first public consultation period and to incorporate these comments, as necessary, into revised documents called the proposed source protection plans. The proposed plans were then posted for the second public consultation period of 30 days. The Act requires the submission of the proposed source protection plans to the Minister, along with any stakeholder comments received during the second consultation. The source protection authority must include a summary of any unresolved comments made by municipalities and First Nations on the draft source protection plans and may include any other comments it wishes to make. The plans were submitted to the ministry in August 2012 for approval.

The Halton-Hamilton source protection committee has completed the legislative requirements for public consultation for their source protection plans. Comments received on the draft plans were taken into consideration by the source protection committee and revisions were made to the proposed plans, where necessary. Comments received on the proposed plans were submitted to the Minister and taken into consideration as part of the review process. The ministry's review of the plans and comments received identified several revisions to the plans that would improve their clarity and implementability and ensure that the plans met the requirements of the Act. The committee made changes in response to these comments and submitted the revised plans to the ministry in April 2015. The changes that were made continue to be available to the public through a request to the Halton Region source protection authority.

The assessment reports were updated during 2014 to include information from the water quantity stress assessment for the Kelso and Campbellville well fields, updated maps including a small portion of the wellhead protection area from the Cedarvale drinking water system in the neighbouring Credit Valley source protection area which extends into the Halton Region source protection area, and minor updates to the mapping and enumeration of risks to Lake Ontario drinking water sources. Because this new information required the source protection committee to include new policies for risks to water quantity, and because other existing policies applied to new protection zones, additional consultation was warranted for the updates to the assessment reports and plans. Therefore, the Halton-Hamilton source protection committee conducted two additional consultation periods on the revisions to the proposed plans and updated assessment reports in March-April 2014, and December 2014-January 2015. Comments received during this public consultation period were considered as part of the review process.

The policies in the plans adequately address the risks identified in the assessment reports.

The approved source protection plans, including the assessment reports, can be viewed at the link provided in this notice and on the Halton-Hamilton source protection region website.

The future review cycle for the source protection plans for the areas within the Halton-Hamilton source protection region is to begin after the lead source protection authority (Halton Region source protection authority) prepares and submits a workplan that recommends the scope and scale of the review of the plans, along with supporting rationale. The workplan will be developed in consultation with the Halton-Hamilton source protection committee, the Hamilton Region source protection authority, participating municipalities, and the Ministry of the Environment and Climate Change, and will take into consideration information from the first annual progress reports on plan implementation. The workplan will be submitted to the ministry no later than November 30, 2018.

[Add Notice into My Watch List](#)

Contact:

Heather Malcolmsen
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Additional Information:

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Source Protection Programs Branch
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All links will open in a new window

- [1. So rce Protection Plan for eac So rce](#)

Province Protecting Sources of Drinking Water in the GTHA

Ontario Approves Two More Source Protection Plans

August 14, 2015 1:30 P.M. | [Ministry of the Environment and Climate Change](#)

Ontario has approved two plans to protect sources of drinking water in the Greater Toronto and Hamilton Area.

The [CTC Source Protection Plan](#), and the [Halton-Hamilton Source Protection Plan](#) were developed by local municipal and community partners to protect the quality and quantity of water sources that supply municipal drinking water systems around Credit Valley, Toronto and Region and Central Lake Ontario, and Halton-Hamilton. The plans set out actions to eliminate, manage or reduce potential risks to these drinking water sources.

Many municipalities in the Greater Toronto and Hamilton Area will now be responsible for:

- Creating management plans to reduce the risks associated with manure, biosolids, livestock grazing, and commercial fertilizers
- Providing information to the community on best practices for maintaining septic systems as well as handling, storing and applying commercial fertilizers, pesticides, and road salt
- Developing or updating water conservation plans to support future growth and development
- Improving partnerships to protect the Great Lakes.

The CTC Source Protection Plan, and the Halton-Hamilton Source Protection Plan will take effect Dec. 31, 2015.

Ontario has now approved 18 of 22 source protection plans from areas across the province, and expects to approve the remaining plans by the end of the year. Together those plans will cover areas where 95 per cent of province's population live.

Protecting the province's clean drinking water and the environment are part of the government's plan to build Ontario up. The four-part plan includes investing in people's talents and skills, making the largest investment in public infrastructure in Ontario's history, creating a dynamic, innovative environment where business thrives, and building a secure retirement savings plan.

Quick Facts

- The Clean Water Act established 19 local committees across Ontario. Each committee developed science-based plans that address risks to the water that supply municipal drinking water systems.
- The Credit Valley, Toronto and Region, and Central Lake Ontario (CTC) make up one source protection region. The region has 27 municipal drinking water systems that serve approximately 95 per cent of the area's 6.7 million residents.
- The Halton-Hamilton source protection region has 10 municipal residential drinking water systems - six draw from an aquifer, and four draw from Lake Ontario. Over 90 per cent of the area's 900,000 residents are served by these systems.

- Earlier this year, Ontario introduced the proposed [Great Lakes Protection Act](#), building on existing Great Lakes partnerships for joint action to fight climate change, reduce harmful algal blooms, protect wetlands and tackle other complex problems in the Great Lakes basin.

Additional Resources

- [Find out more about other source protection areas.](#)

Quotes



“Few things are as important to our health as having safe water to drink. Ontario’s approach to protect drinking water has made our tap water among the best protected in the world. Protecting the sources of drinking water - our lakes, rivers and groundwater - is the foundation of our safety net.”

Glen R. Murray

Minister of the Environment and Climate Change

“The day our plan was approved was a proud one for our committee. We have worked collaboratively to develop policies to protect drinking water sources for the seven million people who depend on municipal water. Our drinking water sources are diverse — from Lake Ontario to rural wells, with quality and quantity challenges.”

Susan Self

Chair, Credit Valley, Toronto and Region and Central Lake Ontario (CTC) source protection committee

“I am very pleased with the approval of the source protection plan for the Halton-Hamilton Source Protection Region. A special thanks to the hard work of the committee members and the guidance from our dedicated staff in developing a science-based plan that will protect our municipal drinking water supplies now and in the future. Also, thanks to our partners at the ministry, municipalities and our community stakeholders. We look forward to working with our partners to implement the plan.”

Robert Edmondson

Chair, Halton-Hamilton source protection committee

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**CTC Region and Halton-Hamilton Source Protection Region —
Source Protection Plan Approval
Questions and Answers
Local announcement: August 14, 2015**

KEY MESSAGES

- Ontario has approved action plans to protect the water sources that supply municipal drinking water systems in the GTA, and Halton-Hamilton areas. These plans pertain to three adjacent source protection areas — Central Lake Ontario, Toronto and Region, and Credit Valley — collectively known as the CTC source protection region (“CTC”), and the Halton-Hamilton source protection region.
- After years of work and public consultation, the CTC and Halton-Hamilton source protection committees have developed sound plans that protect their municipal drinking water systems, and in so doing, provide numerous actions to defend the integrity of Lake Ontario.
- The Clean Water Act ensures communities protect their drinking water supplies through prevention — by developing collaborative, watershed-based source protection plans that are locally driven and based on science.
- Local leadership continues to play a key role in protecting our drinking water sources now and in the future.
- Protecting our local drinking water sources is part of Ontario’s drinking water safety net. Thanks to our strong framework with safeguards at every step of the process, Ontarians can be confident in the quality and quantity of their drinking water.

Q1. What’s the news?

Ontario has approved action plans to protect the water sources that supply municipal drinking water systems in the GTA, and Halton-Hamilton areas. These plans pertain to three adjacent source protection areas — Central Lake Ontario, Toronto and Region, and Credit Valley — collectively known as the CTC source protection region (“CTC”), and the Halton-Hamilton source protection region. Both plans come into effect December 31, 2015.

Source protection planning and implementation is all about protecting existing and future sources of drinking water. Protecting local drinking water sources is part of Ontario’s drinking water safety net that starts at the source and continues until you turn on your tap.

Q2. Where is the CTC source protection region?

The CTC source protection region is situated in southern Ontario. It is comprised of three source protection areas: Central Lake Ontario, Toronto and Region, and Credit Valley.

The source protection region is complex and diverse – it spans from Oak Ridges Moraine in the north to Lake Ontario in the south. It also includes portions of the Niagara Escarpment, the Greenbelt, and Canada’s most densely populated area: the Greater Toronto Area. It borders several source protection regions including Halton-Hamilton to the southwest; Lake Erie to the west; South Georgian Bay Lake Simcoe to the north; and Trent Conservation Coalition to the east.

The region contains 25 watersheds and measures over 10,000-square kilometres, and is home to approximately 6.78 million people. Almost half reside in Toronto.

The area has 27 municipal residential drinking water systems – 17 draw from 66 groundwater wells, and 10 draw from Lake Ontario. Over 95% of the population in the region is served by these systems.

Q3. Where is the Halton-Hamilton source protection region?

The Halton-Hamilton source protection region is situated in southern Ontario along the north shore and western end of Lake Ontario.

It includes parts of the Niagara Escarpment and borders a number of source protection regions including Lake Erie to the west and CTC to the northeast, as well as Niagara Peninsula source protection area to the south.

The region measures over 1400 square kilometres and is home to approximately 900,000 people. Urban areas in the region include the City of Burlington, Town of Oakville, Town of Milton, and the City of Hamilton.

The area has ten municipal residential drinking water systems – six draw from an aquifer, and four draw from Lake Ontario. Over 90 per cent of the population in the region is served by these systems.

Q4. How were these source protection plans developed?

The plans are the result of many years of work and public consultation.

The source protection committee led scientific evaluations of their drinking water sources, and mapped out vulnerable areas around each of these sources. Then they assessed activities in these areas with the potential to pose a risk to these local water supplies. Members then led local discussions with key stakeholders and the public on the best way to address these risks, using this input to develop the source protection plans.

The CTC source protection committee consists of a chair and 21 members speaking for the local interests of the area. This source protection committee is one of 19 established through the Clean Water Act.

The Halton-Hamilton source protection committee consists of a chair and 15 members speaking for the local interests of the area. This source protection committee is one of 19 established through the Clean Water Act.

Q5. Was the public consulted in the development of these source protection plans?

Community engagement is a very important part of plan development.

The CTC source protection committee held public meetings, posted the draft plan on the internet, then the proposed plan, and consulted again with the public on proposed amendments.

The Halton-Hamilton source protection committee held public meetings, posted the draft plan on the internet, then the proposed plan, and consulted again with the public on proposed amendments.

The committees met their public consultation requirements.

Q6. What areas are identified in the CTC area plans?

Source protection plans protect the lakes, rivers and aquifers that supply water to municipal drinking water systems. These plans outline actions to protect the 27 local municipal drinking water systems in the region — 17 that draw from 66 groundwater wells, and 10 that draw from Lake Ontario.

The area where policies address water quality represent 2 per cent of the region, and the area where policies address water quantity represent 16 per cent of the region.

Q7. What areas are identified in the Halton-Hamilton area plans?

Source protection plans protect the lakes, rivers and underground aquifers that supply water to municipal drinking water systems. These plans outline actions to protect the ten local municipal drinking water systems in the region — six that draw from an aquifer, and four that draw from Lake Ontario.

The area where policies address water quality represent 6.5 per cent of the region, and the area where policies address water quantity represent less than 1 per cent of the region.

Q8. How serious are the risks to the CTC drinking water supply?

The CTC source protection committee identified significant risks that could occur in the protection zones of their municipal drinking water systems.

The committee identified the following existing activities as potential significant risks:

- waste disposal
- sewage facilities
- application and storage of manure
- management of aquaculture
- application, handling and storage of biosolids, pesticides and commercial fertilizers
- livestock grazing and pasturing including farm-animal yards
- application, handling and storage of road salt
- storage of snow
- handling and storage of fuel, dense non-aqueous phase liquids and organic solvents
- consumptive water taking
- activities that reduce the recharge of aquifers in the region
- spills from pipelines transporting petroleum products across tributaries, rivers and streams that flow into Lake Ontario
- Tritium spills from a nuclear generation station in the region.

There are also a number of similar activities that are prohibited in the future if they are close to municipal intakes.

Q9. How serious are the risks to the Halton-Hamilton drinking water supply?

The Halton-Hamilton source protection committee identified significant risks that could occur in the protection zones of their municipal drinking water systems.

The committee identified the following existing activities as potential significant risks:

- sewage facilities
- application and storage of manure
- handling and storage of commercial fertilizers
- application of pesticides
- livestock grazing and pasturing including farm-animal yards
- application of road salt
- handling and storage of fuel, dense non-aqueous phase liquids
- conveyance of oil in pipelines

There are also a number of activities that are prohibited in the future if they are close to municipal intakes, such as waste disposal sites, gas stations, salt storage, and snow storage.

Q10. Why are you taking extra steps to protect source water through the Clean Water Act?

We learned from the events in Walkerton that the first step in ensuring safe drinking water is to protect the local supply of drinking water at the source.

The Clean Water Act ensures communities protect their drinking water supplies through prevention — by developing collaborative, watershed-based source protection plans that are locally driven and based on science.

Source protection planning and implementation helps to ensure that local drinking water is protected in communities across the province.

Q11. What do the CTC plans include?

Protecting Ontario's sources of drinking water is a shared responsibility. The CTC source protection plan gives responsibilities to municipalities, several provincial ministries, and the local conservation authorities.

Examples of municipal actions include:

- establishing risk management plans for the following:
 - storage of fuel and organic solvents
 - handling and storage of manure and pesticides if located in protection zones closest to municipal wells, and commercial fertilizers, known to contain nitrate, in broader protection zones
 - generators of hazardous and liquid industrial and PCB waste storage
 - application of pesticides
 - application, handling and storage of road salt
 - chemicals used in de-icing aircraft
 - activities that reduce aquifer recharge
 - farm yards known to have nitrates and pathogens in run-off
 - handling, application and storage of manure, biosolids, livestock grazing, commercial fertilizers, and pesticides, in certain identified parts of the protection zones.
- developing or updating water conservation plans, and collaborating with other municipalities that share the same groundwater sources to plan and manage their water supply.
- developing and implementing a drought management plan for York Region.
- requiring salt management plans to accompany development applications
- delivering education and outreach programs to raise awareness and promote best management practices for handling and storage of small quantities of hazardous and liquid industrial wastes; handling, storage and application of commercial fertilizers, pesticides, and road salt; storage of snow; and handling and storage of fuel and organic solvents.

- Working with the conservation authority to investigate the sources of sodium and chloride that contribute to drinking water issues in the Orangeville and Georgetown area, and sample the raw water at affected drinking water systems monthly.
- Conducting research with the local conservation authority to determine how Orangeville's wastewater treatment plant affects the sodium and chloride levels in aquifers in the area.

Q12. What do the Halton-Hamilton plans include?

Protecting Ontario's sources of drinking water is a shared responsibility. The Halton-Hamilton source protection plans give responsibilities to municipalities, several provincial ministries, and the local conservation authorities.

Examples of municipal actions include:

- establishing risk management plans for the following:
 - application of manure
 - application, handling and storage of commercial fertilizer
 - fuel storage
 - Handling and storage of organic solvents
 - Outdoor livestock yards, including grazing and pasturing
- implementing septic inspection and maintenance programs
- update their salt management plans to include wellhead protection areas and other vulnerable areas, and enhance their best management practices
- implement education and outreach plans to promote:
 - best management practices for the application or storage of commercial fertilizers by golf course operators, fertilizer application technicians, home and business owners, and retail establishments.
 - proper pesticide use and storage methods, and their impacts on drinking water sources.
 - effective spill response protocols for homeowners with home fuel tanks
 - impacts of road salt, and the use of best management practices.
 - hazardous waste disposal and waste reduction.
 - the broadening of best management practices to septic system users.

Q13. How were the local First Nations involved in the CTC plan?

There are no First Nations reserves in the CTC source protection region.

None of the policies in the plans are directed at First Nations, nor do the policies impact Aboriginal or Treaty rights.

Q14. How were the local First Nations involved in the Halton-Hamilton plan?

There are no First Nations reserves in the Halton-Hamilton source protection region.

None of the policies in the plans are directed at First Nations, nor do the policies impact Aboriginal or Treaty rights.

Q15. Ontario has given money to municipalities for source protection. Did anyone in the CTC region receive a grant?

Ontario is giving grants to small, rural municipalities to help offset start-up costs associated with implementing their source protection plans and collaborating with each other in this regard. In this region, 14 municipalities met the eligibility criteria when the program was launched in November 2013, and received over \$572,000 in total.

The province also invested over \$24.6 million in the scientific assessment and development of the plans for the CTC source protection region.

As well, Ontario gave approximately \$1.3 million to residents living in the source protection region, under the Ontario Drinking Water Stewardship Program. This program helped landowners make voluntary changes to reduce or remove potential drinking water risks on their properties, in advance of the approval of the source protection plans.

Q16. Ontario has given money to municipalities for source protection. Did anyone in the Halton-Hamilton region receive a grant?

Ontario is giving grants to small, rural municipalities to help offset start-up costs associated with implementing their source protection plans and collaborating with each other in this regard. In this region, two municipalities met the eligibility criteria, and received over \$90,000 in total.

The province also invested over \$8.5 million in the scientific assessment and development of the plans for the Halton-Hamilton source protection region.

As well, Ontario gave about \$507,000 to residents living in the source protection region, under the Ontario Drinking Water Stewardship Program. This program helped landowners make changes to reduce or remove potential drinking water risks on their properties, in advance of the approval of the source protection plans.

Q17. How do the CTC plans help protect the Great Lakes (Lake Ontario)?

The plans include policies that call for the Ministry of the Environment and Climate Change to re-convene the Lake Ontario Collaborative working group to help further protect the lake. In the past, this working group brought together municipal and provincial representatives, and local scientists, to identify how to work together to protect Lake Ontario.

The ministry is continuing to work through existing collaborative approaches such as the Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health (COA), and the proposed Great Lakes Protection Act. If passed, the Act would enable various watershed approaches to help solve the complex problems in the Great Lakes. The COA includes commitments to take action with the Great Lakes community to address priority lakewide and nearshore issues. With the approval of these source protection plans the ministry will continue to seek opportunities to address the objectives of these policies through ongoing work on the Great Lakes.

Q18. How do the Halton-Hamilton plans help protect the Great Lakes (Lake Ontario)?

The plans include policies that call for the Ministry of the Environment and Climate Change to share information of water resources obtained through source protection planning with Environment Canada, to enhance the knowledge of Lake Ontario's shoreline.

As well, the plans request the ministry reach out to Environment Canada, New York State, and the United States government agencies, to discuss the findings and policies of the source protection planning process, to encourage collaboration on protecting the Great Lakes, and raising the profile of Lake Ontario.

The ministry is continuing to work through existing collaborative approaches such as the Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health (COA), and the proposed Great Lakes Protection Act. If passed, the Act would enable various watershed approaches to help solve the complex problems in the Great Lakes. The COA includes commitments to take action with the Great Lakes community to address priority lakewide and nearshore issues. With the approval of these source protection plans the ministry will continue to seek opportunities to address the objectives of these policies through ongoing work on the Great Lakes.

Q19. What does source protection planning in CTC and Halton-Hamilton do to address the risk of spills to Lake Ontario from oil pipelines, such as the Enbridge Line 9 B Project?

The plans ask the Ministry of the Environment and Climate Change to work with pipeline owners and provincial and federal regulators to update spill prevention and contingency plans to include source protection. Interprovincial pipelines, such as Enbridge's Line 9B, are federally regulated and subject to the jurisdiction of the National Energy Board (NEB).

The plans also ask the Ministry of the Environment and Climate Change to include maps of protection zones and locations of known significant risks to municipal sources of drinking water, and modify existing procedures to ensure that operators of all water treatment plants that could be affected by oil pipeline spills are notified. The ministry has

revised all its spills response and notification procedures to reflect these suggestions, for all source protection areas within the province.

The Ontario Government actively participated in the NEB hearing process to ensure that Ontario's concerns, including potential environmental impacts arising from the Enbridge Line 9B Project, were fully considered by the NEB in its decision. Pipeline companies and first responders must be prepared to respond to pipeline spills in a timely and effective manner to protect people, property and the environment.

The ministry has ensured that Enbridge (and other pipeline owners) have access to source protection mapping information to use in developing their watercourse crossing and emergency management plans. Enbridge has confirmed in their regulatory filings with the NEB that their analysis of "High Consequence Areas" was re-drafted to incorporate vulnerable areas identified in source protection plans, and that this information is being added to their emergency response plans. This analysis includes considering drinking water sources that could be affected in the event of a pipeline rupture.

On October 6, 2014, the NEB requested additional information from Enbridge related to two conditions (16 and 18) outlined in the NEB decision to approve Line 9B which relate to the placement of valves and the company's water crossing management plan for Line 9B. Enbridge provided this on October 28, 2014 for the NEB's review.

On February 5, 2015, the NEB approved Enbridge's revised filings for conditions (16 and 18). The NEB found that Enbridge has adequately demonstrated that its methodology for the number and placement of valves is currently appropriate and has approved Enbridge's water crossing management plan. The Board also imposed new conditions on Enbridge in order to consider and assess the ongoing valve placement needs on Line 9B. Within the next 12 months, Enbridge must submit engineering studies and analyses relating to whether additional valves are required. In addition, the NEB appointed Dr. Ron Wallace – a member of the Board – to review all future filings for this project.

The NEB has granted provisional "Leave to Open" (approval to operate the pipeline), once Enbridge completes hydrostatic testing of certain stretches of Line 9B.

Q20. What does source protection planning in CTC do to address the risk of spills to Lake Ontario from bulk fuel storage?

The plans include policies that call for the ministry to work with owners and operators of bulk fuel storage facilities to develop risk management plans, and with the Ministry of Consumer Services, and the Technical Standards and Safety Authority, to develop information materials about fuel storage and handling, for delivery to municipalities and industry associations. Additionally, policies call for this ministry to work with the appropriate authorities to develop, review, update, and test spill prevention, spills

management, risk reduction and contingency plans along shipping lanes and certain areas along railways and highways.

Q21. What does source protection planning in Halton-Hamilton do about the blue-green algae in the western part of Lake Ontario?

The Halton-Hamilton source protection committee reviewed water quality data for the drinking water intakes that draw from Lake Ontario when developing their local assessment reports. While there is some evidence of blue-green algae in the western basin of Lake Ontario, it has not impacted any of the drinking water intakes in the region that draw from Lake Ontario.

Recent confirmed blue-green algae blooms in the Halton area of Lake Ontario were confined to the shorelines and did not impact the drinking water intakes, which are as far as a kilometre from the shoreline. Furthermore, the Ministry of the Environment and Climate Change has never detected algal toxins in any of the treated drinking water samples at these intakes at or above the Ontario drinking water quality standard level of 1.5 micrograms per litre.

This summer, the ministry is continuing with implementing precautionary monitoring in the area. In addition to these local actions, the Ministry of the Environment and Climate Change has implemented a 12-point blue-green algae plan to diminish algal blooms in the Great Lakes and other lakes and rivers. To learn more about the plan, please visit: <https://www.ontario.ca/environment-and-energy/blue-green-algae>

Q22. Why is blue-green algae a concern to drinking water safety?

Cyanobacteria, commonly called blue-green algae, occur naturally in ponds, rivers, lakes and streams. Usually the algae are not visible, until they become a bloom.

Typically, blooms form when nutrients are readily available in the water. Nutrients come from agricultural or urban runoff, effluent from sewage treatment and industrial plants, and leaching from septic systems. Reducing or eliminating these nutrient inputs is a proactive way to reduce the occurrence of blue-green algal blooms.

Some blooms produce toxins — a real threat to water quality, and human and animal health. Blooms may also produce compounds that affect how the water tastes and smells, and clog filters at drinking water treatment plants.

Q23. When do the CTC and Halton-Hamilton source protection plans take effect?

The effective date for the CTC and Halton-Hamilton source protection plans is December 31, 2015. This timing will allow source protection partners, including municipalities and the local conservation authorities, to continue to work together and effectively prepare for plan implementation.

Q24. Will the CTC source protection plans be updated in the future?

The Minister of the Environment and Climate Change requires the Toronto and Region Conservation Authority, the lead source protection authority, to work with the two other source protection authorities in the region, the source protection committee, the ministry, and the municipalities in the area, to develop a workplan outlining the future plan's review. The workplan will also have regard for the first annual progress report on the implementation of the source protection plans, which is due in May 2018. The workplan is due in November 2018.

Q25. Will the Halton-Hamilton source protection plans be updated in the future?

The Minister of the Environment and Climate Change requires the Halton Region Conservation Authority, the lead source protection authority, to work with the Hamilton Region Conservation Authority, the source protection committee, the ministry, and the municipalities in the area, to develop a workplan outlining the future plan's review. The workplan will also have regard for the first annual progress report on the implementation of the source protection plans, which is due in May 2018. The workplan is due in November 2018.

Q26. How do the source protection plans relate to sewage bypass notification?

The CTC and Halton-Hamilton source protection plans require the ministry and municipalities to take action to protect sources of municipal drinking water from sewage spills and bypasses. The ministry is required to review environmental compliance approvals for wastewater treatment plants that discharge into Lake Ontario to ensure they protect these sources, as well as updating protection zone mapping to ensure that drinking water system operators and the public are notified in the event of a spill or bypass. The ministry has updated this mapping information. Municipalities will be required to update emergency response and contingency plans in the event of spills or bypasses. The plans take effect on December 31, 2015.

The ministry recognizes that during significant storms or wet weather events, bypasses may be required to prevent flooding of a sewage treatment system and streets and homes. Bypasses are meant to be temporary, emergency measures and not part of a treatment system's normal operation.

The ministry monitors incidents at sewage facilities to confirm contingency plans are in place to reduce bypasses and overflows.

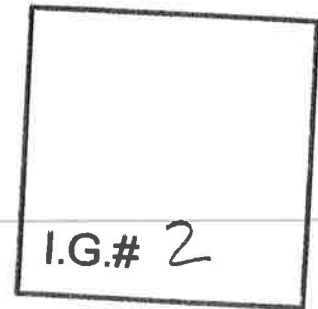
The ministry believes the public should be made aware of potential impacts to water quality following storms. Having real-time information on sewage bypasses and any associated health risks will better protect the public.

The ministry is looking at developing a provincial approach that is more transparent and includes real-time public reporting by municipalities of bypasses and overflows. Right now, we are consulting with the City of Toronto on a public notification plan that could be used as a model for other municipalities. We will be looking for the best ways to make sure the public has detailed and real-time information on bypasses which could include amendments to the City's approvals.

We are committed to undertaking this work now and expect to develop a public notification plan in the coming months.

Donna Tremblay

From: Karen Phillips
Sent: August-10-15 8:37 AM
To: Donna Tremblay; Don Creed; Karen Landry
Subject: FW: Proposed Hazardous Waste Fees Increase



From: hwinagent (MOECC) [<mailto:hwinagent@ontario.ca>]
Sent: August-06-15 2:33 PM
To: Admin
Subject: Proposed Hazardous Waste Fees Increase

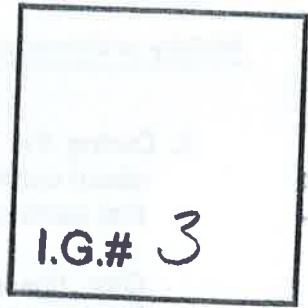
The Ontario Ministry of the Environment and Climate Change is proposing a regulation to amend Regulation 347, made under the Environmental Protection Act. The proposed regulation, if made, would raise the tonnage component of the Hazardous Waste Fees from \$10 per tonne to \$20 per tonne for hazardous waste transferred or disposed of between January 1, 2016 and December 31, 2016. The tonnage component of the Hazardous Waste Fees would be further increased to \$30 per tonne as of January 1, 2017.

The province is committed to ensuring that hazardous waste is safely managed. Not managing waste properly now—particularly hazardous waste—can lead to expensive clean-ups of contaminated land and water in the future. Current fees offset about 50 percent of the cost to regulate the management of hazardous and liquid industrial waste in Ontario. The proposed new fee structure is more in line with the actual costs of running the program. A full cost recovery approach will ensure that the program is financially sustainable and continues to achieve its environmental objectives as it evolves in the long term.

The ministry will work with businesses to ensure that the transition is as efficient as possible. We are also exploring options to improve the service delivery to, and reduce the administrative burden on, generators.

Please see [EBR Registry posting 012-3915](#) for additional information and to comment on this proposal. Do not respond to this e-mail as the account it was sent from is not monitored.

Pour obtenir plus d'information sur cet avis en français veuillez [consulter l'affichage 012-3915 sur le Registre environnemental](#). Veuillez ne pas répondre à ce courriel généré automatiquement.



Ministry of Community Safety and Correctional Services
25 Grosvenor St, 12th Floor
Toronto, ON M7A 2H3

Attention: Mr. Oscar Mosquera – Manager, Program Development Section

August 4, 2015

Dear Mr. Mosquera:

Re: Safer Communities – 1,000 Officers Partnership (1,000 Officers) Program

We are in receipt of your letter dated July 8, 2015, addressed to Mayor Ron Rody, Chair of the Wawa Police Services Board.

On behalf of the Municipality of Wawa, I would like to express our deep dissatisfaction and concern with the subject matter of your letter and the manner in which it was done. Notwithstanding the information received from Stephanie Leonard during a telephone call on July 23, 2015, there remain a number of points for which we seek clear explanation.

1. In 2010, and after an extensive costing process, the Municipality of Wawa agreed to move from a *Section 31 (Police Services Act)* community being policed by the Wawa Police Service to a *Section 10 (Police Services Act)* community through a contract with the Ontario Provincial Police. At the time of the agreed to amalgamation, the Wawa Police Service employed ten (10) uniformed officers and in fact employed eleven (11) uniformed officers in 2009. It was the decision of the OPP and not the Municipality, to only employ seven (7) of the uniformed officers post amalgamation. The balance of the requirement was made up through the use of pre-existing officers within the Detachment.

How can the Ministry now hold the Municipality of Wawa accountable for not meeting its obligations in the subject agreement through an action, over which Wawa had no control?



P.O. BOX 500, 40 BROADWAY AVENUE, WAWA, ONTARIO, P0S 1K0
Telephone: (705) 856-2244, Fax: (705) 856-2120, Website: www.wawa.cc



2. During the costing process, Wawa was very adamant about seeking answers about continued participation in the 1,000 Officer Program. Council was assured that participation in this program would continue.

Can the Ministry please provide an explanation as to this apparently inaccurate information?

3. The receipt of your letter is only several days after the Municipality of Wawa signed a new contract that will not expire until 2020.

While it may seem like a coincidence, can the Ministry please confirm if discussions were held with the OPP concerning the new contract prior to the issuance of the subject letter?

4. Your letter states; "A recent review of the 1,000 Officers Program has revealed that as a result of the new Ontario Provincial Police (OPP) billing model, OPP-policed municipalities are no longer able to identify the number of sworn officers dedicated to policing their municipality". You should be aware that the issue of this program was brought up on several occasions during the billing reform consultations.

Can the Ministry please explain why the actions contained in this letter were never revealed during the consultations on the new billing reform model?

5. The letter further states; "as the most recent numbers available are from December 2014, the Ministry will use these going forward to determine funding to OPP policed municipalities." This sentence in the letter conflicts with the former paragraph (noted above).

Can the Ministry please explain how the numbers could possibly be used going forward to determine funding to OPP policed municipalities when the new billing reform model cannot determine the number of officers dedicated to a given municipality?

6. In 2011, the Province of Ontario started the implementation of the Growth Plan for Northern Ontario. One of the common principles throughout the plan is communication and consultation. While the 1,000 Officer Program may not be directly linked to the Growth Plan, the principle of consultation would certainly apply.

The Municipality of Wawa passed its 2015 Budget in May. A component of that budget was of course the revenue received from the 1,000 Officer Program. Your letter effectively removes \$52,500 (April to December) from the 2015



Budget forcing us to find those savings from another program to the detriment of our community. While the “*order of magnitude*” of this amount may not seem significant to the Ministry, you should note that it represents 1.31% of our municipal levy. This is significant for 2015 with the effect increasing to 1.75% in 2016 and beyond.

Given the financial effect on our annual budget, can the Ministry please provide an explanation for the lack of consultation in this matter with either the Wawa Police Services Board or the Municipality of Wawa, particularly in light of the fact that the cancellation comes late in the year and after the passage of the Municipal budget?

7. It is unfortunate that your letter of July 8, 2015 makes no reference to the Agreement executed between the Ministry and the Municipality of Wawa. To that end, we would point out that *Article 12 – Termination of Notice* states as follows:

“The Ministry may terminate the Agreement at any time upon giving at least sixty (60) days’ Notice to the Recipient and the Board.”

The Article goes on to describe the consequences of such a termination, the least of which is the costs for the recipient to wind-down the program. Given that the subject letter provides a retroactive cancellation that is in excess of ninety (90) days prior to the issuance of the letter, it is clear that the Ministry is in direct contravention of that Article in the Agreement.

Notwithstanding the above, I would also draw your attention to *Article 26 – Circumstances Beyond the Control of Either Party*. It is our opinion that the subject matter contained in your letter with respect to the cancellation of the program is covered by the Article in that they (the subject matter) constitute a *Force Majeure* event under Article 26(1) of the Agreement.

We note that the Agreement contains an enumerated list of what *Force Majeure* includes setting out a number of examples, but the use of the word “*includes*” generally introduces a non-exhaustive list. Any reasonable person would most certainly apply this to the interpretation of Article 26.2. Article 26.4 expressly states it is subject to Article 14.1(e) which provides that an “*Event of Default*” is a *Force Majeure* event lasting 60 days or more. We are of the opinion that a reasonable interpretation of the *purpose* of both Articles 26.4 and 14.1(e) is that the 60 day period applies only where the remedy to the *Force Majeure* lies with a *Party*. Clearly, and in this case, the *Force Majeure* “*cause and remedy*” are both entirely beyond Wawa’s control.

4...



Will the Ministry please provide confirmation that it intends to honour the executed Agreement?

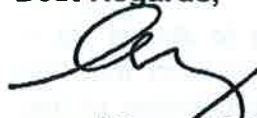
8. Further to our previous points and to the manner in which we have now been excluded from this program , I would draw your attention to a decision by the *Supreme Court of Canada* in November 2013; *Bhasin v. Hrynew*. In that unanimous seven (7) judge decision, Justice Thomas Cromwell wrote as follows:

"In my view, it is time to take two incremental steps in order to make the common law less unsettled and piecemeal, more coherent and more just. The first step is to acknowledge that good faith contractual performance is a general organizing principle of the common law of contract which underpins and informs the various rules in which the common law, in various situations and types of relationships, recognizes obligations of good faith contractual performance. The second is to recognize, as a further manifestation of this organizing principle of good faith, that there is a common law duty which applies to all contracts to act honestly in the performance of contractual obligations."

Can the Ministry please reply as to how it interprets its actions as "good faith" in this instance?

On behalf of the Municipality of Wawa, we thank you for your consideration in this matter and anxiously look forward to your response.

Best Regards,



**Chris Wray, AMCT
CAO / Clerk-Treasurer**

Cc: Mayor and Council
Wawa Police Services Board
Mike Mantha – MPP
S. Leonard - MCSCS
L. Davis – Contract Analyst, OPP
NESMG
ROMA
AMO
FONOM
NOMA
Ontario Municipalities
Ontario Growth Secretariat



From: AMO Communications <communicate@amo.on.ca>

Sent: Monday, August 17, 2015 10:25 AM

To: Karen Landry

Subject: MEMBER COMMUNICATION – WHAT'S NEXT ONTARIO UPDATE



August 17, 2015

MEMBER COMMUNICATION – WHAT'S NEXT ONTARIO UPDATE

Dear Colleagues:

In April 2015, the Association of Municipalities of Ontario (AMO) launched a discussion with its membership to begin charting a common path towards achieving long-term fiscal sustainability. Our sincere thanks to the hundreds of leaders from across the province who participated in this initial phase of *What's Next Ontario*.

Today I spoke to the AMO members at our Annual Conference [\[LINK TO SPEECH\]](#). My remarks included our work on *What's Next Ontario* and AMO's next steps for this key member initiative. This information and direction is captured in the attached summary report of the *What's Next Ontario* member engagement.

AMO launched the discussion knowing that the municipal-provincial intergovernmental relationship needs to continuously evolve and be renewed. We've done this before, with meaningful results for our communities. With the upload of many social assistance programs nearing completion in 2018, we asked the fundamental question, what's next Ontario?

A total of **739** municipal elected officials and staff participated directly in the consultations. We received **40** written submissions, held **10** face to face meetings and consulted with **10** different municipal associations.

Participants focused on the following fundamental problem facing the municipal sector and property taxpayers. Assuming all other revenues remain stable and services remain unchanged, property taxes will need to increase by an estimated 8.35% per year for the next ten years to meet operating needs and close the estimated \$60 billion infrastructure investment gap.

The *What's Next Ontario* discussions revealed a great deal of concern with this reality and what it means for the sustainability of the municipal sector. We received very thoughtful and well-considered submissions from across the province regarding the challenges municipalities are facing and concern for how the status quo can meet anticipated future needs.

This concern was expressed in the following themes: infrastructure, (including state of good repair, ability to pay, service demands in high-growth municipalities, service demands in low-density, rural or northern municipalities, climate change), interest arbitration, policing, the aging

population, social housing, revenue in small, rural and northern Ontario and the future of provincial equalization and operating assistance.

The feedback received from the membership confirms the need to continuously renew and refresh the intergovernmental fiscal and service delivery relationship. AMO's Board of Directors reviewed with strong interest the diverse but common concerns expressed by the membership regarding the future. With this feedback, the Board of Directors recently adopted the following action plan which includes:

- directing AMO staff to begin the necessary policy work and analysis of opportunities behind developing a new approach for additional revenue sources for all municipalities;
- working towards developing a package of reforms to refresh provincial-municipal relations; and
- establishing a committee of municipal and community leaders this September to explore options related to the above.

It includes the following milestones for the next year:

- By January 2016, the AMO Board will present detailed options for the sector to consider.
- By August 2016, AMO will arrive at a member-directed position to chart our future together.

The Member Engagement Summary report includes some of the specific feedback received from the membership and options considered by the Board. The report and previously distributed material is available at <http://whatsnextontario.amo.on.ca/>.

We invite members to continue passing on their thoughts, comments, and questions in the months ahead by email at: whatsnext@amo.on.ca. Watch for additional updates in the future.

Thank you for working to make Ontario municipal governments stronger.

Sincerely,



Gary McNamara
President of the Association of Municipalities of Ontario

WHAT'S **NEXT** ▶▶ ONTARIO?

Imagining a prosperous future for
our communities

MEMBERSHIP ENGAGEMENT SUMMARY

August 17, 2015

Introduction

Most municipal governments have forward-looking strategic plans. But what is the strategic plan for our community of communities? In April, the Association of Municipalities of Ontario launched a discussion with its membership to begin charting a common path towards achieving long-term fiscal sustainability. Our sincere thanks to the hundreds of leaders from across the province who participated in this phase of What's Next Ontario.

We launched the discussion knowing that the intergovernmental relationship needs to continuously improve, evolve, and be renewed. We've done this before, with results. With the upload nearing completion in 2018, we ask the fundamental question, what's next Ontario?

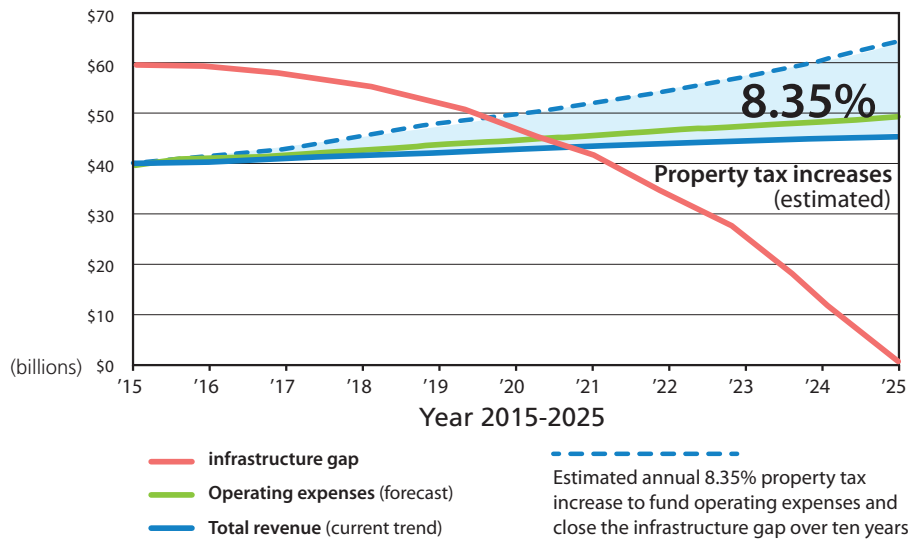
The Dialogue

AMO posed questions in all four corners of the province. In meetings, online, in documents, and long discussions, over several months, we heard from you.

These discussions were based on what our shared financial future looks like. Here is the essence of the problem we share:

Assuming all other revenues remain stable, and services remain unchanged, we project property taxes will need to increase by 4.51% per year for the next ten years just to meet current service levels and standards. In addition, municipalities are facing an estimated \$60 billion infrastructure investment gap. If property tax revenues alone were to close this gap, it will require an additional increase of 3.84% each year, for a combined 8.35% increase in property taxes annually to 2025. Are property tax increases of this magnitude the best way to finance the anticipated future needs of our communities?

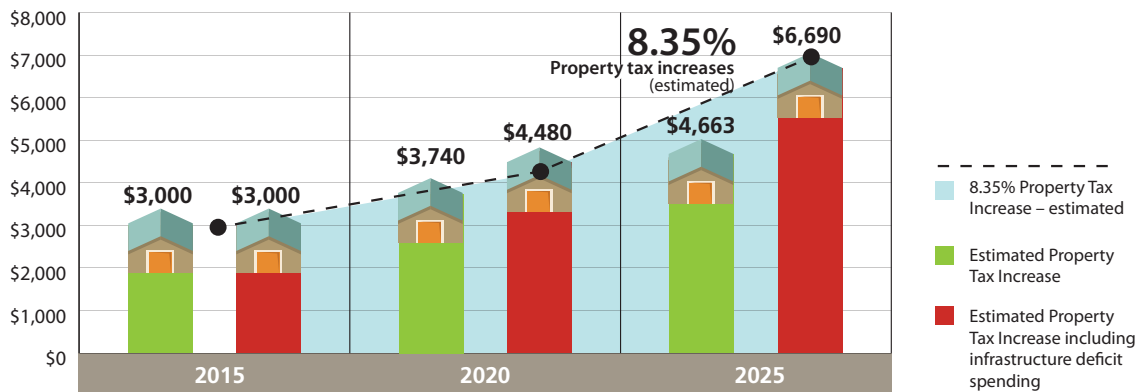
Revenue Needed to Fund Operating Expenses & Infrastructure Gap



Source: AMO

What might such an increase mean to the average property taxpayer? The chart below illustrates what an estimated 8.35% annual increase might mean for a typical household. Would property taxpayers in your community accept these property tax increases? Is there the capacity to pay these amounts? Does capacity look different from one municipality or region to the next? Debt capacity and the capacity to pay are important matters. Despite the uploads, Ontarians still pay the highest property taxes in the country. At the same time, Ontarians also pay for services that are paid for by provinces in other parts of the country.

Estimated Property Tax Increase for Typical Homeowner (including infrastructure deficit spending)



Source: AMO

The revenue raising capacity of property tax is extremely limited for many communities. For half of Ontario municipalities, a 1% property tax increase generates less than \$50,000. In addition, a million-dollar bridge is a million-dollar bridge, no matter where it is located in the province. Many smaller municipalities have many such bridges.

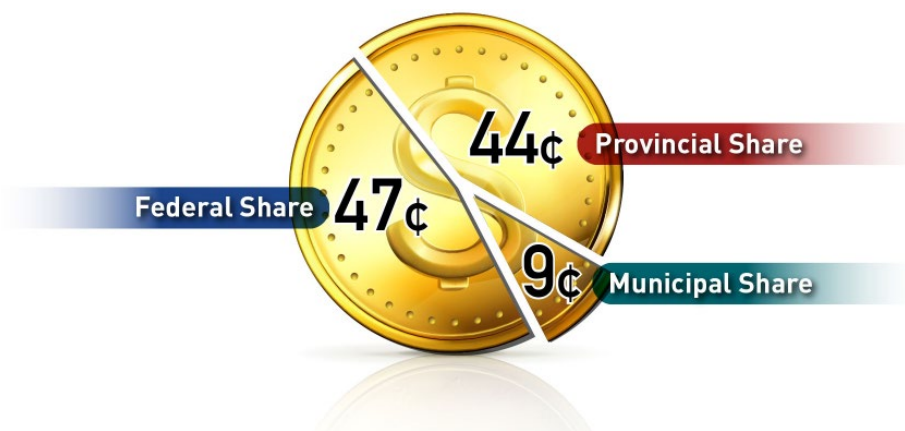
While it is generally considered to be a stable source of revenue, it is less responsive to economic growth when compared to sales tax. It can also be a volatile tax for an individual property, given its reliance on market values. If a property's assessed value increases at a rate that is greater than the average for the whole municipality, property taxes for that property will increase without a total municipal levy increase (and vice versa).

It is also considered to be a regressive form of taxation. How much you pay is not necessarily determined by how much you earn or your ability to pay. It is determined by the value of your property. As one example, a retiree on a fixed income who has lived in a home for decades that has increased in value will direct more of their income toward property taxes each year, even though their income has not increased. As residential values increase, and more residents move into the lower senior income category, more pressure will be placed on property tax setting, as well as the provincial senior's property tax credit.

Of every household tax dollar paid by Ontarians, municipalities collect just 9 cents.

Most of these dollars are collected through property tax and to a lesser extent, user fees.

Where does your tax dollar go?



The Questions

To move forward with common priorities and possible tools and solutions, AMO asked a series of key questions for the municipal sector to consider:

1. **What fiscal challenges is your municipality facing now and how will they change in the future?**
 - Which areas present the greatest municipal fiscal challenges or opportunities?
 - Rank the top five fiscal challenges facing your municipality in the next five years and the next ten years.

2. **What changes can you make to tackle those challenges?**
 - How can municipal governments on their own modernize and improve what they do to increase fiscal sustainability?
 - Is there anything standing in the way of doing this?

3. **What changes can the Province or the federal government make to empower your municipality to tackle those challenges?**
 - What ideas would you like to see the provincial government take on that would help municipal governments move towards fiscal sustainability?
 - Are there any specific provincial policies that could be strengthened or removed to improve our sector's fiscal sustainability?
 - Do municipalities need more authority to tackle fiscal challenges? If so, what type of authority do we need?
 - Do municipal governments need more taxation tools? If so, what taxation tool(s) would work effectively in your municipality and how?
 - Alternatively, would you prefer current types of transfers from other levels of government knowing that more assistance means less independence for the municipal sector?

4. **What possible solution(s) do you think should be the focus of a coordinated municipal effort to meet this challenge?**

5. **Did we miss anything?**
 - Please let us know if there are any key municipal fiscal issues.

AMO President Gary McNamara and staff toured the province to ask these questions. Here is where we went:

Meeting/Location	Date	Attendees
NOMA – Thunder Bay	Apr-23	190
OSUM – Belleville	May-01	120
FONOM – Sudbury	May-08	200
AMCTO – Thunder Bay	Jun-08	30
ROMA – Toronto	Jun-11	8
WOWC – Blyth	Jun-12	26
Webinar	Jun-17	8
MFOA – Toronto	Jun-19	13
Webinar	Jun-24	9
CAOs – Caledon	Jun-26	30
EOWC – Pembroke	Jun-26	30
Guelph	Jul-15	35
Online Forum		3
Email Submissions		37
TOTAL – Estimated		739

A total of **739** municipal elected officials and staff participated directly in the What's Next Ontario consultations.



17
webinar
participants



40 written submissions were received (includes emails and online forum).



10
Face to face
meetings held



10 municipal
associations
consulted

In the words of AMO members

The following are quotes from the written submissions AMO received from elected officials and senior staff.

"It is anticipated, however, that without additional economic and assessment growth, sustainable funding for infrastructure and the upload of social housing, current fiscal challenges will continue to hamper financial sustainability and exacerbate property tax affordability issues for residents and businesses."

- From a GTA regional municipality

"The AMO-Provincial MOU allows for consultations before action, but a higher recognition of municipalities as equal partners is required to provide municipalities greater taxation authority."

- From a southwestern rural municipality

"Sustainable and dependable funding should be provided for such services through greater sharing of higher-level government tax revenues. The Federal and Provincial gas tax systems both provide examples of a favoured revenue model whereby higher level orders of government dedicate a portion of their ongoing tax revenues to municipal programs."

- From a GTA regional municipality

"We continuously look for ways to become more efficient. We've changed the overall way we provide services in many areas working with our community partners rather than try to be all things to all residents. When it comes to discretionary services such as recreational programming, we have found it is best to work with community partners for the delivery of these services. We are currently undergoing a service delivery review to identify cost-saving opportunities, we are exploring shared service arrangements with neighbouring municipalities, school boards, hospital and DSSAB. We are continuously replacing older equipment with more energy efficient alternatives; we've recently converted our streetlights to LED, upgraded our boilers at the recreation facility, upgraded the blowers at the sewage treatment plant and lighting throughout municipal buildings. Where municipalities need assistance from the Province is with the high cost of services that ultimately we have no control over, for example social services, land ambulance and policing."

- From a northern municipality

"A change in demographics is putting at risk the ability to rely on property taxes. This includes an aging population with more fixed-income seniors and a lack of growth (new assessment)."

- From a southwestern rural municipality

"Empowering municipalities and making transformational change starts and ends with long term sustainable funding and alternative revenue tools, and the accompanying authority."

- From a GTA municipality

“Any new tax should be piggy backed on provincial or federal collection capabilities so as not to add cost to the overall government sector and should be weighed heavily against the economic impacts. They should also be used for specific purposes or investments rather than just offset the provision of the public good. Clear principles should be established before allowing additional taxes or revenue streams.”

- *From a southwestern city*

“The increasing trend for residents to “age in place” will require the City to continually evaluate the services it provides. More specialized programs for the senior population and new or modified infrastructure beyond services currently being provided will be required”

- *From a GTA municipality*

“Reductions in OMPF funding are creating tremendous sustainability challenges. In 2008, our OMPF funding was equal to 51.2% of our levy, whereas in 2015 it was down to 20.5%.”

- *From a southwestern rural municipality*

“What are the top five fiscal challenges facing our municipality faces in the next ten years?”

1. Impact of aging population
2. Changing nature of employment
3. Affordable housing
4. Traffic congestion
5. Impacts of provincial legislation.”

- *From a GTA regional municipality*

“Changes in the OMPF formula denote a complete departure of a provincial policy supporting agricultural areas in Ontario. The economic competitiveness of rural municipalities is disadvantaged by provincial property tax policy in terms of the ability to have comparable tax rates to our urban neighbours. Rural municipalities are burdened with funding the cost of the Farm Tax Rebate programme, for which the objective of the programme is to provide low cost food and agricultural products to citizens across all of Ontario.”

- *From an eastern municipality*

“Bill 73 is welcome legislation which will take future transit service levels into account, but more can be done in the legislation to capture all development costs.”

- *From a GTA municipality*

“Far too many reports are required across many provincial Ministries, and the few grants that come out takes too much administrative or consultants time to complete. We have not been successful in the past year or so in getting any applications approved, so we simply waste time and money completing paper work. I suggest a serious look at all provincial processes and eliminate as many reports and unnecessary work spent by municipal staff trying to satisfy Provincial requirements. Perhaps a tool like Lean 6 Sigma would help identify low-value work that could be eliminated saving both provincial and municipal time and money.”

- *From an eastern municipality*

“Something has to be done to bring down the costs of the OPP across Ontario, as this is simply not sustainable with this very costly and inefficient organization downloading their cost and inefficiencies to the municipalities.”

- From an Eastern Ontario municipality

“What changes can the Province or the federal government make to empower your municipality to tackle those challenges? Full recognition of equal government status and allow municipalities to share in the same tax tools – sales tax, income tax and other such revenue sources.”

- From a southwestern municipality

“A municipality’s success is ultimately measured by the taxpayer and the value they feel they are receiving for their tax dollar. Yet residents are unaware of the level of responsibility that is delegated by the Province.”

- From a northern municipality

“Emergency service costs – particularly policing - is our main fiscal challenge. In 2014 the actual final policing cost for our municipality was \$270,309. In 2015 that cost will jump to \$403,100 and is projected to be \$717,375 by 2019. That is a 165% increase from 2014 to 2019.”

- From an eastern municipality

Key Themes

The What’s Next Ontario engagement and discussions revealed the following consistently expressed province-wide themes.

Infrastructure

This is the number one concern of member municipalities. Given the breadth of the issue, not surprisingly this concern takes many shapes.

State of good repair

Upgrading of existing facilities and assets, management and replacement of aging roads, bridges, water and wastewater facilities are top of mind across all communities.

Ability to pay

How do communities facing financial distress (declining population, assessment or tax base) meet the needs of their residents? How is it that a lack of debt disqualifies some from provincial infrastructure grants or that high debt becomes a qualifier for others? What incentives can optimize appropriate financial strategies for infrastructure and asset management? What does an aging population, workforce, and demographic change mean for ability to pay?

Service demands in high-growth municipalities

Growing communities have growing service needs, particularly with respect to transit and transit expansion. Revenues from growth-related charges (i.e. development charges) are inadequate and mean higher property taxes for all.

Service demands in low-density, rural or northern municipalities

Geographically large communities have unique infrastructure needs and are financed with difficulty by a sparse population.

Interest Arbitration

Municipalities continue to be highly critical of the emergency services labour relations framework and what it means for the cost-of-service delivery. This is a common and consistent theme expressed across all submissions.

Policing

Ontarians pay the highest policing costs in the country. The new OPP billing model, while beneficial for some, means much higher policing costs for many when fully phased in.

An aging population

This demographic trend was a very prominent theme across all municipalities for combination of reasons. The issue has both revenue and service dimension at the local level.

Social Housing

Some members are calling for the establishment of a true partnership between all orders of government on the delivery of this service. Affordable housing is fundamentally an income-distribution program and should not be funded through property tax. Funding the renewal of an aging housing stock is a major challenge for many municipalities, particularly where demand is increasing.

Revenue in small, rural, and northern Ontario

Recent industrial assessment appeals and activity have affected the tax base of many municipalities including those with saw or paper mills, grain elevators and landfills, in particular. These changes magnify existing revenue challenges in rural areas include provincially mandated farmland and managed forest property tax discounts. Proposed reduction of provincial power dam payments are very troubling for many municipalities.

Provincial Equalization and Operating Assistance

Until recently, farmland and managed forest property tax discounts were offset by provincial grants through the Ontario Municipal Partnership Fund (OMPF). These have since been discontinued. Policing grants through the OMPF for rural and northern communities have also been discontinued. As a result, property taxes in rural and northern areas have been increasing to make up for this difference. The increased operating budget pressure this has caused compounds the difficulties these communities face when dealing with infrastructure funding.

Possible Solutions

Below is a summary of what we heard from municipal leaders across Ontario:

On infrastructure

- There is a need for increased predictable and long-term infrastructure funding to address future needs and service requirements.
- Developing or refining existing Asset Management Plans will help direct resources to priority projects and determine future required level of capital funding. Increasing municipal capacity can accelerate plan development.
- Municipalities need a greater ability to pay for infrastructure needs.
- Predictable provincial infrastructure funding would help. If municipalities knew how much they were getting each year, like the federal gas tax, it would make a huge difference.

On revenue for infrastructure

- How about a municipal sales tax? It could be coordinated at the provincial level, and then allocated as dedicated infrastructure funding.
- What about dedicating 1% of the HST to municipal priorities?
- We could allocate 1% of provincial gas tax revenues towards climate change initiatives and developing more resilient infrastructure.
- Photo radar can be an effective enforcement tool for drivers which could be dedicated to municipal infrastructure.
- Lower congestion and help transit by tolling all 400 series provincial highways.
- Whatever revenue tools are considered, they need to be flexible. "One size fits all" won't work.
- Railways, industry, and commercial properties should pay higher taxes.
- Revenue sharing from non-renewable resource industries (i.e. mining) makes a great deal of sense.
- What about an income tax surcharge or cap and trade revenues for municipalities?

On what municipalities can do

- Greater service integration at the upper tier could yield efficiencies.
- Municipalities should scale back on the services they offer. Some services should be reduced or eliminated.
- More municipalities should opt to use stormwater charges.
- We need to do a better job of explaining the need to raise taxes to our residents. We need to do a better job at communicating the economic challenges being experienced in rural Ontario.

On what the Province can do

- Municipal liability and risk exposure needs to be amended.
- Ontario Municipal Partnership Fund dollars need to be enhanced, especially in rural Ontario and a long-term plan developed.
- Social housing, public health and policing – these are all provincially mandated services which are managed at the local level. Perhaps some should be uploaded or provide greater flexibility in service delivery.
- Allow municipalities greater flexibility in setting user fees.
- Extend the provincial gas tax so that it is applicable to more than just transit. Provincially mandated programs, such as the farm property class rebate, the managed forest tax incentive, and the greenbelt, need to be provincially paid for.

After hearing from our members and the discussion in this initial phase, in summary, there seem to be three options on how to meet our infrastructure and operating needs to 2025?



Option 1: Do Nothing [Status Quo]

Use existing revenue streams. This translates into a combination of either sector wide annual property tax increases of 8.35% per year for ten years, or service reductions and pass on the infrastructure deficit to future generations.

Advantages	Disadvantages
<ul style="list-style-type: none">- Property taxes are a stable and reliable source of revenue.- Not dealing with the infrastructure deficit is the easiest short-term option.- Any service reductions related to failing infrastructure or capital needs are a least a few years away	<ul style="list-style-type: none">- Ontarians already pay the highest property taxes in Canada.- Many communities simply do not have the ability to pay such increases.- Ignoring the deficit will only compound future costs for future generations.

Option 2: Do Something

Incremental revenue improvements. Seek Toronto taxation powers for all communities and seek increases to provincial operating support and infrastructure funding for municipalities.

Advantages	Disadvantages
<ul style="list-style-type: none"> - A modest improvement to the fiscal capacity of some municipalities. - Greater local revenue flexibility for some. - Limited barriers to implementation, Toronto tools have already been tested. 	<ul style="list-style-type: none"> - Limited revenue potential, will solve only part of the longer term infrastructure challenge. - It is only a partial solution available for fiscally healthy municipalities. - Increases dependence for all other municipalities which rely on provincial transfers and exposure to long-term vulnerability with any change in provincial transfer policy.

Option 3: Do Something Bigger and Bolder

Develop a new approach for additional revenue sources for all municipalities and develop a package of reforms to refresh provincial-municipal relations.

Advantages	Disadvantages
<ul style="list-style-type: none"> - Equity, all would bear the cost and receive the commensurate benefit. - Diversifies municipal revenues for achieving sustainability in the long-term. - Less dependence on provincial transfers to meet municipal operating and capital needs. 	<ul style="list-style-type: none"> - Increased taxation burden or less provincial government revenue, depending on the tool used. - Public confidence in any proposal will need a very strong business case and well-articulated goals for acceptance.

A special note about Toronto's tax tools

In June, the Ministry of Municipal Affairs and Housing launched a consultation regarding fiscal sustainability. It includes a discussion about what barriers municipalities may face in achieving long-term financial sustainability and whether municipalities have the necessary tools to effectively plan for, prioritize and fund their investments in infrastructure and spending on services.

The Ministry's public consultation discussion guide includes a reference to the broader taxation authority granted to the City of Toronto. (This includes the following: entertainment; alcoholic beverages; tobacco; motor vehicle ownership tax; land transfer tax; parking tax; road pricing/congestion; and a billboard tax). Currently, Toronto is using the land transfer tax and the billboard tax. Toronto is the only Ontario municipality with the authority to levy these taxes.

The consultation reflects the Premier's remarks in February at the OGRA/ROMA Conference where she said, "To those of you who would like to talk with the Province about whether it is time to give municipalities new revenue tools - time to create some 21st century tools - it is a discussion I am open to having." The Minister of Finance subsequently confirmed any new revenue tools would exclude any existing provincial revenue streams.

Is broadening the use of Toronto's tax tools to other municipalities part of the answer? It might be for some. But it raises a series of questions that must be considered including:

1. What is the revenue raising capacity of these tools province-wide over the next ten years?
2. Let's assume any new revenues from these tools would be dedicated to the infrastructure deficit. Will they generate sufficient revenue to cover the municipal share of the \$60 billion needed over ten years?
3. Do Ontarians in all areas of the province have the fiscal capacity to pay these additional fees in addition to projected property taxes increases of 4.51% per year for ten years to meet municipal operating budgets?
4. What is the long-term plan for municipalities that will remain dependent on provincial government transfers because of fiscal circumstance?
5. What is the plan for communities in the province that do not have the fiscal capacity to pay either higher property taxes or fees or both?
6. What legislative or regulatory relief can the Province provide municipalities in the delivery of mandatory programs?
7. Are these expanded revenue tools the extent of the Province's plan to help build a sustainable fiscal future for municipalities?

Conclusions

AMO's Action Plan

Municipalities share diverse but common concerns regarding the future.

Developing a solution for long-term fiscal sustainability will require a fiscal framework that can meet the future needs of our communities. What that fiscal framework should look like remains to be seen. Further work is needed to explore what shape that should look like and which tools should be used. One thing is clear; it should meet the varying needs and fiscal circumstance of all communities including northern, rural and urban Ontario.

Through this process we discussed the need to control spending. Municipal governments do this by necessity, because they have relatively weak revenue sources compared to other orders of government. However, municipalities must fulfil mandates that are imposed on them, primarily by the Province, and municipalities are limited in their authority to control costs in some areas. For example, municipalities cannot place reasonable limits on liability, or restore balance to Ontario's interest arbitration system. They must rely on the provincial order of government to make legislative changes to control costs in these areas, and many others.

The next option is increasing taxes. This is not popular with municipal leaders or the public. There was considerable discussion about how new tax revenue could or should be raised, given that the topic is controversial. There was also considerable discussion about how municipalities would use new revenue tools, if made available. We must recognize that increasing revenue through new forms of taxation at the local level simply isn't a viable option for some Ontario communities. It might do more harm than good.

Many believe that the 9% municipal share of existing taxation is too low. Most of the services that most people use most of the time are municipal services. We believe that more and more Ontarians are questioning why so little of their current taxes contribute to the municipal order of government, and why the Provincial and Federal orders of government receive four or five times more in taxes. AMO believes that this question will only grow over time. This must be discussed going forward.

As we move to the next stage of considering our shared future, and in response to the very strong feedback we have received, AMO commits to exploring potential approaches under ***Option 3: Do Something Bigger and Bolder.***

The breadth, scale, and scope of input we have received from the membership demands that we carefully explore the options and their potential impact. In September, AMO will establish a committee of municipal and community leaders to explore revenue tools and the foundations of sustainability for the municipal sector. By January 2016, we will continue the conversation with focused and detailed options for the sector to consider. By next August 2016, we will arrive at a member-directed position to chart our future together.

Nothing in the above prevents the Province from advancing progress on the long-standing challenges that weigh down the provincial-municipal relationship. This could be focused on three areas:

Longstanding Issues – Includes ongoing delays with implementing POA fine collection reform, joint and several liability reform, waste management funding, farm property class rebate, the managed forest tax incentive, updating the heads and beds levy, modernizing policing, and substantial changes to the interest arbitration process. There is a growing municipal frustration at the lack of any provincial action on these well-known and well – documented municipal asks.

New Issues – New and evolving issues continue to arise. They include Ontario Retirement Pension Plan (ORPP) implications, the scaling back of power dam payments and the need for a firm foundation for provincial-municipal cooperation on climate change.

Exploring Municipal Fiscal Health – “More fundamental reforms are needed for the [municipal] sector to be on a sustainable footing.” Don Drummond made this comment in 2012. We still need to determine the shape of that reform. The last comprehensive review of the fiscal health of all municipalities in Ontario took place in 2008. The cumulative impact of provincial actions on municipalities should be measured on a regular basis. The Municipal Fiscal Circumstances Index (MFCI), incorporated into the Ontario Municipal Partnership Fund (OMPF) does a good job of measuring rural and northern municipal fiscal health, but it doesn’t paint a comprehensive picture of the entire municipal sector. Again, a great deal can be accomplished together in understanding where challenges are today and where they might be in the future.

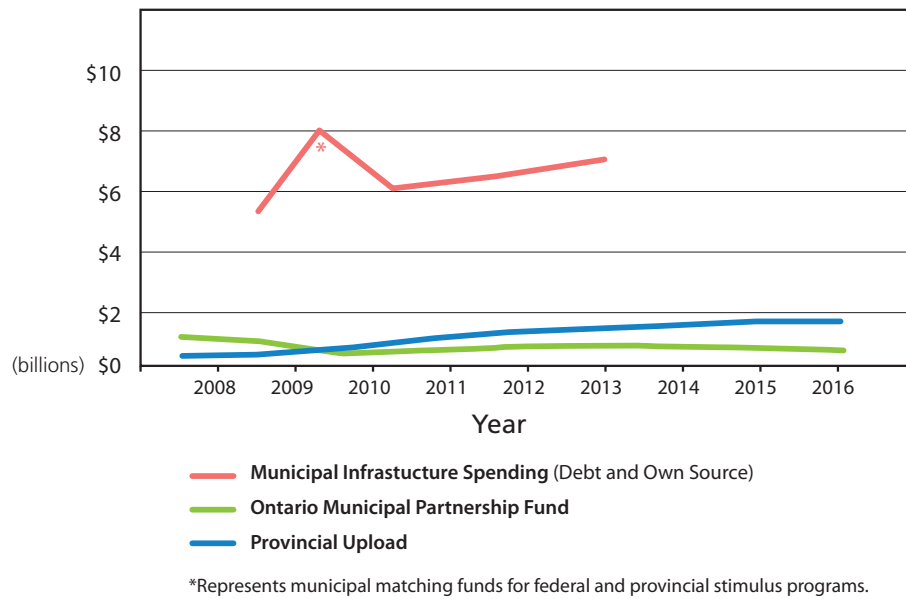
We’ve come a long way – the recent past

In 2005, the municipal sector rallied around AMO’s \$3 Billion Gap Campaign and strongly advocated for the uploading of social assistance costs that had been downloaded by the province in the late 1990s. After much municipal effort and discussion, the provincial government responded positively. The result was the Provincial-Municipal Fiscal and Service Delivery Review (PMFSDR) agreement and the upload of many social assistance costs off the property tax base from 2008 to 2018. This was not a “gift” from the province but rather a recognition that the province needed to pay for its social services programs from its own tax base, not the municipal tax base. The municipal sector did not achieve its full ask of \$3 billion a year and it did agree to give the province a decade to reassume financial responsibility for these provincial programs.

The municipal sector continues to realize value from this long-term, predictable agreement, which will be worth \$1.8 billion in 2016 alone. Page 20 of the Provincial-Municipal Fiscal and Service Delivery Review report and action plan stated, “municipalities benefiting from the upload of the three major social assistance benefit programs as a result of this review will, over time, have great room in their budget for infrastructure spending. Municipalities recognize the need to increase their investment in municipal infrastructure, in partnership with the provincial and federal governments.”

Municipalities have certainly upheld their side of the deal. Here are the results:

Municipal Infrastructure Investments vs the Upload Value



Source: AMO; FIRS

The upload was achieved because of a committed provincial government and a united municipal sector to rebalance a previous provincial action. The success of increased municipal infrastructure spending thus far is the product of several things. It includes the spending room created by the upload, additional municipal debt financing, additional municipal taxation, and efficiencies in areas of discretionary municipal spending.

What others have been saying since the launch of What's Next Ontario?

"Municipalities generally have the ability to match expenditures well with revenues, except for capital spending, which can be intensive for some. Many have been limited in their ability to renew their infrastructure, roads, water, and wastewater, due to constraints on fee and property tax increases."

- *Standard & Poors, April 30, 2015*

"There's the not-so-trivial issue of maintaining and repairing the existing capital stock. The first comprehensive report card on municipal infrastructure, issued in 2012, rated a significant portion of the country's municipal infrastructure as "fair" or "very poor", with roads requiring the most urgent attention."

- *National Bank of Canada, June 25, 2015*

"[The] broad fiscal narrative highlights the need for new revenue tools/measures at the municipal level should Canada truly desire to tackle infrastructure needs more quickly."

- *National Bank of Canada, June 25, 2015*

"The municipal sector generally bears the greatest burden when it comes to addressing Canada's infrastructure deficit. ... Local governments are responding to this infrastructure challenge as best they can."

- *National Bank of Canada, June 25, 2015*

"Looking beyond just keeping infrastructure in good repair, the increased incidence of extreme weather events makes the case for a renewed focus on infrastructure in the most general sense, including upgrades."

- *TD Economics, April 2015*

"Quality infrastructure, in good repair, can help mitigate many of the impacts of extreme weather events. Conversely, poor quality infrastructure has an increased risk of failure during these events, potentially exacerbating their impact."

- *TD Economics, April 2015*

"Property taxes are a major revenue source, but tend not to grow in line with demands. Making more use of user-pay and other arrangements, alongside better infrastructure management can help close funding gaps."

- *TD Economics, April 2015*

"Across Canada, 2015 is shaping up as a key year for cities looking for new ways to raise money, through taxing powers or other revenue tools."

- *C.D. Howe Institute, July 2015*

Appendix A: Who did we hear from?

Our sincere thanks to all for your participation in various discussions and your thoughtful submissions. In addition to 21 anonymous submissions, we heard from individuals or councils in the following municipalities:

1. City of Belleville
2. City of Burlington
3. City of Cambridge
4. City of Guelph
5. City of Kenora
6. City of Kitchener
7. City of London
8. City of Mississauga
9. City of Owen Sound
10. City of St. Catharines
11. City of Timmins
12. City of Waterloo
13. County of Frontenac
14. County of Perth
15. County of Wellington
16. Municipality of Central Manitoulin
17. Municipality of Chatham-Kent
18. Municipality of Hastings Highlands
19. Municipality of Huron Shores
20. Municipality of Meaford
21. Municipality of Morris-Turnberry
22. Municipality of North Grenville
23. Municipality of North Middlesex
24. Municipality of North Perth
25. Municipality of South Huron
26. Municipality of St. Charles
27. Municipality of Temagami and
28. Municipality of Wawa
29. Municipality of West Grey
30. Municipality of West Nipissing
31. Region of Durham
32. Region of Peel
33. Town of Blind River
34. Town of Bracebridge
35. Town of Bruce Mines
36. Town of Carleton Place
37. Town of Espanola
38. Town of Hanover
39. Town of Hearst
40. Town of Huntsville
41. Town of Kearney
42. Town of Lincoln
43. Town of Midland
44. Town of Minto
45. Town of Newmarket
46. Town of Northeastern Manitoulin and the Islands
47. Town of Parry Sound
48. Town of Petawawa
49. Town of Smiths Falls
50. Town of Spanish
51. Town of Tecumseh
52. Town of the Blue Mountains
53. Township of Carlow/Mayo
54. Township of Cavan Monaghan
55. Township of Chisholm
56. Township of Clearview
57. Township of Fauquier-Strickland
58. Township of Greater Madawaska
59. Township of Grey Highlands
60. Township of Guelph/Eramosa
61. Township of Hornepayne
62. Township of Horton
63. Township of Larder Lake
64. Township of Leeds and the Thousand Islands
65. Township of Loyalist
66. Township of Lucan Biddulph
67. Township of McKellar
68. Township of North Frontenac
69. Township of Perth East
70. Township of Perth South
71. Township of Ramara
72. Township of Rideau Lakes
73. Township of St. Clair
74. Township of The Archipelago
75. Township of Uxbridge
76. Township of Woolwich

**Ministry of
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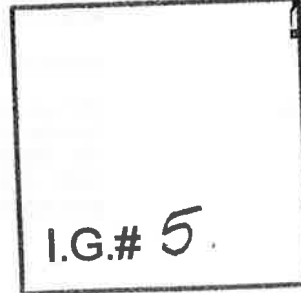
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Ontario



MIN15-67309

August 12, 2015

Dear Heads of Council:

I am writing to thank the many municipal leaders, individuals and organizations who provided input to inform the work of the Premier's Special Advisor and Advisory Group on Community Hubs.

The mandate of the Advisory Group was to review provincial policies, research best practices and develop a framework for adapting existing public properties to become community hubs.

The Special Advisor has presented the group's findings and recommendations in a report to the government, titled: *Community Hubs in Ontario: A Strategic Framework and Action Plan*.

The report is now available online: Ontario.ca/communityhubs

The Special Advisor will continue to work with government, individuals and organizations to inform the implementation of the report.

Comments or questions about the report and work being undertaken on community hubs in Ontario can be directed to: community.hubs@ontario.ca

Best regards,

A handwritten signature in black ink, appearing to read "Ted McMeekin".

Ted McMeekin
Minister

c. Association Municipalities of Ontario

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MIN15-67309

12 août 2015

Madame, Monsieur,

Je vous écris pour remercier le grand nombre de leaders municipaux, de particuliers et d'organismes qui ont fourni des commentaires destinés à orienter les travaux du Groupe consultatif chargé du cadre pour les carrefours communautaires et ceux de la conseillère spéciale que la première ministre a nommée pour soutenir ce groupe.

Le Groupe consultatif avait pour mandat d'examiner les politiques provinciales, de rechercher les pratiques exemplaires et d'élaborer un cadre pour adapter les biens publics actuels afin qu'ils deviennent des carrefours communautaires.

La conseillère spéciale a présenté les conclusions et les recommandations du groupe dans un rapport destiné au gouvernement, intitulé : *Les carrefours communautaires en Ontario : un cadre stratégique et plan d'action*.

Il est maintenant possible de consulter ce rapport en ligne :
<http://www.ontario.ca/fr/page/carrefours-communautaires>

La conseillère spéciale continuera à travailler avec le gouvernement, la population et les organismes, afin d'encadrer la mise en œuvre de ce rapport.

Les commentaires ou les questions concernant le rapport ou les travaux relatifs aux carrefours communautaires en Ontario peuvent être adressés à : community.hubs@ontario.ca

Veuillez agréer, Madame, Monsieur, l'expression de mes sentiments les meilleurs.

Le ministre,

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

Ted McMeekin

c. Association des municipalités de l'Ontario

**Ministry of Community Safety
and Correctional Services**

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



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June 29, 2015

RECEIVED

JUL 09 2015

Township of Puslinch



His Worship Dennis Lever
Township of Puslinch
7404 Wellington Rd. 34
Guelph N1H 6H9

Dear Mayor Lever,

Building safe municipalities is an important objective that we all share as representatives of our communities. In the face of changing demographics, rapid technological innovation, limited budgets and varied demands for policing services, our government is committed to helping lead a discussion about transforming policing and developing safer and healthier communities.

I am pleased to share with you that the Ministry of Community Safety and Correctional Services is developing a Strategy for a Safer Ontario. This is an ambitious project to expand and unify our approach to community safety and well-being, and to make it a truly collaborative effort on the part of all sectors – public and community-based – that help keep our neighbourhoods safe. In an effort to develop a broader approach to community safety and well-being, local involvement and input serves as the foundation of the Strategy's development.

Local involvement, leadership and input from Ontario municipalities are crucial to establish successful community safety and well-being strategies. Different sectors that play a role in community safety and well-being service delivery are increasingly advocating for greater collaboration across education, health and social services, among others. We must empower our neighbours and local organizations to address the root causes of crime and social disorder, and further develop strong partnerships between communities, service providers and law enforcement to increase safety and well-being in our municipalities.

Page Two

Enclosed are two booklets, “Crime Prevention in Ontario: A Framework for Action” and “Community Safety and Well-Being in Ontario: A Snapshot of Local Voices”, that have laid the foundation for this work. The Ministry is currently developing a third booklet, which builds on these documents and outlines the Community Safety and Well-Being Planning Framework. This Framework will assist communities in developing and implementing local community safety and well-being plans to address crime and complex social issues on a sustainable basis. For further information on these initiatives, please contact Mr. Stephen Beckett, Assistant Deputy Minister, Public Safety Division, at 25 Grosvenor Street, 12th Floor, Toronto, ON M7A 1Y6 or at stephen.beckett@ontario.ca.

I look forward to continuing to engage communities with this initiative and to working with you to develop our Strategy for a Safer Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read "Yasir Naqvi". The signature is written in a cursive style with a large, sweeping flourish at the end.

Yasir Naqvi
Minister

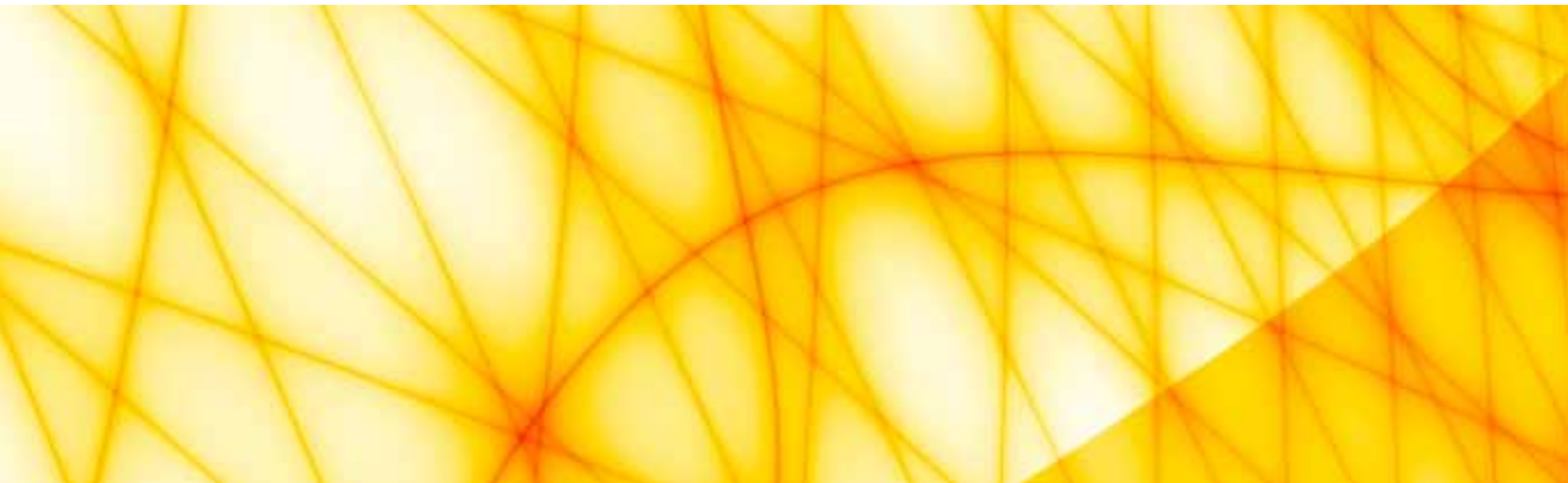
CRIME PREVENTION IN ONTARIO

A Framework for Action



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Message from the Minister



Ontario continues to see significant reductions in the rate of crime in various categories. This encouraging trend provides support to our efforts to work closely with our partners to prevent and reduce the incidence of crime in our communities. Yet, there is more work to be done. We will minimize the risk factors that contribute to criminal activity and maximize the positive factors that help reduce crime and make our communities safer.

It is important to develop a focus on crime prevention, involving all stakeholders, and build on the successes to date. This document serves as a guide to the task ahead.

Crime prevention is everyone's responsibility – federal, provincial, and municipal government, police services, community organizations and citizens. A successful strategy will reach out to all members of society including vulnerable groups, children and youth, offenders and victims and use a variety of initiatives that respond to the particular needs of each.

I welcome the participation of the Ontario Association of Chiefs of Police and all our partners and congratulate them for joining in this important effort.

Honourable Madeleine Meilleur,
Minister of Community Safety and Correctional Services

Message from the Ontario Association of Chiefs of Police



The most effective method of reducing crime in a community is preventing it from happening in the first place. Although not often the subject of front-page news, crime prevention methods are an effective, cost-saving measure that improves quality of life for all, and contributes to the overall wellbeing of Ontarians.

From a policing perspective, preventing crime cannot be accomplished solely through law enforcement. In order to truly affect crime, community members, social groups, businesses and governments must be able to identify crime trends, be educated in prevention strategies, and be prepared to apply overall best practices - together. This booklet, *Crime Prevention in Ontario: A Framework for Action* is a useful resource that provides integral background information on the current criminal landscape, offers a variety of crime prevention approaches, and outlines the

cost-effectiveness of being proactive when it comes to addressing root causes of crime.

The Ontario Association of Chiefs of Police (OACP) is committed to working together with all Ontarians to support the objectives of crime prevention in our communities and realize the many positive impacts of these practices. By experiencing less crime, we will collectively realize considerable cost-savings, reduced fear of crime, and most importantly, fewer victims.

On behalf of the OACP, I thank you for your interest in crime prevention and I encourage you to review and familiarize yourself with *Crime Prevention in Ontario: A Framework for Action*. Rest assured that crime prevention and reduction is a top priority for police services throughout Ontario.

Chief Matthew A. Torigian
President, Ontario Association of Chiefs of Police

Section 1 - Introduction

Setting the Stage

Community safety is one of the concerns most frequently expressed by Ontarians. Although statistics point to overall falling crime rates, Ontario's citizens want assurances that they are safe in their own communities.

The Ontario government is dedicated to making Ontarians safer in their communities by being tough on crime through effective enforcement and crime prevention. The key to enhancing personal and community security through crime prevention is to actively address the risk factors associated with crime.

Provincially, the Ministry of Community Safety and Correctional Services (MCSCS) has a strong commitment to preventing crime. MCSCS continuously delivers services and sets standards, policies and guidelines in policing, corrections and public safety to keep Ontario's communities safe. This is evident through the extensive work undertaken in partnership with various municipal police services, the Ontario Provincial Police (O.P.P.), all levels of government and community agencies in promoting crime prevention through community policing and community mobilization throughout the province.

In addition, a number of ministries are involved in the support and delivery of community well-being and social development related programs that contribute to crime prevention. Strong legislative, policy and program ground work has been laid throughout the province and communities across Ontario have built varying degrees of local crime prevention capacity.

In Spring 2009, MCSCS partnered with the Ontario Association of Chiefs of Police (OACP) to initiate the development of a provincial response to crime and victimization through a collaborative and integrated crime prevention approach. The OACP is a strong proponent of provincial leadership in the area of crime prevention and reiterated this position at the 2009 OACP Conference by passing a resolution that calls for the establishment of a coordinated response to preventing crime.

As a first step, MCSCS, in partnership with the OACP, has developed the *Crime Prevention in Ontario: A Framework for Action* booklet, which is intended to:

- Raise awareness and generate a dialogue on crime prevention in Ontario;
- Highlight the opportunities to move forward;
- Set the stage for the development of further crime prevention work which will: build and enhance crime prevention partnerships; encourage the development of coordinated, multi-sectoral responses; and promote community leadership and participation in crime prevention.

Section 2 - Nature and Extent of Crime

Ontario Profile

In order to understand the complexities of undertaking crime prevention in Ontario, it is important to put crime-related statistics into context by providing an overall profile of the jurisdiction. Our province is home to over 13 million individuals, which translates into approximately 1 out of 3 Canadians residing in Ontario. Over 85% of the population lives in urban centres and 90% live in southern Ontario, with the largest concentration of people and cities falling into the ‘Golden Horseshoe’ region along Lake Ontario. The remaining 15% live in rural and/or remote communities¹. Spatially, over 440 municipalities and 133 First Nation communities span across more than 900,000 square km of land and water².

Ontario’s population is as diverse as its geography. About 2.7 million individuals in Ontario self-identify as members of a visible minority group and about 6.8 million individuals belong to one or more of over 200 ethnic groups. Since 2001 this number has increased by 27.5%. Much of this growth is attributed to immigration³. The population aged 65 and over is expected to double to 3.5 million by the year 2031⁴.

Roughly 242,000 Aboriginal people (which includes First Nations, Inuit and Métis) reside in Ontario and 105,205 or 43% of these are under 25 years old. Approximately 80% of First Nation people live off reserve and 20% live on reserve in Ontario⁵.

Crime Rates


According to crime data, between 2007 and 2009, Ontario had one of the lowest violent and non-violent crime rates in Canada⁶. Despite the notable decrease in overall crime volume and severity, the perception Ontarians have of crime deserves attention. As 2001 data shows, a significant segment of our society – over 80% - feels that crime in their neighbourhoods is either increasing or remaining the same year over year⁷.

The overall rates for offences in Ontario are as follows:

- homicide – 1.4 per 100,000 population
- serious assaults – 114 per 100,000 population
- break and enters – 414 per 100,000 population
- motor vehicle theft – 171 per 100,000 population

- *Statistics Canada (2010)*

Statistics pertaining to the nature and extent of crime in Ontario can be derived from multiple provincial and national sources. In 2011, Statistics Canada released a report based on 2010 data, which analyzed police-reported violent and non-violent crimes. For that year, police-reported crime




dropped by 6% from the previous year in Canada. Almost all *Criminal Code* and federal offences declined in 2010⁸.

In addition to these statistics, it is important to account for unreported or undiscovered crime. In order for an incident to be included in police-reported crime statistics a victim must be aware that a crime has occurred and it must be reported to the police. A disruption at any one of these stages can result in the incident not being captured by police-reported crime statistics, resulting in the rate of reported crime being lower than the actual state of crime. This dilemma becomes apparent when we look at the *2004 Statistics Canada General Social Survey* which states the unofficial crime rate of 28,000 per 100,000 while the official crime statistics showed a rate of only 8,951 per 100,000 population⁹.

Crime Trends

- In 2006, over 38,000 incidents of spousal violence were reported to police in Canada and approximately 1/3 of these incidents occurred in Ontario¹⁰. In 2009, of the nearly 19 million Canadians who had a current or former spouse, 1.2 million reported they have been a victim of physical or sexual abuse by their partner in the previous five years¹¹.
- In 2009, 176 out of 100,000 seniors were the victims of elder violence with the majority of the abusers being an adult child¹².
- Alcohol impairment accounts for almost 25% of all fatalities on Ontario's roads. In 2005, 174 people were killed and 3,852 were injured in motor vehicle collisions involving a drunk driver¹³. In 2010 there was a 6% decrease in the rate of impaired driving incidents over the previous year¹⁴.
- In 2009, police services across Canada reported 1,473 hate-motivated crimes – a 42% increase from 2008. This followed a 35% increase between 2007 and 2008. Ontario accounted for 901 of the hate crime offences committed in 2009. Kitchener-Cambridge-Waterloo, Guelph, Peterborough and Ottawa reported the highest number of police-reported hate crimes in 2009. Ottawa, Toronto, Kitchener-Cambridge-Waterloo and Montreal accounted for the largest increase in hate crimes between 2008 and 2009¹⁵.
- Cyber crime is a complex and quickly increasing crime trend. Cyber crime includes new crimes (phishing) as well as a variety of traditional crimes (extortion, fraud, intimidation, sexual exploitation) that are carried out on-line using a computer. The Canadian anti-fraud call centre



– Phonebusters – received 332 reports of losses of over \$12.5 million in 419 scams over the internet in Ontario alone. Further, 24,479 Ontarians reported being victims of identity theft with an estimated total loss of over \$46 million¹⁶.

- Bullying is an issue encountered in Ontario schools and communities, with studies showing that children who bully others are 37% more likely than those who do not bully to commit offences as adults¹⁷. In terms of victimization, approximately one in three students in Grades 7 to 12 reports having been bullied at school¹⁸.
- In 2006, 60,616 youth (aged 12-17 years) in Ontario were implicated in a violation of the *Criminal Code* (excluding traffic) bringing Ontario's youth crime rate to 5,956 per 100,000 youth. This represents a 1% increase over the previous year¹⁹.
- Knives were the most common weapon students brought to school with 1 in 5 students reporting that they carried a knife to school²⁰. Further, knives are the most commonly used weapon to commit violent offences, with three in 10 homicides being committed using a knife. Knife-related crime is on the rise in Ontario. According to the Canadian Centre Justice Statistics (CCJS), police reported 23,500 victims of violent crime with instances involving a knife in Canada in 2008. Of these, 7,111 were in Ontario²¹.
- Over 2,400 high school students in Toronto carried a gun to school in the 2004/05 academic year. The problems associated with guns and gangs were highlighted by Toronto's 'Summer of the Gun' in 2005, when the gun-related homicide rate doubled to 52 in total, of which 11.4% were gang-related²².
- Results from the 2002 '*Canadian Police Survey on Youth Gangs*' indicate that Ontario has the highest number of youth gangs (approximately 216) and youth gang members (approximately 3,320) of all jurisdictions in Canada. Reports indicate that males compose 97% of the gang member population²³. Ottawa, Toronto and Thunder Bay are considered the focal points for street gang activity which ranges from drug trafficking to violence²⁴. Further, First Nation-based gangs represent about 4% of total gang members in Ontario²⁵ and continue to exist mainly in Northern Ontario²⁶.
- The *2009 Report on Organized Crime* confirms that organized crime is a major crime issue for Ontario. Contraband tobacco, environmental crime, financial crime (money laundering, fraud), illicit drugs and synthetics, as well as illicit firearms and theft of intellectual property rights are some of the major activities requiring intervention²⁷. These newer trends build upon existing issues such as: human trafficking, motor vehicle theft, street gangs²⁸, and illegal immigration and weapons trafficking²⁹. Due to technological advancements in the past decade, organized crime has become increasingly trans-national, harder to detect and requires the cooperation

of multiple jurisdictions³⁰. *Out of the Shadows: An Overview of Organized Crime in Ontario, 2007*, points to the fact that there is growing diversity among the groups and individuals engaging in organized crime activity in Ontario. In terms of its composition, research shows that the face of organized crime has morphed to include various ethno-cultural and socio-economic groups as well as both genders³¹.

- Aboriginal people continue to be overrepresented in Ontario’s correctional system, as is the case nationally. In 2007, Aboriginal people represented 1.8% of the adult population in Ontario, but accounted for 9% of the remand population and 8.5% of the sentenced population³².
- The table below illustrates overall charges laid in Ontario by offence type during the period January 2009 to December 2009.

OFFENCE TYPE (Ontario)	CHARGES RECEIVED BY COURT
Administration of Justice Offences*	139,349
Attempted Murder	395
Break & Enter	15,763
Criminal Harassment	5,386
Drug Possession & Trafficking	52,179
Fraud	41,078
Homicide	417
Impaired Driving	29,713
Major & Common Assault	70,190
Mischief	26,480
Prostitution	1,721
Robbery	8,445
Sexual Assault & Other Sexual Offences	10,762
Theft	46,946
Uttering Threats	19,761
Weapons Offences	24,572
Youth Criminal Justice Act Offences	13,711

* Includes: Fail to Appear, Breach of Probation, Unlawfully at Large, Fail to Comply with Order and Other Administration of Justice Offences.

Section 3 - What is Crime Prevention?

Definition

Crime prevention speaks to a desire to circumvent a crime before it occurs. Extensive research has been done in defining crime prevention. The definition guiding crime prevention in Ontario reads as follows:

“The anticipation, recognition and appraisal of a crime risk and the actions taken – including the integrated community leadership required – to remove or reduce it”.

The intent of this definition is to take an inclusive and truly preventative approach in order to predict, identify, prevent and reduce crime by addressing the risk factors associated with crime and victimization. This definition encourages communities to focus on the factors that precipitate the onset of criminal and anti-social behaviour through the proactive provision of measures that target all members of society including children and youth, the elderly, offenders, and victims.

‘Integrated community leadership’ is an essential part of crime prevention. Effective crime prevention strategies involve a multi-sectoral approach (academic institutions, community agencies, government, mental health agencies and police services among others) in an effort to build strong, cohesive, localized community capacity to effectively prevent crime.

Risk Factors of Crime

Risk factors are the negative characteristics and/or conditions present in individuals, families, communities or society that may increase the presence of crime or fear of crime in a community. These factors may also increase the likelihood that individuals engage in crime and/or become victims. It is important to note that these risk factors are multi-dimensional and overlap with each other.

Examples of these are listed in the table below.

Any one single risk factor does not work in isolation to cause crime. Instead, research shows that “...the interaction and accumulation of risk factors increase the likelihood...” of delinquent or criminal behaviour “...not only because the effect of risk factors is cumulative, but also because they interact.”

- Public Safety Canada

Risk Factors			
Individual	Family/Peers	Community	Society
Behavioural problems Poor educational achievement Poor mental health Prior criminal behaviour Racism/Marginalization Victimization/Abuse	Abuse Few economic resources Neglect Negative parenting Poor peer influences Parent/sibling criminality	Crime in area Few social services High poverty concentration Poor housing	Cultural norms supporting violence Social disorganization Negative media messaging

A research study conducted by Public Safety Canada on *Risk Factors for Aboriginal Offenders* showed that while the risk factors listed above are applicable to Aboriginal people, there are also additional environmental risk factors that should be considered. Access to services, isolation and the impact of assimilation policies have all been proposed as risk factors specific to Aboriginal people.³³ Cultural differences may play an important role in the development of treatment strategies and the delivery of appropriate interventions.³⁴

Protective Factors

Protective factors are positive elements that can mediate or moderate the effect of being exposed to risk factors and can help to foster healthier individuals, families and communities thereby increasing the safety of a community. Listed below are a number of general protective factors, including individual, familial and societal variables that may decrease the likelihood of crime and victimization. For a more complete list of risk and/or protective factors please refer to APPENDIX 1.

Protective Factors			
Individual	Family/Peers	Community	Society
Personal coping strategies Strong attachment to adult Positive school experience Self-esteem Self-efficacy Sense of responsibility	Adequate parental supervision Parent(s) engaged in child's life Positive peer influences	Housing in close proximity to services Cohesive communities Recreational facilities for youth	Low social tolerance of violence High awareness of the determinants of well-being

By focusing on building and improving protective factors and decreasing risk factors identified throughout this section, Ontarians can create healthier, stronger, safer communities and provide required supports and opportunities for individuals, thereby decreasing crime to a considerable degree.

Crime Prevention Approaches

Crime prevention can be achieved in various ways and at various points in time. Each stage in the chart illustrated below is extremely valuable and serves an important purpose. From the preventative perspective, the two key stages are:

- (a) Prevention prior to occurrence; and,
- (b) Post-incarceration/community supervision.

	Prevention prior to occurrence of crime	Arrest and Post-Arrest*	Sentencing	Incarceration	Post incarceration/ community supervision
Crime Prevention Opportunity	Target risk factors of crime	Identify and suppress crime	Identify opportunities for alternative measures, diversion programs and mandatory programming	Rehabilitate and treat offenders	Reduce recidivism and influence offender decisions
Actions	Predict Intervene Treat	Enforce Investigate Apprehend	Applying the appropriate sentencing option	Incapacitate Control Rehabilitate	Reintegrate Predict Intervene Treat
Scope	Risk factors of crime	Criminal Act	Criminal act & risk factors of crime	Criminal act & risk factors of crime	Risk factors of criminality Recidivism
Focus	Potential victims and potential offenders	Accused/Actual Offender	Actual offender	Actual offender and actual victim	Actual offender and actual victim

* Refers to the period between being arrested and being sentenced (if applicable). For example, being held in remand falls within the post-arrest category.

Crime prevention is not a static concept, its parameters change over time. Current crime prevention practices focus largely on targeting the risk factors that contribute to crime through social development approaches. The emphasis is on early intervention and focuses on combining two main types of crime prevention: situational and social development.

Situational crime prevention seeks to reduce the opportunity to commit crime in a particular time and place. As part of this approach, situations are altered to make it less likely that the potential

Examples of Situational Crime Prevention

- Surveillance and monitoring systems
- Crime Prevention through Environmental Design
- Car and home alarm systems

offender will commit a crime.

Crime Prevention through Social Development (CPSD) recognizes that the intersection of multiple, complex social, economic, health and environmental factors lead to criminality. CPSD involves long-term, sustainable, multi-agency, integrated actions that deal with the risk factors and divert people from the path of crime, and build protective factors that may mitigate those risks.

A strong community policing framework currently exists in Ontario and works concurrent to situational and social development crime prevention methods. The OACP defines community policing as the process by which police and other community members partner to improve community wellbeing, safety and security through joint problem identification, analysis, response and evaluation. The Ontario Police College training for new and existing recruits currently includes community policing.

Examples of Crime Prevention through Social Development

- Teach parenting skills
- Improve literacy rates
- Provide aggression management and counselling
- Increase employment opportunities
- Community Engagement in developing pro-active initiatives

Section 4 - Rationale for Engaging in Crime Prevention

“Crime prevention today is an essential instrument for bringing down the crime rate, including crimes that are reported to police and those that remain undisclosed. It makes neighborhoods safe and at the same time ensures that people’s rights and freedoms are respected.”³⁵

Address Crime Before It Occurs

‘Prevention is better than cure.’ The intention is to work with communities to identify the risk factors that may lead to criminality even before it occurs. Crime prevention allows communities to work to reduce the motivation and risk factors associated with crime thereby safeguarding potential victims.

“Although it seems contradictory, a violence prevention plan cannot focus on violence. Instead it must focus on human and social development. This is because violence is a symptom of a society out of balance, and unless and until that balance is created, violence will continue at an unacceptable level.”
- *Waterloo Crime Prevention Council (2006)*

In addition, programs that reduce recidivism are an essential part of crime prevention. There is value in working with individuals who have been convicted to reduce future criminality. Ultimately, addressing crime before it occurs for the first, second or any subsequent time will enhance the safety of Ontarians.

Cost-Effective

The overall financial and social costs of crime are increasingly important for society and government. Crime places a large financial burden on Ontarians. There are both tangible and intangible costs associated with crime. Tangible costs can be assigned a financial value and include medical, mental health, criminal justice, victim services, protective services costs and the value of stolen or damaged property. Intangible, or non-monetary costs, are generally more difficult to measure and include pain and suffering, fear of crime, hindering economic development, and lost quality of life. Significant also are the negative implications in terms of costs

“Thorough economic evaluation has shown that preventing just one career criminal can save society over \$2 million. It is easy to see how a prevention program that costs \$1.5 million to deliver services to 100 participants would be successful from an economic standpoint even if it only prevents 1% of program participants from a life of crime.”

- *Pennsylvania State University (2008)*

to the victims’ and offenders’ families.

- In 2003, crime and victimization cost Canadians over \$70 billion, of which, \$13 billion was spent on the criminal justice system.³⁶ In 2008, the cost of crime was estimated at \$100 billion.³⁷
- A study released in 2009 showed that for an average municipality of 900,000 people, the estimated annual costs of crime to victims and the public is more than \$1.3 billion.³⁸

From a cost-benefit perspective, extensive research shows that crime prevention programs have proven to have significant returns on investment and are a cost-effective manner in which to address crime. It is fiscally responsible to work collaboratively and allocate resources in a balanced manner to target the risk factors of crime.

Studies confirm that a dollar invested now in crime prevention and early intervention avoids seven dollars spent on incarceration, victim services and other associated costs in the future. Another study found that one dollar allocated for enriched child care saves \$17 in criminal justice costs in the future.³⁹

The Perry School Program provides evidence that the crime prevention through social development approach is cost-effective. "...for every dollar spent on the program, the community gained roughly \$7 dollars worth of benefits in crime reduction and improvement of life opportunities." This includes the benefits realised by participants and the costs avoided for criminal justice and victims services.

- *Australian Institute of Criminology (2000)*
 - *Better Beginnings, Better Futures (2004)*

The '*Better Beginnings, Better Futures Program*' serves as a local example of crime prevention through social development and illustrates the cost-effectiveness of implementing this type of program. It costs approximately \$2,960 to put a child through the program. Through an extensive research project, Queens University found that *Better Beginnings* resulted in cost savings by: lowering the number of visits children made to their physician; decreasing grade repetitions; decreasing the need to use special education programs; lowering arrests; decreasing instances of individuals requiring welfare and/or disability services.⁴⁰

As illustrated below, an extensive evaluation of six crime prevention programs in Pennsylvania – each of which targets risk factors associated with crime – revealed a considerable return on investment.⁴¹

	Life Skills Training	Multi-Dimensional Training Foster Care	Multisystemic Therapy	Functional Family Therapy	Nurse-Family Partnerships	Strengthening Families Program 10-14
Per Dollar Return on Investment	\$25.72	\$11.14	\$3.61	\$14.56	\$3.59	\$7.82

Supported By Research

Evidence shows that social development approaches are cost effective and are effective at reducing crime and victimization. Research and current practices internationally, nationally and locally indicate that social development activities that target the risk factors of crime are the best way to address crime. Numerous provincial, national and international governments and agencies are increasingly focusing on social development by developing and delivering integrated multi-disciplinary strategies to this end.

Public Support

The public is highly supportive of prevention. When asked to identify the principal goal of the criminal justice system, twice as many Canadians supported prevention as opposed to punishment. Furthermore, while people recognize and value the strong need for a robust corrections system and processes to control and incapacitate offenders, only 16% believe that corrections actually help prisoners become productive, law abiding citizens.⁴²

Section 5 - Ontario's Partners in Crime Prevention

Reducing crime and victimization requires localized, collaborative and comprehensive planning. In Ontario, existing programs and services intended to build safer communities are delivered by a network of partners, including government, non-profit organizations, law enforcement, and the private sector.

The causes of crime are complex and interrelated, and so must be the response. Strong partnerships, centralized planning, and alignment with other crime prevention efforts are the key drivers in realizing an effective crime prevention strategy.

Provincial Government

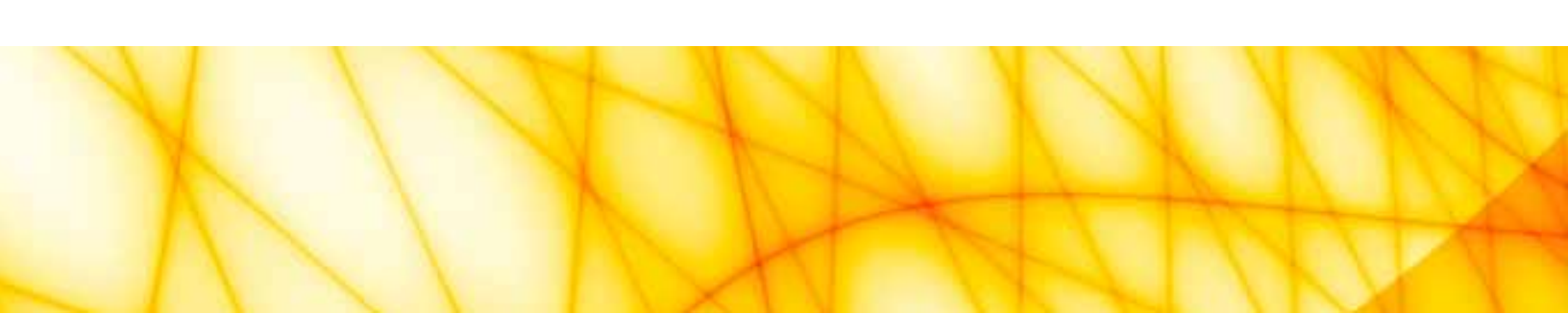
Current Government Initiatives

Provincially-led strategies contributing to community well-being include:

- Ministry of Children and Youth Services – Ontario Poverty Reduction Strategy;
- Ministry of Health and Long Term Care – Mental Health and Addictions Strategy;
- Ministry of Municipal Affairs and Housing – Long-Term Affordable Housing Strategy;
- Ministry of Community and Social Services – Aboriginal Healing and Wellness Strategy;
- Ministry of Attorney General – Victims Services Secretariat and Alternative Measures Programs; Aboriginal Justice Strategy;
- Ministry of Education – Safer Schools Strategy;
- Ministry of Aboriginal Affairs – New Approach to Aboriginal Affairs.

Other Ontario government actions include:

- Developing a Youth Policy Framework;
- Responding to the Ipperwash Inquiry and the Hate Crimes Community Working Group Report;
- Implementation of full day kindergarten and improvements to the immunization program for children and adolescents;
- Expanding the Guns and Gangs Task Force as well as the OPP-led Provincial Weapons Enforcement Unit;
- Hiring more police officers, more crown attorneys, more victims services staff, and more adult probation and parole officers;
- Increases in social assistance and Ontario Child Benefit rates;
- Investing in community initiatives with a focus on youth-based crime prevention programs; and
- Targeting organized crime through focused intelligence-gathering efforts.
-



Further, MCSCS ensures all of Ontario's communities are safe, supported and protected by law enforcement, and that community safety and correctional services are secure, effective and accountable. Each year the ministry leads a number of police and community-based programs that promote community safety in priority areas. Examples of programs include:

- Community Policing Partnerships (CPP) Program
- Crime Stoppers Centralized After-Hours Phone Service
- Hate Crime and Extremism Investigative Team (HCEIT)
- Provincial Anti-Violence Intervention Strategy (PAVIS)
- Provincial Strategy to Protect Children from Sexual Abuse and Exploitation on the Internet
- Reduce Impaired Driving Everywhere (R.I.D.E.)
- Safer Communities – 1,000 Officers Partnership Program
- Safer and Vital Communities

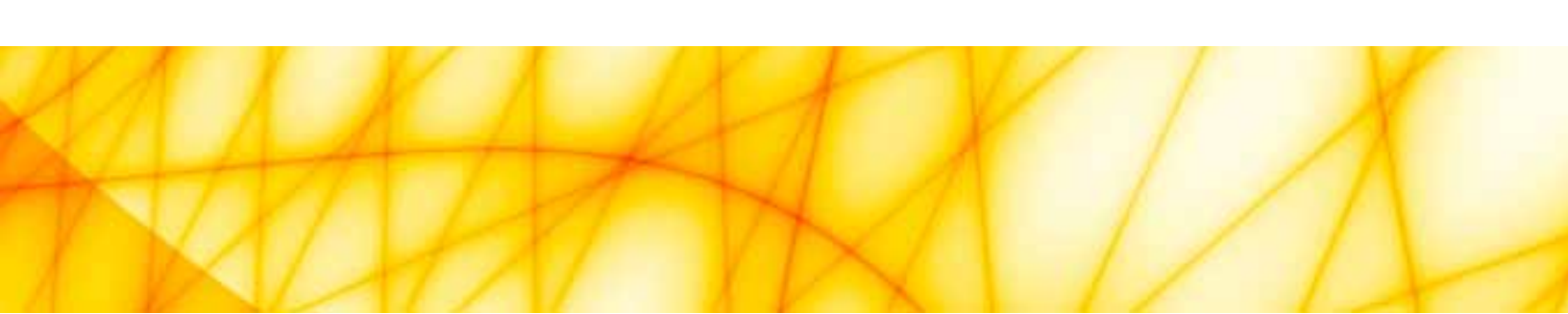
MCSCS supports and emphasizes holding offenders and inmates accountable in order to create healthier and safer communities. Correctional services offer rehabilitation, treatment, training, life skills and education as a way to support inmates in institutions and those under community supervision to address their offending behaviour and reduce recidivism. Addressing their offending behaviour, and assisting those who have been in institutions to integrate back into the workforce or school can have positive impacts on recidivism.

While all of these efforts support our common objective of making Ontario safer, we continue to believe that effectively fighting crime requires mobilizing and organizing within communities.

Federal Government

The National Crime Prevention Strategy (NCPS) is an integral part of the federal government's efforts to tackle crime in order to build safer communities.

The NCPS provides a policy framework for the implementation of crime prevention interventions in Canada. It is administered by the National Crime Prevention Centre (NCPC) within Public Safety Canada.



With an investment of \$63 million annually, NCPC assists communities in developing projects that reduce crime by reducing the personal, social and economic factors that lead some individuals to commit criminal acts. NCPC focuses particularly on children, youth and young adults who show multiple risk factors known to be related to offending behaviour; high risk offenders in communities; and First Nation, remote and northern communities, especially those with high crime rates and persistent crime problems.

The NCPC administers three funding programs, including the Crime Prevention Action Fund (CPAF), the Northern and Aboriginal Crime Prevention Fund and the Youth Gang Prevention Fund. The Ontario Project Review Committee recommends projects for funding by a Project Review Committee (PRC) that includes representatives from the NCPC and provincial or territorial governments which are forwarded to the Department of Public Safety for final review and approval.

Municipalities

Municipalities play an important role in providing crime prevention interventions in Ontario. As the order of government closest to the public, municipalities are well positioned to work with local partners to develop effective community-based programs. They are also best able to identify local crime problems as well as the conditions that contribute to those problems. Many municipalities are well advanced in developing and delivering situational and social development crime prevention programs and practices.

First Nation Communities

Many First Nation communities face unique challenges with respect to crime, violence and victimization, making it difficult to move forward in positive and rewarding ways.⁴³ However, some communities have experienced healing, relationship building and social and economic development. These are critical steps toward successful intervention in communities that may lack capacity to prevent crime. For example, some First Nation communities have initiated healing circle processes as a way to respond to the harms within their community.

Remedying communities at risk or in crisis requires the effective integration of personal, economic, social and political efforts that address the risk factors associated with crime and victimization. By building partnerships with those most affected all sectors will be in a better position to deliver transformative interventions that apply to Aboriginal traditions, practices and cultures.⁴⁴ Further, crime and victimization in First Nation communities does not only affect rural and remote regions. The Ontario Federation of Indian Friendship Centres and legal organizations have a strong presence in urban communities with high percentages of Aboriginal people.

Ontario Police Services

Ontario is a leader in recognizing the pivotal role police services play in crime prevention. This is demonstrated through current legislative requirements under the *Police Services Act*, which mandates police services to provide community-based crime prevention initiatives in the areas that they serve. Ontario's police services recognize that crime prevention is a key component of community mobilization and that strong community partnerships are an essential element of any crime prevention strategy.

Further, the OACP is a policing leader in the area of crime prevention and supports social development. A recent example is the review and revision of the Community Policing Model, originally developed in 1996. The new model defines community policing as "...the process by which police and other community members partner to improve community wellbeing, safety and security through joint problem identification, analysis, response and evaluation."⁴⁵

First Nations Police Services

First Nations Police Services encounter unique issues when dealing with crime and victimization. Adequate and culturally appropriate policing can have a positive impact in mitigating the risk factors associated with Aboriginal offending. A mandate of the First Nations Chiefs of Police Association (FNCPA) in partnership with the Aboriginal Policing Directorate at the Department of Public Safety is to continually develop strategic partnerships to complement the delivery of culturally sensitive crime prevention services

Community and Non-Profit Organizations

The localized approach to building healthier and safer communities relies on society's participation in mobilizing and sustaining crime prevention initiatives. To date, communities across Ontario have established strategic partnerships with non-profit organizations in order to develop and deliver comprehensive crime prevention services that respond to local needs and conditions.

To strengthen these efforts, the Ontario Trillium Foundation has granted hundreds of millions of dollars to thousands of community and non-profit organizations across the province. The Foundation's mission is 'building healthy and vibrant communities throughout Ontario by strengthening the capacity of the voluntary sector, through investments in community-based initiatives'.



Private Sector

In addition to recognizing the importance of involving all levels of government, law enforcement and the community, strategic efforts to prevent and reduce crime also require private sector involvement and investment. The impact of crime on private businesses and the communities in which they are located can be substantial; i.e., affecting a company's ability to attract customers, recruiting and retaining employees, ensuring productivity, or staying in business.

Given the overall financial impacts of crime, it is clearly in the interest of the private sector to help build stronger and safer communities. The private sector can bring its creativity, skills, and resources to assist in the development of crime prevention strategies.

Academic Institutions

A safe and positive learning environment is essential to help students succeed, reduce the fear and incidence of crime, and contribute to community safety and crime prevention. As part of the *Ontario Safe Schools Strategy*, changes are being made in existing curricula for all levels of the education system to ensure students feel safe at schools and on school grounds. These changes will assist students in making good personal choices and dealing positively with issues such as conflict resolution, bullying, inappropriate sexual behaviour, harassment and discrimination.

The Ontario government is also working with schools and communities to prevent youth violence by shifting away from an approach that is solely punitive towards progressive discipline. The new approach corrects inappropriate behaviour by providing early and ongoing intervention, involving parents sooner, and working with law enforcement, social workers, counsellors and psychologists to offer support to at-risk youth.

Post-secondary institutions such as universities, polytechnics and colleges also play an important role in crime prevention. They provide access to authoritative sources of crime prevention expertise, data, crime trends, proven examples of projects that have prevented crime, and the reasons for investing in crime prevention. By fostering a network of partners, and organizing conferences and workshops, higher academic institutions disseminate scientific knowledge and evidence-based practices and help relevant stakeholders enhance community safety in their local areas.

Section 6 - Ontario's Resources

Ontario, much like any other jurisdiction in Canada, experiences various types of crime in each of its urban, rural and remote communities. Ontario has an existing vast pool of resources to support a comprehensive and integrated approach in responding to crime and victimization in communities across the province. While a more comprehensive discussion of Ontario's partners is provided in section 5, from a provincial perspective, various government ministries play a significant role in contributing to community well-being and addressing the risk factors associated with crime and victimization. The Ontario government has taken significant steps to reduce future levels of crime and victimization by focussing on the areas of community safety, education, health care, and poverty, among others.

Overview of Ontario's Resources

- 20 Universities, 28 community colleges, and over 1,800 elementary and high schools
- University-based Centres of Criminology and/or Crime Prevention
- About 30 provincial government ministries
- Over 50 municipal police services
- 9 First Nations Police Services
- Ontario Provincial Police
- Ontario Association of Chiefs of Police
- Over 200 hospital sites
- Over 300 community mental health organizations
- Over 150 addiction treatment organizations
- 74 Schedule 1 psychiatric facilities
- 50 Human Services and Justice Coordinating Committees
- 116 diversion and court support programs through community mental health
- 67 community crime prevention councils
- 160 residential facilities for abused women and children
- About 30 provincial adult correctional facilities
- Dedicated youth justice custody/detention facilities
- 416 community-based youth justice services and programs
- 53 Children's Aid Societies
- 119 adult parole / probation offices; 64 youth justice probation offices
- Over 440 Municipalities
- 133 First Nation communities
- 29 Friendship Centres
- Association of Municipalities of Ontario

Section 7 - Opportunities for Strengthening Crime Prevention in Ontario

A sustainable crime prevention strategy is required across all sectors in Ontario to address the risk factors of crime in a holistic, consistent and integrated manner. To that end, a number of strategic opportunities have been identified that could strengthen the delivery of crime prevention services in Ontario.

Integration of Crime Prevention Efforts

Currently, there are many levels of government, groups, organizations and police services working on crime prevention that could learn from, and assist each other. The efforts and resources being spent on crime prevention could be enhanced by working as part of a network of partners where experience, expertise, and information can be readily shared. For example, some crime prevention practitioners are unaware of federal and provincial grant programs and existing projects from which they might benefit, learn, or incorporate into their own programs. This may limit the emergence of programs with great potential.

Evidence-based Research and Evaluation

There has been significant effective, reliable, and result-based evaluation of crime prevention programs which facilitates the delivery of future interventions. In-depth and qualitative evaluations of crime prevention through social development programs offer opportunity to provide an analysis of long-term prevention effects. This level of analysis is useful for gaining detailed knowledge about the positive elements that can mediate or moderate exposure to risk factors.

Information Sharing Among Crime Prevention Partners, Services and Referral Programs

All levels of government, law enforcement and the community require readily available access to credible information on crime prevention. Increased information sharing between organizations and partnerships may address the risk factors associated with crime such as treatment programs and facilities for mental health and addiction issues, temporary supportive housing and social activities. An example is *Ontario 211* which is a free public information service that connects people with information, and provides access to over 56,000 community resources, social, health and related government services and programs.



Crime Prevention Education and Awareness

Public education and awareness is an important tool for preventing crime and victimization. Actions such as using social/commercial media to educate communities about how they can avoid being victimized or how to identify the early signs of risk factors for crime in an individual can go a long way. Education and awareness campaigns can also play a strong role in enhancing the community's understanding of the benefits of social development and crime prevention.

Promising practices on rehabilitative programming for youth indicate that in order to ease a young person's transition from custody to the community and to foster desistance from crime, the public and communities into which they are reintegrating need to be supportive. To that end, media can assist in changing public sentiments and misperceptions about the best way in which to deal with crime and victimization, thereby generating new ideas on how to make communities safer.

Publicizing crime prevention and social development through a variety of media channels can be an effective way to reach large target audiences quickly and persuasively. In this respect, the internet, print and broadcast media could be utilized to educate the public on issues of crime prevention and to deliver important messages related to community safety.

Section 8 - Ontario's Way Forward

Ontarians generally look first to the police as credible authorities on crime and crime prevention issues. As a result, a large burden is placed on our police services to engage in community mobilization and crime prevention along with the traditional methods of crime control and law enforcement. While police play a strong and active role in responding to these expectations, building strong, healthy communities from the ground up requires a localized response and involvement of many partners.

In response to this challenge, MCSCS in partnership with the OACP has undertaken the development of this booklet. To date, the input received from many of our partners has been critical in exploring possibilities on how to move forward. The objectives, pillars, guiding principles, and priority groups identified in this section have all been developed based on existing crime prevention strategies across Canada and internationally and on research findings. These have been further refined to reflect Ontario's unique needs after consultation with multiple stakeholders. Gathering input and feedback from a variety of sources will be essential and MCSCS will continue to engage municipalities and Aboriginal communities as we move forward.

Objectives

- Strengthen sense of safety in communities across Ontario.
- Demonstrate provincial leadership in crime prevention and community wellness.
- Bring together various levels of government, police, community agencies, individual community members, business, educators and health care professionals to create an integrated approach to crime prevention.
- Ensure federal/provincial/municipal initiatives are complementary and aligned.
- Assist Ontario's communities in developing their own, region-specific crime prevention/social development activities.
- Enhance community level involvement, ownership and control in the development and implementation of crime prevention activities.
- Identify priority areas and vulnerable groups affected by crime and target the socio-economic risk factors of crime and reduce the opportunity to commit crime.

Pillars

The pillars of a coordinated, multi-disciplinary approach to crime prevention.

1. **Prevention through Social Development** by targeting risk factors associated with crime and victimization.
2. **Prevention through Situational Measures** by reducing opportunity to commit crime.
3. **Prevention through Education and Awareness** of all Ontarians, including building knowledge about local communities and their needs.
4. **Prevention through Community Policing** by enhancing policing efforts and supporting police in their crime prevention activities.

“Many crime and community safety issues emerge from local, specific contexts and thus are rightfully ‘owned’ at the community level. Communities experience crime problems first hand and thus have valuable knowledge that may be critical to the success of an intervention. Moreover, the long term success and sustainability of positive changes are seen as inextricably linked to the level of community involvement and ownership of strategies.”
- *International Centre for the Prevention of Crime (2006)*

Guiding Principles

The guiding principles outline fundamental ways in which crime prevention can be undertaken.

Prevent crime through community leadership and a local approach

- Each community is unique in its capabilities and needs. Communities are best placed to provide the most accurate and relevant information pertaining to their crime problems and can best create responses that are applicable to the specific needs of their region.
- Through community leadership, citizens are given ownership and responsibility for creating safe communities and neighbourhoods by complementing current police work.
- Community responsibility and engagement are essential aspects of developing and delivering effective crime prevention programs.
- The localized approach strongly emphasizes that the existence of crime in a particular community is not solely the result of actions by a small number of individuals but is rather the interplay of a multitude of determinants present within communities. The goal is to identify how all citizens can contribute positively.

Prevent crime through evidence and evaluation – based experience

- Evidence-based crime prevention refers to the collection of reliable and valid data that provide factual information regarding the effectiveness of crime prevention programs and/or policy.
- Evaluation is a key component that should be built into all crime prevention programs so that effectiveness can be assessed.
- Evidence-based crime prevention ensures that public funds are being spent on programs that actually work and allows decision makers to determine where funding should be allocated.

Prevent crime by establishing integrated, multi-sectoral, multi-disciplinary responses and partnerships

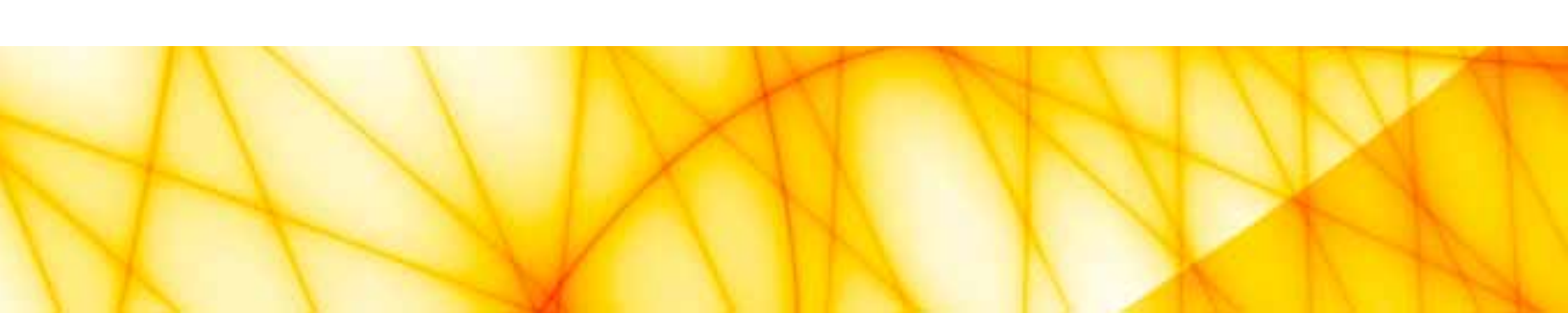
- Crime prevention cannot be undertaken by one agency or sector alone. Crime prevention partnerships – formalized at the local level – are essential to coordinating efforts among the relevant sectors and disciplines, and ensuring that the risk factors associated with crime are attacked from every angle.
- There are numerous risk factors associated with crime – each of which is addressed by different agencies, sectors and areas of responsibility. To ensure that a comprehensive approach is taken, each of these risk factors must be addressed by the various sectors and disciplines best suited to provide expertise. Each of these sectors needs to be kept apprised of what has transpired with individual cases.
- Evidence shows that police are most effective when their crime prevention efforts are combined with multi-sectoral collaborations. Schools, governments, communities and numerous other key players all have vital roles to play.

“Partnerships are an integral part of effective crime prevention, given the wide-ranging nature of the causes of crime and the skills and responsibilities required to address them. This includes partnerships working across ministries and between authorities, community organizations, non-governmental organizations, the business sector and private citizens.”

- *Institute for the Prevention of Crime*
(2008)

Preventing crime through sustainable responses

- Sustainable crime prevention creates lasting conditions, structures, programs and policies required to respond to crime and victimization.

- 
- Risk factors that may contribute to crime did not emerge overnight. It took years, decades and generations to develop. Similarly, building protective factors will not happen overnight. It will take years, decades and generations to develop these through sustained and long-term approaches to create safer communities in the long run.
 - Sustainable responses enable communities to build capacity and be prepared for crime. Without sustainable, long-term programs in place, crime and victimization will come back.

Prevent crime by increasing knowledge and sharing information among police, criminal justice and community agency partners

- A vast amount of information and knowledge exists on crime prevention efforts that are effective. Facilitating the sharing of this information allows communities to build capacity using existing resources, ideas and practices.
- Information sharing allows for the development and delivery of programs and strategies that may be working well elsewhere, instead of dedicating resources to re-invent the wheel.
- It is important to share information among agencies and partners about individuals who are at risk for offending. The more information that is shared, the greater the likelihood that the individual can be assessed and targeted by multiple sectors at multiple fronts, thereby building lasting protective factors.

Prevent crime by recognizing the diversity of Ontarians

- Diversity refers to the differences in race, ethnicity, nationality, religion, gender, sexual identity, socioeconomic status, physical ability, language, beliefs, values, behavioural patterns, or customs among various groups within Ontario.
- Ontario's demography is diverse in many ways and is continually changing. Crime prevention approaches should develop and deliver programs, policies and strategies that recognize and apply to the diverse regions, populations and groups in Ontario.
- Ontario's Aboriginal people have unique needs and capabilities. These must be recognized, acknowledged, engaged and partnered with when developing and delivering crime policies and programs.

Priority Groups

There is a strong need to focus on three priority groups through the combined use of a social development and situational crime prevention approach:

- a) children and youth;
- b) individuals convicted of a criminal offence, and
- c) victims of crime.

Early Intervention with Children & Youth

The propensity to offend is significantly higher among one of our youngest demographic groups, with almost 50% of crime being committed by individuals between the ages 12-24.⁴⁶ Research shows that 15-18 is the peak age period for delinquent acts.⁴⁷

“Young men of 15 to 24 are the age group with the highest rate of offending and victimisation worldwide.”

- *International Centre for the Prevention of Crime (2008)*

Although youth in Ontario represent only 23% of Ontario’s population, they account for 56% of those charged with a crime and 52% of those charged with a violent crime in 2007.⁴⁸

Most importantly, it has been found that the earlier the onset of criminal and delinquent behaviour, and the longer it is allowed to continue without effective intervention, the greater the likelihood that a child will go on to committing crime in adulthood.

Both crime prevention theory and practice point to the fact that focusing on early intervention – that is, when problems often first begin to appear – is more effective in the long-term than responses that seek to address immediate issues. Intervening at critical points in a child’s life ensures that they are offered positive opportunities to lead safe and productive lives into adulthood.⁴⁹

As such, there is a strong case to be made for early intervention. The social development approach seeks to place a high value on early intervention which naturally applies to all children and youth in Ontario. This must start at a young age.

“Identifying children and young people who are on the cusp of getting involved in offending is crucial in preventing them escalating rapidly into more serious crime, and in preventing them becoming victims of crime. The success of early intervention depends on services recognising individual risk, discussing potential solutions in a multi-agency forum and responding in a co-ordinated way.”

- *United Kingdom Home Office (2008)*

Those Convicted of Criminal Offences

People convicted of a criminal offence do not necessarily receive a sentence that is served in a correctional facility. Of those that do, they come from our communities and most will return to our communities after serving their time in correctional institutions. On any given day, provincial corrections in Ontario has approximately 8,500 people in custody and another 56,000 under community supervision (probation, conditional sentences, parole). There are some significant consequences – both from a financial and community safety point of view – to the unsuccessful reintegration of offenders into society. It is to each community’s benefit to assist in the successful reintegration of current and former offenders.

A small number of people commit a disproportionately large number of crimes. Of those who have been convicted nearly 75% have had multiple prior convictions.⁵⁰ As such, it is in society’s best interests to work with those who commit crime repeatedly. A key feature of successful crime prevention includes a focus on those who are responsible for committing crime repeatedly.

When offenders leave the correctional system and return to their communities, they face a vast number of pressing challenges including housing, employment, treatment and building pro-social networks. Former offenders rely on the resources and services available in their community to successfully reintegrate.

“In the absence of material, psychological and social support at the time of their release, offenders may have a very difficult time breaking the cycle of release and re-arrest.”

- *International Centre for Criminal Law Reform and Criminal Justice Policy (2007)*

While offenders receive valuable treatment and intervention within the correctional system, a continuum of care that extends into the community and outside of the programming provided in correctional facilities is important. This should be provided collaboratively by the criminal justice system, health and social services, the offender’s family and/or friends,

and community-based organizations. In addition, the offender’s family often requires support to cope. Parental/sibling criminality is often related to crime. Working closely with the families of offenders is a key to preventing crime.



Victims

In 2004, 5% of the Canadian population reported being a victim of violent crime with one third reporting being victims more than once.⁵¹ Victimization can be attributed to various individual, environmental and social factors. There are a number of predictors that point to victimization, with age being one of the strongest. Individuals between the ages of 15 and 24 were 9 times more likely than those aged 55 and older to be victims of violent crime. Other personal characteristics such as being male, being single/separated/divorced, or having a low household income are also significant predictors. It was also found that rates of violent victimization are 2½ times higher among Aboriginal people than the national rate.⁵² Many crimes victimize not only one individual but entire families and communities.

In Ontario, 187 victim services agencies reported serving approximately 3,000 individuals in 2005/06. 74% of these were female and 14% were male. 88% of those served were victims of crime against the person with 35% being victims of sexual assault. Most victims of violent crime knew the offender with 70% victimized by a spouse, ex-spouse or intimate partner, 24% by another family member and 6% by a friend, acquaintance or stranger.⁵³

Victimization is a risk factor for crime and further victimization and as such, examining victimization is an important part of crime prevention. Studies show that there is a consistent link between juvenile offending and a history of violent victimization.⁵⁴ Victimization can have severe financial, emotional and physical impacts on the actual victim, family and friends. Focusing on victims of crime prevents re-victimization by identifying the factors that make some individuals/groups more susceptible than others. Victim Services organizations can contribute to developing a more accurate understanding of the factors that contribute to victimization allowing crime prevention activities to be targeted towards the areas of greatest need. Reducing repeat victimization reduces re-offending and responding to victims requires a holistic approach.

Section 9 - The Next Phase

As outlined at the outset, the intention of the *Crime Prevention in Ontario: A Framework for Action* booklet is to enhance and build upon the current crime prevention dialogue, knowledge, partnerships and efforts in Ontario and encourage communities to engage in crime prevention.

The next step is to begin the consultation process with a view to developing a comprehensive crime prevention response to the crime issues faced by Ontario.

MCSCS welcomes your thoughts, comments and input on this document.
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Appendix 1: Risk and Protective Factors⁵⁵

Level	Risk Factors	Protective Factors
Individual	<ul style="list-style-type: none"> • A need for recognition and belonging • Aggression • Behavioral problems • Difficult temperament • Early or precocious sexual activity • Feeling of hopelessness • Feeling of powerlessness • Fetal Alcohol Syndrome • Gender • Impulsivity • Involvement in the child welfare system • Learning difficulties • Limited attachment to the community • Low academic aspirations • Low literacy • Low self-esteem • Negative influences in the youth's life • Negative labeling by teachers • Over-reliance on anti-social peers • Poor anger management • Poor educational potential • Poor employment potential • Poor mental health • Poor school performance • Premature and low birth weight • Pre-teen exposure to stress • Prior delinquency • Sense of alienation • Sexual abuse • Street socialization • Violent victimization 	<ul style="list-style-type: none"> • Average to above average intelligence • Close friendships with positive peers • Effective problem solving skills • Optimism and positive expectations for future • Participation in extracurricular activities • Personal coping strategies • Positive interpersonal skills • Positive pro-social behaviors • Positive relationship with an adult • Positive school experiences • Secure attachment with caregiver as infant • Self efficacy • Self esteem • Sense of responsibility
Family	<ul style="list-style-type: none"> • Anti-social parents • Failure to provide basic care/necessities • Families with few resources • Family mobility • Family violence • Mistreatment during childhood • Neglect • Parent and/or sibling criminality • Parent's own abuse/neglect as a child • Parents with substance abuse problems • Parental attitudes that support violence • Physical abuse and neglect • Single parent family • Teen parenthood • Unstable family income • Unsupportive/abusive spouses • Young mother 	<ul style="list-style-type: none"> • Adequate parental behavior and practices • Adequate parental supervision • Both parents involved in childcare • Caregiver expectation of positive future for children • Maternal employment and education • Parental level of education • Positive marriage • Positive parent-child attachment and interactions • Positive perceptions of mother • Positive support within the family • Presence of a strong father or mother figure in single parent families • Relationship based on family bond • Respect for friends by parents • Stability of the family unit

Level	Risk Factors	Protective Factors
Community	<ul style="list-style-type: none"> • Availability of drugs and firearms • Crime in the area • Few or no positive role models • Feeling unsafe in neighbourhood • High concentration of poverty • High residential mobility • Lack of affordable housing • Limited access to health care • Neighbourhood characterized by poor housing, lack of recreational, health and educational facilities • Peer pressure • Poor community design • Poor living facilities • Poverty • Presence of young offenders • Presence of youth gangs • Racism and marginalization 	<ul style="list-style-type: none"> • Access to resources, professional services and social support • Appropriate housing in close proximity to services • Caring school environment • High employment • Integration of families into the life of the community • Involvement in culturally-based activities • Positive, cohesive communities • Recreational facilities and programs for children and youth • Relationships established with neighbours • School activities involving the family
Societal	<ul style="list-style-type: none"> • Cultural norms supporting violence • In and out migration • Lack of accessibility to a continuum of services • Lack of accessible, affordable child care • Negative messaging in the media • Social disorganization – e.g. high poverty and residential mobility • Traditional gender roles 	<ul style="list-style-type: none"> • High awareness of determinants of well-being • Low social tolerance of violence • Strong social awareness of maltreatment • Supportive social policies, including: <ul style="list-style-type: none"> • Child allowances • Child care • Education • Housing benefits • Job sharing • Parental leaves • Prenatal and postnatal supports • Universal health care
Systemic	<ul style="list-style-type: none"> • Low level of public trust in police/justice system • Low level of perceived police/justice system legitimacy, i.e., inequitable access to the system, lack of transparency • Ineffectiveness of police/justice system in carrying out its full mandate • Ineffectiveness of police/justice system in engaging/mobilizing/partnering with community 	<ul style="list-style-type: none"> • High level of public trust in police/justice system • High level of justice system transparency; equal access to criminal justice system services. • Effective/efficient delivery of police/justice system services • Strong police/justice system engagement/partnerships with community

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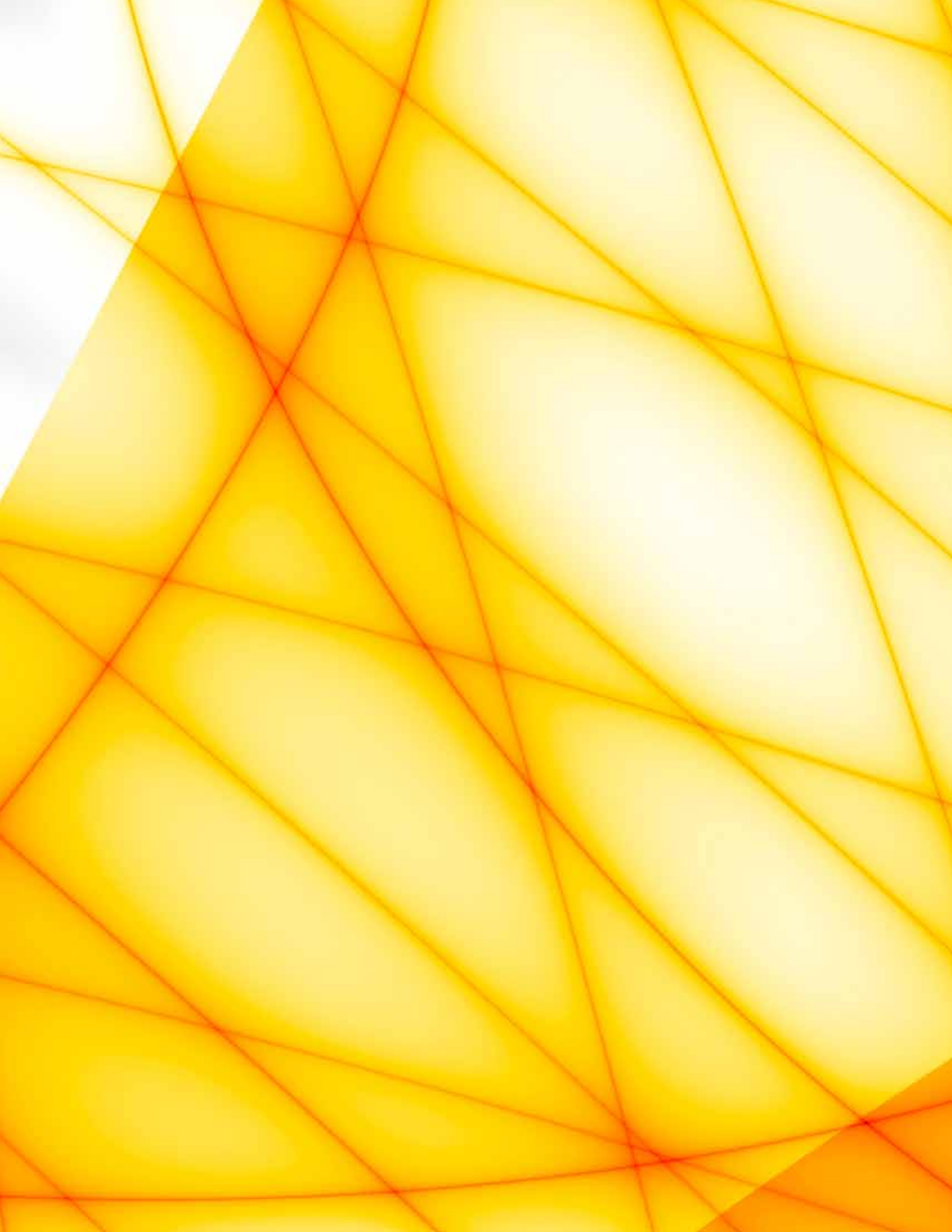
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COMMUNITY SAFETY AND WELL-BEING IN ONTARIO

A Snapshot of Local Voices

Booklet 2



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Message from the Minister



Local involvement and input from Ontario communities is critical for successful community safety and well-being practices across Ontario and is the foundation of this snapshot.

Throughout 2013, staff from the Ministry of Community Safety and Correctional Services travelled across the province and visited with a number of different communities to build upon current crime prevention dialogue and to learn about locally-identified promising practices, as well as community challenges. My sincere appreciation goes out to those communities who participated.

During the engagement process it became evident that a shift has occurred in the way organizations and communities look at crime prevention. More than ever, different sectors are advocating for collaboration and integration across all human service sectors to effectively and efficiently address the root causes of crime and social disorder, and increase safety and well-being in Ontario.

I am pleased to see meaningful collaboration on community safety and well-being initiatives taking place across the province, and I encourage all sectors to continue working together to build a stronger and safer Ontario.

Honourable Yasir Naqvi
Minister of Community Safety and Correctional Services

Message from the President of the Ontario Association of Chiefs of Police



Building safe, healthy communities is a goal that all Ontarians share. Individuals from all walks of life agree that when we work together to prevent crime and victimization and increase community safety and well-being, the result is a better quality of life for everyone. That is why Ontario's police leaders are strongly committed to working with government and community partners to develop crime prevention, community safety and well-being practices that work for all Ontarians.

This document highlights dialogue among community members facilitated by the Ministry of Community Safety and Correctional Services in 2013. During these discussions, community members brought forward issues and priorities, and local promising practices in their communities. It is evident that Ontarians care deeply about crime prevention and having strong, healthy communities. Dialogue and collaboration are powerful tools, which is why this document is so important.

I hope you will take the time to read what members of the community had to say and consider how you can become involved in building a stronger Ontario. As police leaders, members of the Ontario Association of Chiefs of Police are acutely aware that our success in preventing crime and increasing community safety and well-being depends on our collaboration with Ontario's diverse communities. Police cannot do it alone, and together we can make a difference in the lives of the people of our great province.

Thank you for your interest in crime prevention and building strong and healthy communities. Let's continue to work together to build a safe and healthy Ontario.

Chief Jennifer Evans
President, Ontario Association of Chiefs of Police

Section 1 - Introduction

Setting the Stage

The Ministry of Community Safety and Correctional Services (Ministry) has been working with federal, provincial and municipal partners and local community stakeholders to develop a provincial approach to increase community safety and well-being.

The dialogue initially used the terminology “crime prevention” which has traditionally been seen as mainly a police responsibility. But it is clear that Ontario communities recognize the essential leadership roles played by a wide variety of sectors. Part of this clarity comes from the understanding that while those in the policing sector tend to use the phrase “crime prevention”, educators may identify “safe schools” and health professionals may focus on the “social determinants of health”. What these sectors are all referring to, in their own way, is community safety and well-being. As a result, the provincial dialogue has been refocused.

The Ministry encourages communities to move away from relying solely on reactionary and incident driven responses, and implement social development practices by identifying and responding to risks that increase the likelihood of criminal activity, victimization or harm, and working together to build local capacity and strong networks to implement proactive measures.

The provincial approach requires integrated community leadership and the flexibility to be responsive to local circumstances, needs and priorities. In order to plan for the future, community safety and well-being must be a shared commitment that is grounded in local leadership, meaningful multi-sectoral collaboration and must include responses that are community focused, rooted in evidence and outcome-based.

Purpose

Community Safety and Well-Being in Ontario: A Snapshot of Local Voices has been written as a follow-up to the *Crime Prevention in Ontario: A Framework for Action* (Framework for Action), which was released broadly in 2012. The Framework for Action was the first booklet in this series, and was developed to raise awareness and promote the benefits of community safety and well-being among Ontario communities.

As local input from Ontario is a critical component to the success of the provincial approach, this second booklet is based entirely on information gathered from communities across the province.

This booklet is intended to act as an additional resource for local communities. It highlights locally-identified challenges to community safety and well-being that are shared across communities and locally-identified promising practices that respond to noted challenges. It also sheds light on Ontario’s way forward in strengthening community safety and well-being on a sustainable basis and introduces the Ministry’s third and final booklet in this series which will take the shape of a framework for community safety and well-being planning.

Section 2 - Methodology

Community Engagement Sessions

As community engagement is vital to the success of the provincial approach, the Ministry worked with its inter-ministerial, policing and community partners throughout 2013 to organize and facilitate over 30 engagement sessions in urban, rural, remote and Aboriginal communities across the province. Ministry staff travelled as far north as Eabametoong, as far south as Kingsville, as far west as Kenora and as far east as Cornwall.

As this booklet is based entirely on information gathered from the community engagement sessions it is important to note that the information included is a reflection of some of these community voices, and is not intended to represent the perspectives of all Ontario communities, or the policy or position of the Ministry or Government of Ontario. In addition, the locally-identified promising practices highlighted in this booklet have not been evaluated by, and are not endorsed by the Ministry or Government of Ontario.

Structure and Design

The community engagement sessions were structured to provide an opportunity for the Ministry to inform participants on the Framework for Action and initiate open-ended dialogue to learn about community safety and well-being needs, challenges, gaps and locally-identified promising practices. The sessions were intended to engage community members about their roles in community safety and well-being, and identify the shared benefits that can be realized from undertaking multi-sectoral approaches. The Ministry's local policing and community partners volunteered, through various methods, to host a multi-sectoral community engagement session. Further outreach was conducted locally to allow for a wide variety of perspectives and feedback. Individuals in attendance included, but were not limited to, representatives from municipal governments, police services and police services boards, community and social services, schools and school boards, the academic community, health and mental health, corrections and youth justice, Band Councils and First Nations, the private sector and the general public. The number of participants varied from community to community, and ranged from 15 – 80 individuals, with an average of approximately 30 community members per session.

Collecting and Selecting Information

The local challenges and promising practices identified by participants at the community engagement sessions were documented. Information regarding local challenges was reviewed and analyzed to identify common occurrences across sectors and communities. The promising practices were also reviewed and validated by community leads. Practices (including programs, strategies and initiatives) were qualitatively assessed for alignment with the following six foundational principles to achieve community safety and well-being, and those highlighted demonstrate strengths with at least one:

- Diversity;
- Community leadership;
- Integrated, multi-sectoral, multi-disciplinary partnerships;
- Knowledge and information sharing;
- Evidence and evaluation; and
- Sustainable responses.

Methodological Limitations

The sample is limited. The locally-identified challenges and promising practices highlighted within this booklet are self-reported, time-limited and the amount of local information communicated at each community engagement session varied. The comments made by those in attendance at the sessions are not attributed to specific stakeholders, sectors or communities; rather, the information gathered is a reflection of some community voices. The information received and validated by community leads on their locally-identified promising practices varied in detail and complexity, and the qualitative assessment was based on this information.

Section 3 - Locally-Identified Challenges

Participants at the community engagement sessions spoke about their local community safety and well-being challenges from a wide variety of perspectives. Some tried to capture the overarching needs of the community, while others spoke as individuals and identified specific challenges that impact them personally. Conversely, some participants spoke on behalf of the particular organization for which they work or volunteer and others from the perspective of the broader sector to which those organizations belong. Despite the wide variety of perspectives, many common challenges were highlighted by various participants, across multiple sectors and communities. More specifically, the challenges mentioned most often at the engagement sessions relate to the following four themes:

- Collaboration;
- Service gaps;
- Service accessibility; and
- Resources and sustainability.

This section includes references to some of the locally-identified promising practices noted at the community engagement sessions, as well as current Ontario government programs that may assist with addressing some of the above noted challenges.

Collaboration

The benefits of collaboration were acknowledged by many communities at the engagement sessions, but not without mention of the following significant challenges they face when attempting to build and maintain effective partnerships:

- Silos;
- Information sharing; and
- Community empowerment.

Some communities noted that service providers often work in isolation, otherwise known as silos. This creates divisions not only between sectors, but also between providers working within the same sector. A few communities indicated that silos are often reinforced by funding systems that compel agencies to compete with one another, making them less likely to initiate partnerships or share information. Additionally, many communities identified difficulties building partnerships with specific sectors. However, the sectors identified differed across communities, indicating that a few key agencies or individuals representing these sectors may need to be engaged at the local level.

While the absence of a partnership does not necessarily prevent the flow of information between sectors, it may create additional challenges. It logically follows that when relationships are strengthened, collaborators operate as partners and tend to be more comfortable sharing information. Even in instances where established partnerships exist, other factors may still prevent sectors from sharing information.

Ontario communities have implemented community safety and well-being practices that work within the existing legislative framework and one such example includes the Rapid Mobilization Table. This is an example of a Situation Table that uses a four-filter approach to share information. More information on this approach is described in detail on pages 25 and 26.

A few communities suggested that legislative amendments are needed in order for sectors to effectively collaborate and share information, while others have found innovative ways to work within the existing legislative framework. In some instances, legislation may appear to prohibit sectors from sharing information among themselves and/or across sectors in order to protect their clients' privacy rights. However, some pieces of legislation are specifically designed to enable sectors to share information in order to avoid risk-driven incidents from occurring. The inconsistencies sometimes result in sectors choosing to simply err on the side of caution when it comes to privacy.

The Ontario Working Group on Collaborative, Risk-Driven Community Safety (OWG), a co-operative effort of the Ministry, various Ontario police services and their community partners, have developed *An Interpretive Guide to Information Sharing Practices in Ontario...within the Context of Collaborative, Risk-driven Community Safety and Well-being*. It focuses exclusively on some of the challenges inherent in exchanging personal and confidential information to address the immediate needs of those at risk of harm or victimization. The guide was made available through the Ontario Association of Chiefs of Police (OACP) in July 2014, as part of a collection of documents entitled *New Directions in Community Safety: Consolidated Lessons Learned about Risk and Collaboration*. The entire collection is available online at the following website: <http://www.oacp.on.ca/news-events/resource-documents/ontario-working-group-owg>.

While partnership building and information sharing are concepts often associated with a more formalized level of collaboration, the need for informal collaboration among community members and groups was also acknowledged at many community engagement sessions. It is generally understood that members of a community should not simply report a crime once it has occurred, but should also be actively engaged in its prevention. It was noted that some of the most successful community safety and well-being initiatives are often led by community members and groups. A few communities indicated, however, that their members do not feel empowered to make a difference in their community and sometimes rely on professionals such as the police and other service providers to assume responsibility for the community's safety and well-being. Additionally, some community members that become engaged may find it challenging to make the time to volunteer on a consistent, ongoing basis. Other communities identified their successes and highlighted the emergence of grassroots initiatives in which mobilized community members seek to encourage and empower other citizens to engage in positive community-building activities.

Shifting the dialogue from preventing crime to achieving community safety and well-being certainly makes the conversation more accessible to a broader audience. But, with more voices and perspectives, come new challenges. After identifying respective roles in achieving community safety and well-being, community members and local service providers

East Side Pride and Our West End Initiative are two examples of grassroots organizations currently in operation in Ontario. More information can be found on page 16.

are encouraged to consider how their roles relate, overlap and complement one another to ensure meaningful collaboration. The engagement sessions provided the opportunity for the Ministry to build new relationships with, and between, multiple service providers, and helped to increase collaboration at the local level. While recognizing these challenges, communities continue to work together to address these barriers and some are finding great collaborative success.

Service Gaps

Participants at the community engagement sessions identified service gaps particular to their needs; some of those mentioned were highly specific and not shared across communities. Common service gaps were also identified in several locations, often by multiple sectors, including:

- Mental health;
- Poverty, homelessness and economic opportunities; and
- Youth.

The local priority most frequently identified at the community engagement sessions was mental health. Communities identified mental health issues as a significant risk factor that can lead individuals to either engage in crime, social disorder incidents or activities and/or become victims of crime. Some communities noted that a significant service gap exists in this area. In addition, some communities also highlighted the need for more services, such as enhancing emergency response by ensuring the presence of trained mental health specialists, for individuals with mental health needs. A few communities specifically spoke about the need for additional resources for youth with mental health needs, to provide services early on in life. Some communities also noted that addictions and substance abuse create additional challenges for those with mental health needs.

To address the priority of mental health, one Ontario community has established a multi-disciplinary Community Outreach and Support Team to provide integrated and coordinated responses to individuals with mental health needs who are in crisis. The sectors involved include police and mental health. More information about this team can be found on page 20.

The Ministry has used this information to select “Prevention Through the Promotion of Mental Health” as the theme for the 2014/15 – 2015/16 Safer and Vital Communities (SVC) Grant. This grant provides funding to community-based, not-for-profit, incorporated organizations and First Nations’ Chiefs and Band Councils to develop and deliver community safety and well-being initiatives. More information about this grant and other grants can be found at www.ontario.ca.

Many communities also identified poverty and homelessness as contributing factors to crime and victimization, and recognize the need for adequate, affordable and stable housing. It was suggested that more services are needed, and should be targeted to those who face the greatest risk of homelessness. Some communities identified their vulnerable, at-risk populations as youth, people newly released from custody/jail and individuals with mental health needs. Individuals falling into more than one of these groups, such as a youth in conflict with the law with mental health needs may face even greater challenges with achieving adequate housing. In addition, some communities highlighted a lack of employment related opportunities and/or a need for more education and employment programs for youth and people newly released from custody/jail.

In recognition of the fact that many individuals and families experiencing homelessness often face complex and co-occurring challenges related to mental health, addictions and poverty, one Ontario community has implemented a Community Addiction Response Strategy. This strategy uses a collaborative community-based approach to assist individuals and families experiencing homelessness to achieve stable housing. More information about this strategy can be found on page 24.

Overall, the most common priority group identified at the community engagement sessions as requiring additional services was youth. A few communities noted the negative impacts of social media, including cyberbullying, and other communities expressed concern with the issue of youth suicide. Some communities indicated that more programming is required to support positive parenting and preventative counselling services related to domestic violence and healthy relationships, as well as early childhood development. Other communities made reference to the need for more programming for seniors to provide opportunities to connect with youth in an attempt to reduce intergenerational gaps.

A community has responded to the need for healthy relationship programming by assisting school boards to implement an interactive classroom curriculum specifically for youth called The Fourth R. The Fourth R aims to reduce dating violence by teaching youth about healthy relationships. Further details about this program can be found on page 33.

Some communities have responded to the need for early childhood development by implementing a program for children in their early years called Stop Now And Plan (SNAP), which helps to regulate angry feelings by getting participants to stop, think and plan positive alternatives before acting impulsively. For additional information on this program refer to pages 27 and 28.

The provincial government also offers funding through the Seniors Community Grant for projects that encourage greater social inclusion, volunteerism and community engagement for seniors across the province. This grant is open to non-profit seniors' organizations, local service boards, municipalities, Aboriginal groups and individuals representing seniors groups. More information about this grant and other grants can be found at www.ontario.ca.

Some Ontario communities have also responded to the need for parenting programs and have implemented:

- Strengthening Families for the Future, which aims to facilitate change within the family, and can be found on pages 30 and 31;
- Caring Dads, which seeks to improve fathers' parenting skills, and can be found on pages 22 and 23; and
- the Triple P - Positive Parenting Program (Triple P), that aims to prevent and treat problems in the family, school and community before they arise, and can be found on page 28.

The provincial government offers Parents Reaching Out Grants to support parents in identifying barriers to community engagement, and to find local solutions to become more involved in supporting student achievement and well-being. Grant recipients may include school councils, parent organizations and involvement committees, publicly funded school boards, non-profit organizations and post-secondary institutions operating in Ontario. More information about this grant and other grants can be found at www.ontario.ca.

Although it is important for communities to assess their own specific service gaps to help identify local priorities, by sharing common service gaps communities have an opportunity to work together and learn from one another when attempting to address common gaps.

Service Accessibility

Service accessibility is an important consideration in addressing a community's priority service gaps. At the community engagement sessions, many communities identified a lack of access to existing programs and services as a significant challenge. Communities acknowledged the following reasons for their accessibility issues:

- Lack of knowledge, awareness and coordination;
- Waitlists;
- Location and transportation; and
- Low uptake of services.

One reason that creates service accessibility challenges that was noted by many communities is a lack of knowledge and awareness about existing programs and services. In many instances, up-to-date information is not readily available, making it more difficult for people to access services on their own and impacting the ability of agencies to make referrals to other available services. This lack of awareness may be a contributing factor to the overall lack of coordination

Some Ontario communities have acknowledged the need for better coordination among human service providers and in response have implemented community safety and well-being practices with that intention. Some examples include New Opportunities and Hope Supportive Partnerships Advocating Community Empowerment (page 17) and Situation Tables (pages 19, 20, 25 and 26).

among services that was referenced by several communities. It was suggested that better coordination among human service providers would make it easier for people to connect with the supports they need, and help to avoid service duplication across agencies.

Many communities also identified lengthy waitlists as a significant barrier to accessing existing programs and services. In some instances, it was noted that programs and services may be reactive rather than preventative, meaning that, for example, priority may be given to those who have already come into contact with the law. Additionally, a few communities indicated that the limited hours during which some services are available (e.g., weekdays and during standard business hours) can affect an individual's ability to access the appropriate services when they are needed. It was suggested that extending and expanding service hours to include evenings, weekends and/or holidays could help to improve service accessibility.

One community has implemented an innovative program that aims to address the issue of lengthy waitlists, specifically for at-risk youth. Youth Outreach Under 18 Response Services provides short-term support for youth aged 12 to 18 years old who exhibit risk factors often associated with crime and victimization. More information about this program can be found on pages 18 and 19.

Generally, communities also cited location as a barrier to service accessibility. Many communities indicated that people must travel out of the region to access certain programs and services. Often services exist in central, urban locations, leaving parts of the community un-served or under-served. This can be of particular concern when the under-served areas overlap with the high risk areas of the community, which are home to vulnerable individuals and groups who most need the services. Many communities also indicated that there are challenges related to accessing transportation to services. In some communities there is a lack of available transportation to service locations, while in other communities transportation is available, but too costly. A few communities suggested partnering with local service clubs to respond to local transportation needs.

It was noted that even in instances where it appears that programs and services are both available and accessible, low uptake of services can present a significant challenge. People may not be accessing services on a consistent and/or continuous basis and, therefore, programs and services may not be achieving the intended results. This issue is of particular concern when uptake is low or infrequent among those who most need the programs and services being offered, such as high risk vulnerable populations. It was suggested that better outreach strategies are needed in some communities.

It is clear that simply establishing a program or a service is not enough to ensure that all members of a community who require the program or service can and will access them. Reasons for service accessibility issues are varied and the complexity of the causes suggests that multi-dimensional solutions are required.

Resources and Sustainability

A contributing factor to the overall availability and accessibility of services identified by communities may be related to their challenges with ensuring the sustainability of the programs and services offered. Generally, communities indicated that current resources are either insufficient or unsustainable due to challenging:

- Funding structures;
- Funding criteria; and
- Limited evaluation.

Specific challenges were identified with the structure of grant funding. Grants often have specific criteria that outline the areas in which funding can be spent. In some instances, funding may only be used for program start-up costs, rather than for on-going operations such as staffing or evaluation. Other grant criteria can also make it difficult for communities to target funding towards locally-identified priorities if they are unrelated to the priorities of the funding organization. Failure to abide by grant funding criteria may result in a loss of funding. Many grants are short-term, which means that grant recipients must either develop programs that fit within the timeframe for funding, or find ways to adapt and continue the program with other resources once the grant has finished. Additionally, knowledge and awareness of some grants may be low and as a result, potential recipients may miss opportunities to access funding.

In response to the overwhelming sustainability concerns identified at the community engagement sessions, the Ministry extended the term of the SVC Grant from one to two years, for the period of 2014/15 – 2015/16, in order to support the sustainability of initiatives funded. More information about this grant and other grants can be found at www.ontario.ca.

Some communities also noted that it can be challenging to meet the expectations placed on grant recipients. If a program is funded through multiple grants from more than one source, reporting and other expectations are multiplied and can be difficult to manage for some community organizations. In a few instances, communities indicated that recipients are required to provide a substantial amount of information, sometimes related to the resources to be used to implement the program, or evaluation of the model upon which the program is based.

Fulfilling these requirements can be particularly challenging if recipients are utilizing the funding to initiate pilot projects that aim to test out an innovative, new approach. Overall, there is a significant need for a coordinated funding system which both streamlines administrative requirements and ensures the accountability of funding.

Communities' challenges related to resources and sustainability are very closely linked to their challenges related to program evaluation. It was recognized that conducting meaningful evaluations can be complex, time consuming and require significant resources. For example, it is difficult for police services and other community safety and well-being partners to prove that an individual did not commit a crime or become a victim because he or she was involved in a specific program. Similarly, it is difficult for a health care agency to prove that an individual did not develop a disease because he or she followed a particular diet and exercise routine, or a school to prove that a student avoided expulsion because he or she participated in a specific extra-curricular program. Generally, prevention initiatives are simply more difficult to evaluate. Because finding a way to demonstrate the social value of an investment is essential to illustrating societal savings, and validate funding decisions, some communities have acknowledged the opportunity to leverage their local academic community to assist in conducting evaluations.

Although some communities are finding challenges with obtaining resources and ensuring sustainability, many others are using existing resources in an innovative and collaborative way to achieve greater efficiency and effectiveness in their community safety and well-being practices. Communities are encouraged to partner with others, and learn from those who have developed new ways to ensure the needs of their community are being met on an ongoing basis.

The OWG has also developed a guidance document that identifies examples of effective and appropriate performance indicators for measuring community safety and well-being. The performance measures are derived from the applied research and evaluation efforts of municipalities, university departments, provincial agencies and offices. The measures have been shown to work and be of value to those who are interested in strengthening community capacities to develop and care for the safety and well-being of Ontarians. The guidance document, *Performance Measures...for Community Safety and Well-being*, was made available through the OACP in July 2014, as part of a collection of documents entitled *New Directions in Community Safety: Consolidated Lessons Learned about Risk and Collaboration*. The entire collection is available online at <http://www.oacp.on.ca/news-events/resource-documents/ontario-working-group-owg>.

Two Ontario based programs mentioned at the community engagement sessions, SNAP and Triple P, have had return on investment evaluations, and have shown positive results in obtaining value for money spent. More information about these programs can be found on pages 27 and 28.



Conclusion

The local involvement and input received at the community engagement sessions shed light on many common challenges experienced by multiple participants, across various sectors and communities when aiming to increase community safety and well-being. The sessions have shown that communities are working together in partnership to shrink service gaps, increase service accessibility and use existing resources in a more innovative way to create sustainable responses. When developing community safety and well-being practices, communities are encouraged to be proactive in considering the challenges outlined above in order to mitigate and/or avoid them if possible. Encouragingly, and perhaps most importantly, the sessions also gave communities the opportunity to share and celebrate their successes, and identify the following local promising practices.

Section 4 - Locally-Identified Promising Practices

It is evident from the community engagement sessions that there is a tremendous amount of great work happening in local settings across Ontario to increase community safety and well-being. Although there were many community safety and well-being promising practices mentioned at the community engagement sessions, the following section represents a snapshot of those practices that exhibit an assessed strength with at least one of the following six foundational principles of achieving community safety and well-being:

- Diversity;
- Community leadership;
- Integrated, multi-sectoral, multi-disciplinary partnerships;
- Knowledge and information sharing;
- Evidence and evaluation; and
- Sustainable responses.

This section is organized by the above noted principles and the practices are highlighted underneath the principle that represents its greatest assessed strength. The Ministry encourages communities to consider the foundational principles, and learn from one another when developing and implementing local community safety and well-being practices.

The locally-identified promising practices highlighted in this section do not reflect a full compendium, and have not been evaluated by, and are not endorsed by the Ministry or Government of Ontario. The practices highlighted below identify the communities which mentioned and validated the information, and those communities referenced below also do not represent a conclusive list of where the engagement sessions were held.

For more information on the following practices please conduct research and you may also contact SafetyPlanning@Ontario.ca. To determine whether these practices are suitable to respond to local circumstances and needs within your community, it is encouraged that a thorough examination be undertaken.

Diversity

Ontario's demography is diverse in many ways and continually changing. Community safety and well-being practices should be developed and delivered to recognize and respond to the diverse needs of the regions, populations and groups in Ontario as a one size fits all approach is not appropriate. It is imperative that practices demonstrate an understanding of how people are excluded and marginalized, acknowledge cultural appropriateness and reference research regarding the local demographics to understand community needs. As such, each of the promising practices identified in this section respond to the diverse needs of the communities in which they were mentioned.

Community Leadership

Community safety and well-being is a community-wide responsibility and it requires dedication and input from everyone. Communities are in the best position to accurately identify risk factors and as a result, can best create responses to address their specific needs. It is through strong community leadership that everyone can identify their role and take ownership and responsibility for helping to create safe and healthy communities.

The following initiatives are examples of community mobilization at the grassroots level. These initiatives demonstrate that when community members work together to address local issues, they can have a positive impact on their respective neighbourhoods.

East Side Pride

East Side Pride, created by a group of citizens in Chatham-Kent in 1999, is a grassroots organization with a mission to build and maintain a safe and healthy neighbourhood. It was established by a group of volunteers who wanted to take a stand to reclaim their neighbourhood and continues to be run by volunteers who develop programs that proactively address crime and promote community engagement. Collaborating regularly and with multiple sectors, including police, the municipality, various non-profit organizations, a community centre, a local women's centre and several local businesses, they engage in activities to better their community and encourage positive behaviour in their neighbourhood.

Our West End Initiative

Our West End Initiative is a grassroots organization located in Windsor that is made up of community members committed to making their neighbourhood a safe place to live, work and play. They work with and empower residents through collaborative roundtable discussions to identify local assets and community needs. As a result of these discussions, Our West End Initiative is able to support residents by providing the tools and opportunities necessary for the development of programs and creation of additional resources. Supplementary research and focus groups are on-going and will be used in the development of a multi-dimensional plan for improvement, driven by the needs of the neighbourhood and local residents.

New Opportunities and Hope Supportive Partnerships Advocating Community Empowerment

New Opportunities and Hope (N.O.A.H.) was formed by Sudbury residents interested in working together to make their neighbourhoods healthier and more productive places to live. Through N.O.A.H., it was determined that a ‘one stop shop’ offering a number of different supportive services through a single point of access under one roof would be beneficial for the residents living in the involved neighbourhoods. As a result, the concept of ‘The Neighbourhood Resource Centre’ was born, which has since evolved into N.O.A.H.’s Supportive Partnerships Advocating Community Empowerment (S.P.A.C.E.).

N.O.A.H.’s S.P.A.C.E. is a collaborative partnership among more than 40 different community agencies working together to create hope and provide inclusive services to community residents. This includes educational and cultural workshops, community barbeques, flu vaccine clinics and other community events. Core partners of N.O.A.H.’s S.P.A.C.E. include community organizations, a child welfare organization, police, a district health unit and an Aboriginal organization. Through N.O.A.H.’s S.P.A.C.E., community partners come together under one roof to share knowledge, meet residents with identified needs, provide accessible resources and referrals, develop opportunities and implement sustainable solutions that will create healthier outcomes for all.

These community leadership practices primarily target the following risk factors and enhance the subsequent protective factors:

Risk Factors	Protective Factors
<ul style="list-style-type: none">• crime in the area;• social disorganization – e.g., high poverty and residential mobility; and• neighbourhood characterized by poor housing, lack of recreational, health and educational facilities.	<ul style="list-style-type: none">• access to resources, professional services and social support;• positive cohesive communities; and• strong police/justice system engagement/partnership with the community.

Muslim Family Support Service

The Muslim Family Support Service is designed to assist individuals, couples and families in the Muslim community in London in their efforts to resolve personal and interpersonal difficulties. This is done through culturally sensitive outreach to the Muslim community and mainstream services, with the aim to build bridges of understanding and to facilitate connection. This service encourages agencies to be more flexible and provides

information to assist in understanding cultural appropriateness. This service is sensitive to language and religious differences, and recognizes that the needs of one group may be different from another. It is oriented to short-term crises and assists families in learning about and accessing mainstream services.

The Muslim Family Support Service was developed to meet community needs identified during a Family Safety Project. An advisory committee consisting of members of the Muslim community and representatives from social service organizations was established to support and guide the work of the service.

The Muslim Family Support Service primarily targets the following risk factors and enhances the subsequent protective factors:

Risk Factors	Protective Factors
<ul style="list-style-type: none"> • feeling of powerlessness; • sense of alienation; and • limited attachment to the community. 	<ul style="list-style-type: none"> • integration of families into the life of the community; • access to resources, professional services and social support; and • positive cohesive communities.

Integrated, Multi-Sectoral, Multi-Disciplinary Partnerships

Everyone plays a role in community safety and well-being. Therefore, it is essential for these practices to be a coordinated and integrated effort between relevant human service providers and sectors at the local level.

The following programs include meaningful multi-sectoral partnerships that address risk factors associated with crime, victimization and harm from various angles.

Youth Outreach Under 18 Response Services

Youth Outreach Under 18 Response Services (YOURS) was created in 2005 to help eliminate the service gaps for youth who are on waitlists by providing them with short-term support and referrals until other services may be accessed. Specifically, YOURS targets unattached or disengaged male and female youth in Port Hope between the ages of 12 and 18 who exhibit behavioural issues, desperation, frustration, anger management issues, eating disorders, sexual abuse, substance abuse, are involved in the criminal justice system and/or are at risk of dropping out of school.

YOURS is an example of multiple sectors working collaboratively to coordinate service delivery. Program referrals are provided by local school boards, health organizations, youth justice participants and families of youth, or the youth themselves. In addition, child and family services, counselling centres, community mental health and child welfare organizations provide supportive services to youth involved in the program to ensure the youth receive the assistance they require.

YOURS primarily targets the following risk factors and enhances the subsequent protective factors:

Risk Factors	Protective Factors
<ul style="list-style-type: none"> • feelings of hopelessness; • behavioural issues; and • prior delinquency. 	<ul style="list-style-type: none"> • access to resources, professional services and social support; • personal coping strategies and optimism; and • positive expectations for the future.

Furthering Our Communities Uniting Services

Furthering Our Communities Uniting Services (FOCUS) was implemented in Toronto in 2013 and aims to reduce/prevent crime and social disorder and increase community safety and well-being, while building meaningful collaborative, multi-sectoral partnerships. FOCUS is an example of a Situation Table that is being implemented across Ontario. A Situation Table consists of human service providers from different sectors working together to provide immediate, coordinated and integrated responses to address situations facing individuals and/or families at acutely elevated risk, as recognized across a broad range of service providers. Situation Tables convene to discuss acutely elevated risk situations that have been brought forward by an agency sitting at the table and within 24 to 48 hours, the relevant service providers stage an intervention to help connect that individual and/or family with the appropriate supports and services to address their acute needs.

FOCUS involves multiple sectors coming together once a week, including but not limited to, housing, social services, health, justice and education. Participants may vary depending on the community. Each partner has a different expertise and brings with them knowledge of resources, programs and services that are available in the community. After a situation has been identified, the group determines the most appropriate agency to provide assistance. FOCUS aims to connect individuals and/or families to resources before they are victimized and/or engage in criminal activity, thereby reducing the likelihood for solely emergency response.

Situation Tables primarily target the following risk factors and enhance the subsequent protective factors:

Risk Factors	Protective Factors
<ul style="list-style-type: none"> • marginalization; • lack of accessibility to a continuum of services; and • ineffectiveness of police/justice system in engaging/mobilizing/partnering with the community. 	<ul style="list-style-type: none"> • access to resources, professional services and social support; • strong police/justice system engagement/partnership with the community; and • effective/efficient delivery of police/justice system services.

Community Outreach and Support Team

Community Outreach and Support Teams (COAST) provide an integrated, community-based response to individuals aged 16 and over who are marginalized, vulnerable and experiencing mental health and/or addictions issues. Located in Halton, COAST aims to reduce the amount of time police officers spend dealing with calls that would be better handled by the health care system, and divert individuals experiencing a mental health crisis from emergency rooms and the criminal justice system. COAST also enables individuals in crisis who have a serious mental illness to remain safely within their own environment where management plans can be developed to diffuse a crisis situation.

COAST involves a partnership between the justice and health sectors. It generally consists of a plain clothes police officer and a mental health crisis worker. In other communities, patrol officers respond to calls and, based on information obtained, determine if reaching out to a COAST is appropriate. Some provide follow-up and outreach to family members and support agencies.

COAST primarily targets the following risk factors and enhances the subsequent protective factors:

Risk Factors	Protective Factors
<ul style="list-style-type: none"> • poor mental health; • feelings of powerlessness; and • ineffectiveness of police/justice system in engaging/mobilizing/partnering with the community. 	<ul style="list-style-type: none"> • access to resources, professional services and social support; • effective/efficient delivery of police/justice system services; and • high awareness of determinants of well-being.

Niigan Mosewak

Niigan Mosewak, mentioned in Orillia, is an Ojibway phrase meaning “Walking Forward” and is used as the descriptor for an Aboriginal youth diversion program developed in 2008 that targets at-risk youth aged 13 to 17 from Aboriginal communities in Nipissing, Manitoulin, Parry Sound and Sudbury. This program is delivered as a summer camp that includes youth and adult mentors and provides youth with the tools they need to develop into healthy and contributing citizens in their community. Following the traditional teachings of the Medicine Wheel, this program encompasses a holistic approach and incorporates physical, emotional, spiritual and mental aspects of being.

Walking the Path

With its inception in 1996, Walking the Path, also mentioned in Orillia, teaches youth across Ontario in kindergarten to grade 12 about the history, beliefs and cultural traditions of Aboriginal people. Based on Anishnawbe cultural teachings, the program can be altered to suit the needs of various communities and is designed to provide students with insight into indigenous culture and to instill pride in Aboriginal youth by teaching them about where they came from. In ten modules, Walking the Path includes youth empowerment strategies, promotes self-concept, self-esteem and respect for others, and also deals with issues including healing from trauma, abuse, racism and combating stereotypes, prejudice and biases.

Niigan Mosewak and Walking the Path

Youth are referred to Niigan Mosewak by the police, courts, probation and parole services, local schools and community and health organizations. In addition, Walking the Path was developed in partnership between a local police service, the provincial police and a local school board. Families, teachers, police and communities are also involved in planning and delivering educational initiatives to youth. Elders are engaged in the development and delivery of both programs, ensuring that Aboriginal people’s needs and capabilities are recognized. It is important for programs to acknowledge the diverse needs of Aboriginal people in particular, as First Nation and Aboriginal communities face unique challenges with respect to crime, violence and victimization. Acknowledging these challenges and their unique history by involving the public and elders will help to ensure that Aboriginal communities are receiving assistance that is culturally appropriate.

Niigan Mosewak and Walking the Path both primarily target the following risk factors and enhance the subsequent protective factors:

Risk Factors	Protective Factors
<ul style="list-style-type: none"> • victimization/abuse; • isolation; and • impact of assimilation policies. 	<ul style="list-style-type: none"> • personal coping strategies; • positive relationship with an adult; and • access to resources, professional services and social support.

Caring Dads

Caring Dads is a specialized program for men seeking to improve their parenting skills through counselling and educational sessions. Implemented in Halton, the goal of Caring Dads is to create healthy parenting and eliminate family violence by prioritizing the needs of children and ensuring men understand the impact of their behaviour on their children and partner. On a weekly basis, men are encouraged to take responsibility for their actions, while being taught how to engage with their children in an empathetic and nurturing way. Caring Dads includes a mother contact component, where mothers of the men’s children are contacted on a minimum of two occasions and provided with referrals, supports, advocacy services and, if necessary, immediate safety planning. Program facilitators also spend considerable time communicating with referral agents to share information about the men’s progress and potentially ongoing risk to their children or their children’s mothers. This program acknowledges gender differences, as men and women often do not have the same experiences and face different challenges. Participants in this program develop skills for interacting with their children in healthy ways, including learning to recognize and avoid the use of controlling, intimidating and abusive actions.

Caring Dads was developed in collaboration by university professors, community organizations, child protective services, batterer intervention programs, children’s mental health agencies, women’s advocates, centres of children and families involved in the justice system, family resource agencies and probation and parole services. The partnerships between academia and community organizations in the development of this program created a strong foundation of theory and practice. In addition, referrals to the program are provided by a local child welfare organization, courts, probation and parole offices; family and self-referrals are also accepted.

Caring Dads primarily targets the following risk factors and enhances the subsequent protective factors:

Risk Factors	Protective Factors
<ul style="list-style-type: none"> • parental attitudes that support violence; • mistreatment during childhood; and • neglect. 	<ul style="list-style-type: none"> • adequate parental behaviours and practices; • stability of the family unit; and • positive support within the family.

Knowledge and Sharing Information

A lot of information already exists on community safety and well-being efforts. Facilitating the sharing of this knowledge and information allows communities to build capacity using existing resources, ideas and practices and avoid the duplication of services. It is also important to share information within the existing legislative framework with relevant partners about individuals who are at risk of victimization or offending, as this creates a greater likelihood that individuals will be connected with the appropriate services.

The following practices highlight various ways of sharing knowledge and information between partners, stakeholders, clients and the public, including formal protocols, public meetings and informal sharing agreements that align with the existing legislative framework.

New Directions Treatment Program

The New Directions Treatment Program was created in 2010 and provides counselling services to youth aged 12 to 18 in Barrie who have been convicted of a sexual offence or related charge. It aims to reduce risk factors for sexual offending among youth and strengthen their families by educating parents and increasing their level of pro-social engagement with their families, peers and the broader community. The program includes a comprehensive risk assessment, and individual and family counselling. It is delivered in partnership between a community organization and probation services. While this program is generally only provided to youth for the duration of their probation order, if they have not completed their treatment, their involvement in the program may be extended.

The New Directions Treatment Program has developed policies and procedures for the sharing of client’s personal information with other service providers. For example, release of information forms must be signed by participants before program staff can contact certain professionals. At the beginning of the program, youth are required to

sign consent to service forms that outline the organization’s practices regarding confidentiality. Program staff also have conversations with participants regarding information that needs to be shared with their parent/guardian (e.g., safety concerns about themselves or towards others) and information that can be kept between them.

The New Directions Treatment Program primarily targets the following risk factors and enhances the subsequent protective factors:

Risk Factors	Protective Factors
<ul style="list-style-type: none"> • prior delinquency; • aggression; and • poor emotional regulation. 	<ul style="list-style-type: none"> • sense of personal responsibility; • adequate parental supervision; and • positive support within the family.

Community Addiction Response Strategy

The Community Addiction Response Strategy (CAREs) was implemented in London in 2008 and aims to improve the housing and health outcomes of individuals and families experiencing homelessness. CAREs seeks to alleviate demands on the health, social and criminal justice systems by using a collaborative, community-based approach to achieve housing stability when assisting those experiencing homelessness or those at risk of being homeless. Recognizing often complex and co-occurring challenges associated with addictions, mental health, trauma and poverty, responses are provided based on the results of an assessment and individual priorities. CAREs is funded by the municipality and delivered in partnership with a local public health organization, addiction centre and a homeless shelter.

To ensure that community partners, stakeholders and the public are aware of CAREs, updates are provided at quarterly community committee meetings. Community members and organizations that provide services to people experiencing homelessness and have shared goals are invited to attend the meetings where they will receive status updates on CAREs programming, activities and emerging community trends.

CAREs primarily targets the following risk factors and enhances the subsequent protective factors:

Risk Factors	Protective Factors
<ul style="list-style-type: none"> • lack of affordable housing; • poverty; and • poor mental health. 	<ul style="list-style-type: none"> • access to resources, professional services and social support; • positive cohesive communities; and • effective/efficient delivery of police/justice system services.

Violent Threat Risk Assessment Protocol

Violent Threat Risk Assessment (VTRA) Protocols aim to reduce violence, manage threats of violence and promote individual, school and community safety through early intervention, support and the sharing of information. The VTRA Protocol has been implemented in Belleville, Cornwall, Halton, York and Sarnia, and support collaborative planning among schools, community partners, families, children and youth, and the development of safe, caring and restorative approaches. Specifically, they promote the immediate sharing of information about a child or youth who pose a risk of violence to themselves or to others.

The foundation upon which the VTRA Protocol rests, is that schools, police, health and community agencies will work together and identify/develop strategies to mitigate potential threats of violence. While information sharing practices vary between communities, in most circumstances formal information sharing protocols are signed between partners in order to facilitate the process.

VTRA Protocols primarily target the following risk factors and enhance the subsequent protective factors:

Risk Factors	Protective Factors
<ul style="list-style-type: none">• negative influences in the youth's life;• sense of alienation; and• cultural norms supporting violence.	<ul style="list-style-type: none">• caring school environment;• positive relationship with an adult; and• access to resources, professional services and social support.

Rapid Mobilization Table

The Rapid Mobilization Table (RMT) is another example of a Situation Table that has been operationalized in Ontario. Implemented in Sudbury, it consists of human service providers from different sectors collaborating to provide immediate, coordinated and integrated responses to support individuals, families, groups or locations that have been identified by partners to be at acutely elevated risk. RMT convenes twice a week to identify and discuss situations that place community members at a high risk of harm. Once a situation is identified, all necessary agency partners participate in a coordinated, joint response ensuring that those at risk are connected to appropriate, timely and effective supports. RMT data is used to identify trends, common risk factors and

potential gaps in community services. This information, including potential opportunities and recommendations, is shared with community leaders to inform community planning and decision-making.

In order for Situation Tables to be successful, they require participating agencies to share the most basic and limited personal information about individuals or families at acutely elevated risk, to best address their needs and offer the appropriate support services. Obtaining consent to share personal and confidential information is the first priority of a Situation Table. In cases where consent cannot be obtained at the outset, RMT uses a four filter approach to ease the flow of limited personal information, working within existing legislation. This approach sets parameters on what information is being shared and with whom to guide each discussion and limit the disclosure of personal information. The following four filter approach was developed and refined by the Community Mobilization Prince Albert team in Saskatchewan and was quickly adopted by all operational Situation Tables across their province:

1. Filter One - Preliminary Screening

- Agencies understand they can only bring forward a situation for discussion once they have exhausted their means to be able to appropriately handle the situation within their own agency.
- If the agency determines the risk factors are beyond their scope to mitigate, and could be better handled by a larger discussion across multiple human service sectors, then the situation is brought to the table.

2. Filter Two - Identifying Acutely Elevated Risk

- When a situation is brought forward to the table it is first presented in a de-identified manner.
- After a brief discussion around the table, a consensus decision-making process is used to determine whether or not the situation meets the threshold of an acutely elevated risk.

3. Filter Three - Limited Information Shared

- If there is consensus at the table that an acutely elevated risk exists, limited personal information is shared about the individual and/or family, including but not limited to, a name, date of birth and address.
- This provides an opportunity for the agencies around the table to see if they already provide services to the individual and/or family as well as identify which agencies should be involved in the intervention stage.

4. Filter Four - Full Discussion with Relevant Agencies

- Agencies named as a result of filter three take the discussion offline at the end of the meeting and share further information amongst each other as needed to determine the appropriate next steps.

See page 20 for the risk factors and protective factors that Situation Tables primarily target and enhance.

Evidence and Evaluation

Developing community safety and well-being practices based on evidence helps to validate their significance and ensure investments are yielding benefits to the community. It is also important to identify and understand the needs of the local community and use practices that will meet those needs, based on research. Intended outcomes must be identified in the development stage in order to measure performance and progress made towards addressing identified issues both during and after implementation. Outcomes should be used to measure the impacts or changes the practices are expected to make in the community. Monitoring and evaluation should be ongoing as some outcomes may be evident immediately after practices are implemented and some may take more time to achieve. When performance measurement focuses on the achievement of outcomes, as well as completion of activities, it presents opportunities for ongoing learning and adaptation to proven good practice.

The following are examples of community safety and well-being practices that incorporate research and/or evaluation in their development, implementation and/or refinement.

Stop Now And Plan

Utilized in several communities, including Barrie and Toronto, Stop Now And Plan (SNAP) is a gender sensitive, cognitive behavioural family-focused program that provides a framework for effectively teaching children and their parents how to regulate emotions, exhibit self-control and use problem-solving skills. It was developed for children between the ages of six and 12 who have come into contact with the law and/or show early signs of serious anti-social, aggressive or delinquent behaviour.

Over the course of the intervention, SNAP helps to regulate angry feelings by getting participants to stop, think and plan positive alternatives before acting impulsively. Training manuals have also been developed to help Aboriginal communities implement this program, recognizing their unique challenges. In order for an organization to offer SNAP, they must obtain a license from the originating organization and complete a training and consultation agreement.

SNAP primarily targets the following risk factors and enhances the subsequent protective factors:

Risk Factors	Protective Factors
<ul style="list-style-type: none">• poor self-control and problem solving;• aggression; and• impulsivity.	<ul style="list-style-type: none">• effective problem solving skills;• sense of responsibility; and• pro-social behaviours.

Triple P - Positive Parenting Program

Triple P - Positive Parenting Program (Triple P) is a parenting and family support system run by an accredited Triple P practitioner and delivered to parents with children up to 16 years of age in communities including Barrie, Windsor and York. It aims to prevent and treat problems in the family, school and community before they arise and create family environments that help children realize their potential.

This program draws on social learning, cognitive behavioural and developmental theory, as well as research into the risk factors associated with the development of social and behavioural problems in children. Triple P provides parents with the skills and confidence they need to be self-sufficient and independently manage family issues by teaching them effective parenting strategies, including how to promote child development and manage common child behavioural problems.

Triple P primarily targets the following risk factors and enhances the subsequent protective factors:

Risk Factors	Protective Factors
<ul style="list-style-type: none">• family violence;• parental attitudes that support violence; and• few or no positive role models.	<ul style="list-style-type: none">• personal coping strategies;• pro-social behaviours; and• adequate parental behaviour and practices.

SNAP and Triple P

SNAP and Triple P are evidence-based practices that were developed more than 25 years ago with ongoing research. They have each been evaluated extensively by the central agencies (and others) that originally developed the practices and issue licences to implement them in communities across Ontario. Through ongoing pre/post/follow-up evaluations, random control trials and cost benefit-analysis with participants, results of SNAP evaluations are positive. Some successes include that SNAP has been found to have positive impacts on a parent's ability to use effective child management strategies, reduced child behaviour problems and the likelihood that a child will become involved in the criminal justice system. Third party external evaluations have also been conducted to ensure successes are repeated and return on investment is obtained. Evaluation results for Triple P are also promising and have shown positive effects on observed and parent-reported child behavioural problems and parenting practices at the family and community level. Triple P has also demonstrated positive influences on population-level child maltreatment indices.

Positive Alternatives to School Suspension Program

The Positive Alternatives to School Suspension (PASS) Program began in 1999 as part of an endorsed progressive discipline intervention plan of the local boards of education. It is an alternative to student home suspension offered to youth in grades four through 12 in Sarnia that aims to reduce the number of school suspensions, increase their focus on school, help youth feel comfortable in seeking support and improve their coping and social skills. Students are required to complete school work and engage in practices to help develop social competency skills. Participating schools provide youth with academic materials to ensure they make progress in their studies at their grade level. This program is a collaborative partnership between the local school boards, college placement students and a community organization.

The PASS Program was developed in response to community research that identified a need for structured suspension based supports and re-integration plans for youth with complex needs and/or involvement in the criminal justice system. In the early stages of development, a detailed logic model was created to outline the program goals, short, medium and long-term outcomes and on-going activities that would be implemented to help achieve the noted outcomes. In addition, on-going evaluations of program content and delivery are conducted by asking youth and their parents/guardians to assess the program at the end of each suspension. Results to date have been reported as positive and the majority of participants and their parents/guardians have indicated that the PASS Program has helped them deal with the reasons they were suspended. Youth have also suggested that going forward they are more likely to think about the consequences of their actions. The program continues to evolve based on emerging trends and evaluations received.

The PASS Program primarily targets the following risk factors and enhances the subsequent protective factors:

Risk Factors	Protective Factors
<ul style="list-style-type: none">• low academic inspirations;• low self-esteem; and• sense of alienation.	<ul style="list-style-type: none">• effective problem solving skills;• positive school experiences; and• sense of responsibility.

Neighbourhood Based Crime Prevention

Established in 2006 in Ottawa, Neighbourhood Based Crime Prevention evolved out of a crime analysis led by a municipal crime prevention council in partnership with the police, city departments and a local university that helped identify high-risk neighbourhoods in the area. Based on the analysis, the municipal crime prevention

council engaged multi-sectoral stakeholders in three priority neighbourhoods and provided funding for a staff member at three agencies in the respective neighbourhoods to help address locally identified issues. In each neighbourhood, agency staff brought together a table of residents and community partners to analyze specific issues and priorities in that neighbourhood and develop initiatives to meet the diverse needs of the community and cater to the local demographic. Some stakeholders involved in Neighbourhood Based Crime Prevention include police, resident and business associations, community agencies, education, health, housing and social services.

The municipal crime prevention council provided technical and research support, funding and assisted in outreach to ensure communities access city resources and services. In addition to using local research to determine where supplemental resources would be most effective, an external consultant was hired to assess the overall effectiveness. Results were extremely positive, including reduced levels of crime in the targeted neighbourhoods between 20 and 27 per cent, and improved relationships between citizens, various services and the police.

Neighbourhood Based Crime Prevention primarily targets the following risk factors and enhances the subsequent protective factors:

Risk Factors	Protective Factors
<ul style="list-style-type: none"> • crime in the area; • feeling unsafe in a neighbourhood; and • poor community design. 	<ul style="list-style-type: none"> • access to resources, professional services and social support; • positive cohesive communities; and • integration of families into the life of the community.

Strengthening Families for the Future

Created in 2007, Strengthening Families for the Future is a prevention program for families with children between the ages of seven and 11 who are at risk of substance abuse, depression, violence, delinquency and dropping out of school. In Kenora, it is delivered over nine to 14 consecutive weekly sessions each lasting for approximately three hours. This program involves parents and children coming together to share a meal, followed by a one hour individual session for parents and their children, and a session with the entire family where they practise the skills they learned in their individual sessions. This program is powerful in that it facilitates change within the family by involving the whole family and not just parents or children.

Strengthening Families for the Future is modelled on a successful program developed in 1988 by a professor at the University of Utah. The original program has been evaluated extensively in various countries across the globe. Since being implemented in Ontario, the program has been updated to include information from local treatment

agencies. This adaptation of the program has also undergone extensive evaluation and has been identified as a best practice program by Health Canada. Preliminary results show that Strengthening Families for the Future is a promising intervention for fostering significant improvements in family functioning, parenting and a child’s psychological functioning.

Strengthening Families for the Future primarily targets the following risk factors and enhances the subsequent protective factors:

Risk Factors	Protective Factors
<ul style="list-style-type: none"> • behavioural problems; • feeling of hopelessness; and • families with few resources. 	<ul style="list-style-type: none"> • self-esteem; • personal coping strategies; and • positive parent-child attachment and interactions.

Sustainable Responses

While lasting conditions, structures, programs and policies take time to establish, sustainable responses are critical to supporting communities’ ongoing ability to build capacity and respond to harm. Without sustainable, long-term practices in place, crime and victimization will reoccur, and the health and well-being of the community will not be maximized.

The following practices have elements that are important to ensuring sustainability, such as addressing co-occurring challenges at the system level, using volunteers to reduce financial pressures, building local capacity to develop strategies and establishing a train-the-trainer model to help ensure longevity of the practice.

Aspire

Established in 2010, Aspire seeks to prevent violent youth crime by improving academic achievement and building peer relationships. This program provides children in kindergarten to grade six in under-served neighbourhoods in Mississauga with one-on-one after school tutoring and peer mentoring sessions at no-cost. Students are paired with a peer tutor that is in high school or college/university, meeting once a week after school to work on areas of academic need. In partnership with other community agencies, the municipality and local police service, students are provided with a convenient location for tutoring and attending events.

Aspire is structured around a community operated model, where youth and young adults are encouraged to take ownership of the program. While agency staff provide support in program delivery, volunteers ensure that the program does not solely rely on funding. Volunteers are provided with incentives to participate in the program; for example, they can earn volunteer hours as part of their educational requirements.

Aspire primarily targets the following risk factors and enhances the subsequent protective factors:

Risk Factors	Protective Factors
<ul style="list-style-type: none"> • low self-esteem; • low academic aspirations; and • negative influences in the youth’s life. 	<ul style="list-style-type: none"> • optimism and positive expectations for the future; • positive school experiences; and • participation in extra-curricular activities.

Community Crisis Response Program

Since 2008, the Community Crisis Response Program (CCRP) has provided support and resources to Toronto communities impacted by violent and traumatic incidents (e.g., a shooting). This program is activated when a violent incident occurs in a neighbourhood and involves helping communities develop localized strategies, including the development of a coordinated community crisis response protocol. CCRP leads an integrated response by coordinating municipal services, school boards, police, the public, community/faith-based organizations and residents to assist with a neighbourhood’s response and recovery. It operates under three key components: crisis intervention, prevention and preparation.

CCRP seeks to improve the safety and well-being of neighbourhoods by increasing the local capacity to develop collaborative strategies to intervene, prevent and prepare for violent and traumatic incidents. It connects community stakeholders in order to address locally identified safety challenges by enhancing local service delivery and leveraging inter-sectoral linkages. The success of CCRP has resulted in it being embedded into the core business of the municipality in which it originated.

CCRP primarily targets the following risk factors and enhances the subsequent protective factors:

Risk Factors	Protective Factors
<ul style="list-style-type: none"> • violent victimization; • feeling unsafe in a neighbourhood; and • low level of perceived police/justice system legitimacy. 	<ul style="list-style-type: none"> • personal coping strategies; • positive cohesive communities; and • high awareness of detriments of well-being.

The Fourth R

The Fourth R is an optional interactive classroom curriculum that aims to promote healthy relationships, reduce youth relationship violence and decrease substance misuse in Ottawa. It was developed and evaluated by an addictions and mental health centre in partnership with a local school board. The Fourth R focuses on relationship goals and challenges that influence youth decision-making through a gendered approach by emphasizing gender-specific patterns and aligning them with activities. It is integrated into existing grade seven, eight and nine health and physical education curricula and is administered in co-ed or sex-segregated classrooms. In addition, there are Aboriginal and alternative education versions of The Fourth R that align with cross-curricular expectations. Each of these programs seek to involve community members in delivering positive messages to youth about healthy relationships. Teachers and parents are engaged using strategies that assist in building bridges between community agencies and schools to increase access to resources and services for youth.

Using a longer-term approach of working with youth, The Fourth R consists of 21 sessions delivered over the course of a school year. Teachers are trained to deliver the program and are provided with curriculum materials. After they are trained, they do not need to be re-trained, but are provided with program updates as they are made available. In addition, “Master Trainers” are also trained within each school board in the community to ensure that they have the capacity to offer the training themselves. The Fourth R addresses co-occurring challenges by teaching lessons and using activities that teach youth negotiation, delay and refusal skills, help youth define and rehearse responsibilities associated with healthy relationships, and allow the use of role-playing to increase interpersonal problem-solving skills.

The Fourth R primarily targets the following risk factors and enhances the subsequent protective factors:

Risk Factors	Protective Factors
<ul style="list-style-type: none">• peer pressure;• negative influences in the youth’s life; and• family violence.	<ul style="list-style-type: none">• personal coping strategies;• pro-social behaviours; and• sense of responsibility.

Conclusion

Whether it is demonstrating strong community leadership, meaningful partnerships or comfort with sharing knowledge and information, using research and evaluation, or being innovative to achieve sustainable solutions that are responsive to the diversity of the community, it is evident that Ontario communities are implementing social development approaches to achieve greater community safety and well-being.

Section 5 - Ontario's Way Forward

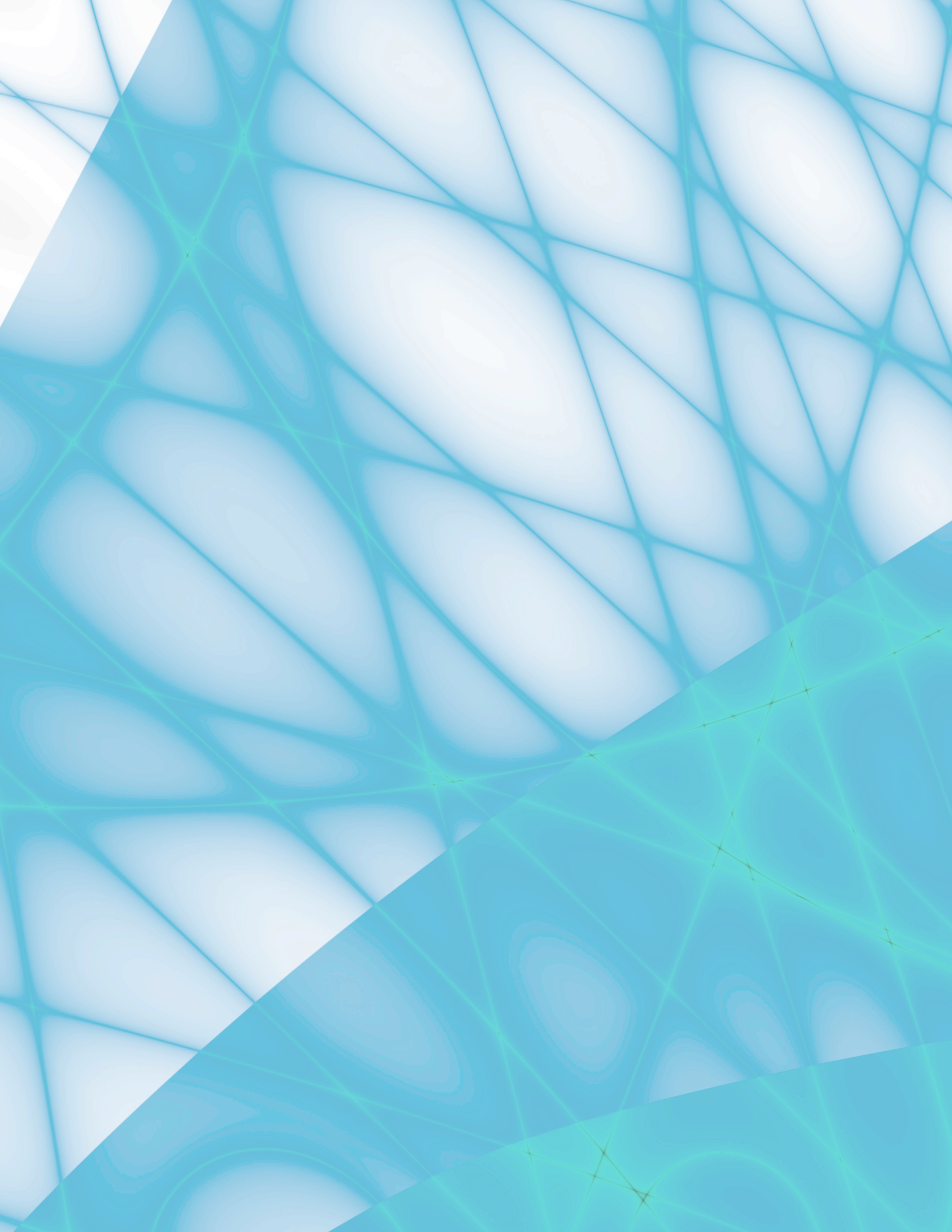
Overall, the most significant learning from the community engagement sessions is the strong recognition across the province of the need to change the way we look at service delivery in all sectors moving forward in order for Ontarians to get the services they need, when they need them. Relying solely on reactionary and incident driven responses to community safety and well-being is inefficient, ineffective and unsustainable. It is encouraging that communities continue to move towards innovative, collaborative and risk-driven approaches to prevent crime and victimization and increase safety and well-being in a more effective and efficient way.

In response to this learning, the third and final booklet in the Ministry's provincial approach will take the shape of a framework for community safety and well-being planning. This framework will set the stage for service delivery and the development of local community safety and well-being plans that encourage meaningful multi-sectoral partnerships to respond to crime and complex social issues on a sustainable basis. The framework will also respond to the common challenges and build on the principles and local strengths of community safety and well-being practices identified in this booklet. It will continue to inspire communities to refocus their efforts to work towards meaningful collaboration, an environment that promotes information and data sharing, and holistic performance measurement that is outcomes-based. In addition to the framework, the Ministry will provide guidance to assist communities in developing and evaluating local community safety and well-being plans that leverage existing community strengths and resources to respond to local circumstances, needs and priorities.

Thank you for your commitment to community safety and well-being. As community safety and well-being is ever evolving, the Ministry would like to continue to hear about novel practices being developed or implemented in local communities. The Ministry also welcomes your thoughts, comments and input on this booklet. Please send your novel practices and comments to SafetyPlanning@Ontario.ca.

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August 4, 2015

Mayor
Township of Puslinch
7404 Wellington Road 34
RR 3
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Dear Mayor,

As more infrastructure projects in Ontario are delivered using alternative delivery methods, a growing number of consulting engineering firms are working directly with the Government of Ontario and its agencies.

Despite these projects often being large and complex involving multiple parties in planning, design, construction, financing and operations, until now there has not yet been a universal process developed and implemented to address different types of potential conflict of interest or unfair advantage (COI/UA) situations. As a result, the consulting engineering industry has faced substantial challenges in delivering its projects.

As the association advocating for the business interests of about 200 consulting engineering firms in the province, Consulting Engineers of Ontario has published the *The Conflict of Interest Guidelines for Consulting Engineering Services in Ontario*. This document will help both consulting engineering industry and public sector clients better address and make informed decisions when confronted with COI/UA situations. A lack of standard guidelines has been hindering all parties from resolving instances of COI/UA in a timely manner, consequently delaying projects.

A consistent use of these guidelines will not only help reduce significant costs burdening public sector clients, it will also ensure all parties benefit from the minimization of COI/UA situations.

CEO has produced these guidelines so that all public sector clients can consistently address situations of COI/UA while working with consulting engineering firms. This will allow the province's best engineering talent to continue playing its important role in delivering large-scale infrastructure projects and thereby best serving the interests of the people of Ontario.

A downloadable PDF version is also available at www.ceo.on.ca.

Should you have any questions about this document, please contact David Zurawel, Director of Government and Stakeholder Relations of Consulting Engineers of Ontario, at dzurawel@ceo.on.ca or 416-620-1400.

Warm regards,

Barry Steinberg, M.A.Sc., C.E.T., P.Eng.
Chief Executive Officer

2015

Conflict of Interest Guidelines for Consulting Engineering Services in Ontario



Proposed Conflict of Interest Guidelines for Consulting Engineering Services in Ontario

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Executive Summary

Objective

This policy guideline responds to the increasing frequency of developing and delivering large-scale infrastructure projects in the province of Ontario with the consequent potential for conflict or unfair competitive advantage situations that may arise. Because of the significant costs to the owners of preparing these large-scale projects and for the province's contracting and consulting engineering industry bidding on these, there exists a need for clarity and consistency in determining and adjudicating these situations. This policy aims to reduce the risks that bidders will be unfairly prevented from participating in Ontario's large capital projects, while ensuring that all Ontario's infrastructure providers and citizens derive maximum benefit from them.

The basic premise of this conflict of interest and unfair advantage (COI/UA) policy is that it would be beneficial for all stakeholders in the private and public sector to have agreement on a policy and guidelines that can be adopted by all provincial ministries and agencies and, with encouragement from the province, be recommended for use at the municipal level.

Preamble

The Government of Ontario and a number of its agencies are striving to resolve the province's infrastructure deficit through the development and delivery of large capital projects. Some of these projects are being implemented through traditional means but increasingly the government is employing alternative delivery methods such as Design/Build (D/B) and Alternative Finance and Procurement (AFP). These projects are frequently large, complex undertakings developed over extended timeframes requiring significant resources to complete. The financial risks to pursue and execute them are far greater than those encountered in traditional Design-Bid-Build (DBB) delivery models, particularly as they relate to the provision of engineering services.

Perceived COI/UA situations – defined as a risk that professional judgement or actions regarding a primary interest will be unduly influenced by a secondary interest, or that a bidder has access to information unavailable to other bidders – will occur by the very nature of today's megaprojects.

Large projects require multiple parties, especially when there are shortlists that result in three bidding teams. Frequently, the member firms for all shortlisted parties are restricted from bidding on related assignments until contract negotiations are concluded with the preferred proponent. This, combined with the numerous firms that may be working for the owner's agency in the development of the concept and the project agreements, can severely tax the resources of available consulting engineering firms in the local marketplace. Avoidance of a conflict of interest need not require the withdrawal of services by the subject firm. Determining ways of accommodating potential or perceived conflicts of interest while protecting the public interest and the right to participate of subject firms should be considered in a made-in-Ontario COI/UA policy.



Accordingly, this COI/UA policy:

- provides public and private organizations with a well-defined framework for making informed decisions on a sustainable basis prior to project start;
- minimizes impacts to both the public and private sectors and ensures that both parties enjoy the benefits that can be derived from the province's and its partners' capital investments; and
- considers not only the benefits to the public and private sector parties involved in Ontario's infrastructure projects, but also to the community at large.

The values that government and industry in Ontario strive to maintain in all their dealings would underpin any COI/UA policy, namely:

- fairness;
- transparency;
- cooperation;
- consistency;
- openness to change and improvement;
- value-for-money for all Ontarians;
- local employment and industrial benefits; and
- compliance with standards and safety policies.

A concise, informed COI/UA policy for the provision of professional services in Ontario will provide the following benefits to all parties responsible for the delivery of Ontario's multi-billion dollar infrastructure program -- and thus to the province as a whole.

Improved Governance and Transparency

A well-defined COI/UA policy will provide public and private organizations with a framework for making informed decisions on a sustainable basis. By reducing the burden on public authorities to make rulings on real or perceived conflicts, the policy will help avoid legal challenges. A provision for third party adjudication would support this effort.

Reduced Risks/Costs, More Efficient Delivery

The policy will allow professional services firms to make informed decisions and obtain consensus on a potential conflict in a timely manner so that they can respond quickly to bidding opportunities. The COI/UA policy will limit the number of conflicts, thereby maximizing the number of domestic firms available to compete and undertake the work. It will also reduce the risks and costs related to team building and bidding on large-scale projects. The policy would indemnify principal respondents from responsibility for a COI/UA attributable to a second or third party under its management.

Increased Economic, Environmental and Social Benefits

A definitive COI/UA policy will ensure the availability of more domestic design capability and fit comfortably within the legislative framework and regulatory regime of the province with respect to design, environmental and safety standards. A COI/UA policy that is clear and concise will allow Ontario firms to expand their local employment base and service offerings, broadening their capabilities and increasing exports.

A concise COI/UA policy may offer the registered professional engineers in the province of Ontario more opportunities to practice in their own market in contrast to their current barriers to entry and exclusion from many other jurisdictions in the U.S. and international markets.

A well-articulated COI/UA policy will result in fewer firms being excluded from submitting competitive and value added proposals/bids and that will lead to the improvement and expansion of the engineering services industry in Ontario while at the same time reducing the overall cost of the province's capital projects, ultimately resulting in economic, employment and other benefits to the province as a whole.



1. Background

The province of Ontario manages a very significant capital program to develop and rehabilitate government assets, including buildings, transit and highway systems, and related infrastructure. Various government ministries and agencies are responsible for sponsoring capital projects encompassing program planning, design, and construction of infrastructure rehabilitation and improvement. The ministries and agencies with the largest capital programs are the Ministry of Transportation (MTO), Ministry of Health and Long-Term Care (MHLTC), the crown agency Metrolinx responsible for GO Transit (and certain TTC projects), the Ministry of Economic Development, Employment and Infrastructure (MEDEI) and the crown agency Infrastructure Ontario (IO), responsible for certain capital projects delivered using Alternative Finance and Procurement (AFP – generally P3). Throughout this document, the reference to project sponsor is applicable to any one or more of these ministries or agencies. In support of this provincial capital program, the planning, design and construction management of projects is contracted to various private sector entities, including professional architectural and engineering firms, and construction contractors.

The majority of infrastructure capital program delivery in Ontario is still carried out via the conventional Design-Bid-Build (DBB) approach. However, alternative methods of program delivery have become more widely used over the past decade and many projects are now delivered using different models such as Design/Build (D/B) and variants of AFP ranging from Build-Finance to Design-Build-Finance-Maintain-Operate. Management of AFP projects is the responsibility of IO, which works in collaboration with the provincial ministries and numerous other provincial agencies, such as Metrolinx, as well as municipalities and other public agencies, such as hospital boards. There is a wide variation in the size and complexity of the contracts that the province and its agencies enter into with private sector entities for the planning, design, construction, and in some cases financing and operations, of capital projects. More recently, the province is considering the bundling of smaller projects to obtain economies of scale and speed of delivery.

The provincial ministries and agencies employ open, transparent and competitive selection approaches for the outsourcing of DBB and AFP contracts. Contracts for professional services, construction, operations and maintenance (reference to pg. 5) are awarded through open solicitation and submission processes available to qualified firms. Normal procurement rules, including any mandatory and specific requirements, apply at the bidding stage. Any submission not meeting the requirements is disqualified. All qualified submissions are evaluated based on the pre-determined criteria and the best submission is selected for award.

The growing size of capital projects and their increased number, generated by growth and the infrastructure deficit, are attracting more companies from outside Ontario and Canada. Professional engineering services, however, are still primarily provided by Ontario-based companies for several reasons including the availability of local staff and their intimate knowledge of provincial regulations, standards, codes, processes and costs. Most of Ontario's professional engineering firms are members of Consulting Engineers of Ontario (CEO), a non-profit association that represents the authoritative voice for CE firms in Ontario. A major and growing segment of CE firms' combined business is working with the province and its agencies on the planning and delivery of infrastructure projects – projects that build a strong and competitive Ontario while directly boosting GDP and providing sustainable high quality employment.

MTO uses the Total Project Management (TPM) approach for the procurement of planning, engineering and construction administration services for DBB projects. MTO's TPM approach makes a service provider responsible for project coordination and management together with technical activities required for the delivery of a project. Engineering work includes both functional and multi-functional planning, design, and construction administration. The work varies in complexity from simple and straightforward with low risk to complex and high risk work. Complex assignments require diverse technical and managerial activities. Since 2001, MTO has adopted a performance-based procurement approach by which a service provider's past performance is applied toward selection and award of work.

Since 2008, MTO has been piloting and applying innovative contracting models including D/B, Construction Manager General Contractor (CMGC) and other similar contracts, as appropriate. These models, though complex compared to the conventional DBB approach due to their multi-party relationships, can provide efficiencies in terms of accelerated delivery, risk management, cost and innovation. These innovative contracts have also been applied in varying forms by other jurisdictions.

Contracting models employed by other project sponsors for DBB methodology include various processes and documentation similar to those used by MTO, although contracts may differ depending on the type of project and services being procured. At Metrolinx, for example, the current process for securing professional services includes the Request for Qualification and Quotation (RQQ), which incorporates the contractual terms under which the selected professional services company will provide the planning, design and construction administration services.

On AFP projects, initial studies such as value-for-money, and various professional advisory services leading up to and supporting the main procurement phase, are contracted through a range of different agreements currently in use between the project sponsor and the professional services provider. The result of the main procurement phase is the selection of an entity, often a sole or special purpose entity (SPE), which enters into the project agreement (PA), as applicable, for design, construction, financing, operations and maintenance of the proposed works. The terms for delivery of services for design, construction, operations and maintenance are set out in the PA, and captured in contracts between the SPE and the primary service providers, who are acting on behalf of the SPE. On AFP projects the professional services being provided either directly or indirectly to the SPE are commonly termed bid-side services. Those provided on the owner side include owner's advisory, program management and related services.

Agreements for provision of professional services contracted in Ontario by the project sponsors, as well as by private sector entities, contain various restrictions in regards to conflict of interest and unfair advantage (COI/AU). The primary purpose of COI/AU provisions is to ensure that competition for such professional services is fair and that a particular provider does not – by virtue of their current or prior involvement in another stage of the project – have inside knowledge unavailable to other competitors that would create an uneven playing field.

As more infrastructure projects of the Ontario government are delivered using alternative delivery solutions such as AFP, the application of unclear, inconsistent or restrictive COI/AU criteria is challenging the ability of Ontario's CE firms to deliver these projects and to provide the most qualified and experienced domestic engineering innovations, capability and capacity. It is



in the interests of Ontario that the resources applied to the province's capital program produce opportunities for jobs to be created in Ontario, in an open and competitive process that also ensures that the best technical expertise and financial resources from outside of Ontario are available when warranted.

In June of 2012, MTO issued a draft policy on this subject and solicited comments from CE firms, channelled through CEO. The draft Procedures Guide prepared by MTO has not been officially implemented. In the fall of 2012, Metrolinx produced a policy and guidelines on conflict of interest related to specific Toronto transit projects that are part of the Big Move multi-year program and which are intended to be delivered using AFP models. In addition, other provincial ministries and agencies have incorporated COI/UA provisions in their agreements with public sector employee groups, boards, and with professional services contractors.

Because of the plethora of COI/UA situations associated with program growth and greater use of alternative delivery methods, as well as the increasing occurrences of unclear, inconsistent or restrictive COI/UA criteria already affecting professional engineering companies' ability to do business and impacting the efficiency of program delivery from the government's perspective, a group of six CEO member firms approached Infrastructure Ontario (IO), and through IO, Metrolinx and MTO, to determine if the problem could be addressed through a joint effort of CEO and the project sponsors. A task group of CEO member firms commenced work on the draft guideline in the spring of 2013, following agreement from IO and other concerned agencies to enter into discussions. As a result of members of the task group retiring, the development of the guidelines was reassigned by CEO to their business risk committee in the fall of 2014.

The basic premise of this document on COI/UA is that it would be beneficial for all stakeholders in the private and public sectors to have agreement on a policy and guidelines that can be adopted by all provincial ministries and agencies and, with encouragement from the province, be recommended for use at the municipal level as well.

The establishment of a policy and consistent process to deal with potential COI/UA is required so that the best engineering talent in Ontario can continue to play its important role in delivering the province's capital program.

2. Definitions

Conflict of Interest:

A situation in which there is a risk that professional judgement or actions regarding a primary interest will be unduly influenced by a secondary interest, whether real or perceived.

Potential Conflict of Interest:

A situation in which there may be a risk of conflict of interest.

Perceived Conflict of Interest:

A situation in which a third party believes that a real or potential conflict of interest exists.

Unfair Advantage:

A risk that the bidder or any of its members had access to information related to the bid solicitation that was not available to other bidders and that would, in the project sponsor's, and/or an informed independent third party's opinion, give or appear to give the bidder an unfair advantage.



3. Principles

Overarching Values

The following values should underpin any COI/UA policy and be recognized by all parties including sponsors, owners, implementing agencies and service providers:

- fairness;
- transparency;
- cooperation;
- openness to change and improvement; and
- value-for-money for all Ontarians.

Principles

The following principles should govern the management of COI/UA matters throughout the project delivery cycle.

Not in Conflict for Working on Prior Phase Activities

Any service provider who has worked on previous phases may be a proposed respondent or participate as an equity owner, team member, consultant or sub-consultant to a proposal. From inception, projects undergo many studies including, but not limited to, feasibility, planning, environmental assessments and various phases of design, including conceptual, preliminary and detail (or final) design. In principle, the deliverables from any prior phase of the work may be made available to all proponents as reference material for subsequent studies or for a potential AFP or D/B project. As such, a service provider's involvement in earlier phase work should not create a COI/UA for the party undertaking downstream work, provided that the earlier phase work does not create an unfair advantage (as would work on a business case, Terms of Reference or Project Specific Output Specifications)

All Project Information in the Public Domain

Many perceived COI/UA can be avoided by making as much information as possible readily available to all potential service providers. Sponsors and implementing agencies should provide ample definitions of terms such as "information that may not be in the public domain", "commercial and strategic", etc. In cases where confidential data (which could put a service provider into a COI/UA position) is to be shared with that service provider, the distributing party should advise the service provider in advance and provide adequate rationale for such a decision (for example, the information was protected under the Freedom of Information Act).

COI/UA Rulings Made Early upon Request

Teaming of partners for an AFP or D/B project is a long-term initiative in itself, involving patient relationship building and, frequently, complex legal agreements. Recognizing that the ability to team early in the bid process is a benefit to both the owner/tendering agency and the service providers, the owners and procuring agents should decide and respond in

writing to potential COI/UA situations upon written request and should have resources and systems in place to do so.

COI/UA Issues to be Addressed Immediately

All parties must be prepared and committed to deal with issues in a proactive and timely manner.

Timely Decision Making

Potential COI/UA situations should be addressed immediately. Decision making should be timely and predictable.

COI/UA Rules Need to be Consistent and Clearly Outlined in Legal Agreements

The need to identify COI/UA situations that may arise throughout the life of a project and procedures for dealing with them should be codified in appropriate legal agreements between the parties of an AFP, D/B or traditional DBB project.

Project Sponsor is Accountable to Avoid Creating Conflicts for Consultants

A project may evolve from a traditional procurement model to an AFP, D/B or other alternative model. In such cases, the sponsor may request a current service provider to undertake work that, if done, would restrict or nullify that provider's ability to participate in a future procurement process. Such work requests should be avoided as much as possible and be undertaken by retaining an "owner's engineer" or "technical advisor" early in the process. Alternatively, the service provider should have the opportunity to decline the undertaking of the additional work to maintain their eligibility to participate in a subsequent procurement.

Commitment of All Parties

Project sponsors should mutually be held accountable to COI/UA issues and mitigation. An early and proactive response to potential real or perceived COI/UA situations is imperative.

Time Limits on Conflicts

Projects can stop, re-start and/or be re-configured over time. The period during which a service provider may be restricted from participating in an AFP, D/B or subsequent phase of traditional DBB delivery by virtue of perceived COI/US should be defined at the time of a project announcement and prior to release of the Request for Qualifications/Express of Interest (RFQ/EOI). To avoid COI/UA situations, owners/sponsors will be prepared to terminate contracts on a mutually agreeable basis.



Working with Contractors (or other stakeholders) on Projects Unrelated to Subject Project Does Not Create a Conflict

Consultants, contractors and other service providers may have different working relationships on several projects simultaneously. Unless projects overlap geographically, or have an ability to influence each other, in principle a COI/UA does not exist.

Ownership in Parties of Multiple Teams

Service providers who are part of a merger, own stock, hold debt or other proprietary interests in a proposal respondent are not necessarily in a COI/UA situation when this occurs part way through a procurement or project. In such cases, the service provider should advise the owner(s), sponsor(s) and implementing agency immediately and be required to propose and implement a solution, such as ethical walls, to the satisfaction of the owners, sponsors and implementing agency.

Limited Obligations of Sub-Consultants (or other third parties) with Respect to COI/UA

Consultants should require that their team members and sub-consultants adhere to COI/UA requirements as outlined in these principles and in project agreements. It should be recognized, however, that consultants cannot provide a guarantee on compliance for other firms and/or departing staff members not under their control.

Right to Audit COI/UA Mitigation Measures

Project sponsors and implementing agencies should have the right to audit the service provider's COI/UA mitigation measures, where a conflict of interest is identified and such measures are put in place, at agreed upon intervals depending on the nature and timing of the project. Project sponsors and implementing agencies should have the right to conduct unannounced spot audits of such mitigation measures.

Requiring COI/UA Complaints/Inquiries to be Made Prior to Closing of a Bid

During a Request for Proposals (RFP) process, identification of issues, enquires or complaints regarding potential COI/UA concerns regarding any team or entity should be submitted to the project sponsor and/or implementing agency well in advance to permit rulings to be made before the closing date for the bid.

COI/UA Appeal Panel

Firms subject to disqualification because of a perceived COI/UA should have recourse to an appeal mechanism, ideally a specially constituted and impartial panel.

Project Implementing Agency Required to Make COI/UA Principles Available to Project Sponsor

To help ensure consistency of application and predictability, the project implementing agency should make COI/UA principles and policies available to all project sponsors.

Guideline Terms, Periodic Review and Revision

The development of new procurement models is an on-going process. While the industry requires stability and predictability with respect to potential COI/UA matters, it is recognized that future changes to the above principles may not be appropriate for all parties. As such it is suggested that the principles, once adopted, be reviewed and updated as appropriate every one to two years.

Staff Seconded to Sponsors, Owners and Proponents

The secondment of a limited number of staff for unrelated work on a long-term contract to a project sponsor should not constitute a conflict of interest for the private sector employer. Rather, the individuals should be required to sign appropriate confidentiality agreements. It should be the joint responsibility of consultants and project sponsors to ensure that seconded staff are not exposed to circumstances that would unnecessarily place the private sector employer into a COI/UA situation.

A family member (parent, child or sibling) of a service provider employee working for a project sponsor should not create a conflict of interest. The situation shall be declared by both parties and appropriate measures put in place, consistent with current public sector code of conduct policies, to avoid creating a COI/UA situation for the service provider. The same actions should apply to family members of project sponsors working for a service provider.

Promotion, endorsement, or advancing of plans and/or projects by agents or advocates operating on behalf of a service provider should be considered the same as an employee when considering COI/UA situations.

With respect to addressing and mitigating the potential for real or perceived COI/UA situations associated with seconded staff, family members of the service provider working for sponsors, family members of the sponsor working for the service provider, or agents working on behalf of the service provider, both the public and private sector service providers have the same responsibility for self-identification and the implementation of mitigation measures.



4. Process for Identifying Conflict of Interest/Unfair Advantage

The process for identifying a potential conflict of interest and unfair advantage (COI/UA) should rely primarily on self-identification by firms having an interest in participating in a project. This self-identification should be based on clearly defined criteria as set out in this document or published by the project sponsor as early as possible in the competitive selection process. The final determination of COI/UA situations, including allowance for appeals, should be made no later than the Request for Qualifications/Express of Interest (RFQ/EOI) stage. For projects using alternative delivery models (D/B, AFP), opportunities for early determination of COI/UA situations are encouraged as project teams typically begin to form before formal project announcements are made.

The project sponsor/owner should also declare at an early stage situations that will create a potential COI/UA, particularly where participation in specific activities (including seconding of staff) during early phases of a project may create a COI/UA with respect to downstream work.

Third parties should have the right to identify a perceived or potential COI/UA and bring this to the attention of the project sponsor for determination.

Self-Identification

- All firms participating in a procurement process have an obligation to disclose a potential COI/UA.
- Declarations should be based on clearly defined principles and criteria.
- Opportunity should be provided for proponents to request determination regarding a potential COI/UA in advance of RFQ/EOI submission. This may be undertaken as part of the Request for Clarifications process.
- If determined that a potential COI/UA exists, the proponent should have the opportunity to propose mitigation and receive confirmation of the acceptability of this mitigation.

Project Sponsor Identification

- Project sponsor/owner should clearly identify situations where participation in a project will create a potential COI/UA related to downstream work. These situations should be identified in the RFQ/EOI documents. Submission of a Statement of Qualifications or EOI should be deemed to be acknowledgement and acceptance by the members of the proponent team making the submission of the stated COI/UA. However, the downstream COI/UA shall only apply to the successful proponent.
- A registry of COI/UA shall be established, listing any firms deemed to have a COI/UA and therefore ineligible to participate. Listing in the registry shall not occur unless the conflict has been acknowledged by the firm or until all avenues of appeal have been exhausted.

Third Party Identification

- Third parties may bring a potential COI/UA to the attention of the project sponsor/owner.
- The party identified as potentially being in a COI/UA situation should be notified of the third party concern and be given the opportunity to respond, including proposing mitigation to address the concern.

Timely Determination of Potential Conflict of Interest

- The project procurement process and schedule should recognize the need for potential proponents to obtain an early determination regarding potential conflict of interest situations.
- When a potential proponent or a third party requests a determination regarding a potential conflict of interest, the project sponsor/owner should issue a decision in a timely manner. Responses should be provided in writing within five (5) business days unless stated otherwise in the RFQ/EOI documents.

Opportunity to Mitigate

- In situations where the project sponsor/owner determines that a conflict of interest exists, the proponent should be given the opportunity to mitigate the conflict. The mitigation plan should be submitted within five (5) business days of the initial determination.
- The project sponsor/owner should render a timely decision regarding the acceptability of the proposed mitigation. Decisions should be issued within five (5) business days unless stated otherwise in the RFQ/EOI documents.
- Parties should have the right to appeal the decision as outlined in the next section of this document.

Potential Conflicts Arising During Procurement or Following Project Award

- It is acknowledged that potential COI/UA situations may arise following the initial declaration/determination.
- All firms participating in a procurement process or in the execution of a project have an obligation to promptly disclose potential conflicts of interest arising during the course of these activities. Where the situation is determined to create a conflict, the proponent should have the opportunity to mitigate the conflict.
- When potential conflict situations arise during the execution of the project, the firm shall not undertake any activities that may be deemed to be in conflict until the project sponsor has made a final determination.
- The project sponsor/owner should make every effort to avoid creating situations following short-listing or award (e.g. scope changes) that place potential proponents or service providers into a conflict of interest position. Where such situations cannot be avoided (e.g. seconded staff or employment of family members), proponents should be given reasonable opportunity to mitigate the conflict.

The Appeal Provisions outlined in Section 5 should also apply to these situations.



5. Appeal and Resolution Process

Conflict of interest and unfair advantage (COI/UA) issues can be identified and raised either by a company related to their own circumstances or by a third party who identifies a perceived or potential conflict by that company and raises this with the project sponsor. In these circumstances it is imperative to secure a speedy determination of conflict/no conflict from the project sponsor so that all parties, including the project sponsor, can proceed with some degree of assurance related to their future roles and responsibilities.

A determination on conflict/no conflict will be most useful to all parties early in the procurement process, preferably before the prequalification phase is initiated, and certainly before the proposal phase is concluded. A predetermined appeal process, including specific predefined time periods for the appeal process, will further assist the project sponsor and potential bidder(s) in establishing appropriate roles and responsibilities in sufficient time to take remedial action as required, up to and including withdrawal from the procurement process, if needed.

The establishment of a standing appeal panel will be most useful to all parties, including the project sponsor, to review and provide judgment on potential COI/UA issues where these issues are complex and onerous. This appeal panel should be used to move the ruling of conflict/no conflict forward, to the benefit of all parties involved. The proposed composition of the appeal panel is outlined below.

Appeal Process

A predetermined process for requesting that the project sponsor provide judgment on a COI/UA issue, should be defined early in the process, before the prequalification phase is initiated, to provide clarity to all parties. This should follow an appeal process that includes specific predetermined periods for appeals, reviews and the provision of decisions. In particular:

- The bidder/potential bidder company should at the earliest possible time after they become aware of a potential conflict submit a written request for clarification to the project sponsor. This request should include the nature of the potential conflict and the background information that is material to the request.
- In the case of a third party submitting a similarly documented written request for clarification to the project sponsor, the bidder/potential bidder company will be provided the opportunity to respond to this third party request. This will include the opportunity to request and receive clarification, through the project sponsor, of the third party concerns.
- The project sponsor should then determine if in its opinion a potential or real COI/UA exists and should provide a written notice of clarification to all parties within five (5) business days of being so informed. If the determination by the project sponsor is “no conflict”, all parties should receive the notice of clarification and the potentially prejudiced company is free and clear to proceed.
- If however the determination is “potential conflict”, the notice of clarification to all parties should so state and should provide the written rationale for that judgment. The company has the right to seek further determination from the appeal panel should that company so decide and a request for hearing should be made by the company within five (5) business days of receiving the notice of clarification from the project sponsor.

- In response the project sponsor should hold an appeal panel hearing within ten (10) business days of receiving the request for hearing and should hear all parties on the issue. The parties should include all the private sector parties and the appropriate staff of the project sponsor and others as may be required. Each party should be provided the opportunity to state their rationale and reasoning related to the determination of “potential conflict”.
- The appeal committee should then render an appeal committee decision simultaneously in writing to all parties within ten (10) business days of the hearing. The appeal committee decision is final, binding on all parties and not subject to further appeal.

Appeal Panel

The standing appeal panel should be made up of three senior level industry representatives with appropriate knowledge of contractual issues and relationships related to AFP projects and appropriate knowledge of the AFP procurement process. One should be appointed by Infrastructure Ontario (IO), one should be appointed by Consulting Engineers of Ontario (CEO) and the third should be appointed by mutual agreement of IO and CEO.

The appeal panel should be available on short notice to hold hearings as needed and as requested by the project sponsor. At the hearing, each party should be provided the opportunity to state their case verbally and in writing with all parties present and with a free exchange of written information taking place. The appeal panel should render its appeal panel decision within a further ten (10) days of holding that hearing.

It is expected that all parties will act responsibly related to this process. First, the private sector should respect the level of effort required to establish and to conduct such hearings, and will not raise frivolous COI/UA issues to the detriment of on-going relationships with the province. Second, the appeal panel’s mandate is to provide fair and dispassionate assessment and consequent decisions, without malice, related to the COI/UA issues being heard.



6. Mitigation Measures

In some cases it may be necessary to implement measures to mitigate any adverse effects arising from a real or perceived COI/UA. These measures may include:

- The project sponsor establishing a data room to ensure that all proponents have equal access to information that may be used in the preparation of a bid or Expression of Interest (EOI). The data room could contain the following types of information:
 - all preliminary studies, baseline reports and environmental studies;
 - geotechnical information, including source data and interpretive reports;
 - mapping of surface and subsurface features (lidar or equivalent);
 - topographic and legal surveys (required);
 - all costs estimates;
 - utility information, including relocation plans and clear definition on any betterments;
 - geo-environmental information;
 - property information, including easements;
 - planning information for any adjacent developments in process;
 - existing building condition surveys;
 - design drawings and specifications, to the highest level that currently developed; and
 - as-built engineering drawings (e.g. where project is being expanded or extended).
- In some cases it may be necessary for members of a proponent's team to establish "ethical walls" within their organization, to separate and isolate persons who are participating in a proponent team from persons who are privy to undisclosed information that they have obtained while working for the project sponsor. Ethical walls should meet the following guidelines:
 - all parties should be notified in writing of the potential COI/UA, the affected persons and the restrictions that will be put in place;
 - the persons in possession of the undisclosed information should enter into a confidentiality agreement with the project sponsor, specifically restricting the disclosure of project information to anyone, unless authorized by the project sponsor;
 - all physical and electronic files should be secured properly against unauthorized access; and
 - the specific rules governing the ethical walls must be submitted in writing to the project sponsor.

All parties are expected to act fairly and reasonably and to adhere to the spirit of the guidelines. These mitigation measures are necessary to protect the interests of parties that may be affected by a real or perceived conflict of interest. Therefore, the implementation of these measures must be transparent and effective. The sponsors will have the right to audit the mitigation process.



7. Specific COI/UA Situations and Remedies

The following tables summarize a range of typical potential COI/UA situations pertaining to the provision of engineering and related services, along with potential remedies. The tables are not intended to be exhaustive, but rather to illustrate the potential application of the principles outlined in this document in a variety of commonly occurring situations.



	POTENTIAL CONFLICTS	POTENTIAL REMEDIES
1.	Planning/Preliminary Design/Feasibility	
1a.	A firm participating in planning or preliminary design work for a project sponsor also wishes to pursue a subsequent detail design assignment, Design/Build (D/B) assignment or Alternative Finance and Procurement (AFP) project.	This is not considered to be a COI/UA. All documentation developed during the planning or preliminary design phase should be made available to all proponents pursuing downstream work. The sponsor responsible for the planning or preliminary design assignment should make every reasonable effort to close out the agreement for planning/preliminary design services before initiating procurement for the subsequent work.
1b.	A firm is participating in planning or preliminary design assignment for a project sponsor. With this work ongoing, the firm also would like to work for a third-party stakeholder on a project that may impact, or be impacted by, the planning or preliminary design assignment.	This situation may create a COI/UA and should be declared. Potential remedies include: <ul style="list-style-type: none"> a) Upon review of the third party project and the firm's role, the sponsor may determine that there is no conflict of interest and the firm may proceed with both projects. b) If a potential conflict is deemed to exist, the firm may implement separation of staffing and resources to ensure that the same staff do not work on both projects. The firm must also maintain separate records for each project and take appropriate measures to prevent the exchange of records between project teams (ethical wall). c) The firm may decline components of the third party stakeholder's project that are potentially in conflict.
1c.	A firm undertakes feasibility studies to support decision making regarding project procurement models (e.g. cost estimates, risk assessment, etc.). The firm wishes to participate in the subsequent procurement for the project (D/B, AFP, CMGC, etc.)	This is generally not considered to be a COI/UA. All documentation developed during the studies should be made available to all proponents pursuing downstream work. If it is considered that the products of these studies are to be treated as confidential; this should be stated in the Terms of Reference for the studies and participating team members should be required to sign confidentiality agreements. Those team members may be prohibited from participating in the subsequent procurement, although the firm may pursue them with appropriate separation of staff and records.

	POTENTIAL CONFLICTS	POTENTIAL REMEDIES
1d.	A firm participating in planning or preliminary design project for a sponsor also wishes to undertake work for a third party stakeholder on a different project that is outside the limits of the provincial project.	If there is no direct interaction between the projects, this is not considered to be a conflict of interest.
1e.	A firm wishes to pursue planning or preliminary design project for a sponsor. The firm is engaged in work for a potential third party stakeholder on a project that may be impacted by the planning or preliminary design project.	This may create a potential conflict of interest. The firm must declare the situation and seek a ruling. Potential remedies include: <ul style="list-style-type: none"> a) Upon review of the third party project and the firm's role, the sponsor may determine that there is no conflict of interest. b) If a potential conflict is deemed to exist, the firm may implement separation of staffing and resources to ensure that the same staff do not work on both projects. The firm must also maintain separate records for each project and take appropriate measures to prevent the exchange of records between project teams (ethical wall). c) The firm may withdraw from the pursuit.
2. Detail Design		
2a.	A firm is working on a detail design assignment for a sponsor. With this work ongoing, the firm would also like to work for a third-party stakeholder on a project that may impact, or be impacted by, the detail design assignment.	This situation may create a conflict of interest. Potential remedies include: <ul style="list-style-type: none"> a) Upon review of the third party project the sponsor may determine that there is no conflict of interest (e.g. a municipality and provincial ministry cooperating to implement a project having work in both jurisdictions). b) If a potential conflict is deemed to exist, the firm may implement separation of staffing and resources to ensure that the same staff do not work on both projects. The firm must also maintain separate records for each project and take appropriate measures to prevent the exchange of records between project teams (ethical wall). c) The firm may decline components of the third party stakeholder's project that are potentially in conflict.



	POTENTIAL CONFLICTS	POTENTIAL REMEDIES
2b.	A firm that participated in the detail design of a project wishes to provide construction administration services for the construction phase of the project.	This is not considered to be a conflict of interest.
2c.	During detail design a sponsor decides to change the project delivery method from DBB to D/B or AFP. The firm undertaking detail design would like to participate in the D/B or AFP project.	This is not considered to be a COI/UA. All documentation developed during the detail design phase should be made available to all proponents pursuing downstream work. The sponsor responsible for the detail design assignment should make every reasonable effort to close out the agreement for detail design services before initiating procurement for the subsequent work. Where agreement close-out is not practical or achievable, the firm will be given the opportunity to mitigate the potential COI/UA situation.
2d.	A firm wishes to pursue a detail design project for a sponsor. The firm is engaged in work for a potential third party stakeholder on a project that may be impacted by the detail design project.	This situation may create a COI/UA. The firm must declare the situation and seek a ruling. Potential remedies include: <ul style="list-style-type: none"> a) Upon review of the third party project and the firm's role, the sponsor may determine that there is no conflict of interest. b) If a potential conflict is deemed to exist, the firm may implement separation of staffing and resources to ensure that the same staff do not work on both projects. The firm must also maintain separate records for each project and take appropriate measures to prevent the exchange of records between project teams (ethical wall). c) The firm may withdraw from the pursuit.
3. Construction Administration		
3a.	A firm is participating in provision of construction administration services for a project being constructed by contractor X. The firm also wishes to provide design services for contractor X on a different project.	This is not considered to be a COI/UA as they are separate projects.

	POTENTIAL CONFLICTS	POTENTIAL REMEDIES
3b.	A firm is providing construction administration services for a project being constructed by contractor X. At the same time the firm is supporting contractor X against the sponsor's position related to a claim on a different project.	This is not considered to be a COI/UA as they are separate projects. However the situation should be declared. The firm should manage the potential conflict with separate staffing and resources.
4. Construction		
4a.	A firm that has participated in preparation of detail design and tender documents would like to provide services to the successful contractor on a value engineering change proposal (VECP).	If the VECP has been accepted by the owner, this is not considered to be a conflict of interest. However the situation should be declared.
5. Alternative Delivery Projects		
5a.	A firm that participated in the planning or preliminary design of a project would like to pursue the detail design services for a subsequent construction manager general contractor (CMGC) assignment.	This is not considered to be a COI/UA. All documentation developed during the preliminary design phase should be made available to all proponents pursuing downstream work.
5b.	A firm that participated in the preliminary design or reference design for a D/B or AFP project wishes to participate as part of a D/B or AFP team.	This is not considered to be a COI/UA. All documentation developed during the preliminary design phase should be made available to all proponents pursuing downstream work. The sponsor should ensure that the preliminary design services do not include development of the procurement documents for the D/B or AFP.
5c.	A firm is providing design services to a D/B or AFP contractor and at the same time is providing CA services on another project where the same contractor is undertaking construction.	This is not considered a COI/UA as they are two separate projects. However, the situation should be declared. It may be necessary to implement separation of staffing and records.
5d.	A firm has provided services to a sponsor for the development of procurement documents for a D/B or AFP project. The firm would like to participate on team bidding for the project.	This is considered a COI/UA and is not permitted. The RFP documents for the development of procurement documents should clearly state that the successful firm will be ineligible to participate in the subsequent D/B or AFP pursuit.



	POTENTIAL CONFLICTS	POTENTIAL REMEDIES
5e.	Following shortlisting for (or award of) a D/B or AFP project a sponsor modifies the scope of the project. The newly added work creates a potential conflict of interest for a participating firm.	The agency should generally avoid creating situations that retroactively create conflicts. The potentially impacted team should declare the potential COI/UA. If the situation is deemed to create a COI/UA, the agency should work with the team to mitigate the situation without creating undue hardship or disadvantage for the team or participating firm. If the COI/UA cannot be effectively managed by separation of staffing and records the agency should consider withdrawing the contemplated scope change.
6. Teaming Arrangements		
6a.	A firm that is a member of an unincorporated JV, i.e. a JV in which the member firms pool their resources to deliver professional services but do not gain any competitive advantage by working together, wishes to pursue downstream work for which one or more of the other member firms would have an unfair advantage.	This is not considered to be a COI/UA provided there is a physical separation or ethical wall in place to prevent the firm from gaining access to information that is not made available to the public.

8. Summary and Benefits

This proposal for a made-in-Ontario COI/UA policy arose from industry concern over the increasing frequency with which potential or perceived COI/UA situations arise in the development, bidding and execution of large-scale infrastructure projects in the province. Because of the financial risks involved in bidding these projects, particularly for members of the province's consulting engineering industry and the industry's government relations and public affairs associations, Consulting Engineers of Ontario prepared this white paper on the subject. The preceding discussion and recommendations for a COI/UA policy aim to improve governance and transparency in the competitive selection process for Ontario's large capital projects while reducing the risks that bidders will be unfairly prevented from participating in these projects and providing benefits to all Ontarians.

Those benefits include:

Improved Governance and Transparency

- The single best way to avoid conflicts is for the public tendering agencies to put all of the project information in the public domain in a timely manner such that no proponent gains unfair advantage by virtue of early access to information. Very seldom is there anything so proprietary or sensitive that it could not be made available to all of the bidders, thus resolving any conflicts. Further, the advantage to the project sponsor is more qualified bidders and potentially a better team and product.
- The COI/UA policy will provide public and private organizations with the framework for making informed decisions on a sustainable basis, prior to encountering significant costs associated with a particular project or group of projects.
- The COI/UA policy will also reduce the burden on public authorities to make arbitrary decisions and rulings on real or perceived conflicts. The advantage to the project sponsor is more industry buy-in on decisions where they are represented on the appeal committee.

Reduced Costs, More Efficient Delivery

- The COI/UA policy will reduce the risks related to team building and bidding on large-scale projects, thus mitigating the ever-increasing bidding costs to all parties.
- A clearly articulated policy will limit the number of conflicts, thereby maximizing the number of firms available to compete and undertake the work. This competition, once again, will reduce bidding costs.
- The policy will allow professional services firms to make informed decisions and obtain consensus on a potential conflict in a timely manner so that they can respond quickly to the opportunities at hand.
- A significant number of conflicts have arisen as a result of the project sponsor changing the project scope after the fact and after the consulting engineers have declared that they are not in conflict. A COI/UA policy that includes mitigation procedures for conflicts that occur as a result of changes in project scope, timing or third party actions, will provide the required flexibility to accommodate the delivery of these significant infrastructure assignments.
- The policy will provide professional services firms with a proactive tool to plan their involvement, manage their workloads, staff their resources and maximize local content.
- The policy will indemnify principal respondents from responsibility for a COI/UA attributable to a second or third party under its management.



Increased Economic, Environmental and Social Benefits

- A COI/UA policy that is reasonable and definitive in scope will result in the provision of more design capability and fit comfortably within the legislative framework and regulatory regime of the province with respect to the standards of design, environmental objectives and safety that are paramount on large-scale undertakings.

All of the above benefits, we believe, will lead to the improvement and expansion of the engineering services industry in Ontario while at the same time reducing the overall cost of the province's capital projects, ultimately resulting in economic and other benefits to the community at large.

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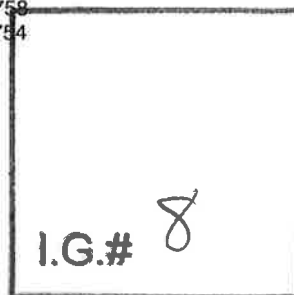
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MC-2015-1641

August 5, 2015

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



Dear Mayor Lever:

In advance of the upcoming AMO conference in Niagara Falls, I am pleased to provide you with the 2015 *Renewable Energy Development in Ontario: A Guide for Municipalities*, an update to the guide that was first published in 2011. The goal of this guide is to provide municipalities with a clear understanding of the renewable energy development process and their role in that process.

Building clean, reliable and affordable energy in a way that respects communities is a top priority for Ontario. The province is working with municipalities and renewable energy project developers to help ensure that cost-effective and well-supported projects are developed. We're doing this by providing you – Ontario's municipalities – with a stronger voice in the development of large renewable energy projects.

When municipalities play an active role in the renewable energy development process, they help to ensure that projects meet community needs. The Large Renewable Procurement (LRP) program and the updated Feed-In Tariff (FIT) program each require their support for proposed projects. The FIT program also gives priority to projects with greater than 50 per cent municipal ownership.

To facilitate active municipal involvement in the renewable energy development process, this updated guide explains key changes introduced under the LRP and FIT programs, provides an overview of the regulatory approval processes involved in renewable energy development, and describes the role that municipalities can play in these processes.

If municipal staff have any questions or comments, please have them contact the Ministry of Energy's Renewable Energy Facilitation Office (REFO) by phone at 1-877-440-7336 (416-212-6582 within the GTA) or by email at REFO@ontario.ca and an advisor will be pleased to help.

We look forward to working with you to ensure Ontario's continued success.

Sincerely,

A handwritten signature in black ink, appearing to read "Bob Chiarelli".

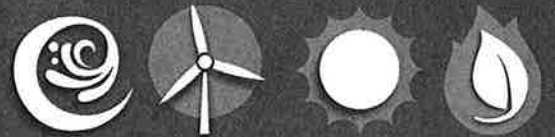
Bob Chiarelli
Minister

Enclosure



RENEWABLE ENERGY DEVELOPMENT IN ONTARIO: A GUIDE FOR MUNICIPALITIES

2015 Edition



A publication of the Renewable Energy Facilitation Office, Ministry of Energy



FOR MORE INFORMATION:

Ontario Ministry of Energy – energy.gov.on.ca
Independent Electricity System Operator – ieso.ca

You can also contact the Ministry of Energy's Renewable Energy Facilitation Office (REFO) at 1- (877)-440-7336 or (416) 212-6582, or via email at REFO@ontario.ca.



400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6

Phone: 519.621.2761 Toll free: 866.900.4722 Fax: 519.621.4844 Online: www.grandriver.ca

August 5, 2015

Karen Landry, CAO/Clerk
Township Of Puslinch
7404 Wellington Road 34, RR 3
Guelph ON, N1H 6H9



Dear Karen Landry and members of Council,

I am writing on behalf of the partners of the Grand River Watershed Water Management Plan to present the 2014 Annual Report on Actions to you and your council.

The goals of the Water Management Plan are to improve water quality, secure water supplies, reduce flood damage potential, address the effects of climate change and reduce the Grand River's impact on Lake Erie.

The Plan is the product of a voluntary partnership of municipalities, provincial and federal agencies and First Nations. The Plan was endorsed in 2014 and this is the first annual progress report on the actions in the Plan.

The Plan was developed in a collaborative process focused on finding the "best value solutions" – the most effective and efficient ways to achieve the goals. The Plan aligns the existing projects and programs of the partners so they can work together to improve the management of water issues.

Most of the Actions are things the Plan partners are already doing, or plan to do. Other Actions are best practices, which partners can implement voluntarily to address water issues.

Enclosed, please find copies of the 2014 Report on Actions, which provides an overview of the Actions completed in 2014. It can also be downloaded from our website at www.grandriver.ca.

Please feel free to distribute these documents to the members of council and senior staff.

We would be happy to appear before council to provide additional information and to answer questions. To make arrangements please contact Sandra Cooke, Chair Water Managers Working Group, at scooke@grandriver.ca or 519-621-2763, Ext. 2224.

Yours truly,

Joe Farwell, P.Eng.
Chief Administrative Officer
Grand River Conservation Authority

CLERK'S DEPARTMENT	
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Township of Puslinch

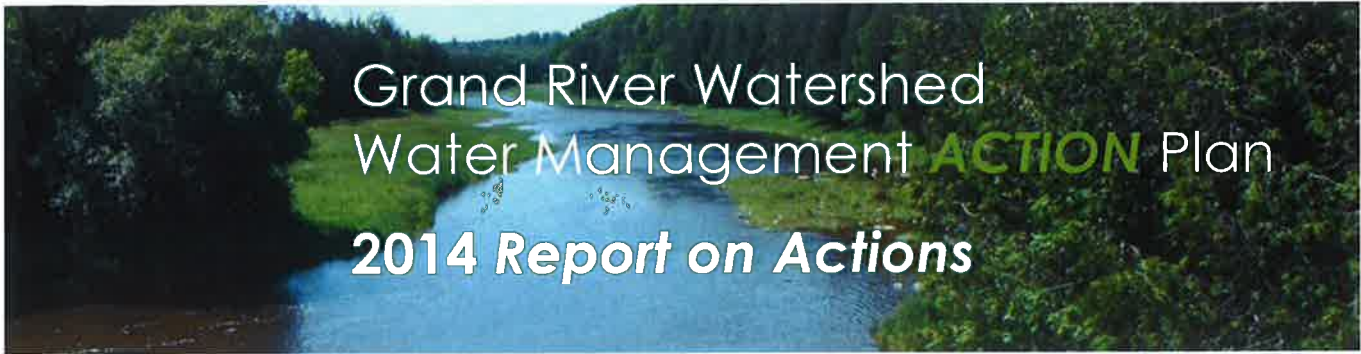


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- 5 Improving Water Quality
- 7 Building resilience
- 8 Looking Ahead, Challenges

Introduction

The Grand River Watershed Water Management Plan calls for annual progress reporting on the implementation of actions, starting in 2015.

The Actions identified in the Plan move us toward achieving the goals – to reduce flood damages, ensure water supplies, improve water quality and build resilience to deal with a changing climate.

This inaugural *Report on Actions* summarizes activities from the previous year and provides insight into the collective work plans of the partners for the coming year.

In addition, watershed conditions are highlighted. A complete report that summarizes watershed conditions and trends will be prepared every five years starting in 2019.

PARTNERS

- Brant
- Brantford
- Cambridge
- Centre Wellington
- Environment Canada
- Grand River Conservation Authority
- Guelph
- Haldimand
- Kitchener
- Ministry of Agriculture, Food and Rural Affairs
- Ministry of Environment and Climate Change
- Ministry of Natural Resources and Forestry
- Oxford
- Region of Waterloo
- Six Nations of the Grand River
- Waterloo

Partnerships and co-ordination

The Plan was endorsed by 27 municipalities, Six Nations of the Grand River, Environment Canada, the provincial ministries of Environment and Climate Change, Natural Resources and Forestry, and Agriculture, Food and Rural Affairs, and the GRCA Board in 2014.

Four meetings of the Water Managers Working Group, the Plan’s main implementing body, will take place in 2015.

Stormwater managers continue to meet to discuss best practices for stormwater management. Wastewater managers are meeting to continue to optimize wastewater treatment plants and share lessons learned. The southern Grand River working group continues to advance work in the Dunnville area.

Partners are working together to optimize efforts for monitoring the conditions of the watershed to support good stormwater, wastewater and land use planning. Good information supports good decisions. This work will enable a comprehensive report on the status of the watershed to be completed for 2019.

Summary of progress

2014 marks the first year of Plan implementation.

Partners are advancing 120 of the 163 actions listed in the Plan. Some actions have been completed and are highlighted in this report while other actions are scheduled to start in the next few years.

Status of the Implementation of Actions



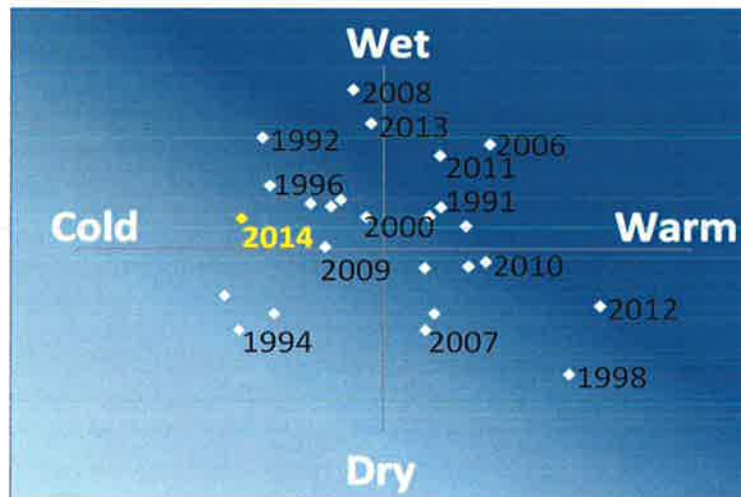
- In Progress
- Completed
- Future

Watershed conditions

In 2014, conditions were generally wetter and cooler than average and reservoir levels were above average due to the wet conditions. Dissolved oxygen levels in the river were generally good due to the high flows.

Water resource engineers operate the reservoirs to maintain river flows to meet **low flow targets** on the Grand River at Doon and Brantford. This is important for the Region of Waterloo, City of Brantford, and Six Nations who take some or all of their drinking water from the river. Flows are also maintained to dilute the treated wastewater discharged from wastewater treatment plants. Consideration is given for the ecological needs of the river system as well. Active reservoir management helps to maintain a healthy river system.

River flows were consistently above the low flow targets in 2014



Watershed conditions were generally cooler and wetter than average in 2014. This chart shows yearly conditions as described by deviations from average annual precipitation (wet/dry) and temperatures (warm/cold) since 1990. 2014 is highlighted in yellow.

Reducing flood damages

Reservoir operations, flood forecasting and warning

The seven multi-purpose reservoirs managed high flows in both the spring and fall. The reservoirs effectively reduced downstream flooding. For instance, the reservoirs cut river flows by 25% in the spring and up to 55% during a large snowmelt event in November.

Watershed flood coordinators met in February 2014. All municipalities successfully responded to the test flood alert.



The flood program issued many statements in 2014

Dam and dike safety studies

The GRCA owns and operates 29 of the 150 dams in the watershed. There have been safety studies completed for specific components of each GRCA dam. In 2014, a dam embankment study for the Luther Dam and a gate reinforcement analysis for the Shand Dam were completed.

Major repairs and maintenance was completed on six GRCA dams in 2014 including the rebuilding of Drimmie Dam in Elora; stop log replacements at Damascus and New Dundee dams; concrete restoration on a wingwall of the Wellesley Dam; gates and gate seals repaired or replaced at Guelph and Conestogo dams, and new fencing erected at the Caledonia Dam.

Floodplain mapping and emergency preparedness

Accurate floodplain mapping is the foundation of emergency preparedness. In 2014, the GRCA and the Ministry of Natural Resources and Forestry started a project to update floodplain mapping.

Permits and plan review to reduce future flood damages

To reduce future flood damages, the GRCA has the responsibility to regulate activities in natural and hazardous areas. This is done through the application of regulations affecting areas in and near rivers, streams, floodplains, wetlands, slopes and the Lake Erie shoreline.

Seven multipurpose reservoirs and dams are operated to reduce flooding and maintain water in the river during the summer. Ongoing maintenance is needed to maintain these assets.



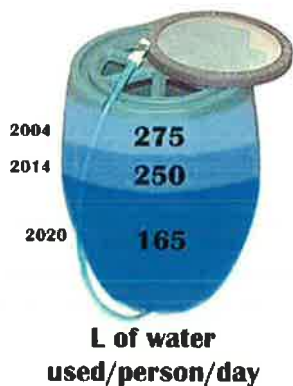
Dam embankment upgrade completed at the Luther Dam, Amaranth Township, to ensure future stability of the dam.

104 permits were reviewed to protect people from flooding and ensure damage to property was avoided or minimized

236 permits were reviewed near wetlands to ensure water stays in place and does not cause downstream flooding

3 subwatershed studies were endorsed – Waterloo North, Cambridge West and Freeport Creek, to maintain the natural water cycle

Permits and plan review prevent future flood damages



Average per person water use has dropped to about 250 L per person per day in 2014 from 275L. The future target is 165 L per person per day for Guelph and the Region of Waterloo.



Renovation of an old irrigation pond, before (top) and after (bottom), helps reduce takings directly from creeks.

Many agency partners worked together with the farming community to identify alternative water supplies for irrigation.

Ensuring water supplies

Water supply planning and water security

Water budgets help identify where and how much water is available for municipal supplies, irrigation and environmental needs. Water budgets are being considered as a way to help the process of issuing a Permit To Take Water in Ontario.

The Tier III Water Budget for the City of Guelph and Region of Waterloo is now complete. The Whiteman's Creek Tier III Water Budget study has started.

Many municipalities are actively managing water demand through conservation programs. They regularly develop master plans for long-term water supply management.

The Region of Waterloo and City of Guelph completed their Water Supply Master Plans in 2014. The Region has also completed a Water Efficiency Master Plan. Conservation efforts continue to be encouraged and, as a result, water demand is decreasing.

Drought contingency planning

A specific drought contingency plan for Whitemans creek subwatershed was completed.

A drought contingency plan for the Grand River watershed was completed.

The agricultural community was active in the Whitemans Creek watershed in 2014 by implementing irrigation system assessments and identifying alternative sources of irrigation water. Work was done through the Water Adaptation Management and Quality Initiative (funded by Agriculture Canada and the Ministry of Agriculture, Food and Rural Affairs under Growing Forward – 2. Other project partners were the ministries of Environment and Climate Change, Natural Resources and Forestry, Brant and Oxford Federations of Agriculture, Farm and Food Care and GRCA.

Protecting drinking water

Drinking water is an important use of both ground and surface water in the watershed.

The proposed Grand River Source Protection Plan was submitted to the Ministry of the Environment and Climate Change in 2013; reviewed and updated in 2014 for resubmission in 2015.

Six Nations commissioned its new water treatment plant. Brant upgraded the treatment system at the Mount Pleasant municipal well and they are bringing the Bethel Road municipal wells into service.

A groundwater study was completed for the Bethel wells to determine the wellhead protection area.

Improving water quality

Managing point sources

Wastewater treatment plants are significant sources of nutrients to the river system in the summer. Municipalities are improving their plants through upgrades and optimization.

Centre Wellington upgraded the Elora wastewater treatment plant. It now includes nitrification, tertiary filtration and biosolids stabilization.

Haldimand County's application of the Composite Correction Program demonstrated additional capacity that resulted in the re-rating of the Cayuga plant, deferring significant capital costs.

The Region of Waterloo continues to upgrade the Kitchener and Waterloo wastewater treatment plants.

Mapleton, Wellington North and Brant worked with the GRCA to complete Comprehensive Performance Evaluations of their plants to identify opportunities to improve plant performance and/or opportunities to realize additional capacity.



The new Elora wastewater treatment plant will improve river water quality for the world-class brown trout tailwater fishery

*The **Composite Correction Program** is an approach to address performance and capacity limiting factors at wastewater treatment plants. The first step of the CCP is a **Comprehensive Performance Evaluation**, which evaluates the operation, design, maintenance, and administration of a plant to determine the factors that may be affecting performance or capacity.*

Managing urban non-point sources

Stormwater management in the central watershed helps reduce flooding in urban areas and improve local and downstream river water quality. Partners have committed to developing a community of practice through the Stormwater Management Working Group.

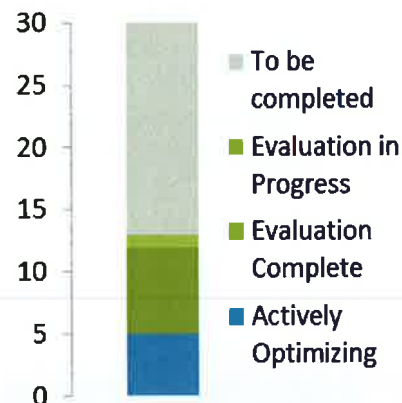
Brantford completed a Master Servicing Plan that included wastewater and stormwater. Kitchener initiated a Stormwater Master Plan update.

Funding for stormwater management is being addressed through a study in Guelph.

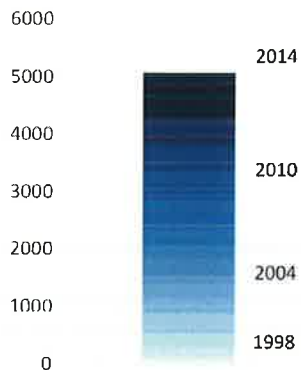
Nearly 1,300 Waterloo and over 5,100 Kitchener residents/businesses have received credit for adopting stormwater best management practices since the stormwater credit programs were started.

The RAIN Program conducted 128 home/business visits and recognized 6 leaders with Community Action Awards in Kitchener and Waterloo. They started reaching out to Cambridge residents.

Municipalities across the watershed continue to promote the Smart About Salt program. The Region of Waterloo launched its Curb the Salt campaign.



*The Wastewater Optimization Program is gaining support across the watershed; 12 of the 30 plants in the watershed have completed a Comprehensive Performance Evaluation. Optimization efforts continue in **Brantford, Haldimand and Guelph.***



Total number of completed Rural Water Quality Program projects since 1997 exceed 5000!

Conservation Services staff are using advanced GIS tools and approaches to engage the farming community about erosion and keeping valuable soil on the land



The Southern Grand River estuary near Port Maitland.

Improving Water Quality *continued*

Managing rural non-point sources

Since 1998, the Rural Water Quality Program has provided financial incentives and technical assistance to rural landowners to implement projects to improve and protect water quality. The agricultural community implemented 380 projects in 2014.

In 2014, the program was available in 75% of the watershed with funding from Waterloo Region, Wellington, Guelph, Brant, Brantford, Oxford and Haldimand. Limited funds were available in the remainder of the watershed.

These projects led to an additional 4,100 kilograms of phosphorus remaining on the land, bringing the total to 104,000 kg of phosphorus retained each year.

The Ministry of Agriculture, Food and Rural Affairs supported further development of decision-support tools to promote efforts to reduce soil erosion and nutrient movement off the farm. As a result, the GRCA developed detailed maps to help identify erosion areas or 'hotspots' in six sub-watersheds in the Nith River basin. Work continues in 2015 in the Conestogo River basin.

Improving natural river processes

Streams and rivers in the Grand River watershed carry water and sediment to Lake Erie while also providing valued habitat for fish, amphibians, aquatic insects and plants. Work to facilitate natural river processes in many small streams and the larger rivers will help to support a healthy watershed.

Ministry of Natural Resources and Forestry and Environment Canada supported studies to improve the technical understanding of the southern Grand River through a formalized decision analysis, development of a new digital elevation model and new river bathymetry.

In partnership with the Fisheries Management Plan Implementation Committee, GRCA collected temperature data near a small dam on McKenzie Creek.

Kitchener naturalized 1.3 km of stream in Schneider Creek subwatershed to help improve water quality in Victoria Lake.

Mill Creek Stewardship Rangers rehabilitated over 450 metres of Mill Creek.

Building resilience requires a commitment to data-based decision making

Data collection, evaluation and decision making

Water monitoring programs in the watershed include stream flow, water quality and groundwater. The data collected by these programs help inform water management decisions.

GRCA and Water Survey of Canada collect stream flow data at 55 stream flow gauges. The data provides the information needed to prepare for and forecast flooding. It also informs the management of the reservoirs to ensure that flow targets are met.

Ambient groundwater is monitored at 27 wells throughout the watershed by the GRCA in partnership with the Ministry of the Environment and Climate Change. The GRCA also monitors ambient groundwater conditions at 23 more wells. Wells are equipped with data loggers for continuous measurement of water levels and temperature. In 2014, the ministry supported the instrumentation of 3 groundwater wells with telemetry for real-time monitoring. In addition, many municipalities have their own groundwater monitoring programs.

GRCA collects river water quality 10 times a year at 37 sites in partnership with the Ministry of Environment and Climate Change. In addition, the ministry recently started collecting water quality data at a new site in the Grand River estuary downstream of the Dunnville Dam.

The Region of Waterloo monitors river water quality at 28 sites above and below their wastewater treatment plants to inform current and future wastewater management. In addition, they evaluate the health of the aquatic community every three years.

A 3-year research project sponsored by the **Canadian Water Network** on Aquatic Cumulative Effects Assessment in the Grand River concluded in 2014. Plan partners will use this research to inform their operational monitoring. The Grand River watershed continues to be a focus of many innovative projects sponsored by the **Southern Ontario Water Consortium**.

The Ontario Geological Survey continues to map the overburden sediments in the watershed. They have focused recently on areas in Haldimand, Wellington and Dufferin counties. These projects allow water managers to understand and better manage the aquifers in these areas.

Cities of Kitchener, Waterloo, Guelph, Brantford, Region of Waterloo and non-government organizations like Trout Unlimited collect water data for informing subwatershed planning, characterizing conditions and river restoration.



Collecting river flow data allows engineers to calibrate flood forecast models



Collecting stream water quality samples help to gauge the health of the stream



Long-term groundwater level data enables hydrogeologists to understand how aquifers respond to changing climate conditions

Looking Ahead – short, mid and long-term workplans

2015-16

2017-19

2020+

- Water Managers will review and optimize water monitoring efforts
 - Region of Waterloo to start Wastewater and Biosolids Master Plans
 - Centre Wellington to start Water Supply Master Plan
 - Nutrient targets will be set for Lake Erie in 2016
 - Master Servicing Plan for Paris is expected to be complete in Brant
 - Guelph WWTP anticipates the completion of a pilot plant to treat concentrated wastewater
 - Environmental assessments to consider wastewater servicing and treatment are expected to be completed for Arthur, Mapleton, Drumbo and St. George
 - New hydrography for the watershed should be complete
 - Kitchener anticipates completion of the Stormwater Master Plan
 - Brantford plans to launch a stormwater flow monitoring program and Subwatershed Master Plan studies.
- Major treatment upgrades at the Kitchener WWTP are expected to be completed
 - GRCA will review the reservoir operating policy and work with the MOECC to review low flows for wastewater planning
 - A watershed resources conditions report will be completed by Plan Partners by 2019
 - Water managers will sponsor cost-benefit analysis for evaluating point vs nonpoint source controls for future water quality improvements
 - The Implementation Committee will review the Water Management Plan in 2019 & if necessary, initiate a process to update the Plan
- Brant will carry out studies with plans to upgrade the Paris and St. George wastewater treatment plants
 - Water Managers will investigate producer-municipal partnerships to jointly manage nutrients and organic wastes for energy production

Challenges and barriers to success

Having a water management plan is only the beginning. The success of the plan will lie with the partnerships and the people to tackle the following challenges:

1. **Maintaining engagement** as people retire or move on, the transfer of knowledge to new staff and sharing lessons learned or approaches will be critical.
2. **A commitment to implement** the actions and report on progress – *a plan only succeeds if implemented*
3. **Allowing innovation.** Innovative approaches that may not be consistent with current regulatory practices are needed to achieve the goals of the Water Management Plan.



**Guelph/Eramosa
Township**



**THE TOWNSHIP OF GUELPH/ERAMOSA
NOTICE OF COMPLETE APPLICATION**

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 08/15) to amend Zoning By-law 57/1999.

THE LAND SUBJECT to the application is municipally known as 6838 Wellington Road 124 and legally known as Guelph Div B Con 5 Pt Lot 2 RP 61R9754 Part 4 in the former Township of Guelph, now in the Township of Guelph/Eramosa. The subject lands are shown on the inset map.

THE PURPOSE AND EFFECT of the application is to add a Special Provision to the Agricultural (A) Zone property to permit non-agriculturally related retail sales such as ornamental landscape material and seasonal decorating merchandise.

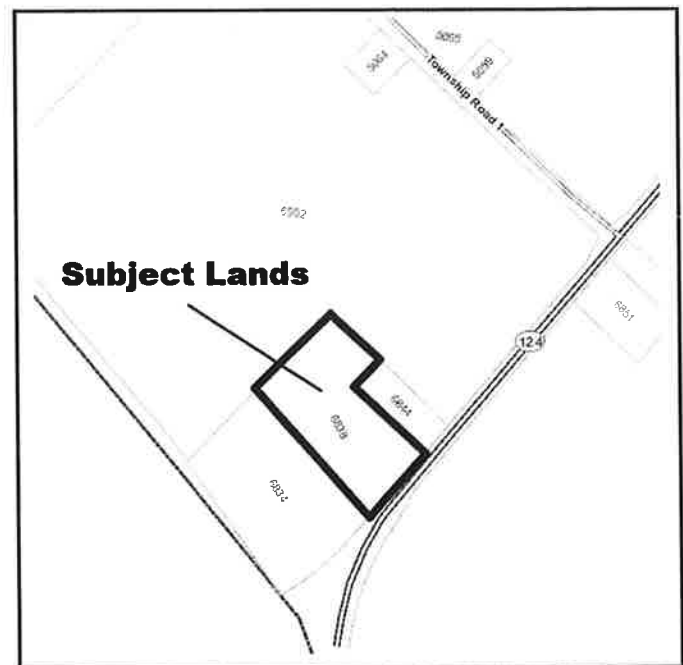
ADDITIONAL INFORMATION regarding the proposed amendment is available for inspection between 8:30 a.m. and 4:30 p.m. at the Township of Guelph/Eramosa Municipal Office as of the date of this notice.

Dated at the Township of Guelph/Eramosa this 14th day of August, 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.

LOCATION



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Council Agenda	Sept 2/15
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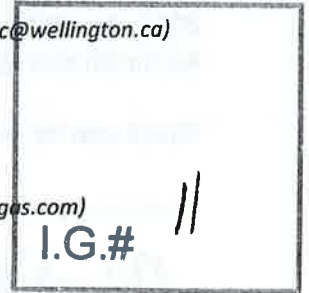
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AUG 17 2015

Township of Puslinch

August 14, 2015

County of Wellington, Mark Paoli, Planning & Development Department (*via email markp@wellington.ca*)
County of Wellington, Jameson Pickard, Planning & Development Department (*via email jamesonp@wellington.ca*)
County of Wellington, Donna Bryce, Clerk (*via email donnab@wellington.ca*)
County of Wellington, Engineering Services - Roads Division, Pasquale Costanzo (*via email pasqualec@wellington.ca*)
Community Emergency Management Coordinator, Linda Dickson (*via email lindad@wellington.ca*)
Miller, Thomson, Scott Galajda (*via email sgajda@millerthomson.com*)
R. J. Burnside & Assoc. Ltd., Jackie Kay (*via regular mail & email Jackie.Kay@rjburnside.com*)
Grand River Conservation Authority, Fred Natolochny (*via email fnatolochny@grandriver.ca*)
Grand River Conservation Authority, Jason Wagler (*via email jwagler@grandriver.ca*)
Union Gas Company Ltd., Shirley Brundritt, Lands Department (*via email ONTUGLLandsINQ@uniongas.com*)
Bell Access Network, Grand River Region, Gayle Widmeyer
Bell Canada, Lina Raffoul (*via email rowcentre@bell.ca*)
Ministry of Municipal Affairs & Housing
Ontario Power Generation Inc., Executive V-P, Law & Development (*via email Executivevp.lawanddevelopment@opg.com*)
Upper Grand District School Board, Planning, Emily Bumbaco (*via email emily.bumbaco@ugdsb.on.ca*)
Conseil Scolaire de District Catholique Centre-Sud, Andrew Aazouz (*via email aaazouz@csdccc.edu.on.ca*)
Wellington Catholic District School Board, Tracy McLennan (*via email tmclennan@wellingtoncdsb.ca*)
The French Language District School Board for South-Western & Central Ontario (*via email fournisseurf@csviamonde.ca*)
Township of Guelph/Eramosa, Dan Sharina, Chief Building Official (*via email dsharina@get.on.ca*)
Township of Guelph/Eramosa, Harry Niemi, Director of Public Works (*via email hniemi@get.on.ca*)
City of Guelph, Deputy Fire Chief, John Osborne (*via email john.osborne@guelph.ca*)
City of Guelph, Tony Sabatini (*via email Tony.Sabatini@guelph.ca*)
Township of Puslinch, Clerk, K. Landry (*via email klandry@puslinch.ca*)
Township of Puslinch, Development Coordinator, K. Patzer (*via email kpatzer@puslinch.ca*)
Regional Municipality of Waterloo, Clerk
Township of Woolwich, Clerk
Township of Woolwich, Planning, N. Thompson (*via email nthompson@woolwich.ca*)
City of Cambridge, Clerk (*via email clerks@cambridge.ca*)
City of Cambridge, Planning (*via email planning@cambridge.ca*)



Dear Sir/Madam:

Re: Zoning By-law Amendment Application ZBA 08/15 (Our File: D14 24)
2448253 Ontario Inc. (*Royal City Nursery*)
6838 Wellington Road 124
GUELPH DIV B CON 5 PT LOT 2 RP 61R9754 PART 4
Assessment Roll No. 23-11-000-008-04350-0000

Please find attached the Notice of Complete Application for the above-noted matter and below is a link to a website where you can download a copy of the Zoning By-law Amendment Application along with supporting documents for your review.

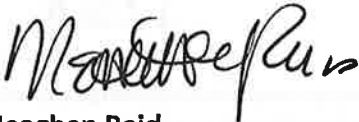
The application contains 4 files, all of which can be downloaded at the following web address:

<https://app.box.com/s/a6h1fzslvqjfj8wrpufer3glgiu6x44n> .

We would appreciate if you could forward your comments to Kelsey Lang, Township of Guelph/Eramosa Planning Associate (klang@get.on.ca) on or before **Tuesday, September 8, 2015 by 4:30 p.m.**, and copy Gaetanne Kruse, Township of Guelph/Eramosa Planning Administrator (gkruse@get.on.ca).

Thank you for your comments.

Yours truly,



**Meaghen Reid,
Clerk/Director of Legislative Services**

Att.

MR/gk

*Copy: Dan Currie, MHBC Planning Ltd. (via email dcurrie@mhbcplan.com)
Kelsey Lang, Planning Associate*

August 19, 2015

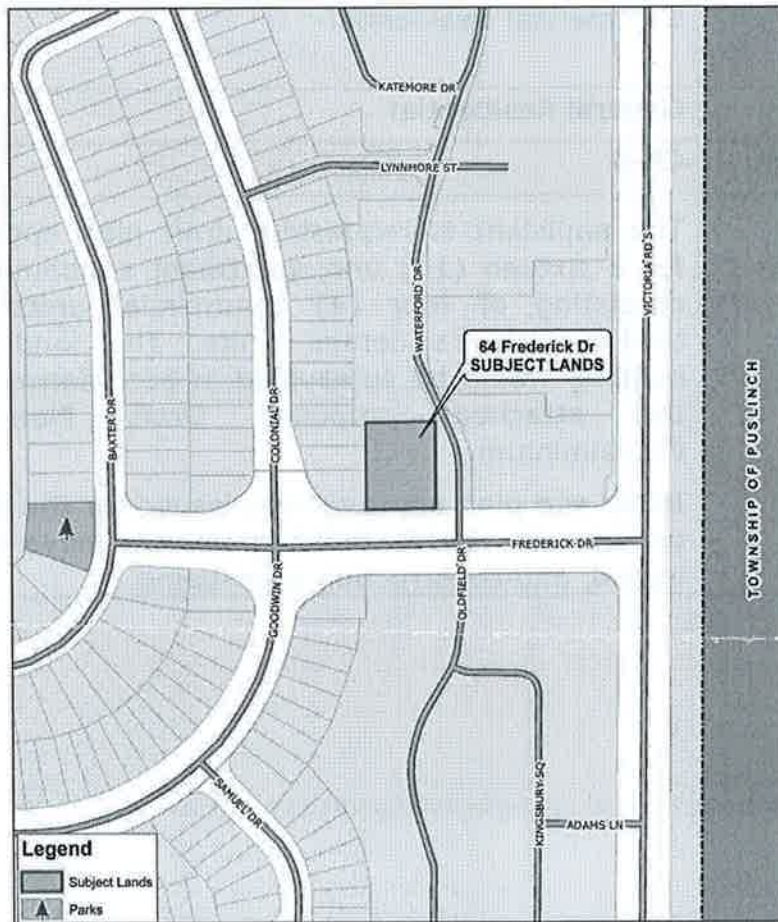
NOTICE OF APPLICATION

PROPOSED DRAFT PLAN OF CONDOMINIUM

SUBJECT LANDS

64 Frederick Drive: The subject lands are located on the north side of Frederick Drive, west of Victoria Road South.

I.G.# 12




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Township of Puslinch

SUBJECT LANDS
64 Frederick Drive



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Notice of Application

File: 23CDM15504

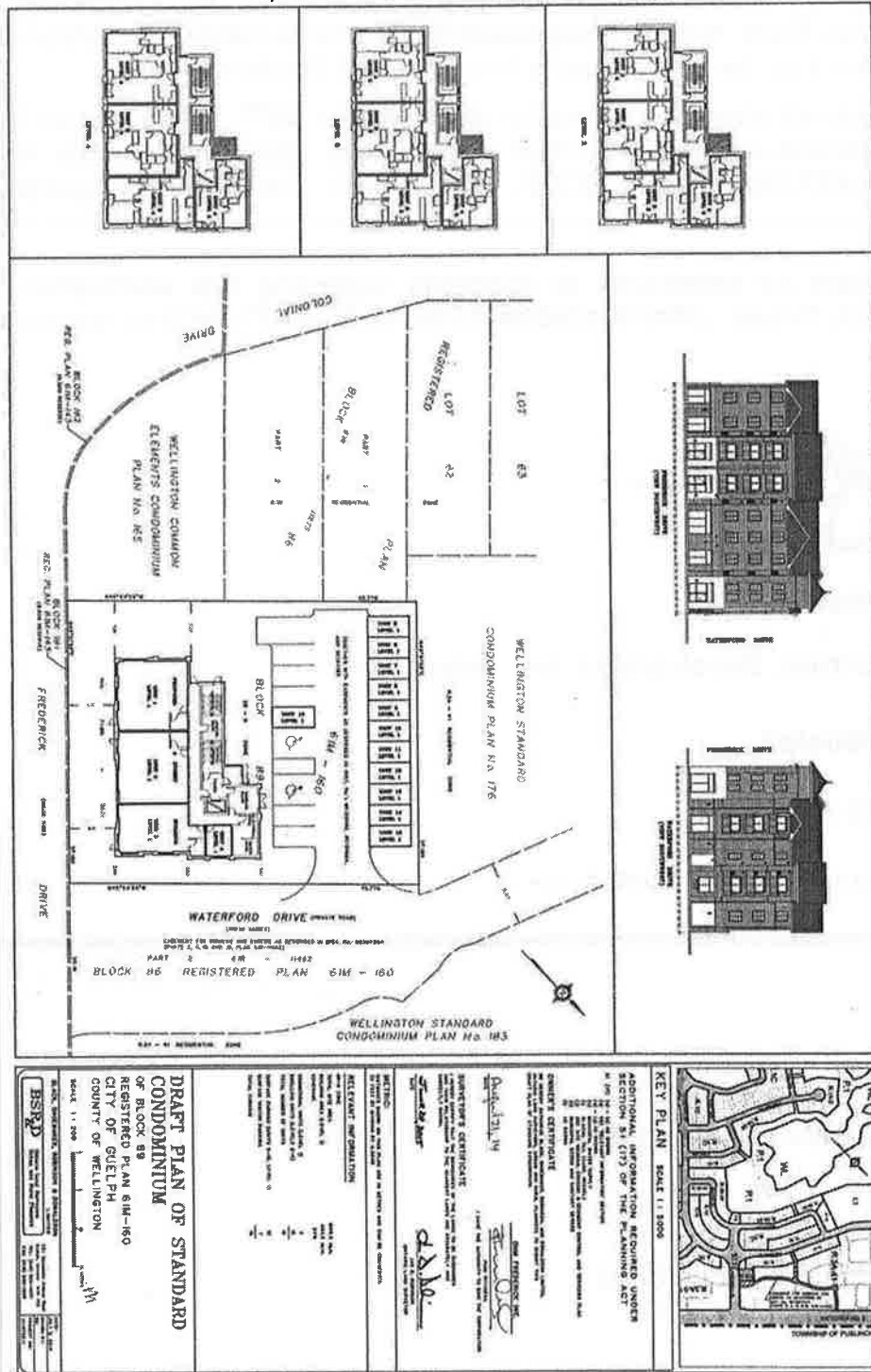
PURPOSE AND EFFECT OF APPLICATION

DETAILS OF PROPOSAL

Applicant:	Nancy Shoemaker: Black, Shoemaker, Robinson and Donaldson Ltd. (on behalf of Ohm Frederick Inc.)
Address:	64 Frederick Drive
Legal Description:	Block 89, Registered Plan 61M160, CITY OF GUELPH, COUNTY OF WELLINGTON
Property Size:	0.169 hectares
Existing Land Use:	Commercial Residential
Official Plan:	General Residential
Existing Zoning:	CR-9
Proposal Description:	<p>The applicant is requesting draft plan approval for a sixteen (16) unit apartment condominium consisting of four (4) commercial units and twelve (12) residential units. The land and building would be subdivided in accordance with the attached proposed Draft Plan of Condominium.</p> <p>Initial site plan approval was issued for the lands on July 24, 2014. Building permits have been issued, and construction is on-going.</p>

PROPOSED DRAFT PLAN OF CONDOMINIUM (23CDM-15503):

(NOTE: If you require a larger copy of the Draft Plan of Condominium, please contact Randy Harris at 519.837.5616 ext: 2377)



To: Agencies and Departments

The City of Guelph is initiating the review of the condominium application from Nancy Shoemaker/Black, Shoemaker, Robinson and Donaldson Ltd. for the property known as 64 Frederick Drive.

Please submit your comments by **September 20th, 2015**. If you have any questions or require further information, please call Randy Harris at 519.837.5616 ext: 2377, or email: randy.harris@guelph.ca

If you have no comments or concerns regarding this application, **64 Frederick Drive: (File # 23CDM15504)**, please sign and submit this form to:



Randy Harris

Infrastructure, Development and Enterprise

City of Guelph

Fax: 519.822.4632

Email: randy.harris@guelph.ca

Agency

Representative (Please Print)

Representative (Signature)

Date

August 21, 2015

NOTICE OF APPLICATION

PROPOSED DRAFT PLAN OF CONDOMINIUM

SUBJECT LANDS

91 Poppy Drive East: The subject lands are located to the south of Clair Road East, east of Gordon Street.



I.G.# 13

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AUG 24 2015

Township of Puslinch

Legend: Subject Lands, Parks



SUBJECT LANDS 91 Poppy Drive East



CLERK'S DEPARTMENT TO Copy Please Handle For Your Information Council Agenda Sept 15 File

Notice of Application

File: 23CDM15505

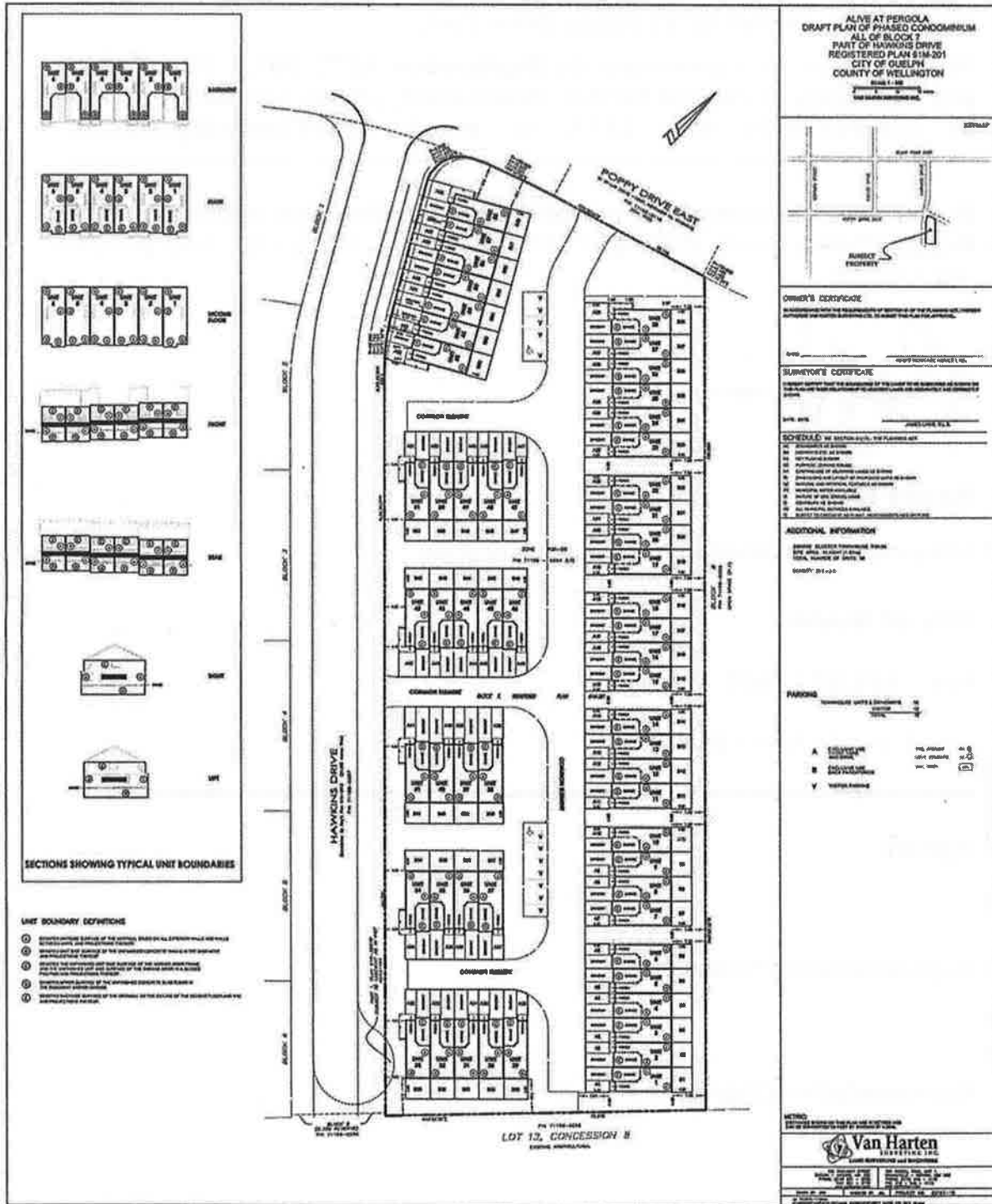
PURPOSE AND EFFECT OF APPLICATION

DETAILS OF PROPOSAL

Applicant:	Mr. Matthew Robson: Reid's Heritage Homes Ltd.
Address:	91 Poppy Drive East
Legal Description:	Block 7, and Part of Hawkins Drive, Registered Plan 61M201, CITY OF GUELPH, COUNTY OF WELLINGTON
Property Size:	1.4517 hectares
Existing Land Use:	Vacant
Official Plan:	General Residential
Existing Zoning:	R.4A-47 and R.3A-56
Proposal Description:	<p>The applicant is requesting draft plan approval for a sixteen (58) unit cluster townhouse condominium. The land and building would be subdivided in accordance with the attached proposed Draft Plan of Condominium.</p> <p>Initial site plan approval was issued for the lands on June 16, 2015. Building permits have been issued, and construction is on-going.</p>

PROPOSED DRAFT PLAN OF CONDOMINIUM (23CDM-15505):

(NOTE: If you require a larger copy of the Draft Plan of Condominium, please contact Randy Harris at 519.837.5616 ext: 2377)



To: Agencies and Departments

The City of Guelph is initiating the review of the condominium application from Mr. Matthew Robson/Reid's Heritage Homes Ltd. for the property known as 91 Poppy Drive East.

Please submit your comments by **September 22nd, 2015**. If you have any questions or require further information, please call Randy Harris at 519.837.5616 ext: 2377, or email: randy.harris@guelph.ca

If you have no comments or concerns regarding this application, **91 Poppy Drive East: (File # 23CDM15505)**, please sign and submit this form to:



Randy Harris

Infrastructure, Development and Enterprise

City of Guelph

Fax: 519.822.4632

Email: randy.harris@guelph.ca

Agency

Representative (Please Print)

Representative (Signature)

Date

Update on Source Protection Implementation – Township of Puslinch Council

Kyle Davis, Risk Management Official
Wellington County Municipalities
September 2, 2015

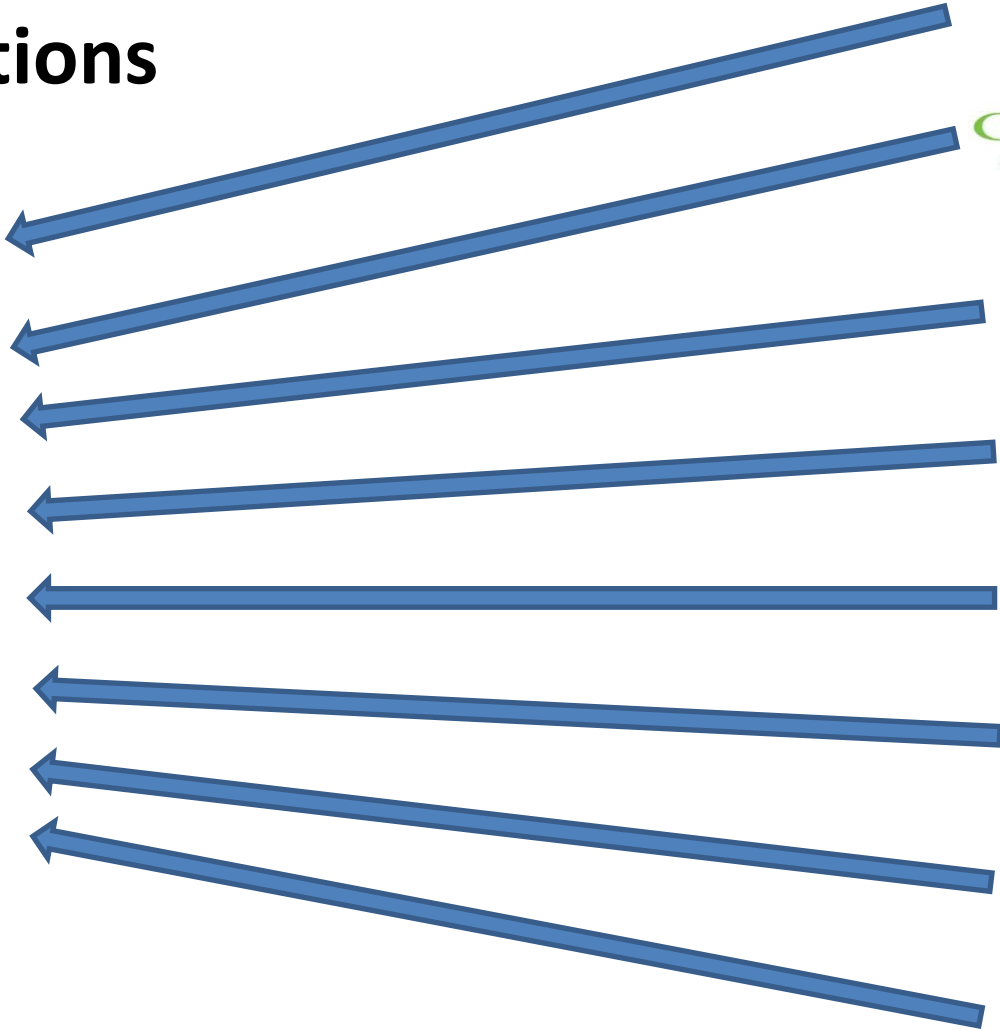


Communications



www.wellingtonwater.ca

From a “brand” perspective we are using a **common source protection logo, specific to Wellington County** that has been designed by our consultant but is different from the Provincial Source Water logo

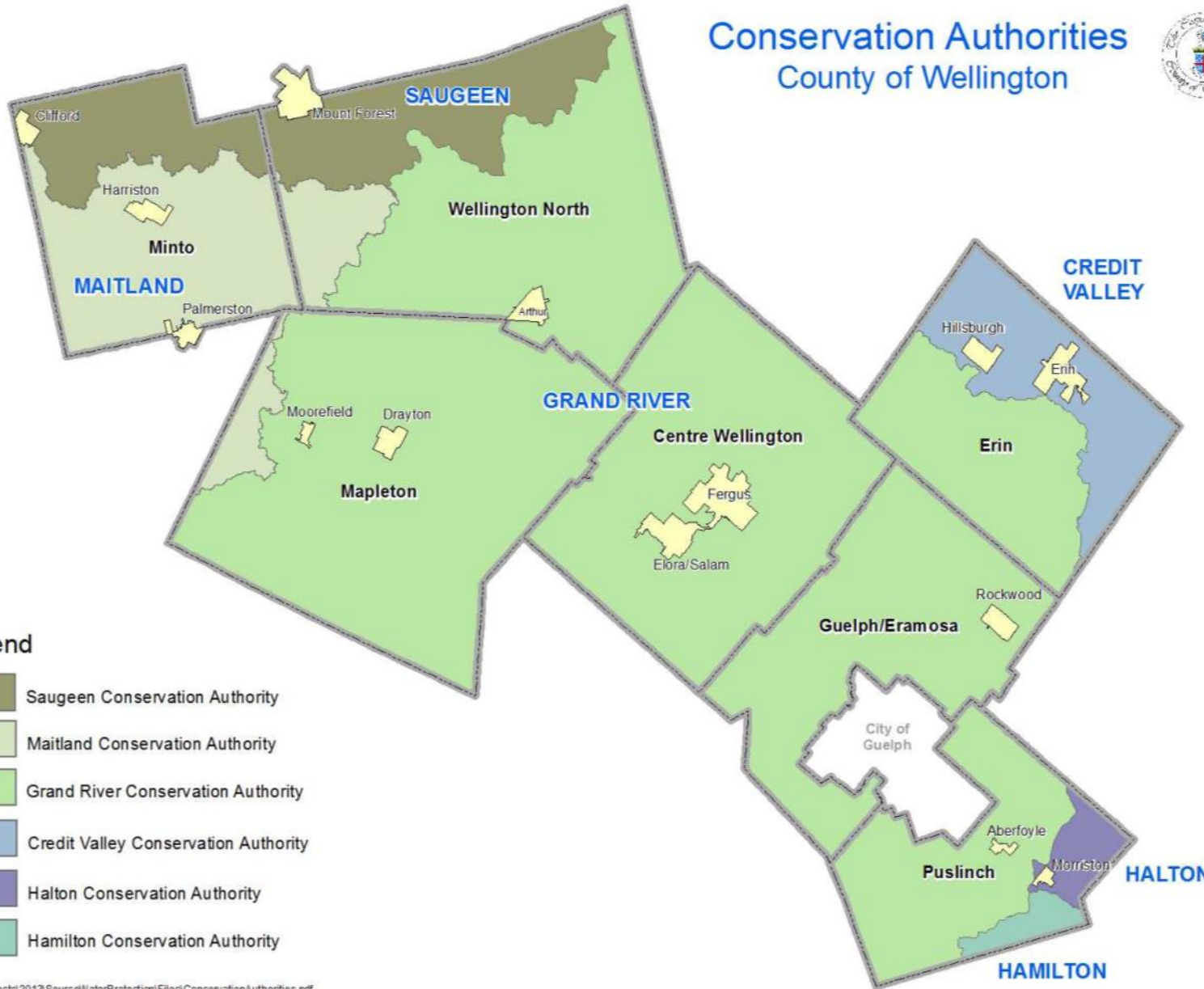


Status of Source Protection Plans

- ABMV (Maitland) Plan became effective on April 1, 2015.
- CTC (Credit) Plan was approved by Minister in July 2015 and will become effective on December 31, 2015.
- Halton-Hamilton Plan was approved by Minister in July 2015 and will become effective on December 31, 2015.
- Saugeen Plan ended public consultation March 6, 2015 and was submitted to Minister for approval in June 2015.
- Grand River (Lake Erie) Plan ended public consultation April 24, 2015 and was submitted to Minister for approval in July 2015.
- Province has indicated all plans will be approved by end of 2015. Effective dates are typically three to six months after approval.



Conservation Authorities County of Wellington



Legend

-  Saugeen Conservation Authority
-  Maitland Conservation Authority
-  Grand River Conservation Authority
-  Credit Valley Conservation Authority
-  Halton Conservation Authority
-  Hamilton Conservation Authority

F:\LIS\Projects\2013\Source\WaterProtection\Files\ConservationAuthorities.pdf



So What does the Halton- Hamilton Effective Date Mean?

- Appointment of Risk Management Official and Risk Management Inspector prior to effective date (ie this fall)
- Development application screening must begin by the effective date
- Training of counter staff on source protection and on source protection application form
- Annual reporting requirements begin with appointment of RMO / RMI
- Timelines begin for updating of Official Plan, Zoning Bylaws, negotiating Risk Management Plans and mandatory education
- Launch of database system



Other Updates

- Following letters from many municipalities, the Province extended the timeline for using Source Protection Municipal Implementation Fund (SPMIF) funds until December 2016. Puslinch has already signed extension amendment and returned it to the Province.
- R J Burnside and Associates, has been hired to conduct activity verification for drinking water threats on commercial, industrial and institutional properties. This will start with notifications and site visits this fall.
- WSP Canada has been hired to conduct septic inspections. Inspections began the end of July and will continue through the fall. At least 50% of properties have signed up for inspections proactively. The remaining properties have received letters scheduling their inspection date. If a home owner wishes to reschedule they can call WSP.



Water Quantity (Tier 3)

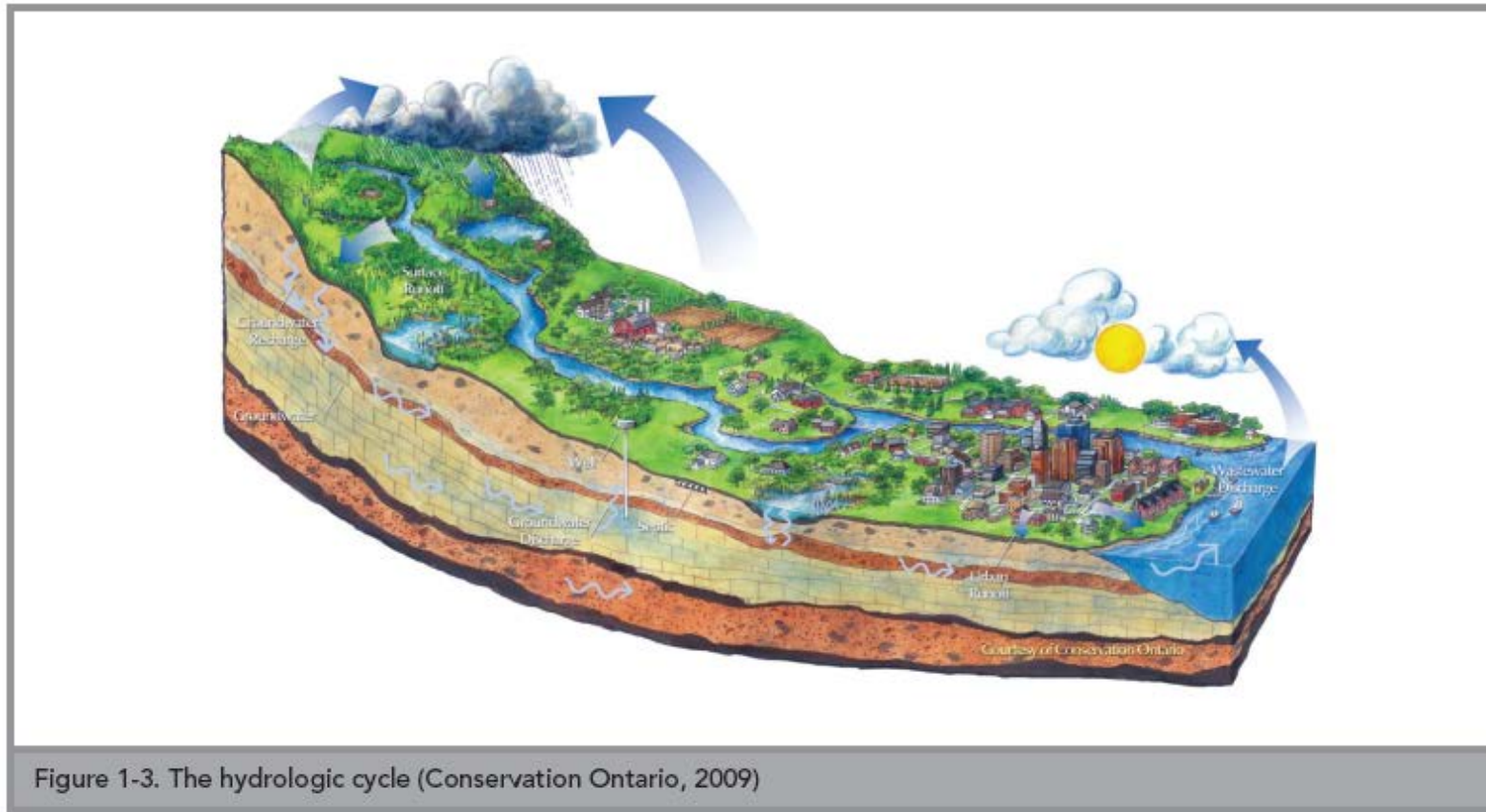


Figure 1-3. The hydrologic cycle (Conservation Ontario, 2009)

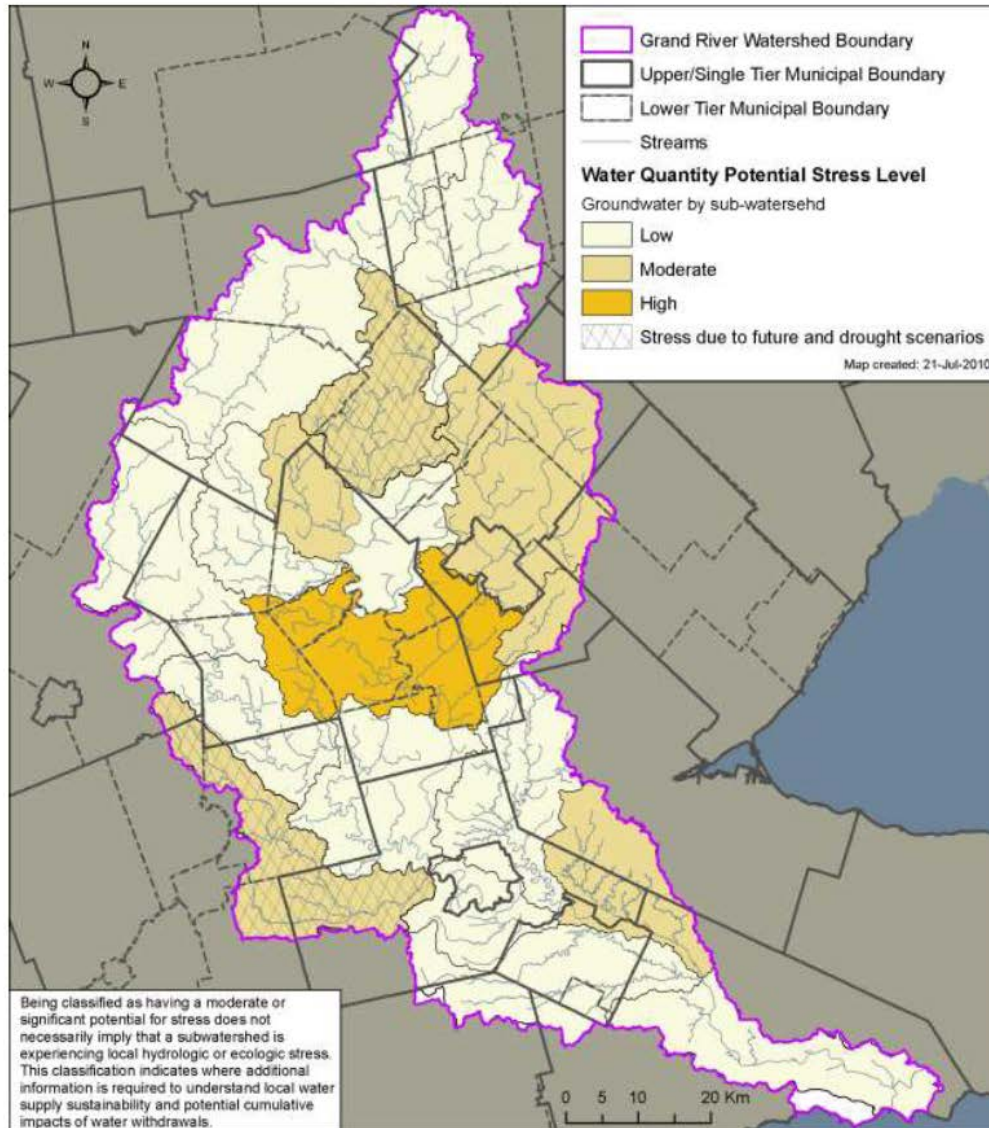


Water Quantity (Tier 3)

- As part of the *Clean Water Act* requirements, Tier 1 and 2 water budget and water quantity assessments were completed for the Grand River watershed (Grand River Assessment Report 2012).
- This assessment was required to identify subwatersheds that are potentially under stress for water quantity and therefore require further study under a Tier 3 water budget or water quantity assessment.
- Both Central Grand (Region of Waterloo) and Upper Speed (Guelph and Guelph / Eramosa) subwatersheds were identified in the Grand River Assessment Report.



Map 3-10: Water Quantity Stress Levels by Groundwater Assessment Area in the Grand River Watershed



Reproduced from the Grand River Assessment Report (2012)



Water Quantity (Tier 3)

- Since Fall 2014, worked with GRCA, MOECC and MNRF to establish a process for Wellington County municipality review of the Guelph Tier 3
- Retained Harden Environmental to provide hydrogeological comments on behalf of Township of Puslinch
- RJ Burnside was retained for Guelph / Eramosa and Blackport Hydrogeology was retained for Erin
- RMO has coordinated review with consultants, Township / Town staff and CAOs



Water Quantity (Tier 3)

- Numerous meetings have occurred with the various agencies (MOECC, MNRF, GRCA), municipalities (Townships, Town, County, City of Guelph) and consultants.
- Province has agreed to fund Wellington County municipality review as a peer review of the Water Quantity Risk Assessment Report (Tier 3).
- Our consultants have worked together in finalizing their comments and have met with City of Guelph's consultant (Matrix Solutions).
- On June 19, 2015, Wellington Source Water Protection forwarded letter and municipal peer reviews (Harden, Blackport and Burnside memos) to the GRCA, MOECC and MNRF



Water Quantity (Tier 3)

- Peer review indicated concern with delineation of the Well Head Protection Area – Quantity extent and significance level
- Concerns also related to additional data that should be included to ensure Tier 3 report and model is accurate of field conditions and based on best available science
- Requested commitment from GRCA, Guelph, MOECC and MNRF to address the peer review concerns
- Requested written confirmation of process and timing to alter extent / significance of WHPA – Q
- Requested confirmation of Council, public and industry consultation process



Water Quantity (Tier 3)

- Received written response from GRCA on June 25, 2015
- Attended follow-up meeting on July 24, 2015 with GRCA, MOECC, MNRF, City of Guelph and consultants
- Agreement to strike a steering committee with RMO as our representative supported by RJ Burnside. Harden and Blackport will provide support but not attend steering committee meetings
- Agreement to develop terms of reference for remainder of Tier 3 project. Being drafted by GRCA and will be circulated for comment



Water Quantity (Tier 3)

- MOECC to provide written confirmation on process to alter and approve the extent and significance level of WHPA – Q
- Further review of model to determine extent of current third party (ie industry) data and further discussions needed on process to incorporate additional industry data
- Terms of Reference to provide details on industry / public consultation process
- Expected timeline is at least one to two years





Items for Consideration:

Theme:

- Each municipality has been asked to choose something unique about their municipality as the “theme” for their booth. Ex. Mapleton’s booth will be set-up to look like a theatre that visitors will be able to walk through and try on costumes and have their make-up done to represent Mapleton’s iconic Drayton Festival Theatre.
- We need to develop an *engaging* theme for Puslinch derived from something unique to the Township that we are recognized for.
 - o Suggestions: Aberfoyle Antique Market, Farmers’ Market (will be having a “live” market in the tent for all municipalities to showcase their markets).
- The goal of the theme is something that visitors of the tent can interact with (walk through, play, try out).
- **What would we like the Township’s theme to be?**

Approaching Local Businesses (Industry):

- Each municipality has been asked to approach their local businesses and inquire as to whether they would like to represent themselves in the Industry and Entertainment tent at IPM.
- Each business would be responsible for managing their staff and understanding that there is no financial compensation for appearing at IPM and that this is an advertising and marketing opportunity.
- **What local businesses would the Township like to approach?**

Sourcing Local Talent (Entertainment):

- Each municipality has been asked to compile a list of their local musical entertainment.
- This would require the Township to source out local talent to represent artists in Puslinch at IPM. The Township would be responsible for approaching these artists and inquiring as to whether they would like to perform in the tent at IPM.
- The same would apply to the entertainment as did with the local businesses in that there is no financial compensation for appearing.
- **What artists and/or musical talent groups would the Township like to approach?**

Budget:

- The County has requested each municipality to consider a financial contribution. Each municipality’s contribution would finance all that is required for their municipal booth.
- The county has requested each municipality to determine the amount of funds to be allocated to its municipal booth.
- The goal is to ensure that there is cohesion amongst all the municipal booths.
- **What would the Township be able to contribute financially to our booth at IPM?**

2016



WELLINGTON COUNTY

International Plowing Match & Rural Expo

— SEPTEMBER 20-24, 2016 • MINTO, ON —

Background:

- The 2016 International Plowing Match and Rural Expo. (IPM) is taking place on **September 20 – 24** in Minto, Wellington County.
- Main goals:
 - Opportunity to engage with the public.
 - Educate.
 - Develop relationships.
- Each municipality within Wellington County will be responsible for designing and manning a booth in the Industry and Entertainment tent at IPM.

Items for Discussion:

1. Theme
2. Approaching local businesses (industry)
3. Sourcing local talent (entertainment)
4. Budget
5. Next Steps

Theme:

- Choosing a unique theme for Puslinch.
 - Ex. Mapleton – theatre.
- Suggestions: Aberfoyle Antique Market, Farmers' Market (will be having “live” market in the tent).
- Goal: develop a theme that engages visitors and facilitate interaction with visitors.
- **Feedback – what would we like our theme to be?**

Approaching Local Businesses (Industry):

- Each municipality has been asked to **approach local businesses.**
- Each business would be **responsible** for managing their own staff.
 - **No financial compensation** from Township
 - Advertising and marketing opportunity.
- **Feedback: What local businesses would the Township like to approach?**

Sourcing Local Talent (Entertainment):

- Each municipality has been asked to **compile a list** of local musical entertainment.
- Need to **source** local talent and approach artists.
- **No financial compensation** from the Township.
- **Feedback: What artists and/or musical talent groups would the Township like to approach?**

Budget & Next Steps:

- Financial contribution?
- Goal: **Cohesion** amongst each municipality's booth.
- **Feedback:** What would the Township be able to contribute financially to our booth at IPM?
- Next Steps: "Match Minutes".

Financial Report Financial Report - 2015-07

8.2(a)(i).

BANK BALANCE		2,241,509
General Acct. Interest Earned to Date		42,031
2015 Taxes Levied to Date	Interim 1st Installment	5,480,282
	Interim 2nd Installment	5,478,864
	Final 1st Installment	
	Final 2nd Installment	
	capping	
	Total Taxes Levied	<u>10,959,146</u>
Taxes Written Off to Date		16,798
Supplemental Billings to Date		<u>54,977</u>
<hr/>		
2015 Outstanding Taxes		163,984
2015 Outstanding Interest		16,515
<u>Outstanding Taxes and Interest (Prior years)</u>		
-	2014 Taxes & Interest	309,105
-	2013 Taxes & Interest	126,944
-	2012 & Prior & Interest	86,113
Total Outstanding Taxes & Interest - Prior Years		<u><u>522,162</u></u>

8.2(6)(ii)

Accounts Payable

TD Canada Trust Cheque Register By Date

01/07/2015 thru 31/07/2015

Cheque Number	Cheque Date	Payee	Cheque Amount
018654	09/07/2015	000229 CIT FINANCIAL LTD.	2,264.68
018655	09/07/2015	000259 COUNTY OF WELLINGTON	218.54
018656	09/07/2015	001979 FORTRESS EMERGENCY SERVICES	6,362.28
018657	09/07/2015	000514 HYDRO ONE NETWORKS INC	4,865.00
018658	09/07/2015	001429 KENNETH ROTH	162.00
018659	09/07/2015	001210 ROGERS	678.69
018660	09/07/2015	001733 SHRED-IT INTERNATIONAL ULC	57.57
018661	09/07/2015	001039 UNION GAS LIMITED	328.63
018662	09/07/2015	001737 WEBER ENVIRONMENTAL SERVICES	1,478.04
018663	10/07/2015	001980 BARZOTTI WOODWORKING LTD.	8,968.11
018664	23/07/2015	001983 BELANGER, CAROLLE	434.18
018666	23/07/2015	000259 COUNTY OF WELLINGTON	1,250.00
018667	23/07/2015	001135 G.R. GARRITY APPLIANCE SERVICES LTD.	100.57
018668	23/07/2015	000621 GLENN LEACHMAN	354.79
018669	23/07/2015	001479 H & L SECURITY SYSTEMS	254.25
018670	23/07/2015	001838 HUBER WINDOW CLEANING	248.60
018671	23/07/2015	001981 JEFFERSON, THOMAS	435.30
018672	23/07/2015	001474 JUNE WILLIAMS	435.30
018673	23/07/2015	001907 MAKINSON, DAINA	348.24
018674	23/07/2015	001492 NICOLE CASWELL	348.24
018675	23/07/2015	001937 PATZER, KELLY	93.00
018676	23/07/2015	000811 PETTY CASH REPLACEMENT	116.35
018677	23/07/2015	001068 PROGRESSIVE WASTE SOLUTIONS CDA	246.62
018678	23/07/2015	001440 REALTAX INC.	1,350.35
018679	23/07/2015	001210 ROGERS	277.22
018680	23/07/2015	000932 SENTEX COMMUNICATIONS	348.01
018681	23/07/2015	000939 SHOOTER ELECTRIC INC.	800.72
018682	23/07/2015	000374 SUSAN FIELDING	119.85
018683	23/07/2015	000998 TD VISA	2,267.62
018684	23/07/2015	000980 WAYNE STOKLEY	54.00
018685	24/07/2015	000374 SUSAN FIELDING	319.86
018686	24/07/2015	000119 BELL CANADA	1,018.78
018687	30/07/2015	001984 FATT, KENNETH	25.00
018688	30/07/2015	000969 FCDQ	1,520.12
018689	30/07/2015	000495 GEO. H. HEWITT CO. LTD.	230.07
018690	30/07/2015	000514 HYDRO ONE NETWORKS INC	4,031.88
018691	30/07/2015	000761 NORTHERN ICE CO. INC.	105.30
018692	30/07/2015	000861 REYNER ELECTRIC CONSTRUCTION INC.	1,377.47
018693	30/07/2015	001985 STEMMLER, ADAM	75.80
018694	30/07/2015	001016 TOPECO COFFEE & TEA COMPANY	341.97
018695	30/07/2015	001787 YORK UNIVERSITY-SCHULICH EXC. EDUC. CTR	3,506.11
018696	31/07/2015	000023 A.J. STONE CO. LTD.	3,916.44
018697	31/07/2015	000034 ABERFOYLE SNOMOBILES LTD.	101.70
018698	31/07/2015	000038 ACKLANDS-GRAINGER INC.	123.74
018699	31/07/2015	001352 AIR LIQUIDE CANADA INC.	26.10
018700	31/07/2015	001847 AIRD & BERLIS LLP	816.43
018701	31/07/2015	000045 AIRWAVE CLIMATECARE	2,759.67
018702	31/07/2015	000096 BAKERS ATWORK OFFICE FURNITURE	5,694.87
018703	31/07/2015	000113 BATTLEFIELD EQUIPMENT RENTALS	533.13
018704	31/07/2015	000119 BELL CANADA	185.24
018705	31/07/2015	001781 BERNARDI HUMAN RESOURCE LAW LLP	2,389.95
018706	31/07/2015	000148 BOUCHER & JONES INC.	5,191.56
018707	31/07/2015	000088 BRENDA J. LAW	84.50

Accounts Payable

TD Canada Trust Cheque Register By Date

01/07/2015 thru 31/07/2015

Cheque Number	Cheque Date	Payee	Cheque Amount	
018708	31/07/2015	000178	CAMPBELL'S PORTABLE TOILETS	271.20
018709	31/07/2015	000182	CAMPUS HARDWARE LIMITED	927.29
018710	31/07/2015	001712	CANADA CULVERT	53.05
018711	31/07/2015	000171	CANADIAN PACIFIC RAILWAY CO.	1,385.00
018712	31/07/2015	000200	CAPITAL PAVING INC.	11,875.69
018713	31/07/2015	001388	CATHERINE HASKELL	84.50
018714	31/07/2015	000219	CEDAR SIGNS	104.14
018715	31/07/2015	001719	CHERYL MCLEAN	84.50
018716	31/07/2015	000175	CITY OF CAMBRIDGE	300.00
018717	31/07/2015	000234	CLEANSWEEP POWERSWEEPING	10,271.70
018718	31/07/2015	000238	COLEMAN EQUIPMENT INC.	5,683.90
018719	31/07/2015	000259	COUNTY OF WELLINGTON	113.00
018720	31/07/2015	001592	EVERYTHING AUTOMOTIVE HOUGHTON	1,675.44
018721	31/07/2015	000380	FIRE SAFETY CANADA	590.99
018722	31/07/2015	000382	FIRESERVICE MANAGEMENT LTD.	388.95
018723	31/07/2015	000399	G & A LOCK SERVICE LTD.	319.16
018724	31/07/2015	001182	G.T. FRENCH PAPER LTD.	1,136.28
018725	31/07/2015	000409	GAIL J. HUETHER	84.50
018726	31/07/2015	001958	GILMOUR, GREG	37.00
018727	31/07/2015	000414	GM BLUEPLAN ENGINEERING LIMITED	33,199.53
018728	31/07/2015	000448	GREAT-WEST LIFE ASSURANCE CO.	722.62
018729	31/07/2015	001216	GUELPH BUILDING SUPPLY	210.07
018730	31/07/2015	000400	GUELPH BUSINESS MACHINES	688.00
018731	31/07/2015	000468	GWS ECOLOGICAL & FORESTRY SERV	1,333.40
018732	31/07/2015	000476	HARDEN ENVIRONMENTAL SERVICES	5,011.55
018733	31/07/2015	000486	HAYDEN'S PROPERTY MTCE.	3,003.90
018734	31/07/2015	000155	HD SUPPLY CANADA INC.	128.32
018735	31/07/2015	000565	JOHN UPTEGROVE	75.69
018736	31/07/2015	000661	MANULIFE FINANCIAL	14,259.01
018737	31/07/2015	000282	MICHAEL DAILOUS	155.02
018738	31/07/2015	000710	MICHAEL'S MOBILE	2,763.92
018739	31/07/2015	000725	MOFFITT PRINT CRAFT	804.56
018740	31/07/2015	001450	NOVACK'S UNIFORM SOLUTIONS	2,274.35
018741	31/07/2015	001945	ONSERVE	2,931.40
018742	31/07/2015	000801	PAUL'S SNOBIZ LTD.	13,995.05
018743	31/07/2015	001650	PITNEY BOWES	1,145.00
018744	31/07/2015	001422	POWERLINE ELECTRONICS	316.40
018745	31/07/2015	000830	PUROLATOR COURIER LTD.	76.45
018746	31/07/2015	001506	R&R DISPOSAL AND SERVICES LTD	203.40
018747	31/07/2015	001752	RITCHIE KETCHESON HART & BIGGART	4,099.08
018748	31/07/2015	000900	ROYAL CITY AUTOMOTIVE	138.52
018749	31/07/2015	001054	SANDRA VIOL	84.50
018750	31/07/2015	000934	SGS CANADA INC	517.54
018751	31/07/2015	000939	SHOOTER ELECTRIC INC.	3,769.79
018752	31/07/2015	001987	SIGN ART CENTRE	335.61
018753	31/07/2015	000988	SWAN DUST CONTROL LTD	397.80
018754	31/07/2015	001732	THE INFORMATION PROFESSIONALS	339.00
018755	31/07/2015	001864	THE VENTIN GROUP LTD.	576.30
018756	31/07/2015	001076	THE WELLINGTON ADVERTISER	791.64
018757	31/07/2015	001963	THRIVE LANDSCAPES	1,400.00
018758	31/07/2015	001986	TOWNS, JOANNE	84.50
018759	31/07/2015	001911	TSOUNIS, ARSENIOS	32.28
018760	31/07/2015	001046	V.A. WOOD (GUELPH) INCORP.	1,020.56

Accounts Payable

TD Canada Trust Cheque Register By Date

01/07/2015 thru 31/07/2015

Cheque Number	Cheque Date	Payee	Cheque Amount
018761	31/07/2015	001096 WHITCOMBE BROS. REPAIR SERVICE	22.04
018762	31/07/2015	001107 WILSON FIRE SECURITY	114.69
018763	31/07/2015	001988 YZERMAN, MEGHAN	285.85
018764	31/07/2015	001961 MERIDIAN PLANNING CONSULTANTS INC.	12,730.29
018765	31/07/2015	000815 POLLARD HIGHWAY PRODUCTS LTD	6,508.26
018766	31/07/2015	001434 DENNIS LEVER	55.00
018767	31/07/2015	001460 GRAHAM ROSS	534.12
018768	31/07/2015	000514 HYDRO ONE NETWORKS INC	4,471.26
018769	31/07/2015	000717 MINISTER OF FINANCE	1,761.83
018770	31/07/2015	000764 O.M.E.R.S.	17,674.64
018771	31/07/2015	000856 RECEIVER GENERAL	294.31
018772	31/07/2015	001147 RECEIVER GENERAL	37,363.02
018773	31/07/2015	001113 WORKPLACE SAFETY & INSURANCE	3,518.12
018774	31/07/2015	000977 STEVEN GOODE	631.91
Cheque Register Total -			287,878.83

8.2(a) (iii)

Accounts Payable

TD Canada Trust Voided Cheque Register By Date Up To 26/08/2015
01/07/2015 thru 30/07/2015

Cheque Number	Cheque Date	Payee	Date Voided	Cheque Amount
018665	23/07/2015	000119 VOID BELL CANADA	24/07/2015	1,308.76
Voided Cheque Register Total -				1,308.76

Corporate Financial Report - 2015-07

8.2(a)(iv).

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	22	58	78	100	78%
01-0017-7770	Other Revenues	43	58	417	408	283	700	40%
01-0017-2310	Mun Tax Assistance	-	1,307	-	9,147	15,680	15,680	100%
01-0017-2320	Host Kilmer (Service Ontario)	-	1,856	-	12,991	22,270	22,270	100%
01-0017-2330	Ontario Hydro	-	1,012	-	7,086	12,147	12,147	100%
01-0017-2340	Greater Toronto Transit	-	580	-	4,058	6,956	6,956	100%
01-0017-2350	Public Works Canada	-	166	-	1,165	1,997	1,997	100%
01-0017-2360	Hydro One	-	-	-	-	-	-	#DIV/0!
01-0017-2400	Grant Guelph Junction Railway	-	444	-	3,109	5,330	5,330	100%
01-0017-2500	Puslinch Landfill	-	284	-	1,990	3,411	3,411	100%
01-0017-2600	City of Guelph	-	2,072	-	14,501	24,859	24,859	100%
01-0017-2700	University of Guelph	-	107	-	752	1,289	1,289	100%
01-0017-2800	CN Railway	-	95	-	662	1,135	1,135	100%
01-0017-2900	CP Railway	-	655	-	4,582	7,854	7,854	100%
01-0017-5110	OMPF	101,150	33,717	303,450	236,017	101,150	404,600	25%
01-0015-5310	Provincial Aggregate Levy	-	17,847	-	124,929	214,164	214,164	100%
01-0017-7510	Current Taxes	5,862	6,714	35,165	46,995	45,398	80,563	56%
01-0017-7520	Tax Arrears	6,471	8,983	65,395	62,879	42,398	107,793	39%
01-0014-1220	Supplemental Billings	-	4,167	54,977	29,167	4,977	50,000	-10%
01-0017-7672	Interest on General	7,765	4,546	42,031	31,821	12,519	54,550	23%
01-0017-7675	Interest on Grading	191	127	1,546	887	26	1,520	-2%
01-0017-7676	Int. Education/County DC's	18	14	70	99	99	169	59%
	Totals	121,500	84,757	503,073	593,300	514,013	1,017,086	51%

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)	1,018	17,832	16,798	124,824	197,186	213,984	92%
01-0010-4700	Conservation Authorities Levy Payment	-	12,856	80,672	89,989	73,594	154,266	48%
	Totals	1,018	30,688	97,470	214,813	270,780	368,250	74%

Administration Financial Report - 2015-07

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	340	93	180	160	-113%
01-0015-1120	Investigator Fees	-	-	-	-	-	-	0%
01-0015-1130	Engineering and Environmental Fees Recovered	2,664	167	16,991	1,167	14,991	2,000	-750%
01-0015-1140	Legal Fees Recovered	-	-	-	-	-	-	0%
01-0015-1150	Recoveries from Staff Events	-	79	-	554	950	950	100%
01-0015-3738	Other recoveries	-	-	-	-	-	-	0%
	Totals	2,724	259	17,331	1,814	14,221	3,110	-457%

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	8,166.67	13,796	14,000	0%
01-0013-3195	Contribution from Insurance Contingency Working Reserve	-	833	-	5,833	10,000	10,000	0%
01-0013-3100	Contribution from Operating Carryforward Working Reserve	-	11,639	-	81,470	139,662	139,662	0%
	Totals	-	13,639	204	95,470	163,458	163,662	0%

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0010-4000	FT Wages	16,339	17,699	124,221	123,896	88,172	212,393	42%
01-0010-4001	PT Wages	2,156	3,037	19,612	21,257	16,828	36,440	46%
01-0010-4002	OT Wages	-	-	-	-	-	-	0%
01-0010-4100	FT Benefits	2,676	3,009	24,077	21,060	12,026	36,103	33%
01-0010-4101	PT Benefits	147	267	1,334	1,866	1,865	3,199	58%
01-0010-4102	Manulife Benefits	1,782	1,765	12,475	12,356	8,706	21,181	41%
01-0010-4103	WSIB	488	481	4,192	3,370	1,585	5,777	27%

Administration Financial Report - 2015-07

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	15	177	551	1,239	1,572	2,123	74%
01-0010-4204	Water Protection	8	10	82	70	38	120	32%
01-0010-4302	Communication (phone, fax, intern)	70	55	85	382	570	655	87%
01-0010-4303	Professional Fees - Legal	878	2,383	5,809	16,683	22,791	28,600	80%
01-0010-4305	Professional Fees - Engineering & Environmental	692	2,250	14,031	15,750	12,969	27,000	48%
01-0010-4307	Events and Other	-	583	309	4,083	6,691	7,000	96%
01-0010-4308	Mileage	-	42	197	292	303	500	61%
01-0010-4309	Professional Development	4,564	1,571	8,704	10,996	10,146	18,850	54%
01-0010-4311	Membership and Subscription Fees	-	709	8,490	4,964	20	8,510	0%
01-0010-4312	Employee Travel - Meals	-	33	110	233	290	400	73%
01-0010-4313	Employee Travel - Accom/Parking	-	83	401	583	599	1,000	60%
01-0010-4314	Employee Travel - Airfare	-	42	374	292	126	500	25%
01-0010-4315	Insurance	-	3,478	18,152	24,348	23,587	41,739	57%
01-0010-4316	Advertising	-	238	802	1,663	2,048	2,850	72%
01-0010-4317	Water Monitoring	1,236	417	1,643	2,917	3,357	5,000	67%
01-0010-4320	Contract Services	-	42	-	292	500	500	100%
01-0013-3185	Legal Contingency Working Reserve	-	417	5,000	2,917	-	5,000	0%
01-0013-3195	Insurance Contingency Working Reserve	-	417	5,000	2,917	-	5,000	0%
	Totals	31,051	39,203	255,651	274,424	214,790	470,441	46%

Council Financial Report - 2015-07

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	49,280	49,278	35,196	84,476	42%
01-0180-4101	PT Benefits	84	486	754	3,400	5,075	5,829	87%
01-0180-4102	Manulife Benefits	1,701	1,701	12,294	11,909	8,121	20,415	40%
01-0180-4200	Office Supplies & Equipment	20	6	121	44	46	75	-61%
01-0180-4308	Mileage	529	250	2,455	1,750	545	3,000	18%
01-0180-4309	Professional Development	-	384	4,117	2,689	493	4,610	11%
01-0180-4311	Membership and Subscription Fees	-	-	91	-	91	-	#DIV/0!
01-0180-4312	Employee Travel - Meals	99	33	234	233	166	400	42%
01-0180-4313	Employee Travel - Accom/Parking	54	417	4,328	2,917	672	5,000	13%
01-0180-4314	Employee Travel - Air Fare	-	42	-	292	500	500	100%
	Totals	9,527	10,359	73,674	72,511	50,631	124,305	41%

Elections Financial Report - 2015-07

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	-	875	1,500	1,500	100%
01-0120-4320	Contract Services	-	-	1,208	-	- 1,208		#DIV/0!
01-0013-3115	Contribution to Elections WR	-	1,167	14,000	8,167	-	14,000	0%
	Totals	-	1,292	15,208	9,042	292	15,500	2%

Finance Financial Report - 2015-07

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	840	450	4,080	3,150	1,320	5,400	24%
01-0015-1170	NSF Fees	-	67	320	467	480	800	60%
01-0015-1180	Invoice Administration Fee	275	250	600	1,750	2,400	3,000	80%
01-0015-1160	Advertising, Legal, and Realtax Fees Recovered	1,216	167	5,861	1,167	- 3,861	2,000	-193%
01-0015-3739	Other Recoveries	-	167	28	1,167	1,972	2,000	99%
01-0017-7780	Garbage bags	798	917	5,802	6,417	5,198	11,000	47%
	Totals	3,129	2,017	16,691	14,117	7,509	24,200	31%

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0100-4000	FT Wages	17,015	18,434	129,367	129,041	91,847	221,214	42%
01-0100-4001	PT Wages	-	-	-	-	-	-	#DIV/0!
01-0100-4002	OT Wages	-	42	-	292	500	500	100%
01-0100-4100	FT Benefits	2,826	3,194	24,996	22,361	13,337	38,333	35%
01-0100-4102	Manulife Benefits	2,042	2,020	14,291	14,143	9,953	24,244	41%
01-0100-4103	WSIB Benefits	446	502	3,781	3,511	2,238	6,019	37%
01-0100-4199	Computer Software & Hardware Operational Upgrades/Support from IT Consultant	321	250	5,693	1,750	- 2,693	3,000	-90%
01-0100-4200	Office Supplies	998	667	4,248	4,667	3,752	8,000	47%
01-0100-4201	Hydro	1,118	436	3,664	3,051	1,566	5,230	30%
01-0100-4202	Heat	34	188	1,499	1,319	761	2,260	34%
01-0100-4215	Cleaning, Maintenance, Building Supplies	1,387	373	2,564	2,613	1,916	4,480	43%
01-0100-4216	Kitchen Supplies and Equipment	228	256	1,113	1,791	1,957	3,070	64%
01-0100-4222	Outdoor Maintenance of Building	157	125	741	875	759	1,500	51%
01-0100-4301	Postage	722	806	5,004	5,644	4,671	9,675	48%
01-0100-4302	Communication (phone, fax, intern)	454	383	2,723	2,683	1,877	4,600	41%
01-0100-4304	Professional Fees - Audit	-	1,167	12,536	8,167	1,464	14,000	10%
01-0100-4308	Mileage	-	57	11	397	669	680	98%

Finance Financial Report - 2015-07

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	3,241	2,905	1,739	4,980	35%
01-0100-4311	Membership and Subscription Fees	-	173	1,956	1,208	114	2,070	6%
01-0100-4312	Employee Travel - Meals	-	17	25	117	175	200	88%
01-0100-4313	Employee Travel - Accomodations	-	33	5	233	395	400	99%
01-0100-4316	Advertising	1,216	667	7,682	4,667	318	8,000	4%
01-0100-4320	Contract Services	3,121	4,302	19,099	30,112	32,521	51,620	63%
01-0100-4322	Emergency Management	183	160	1,072	1,120	848	1,920	44%
01-0100-4323	Environmental Service - Garbage Bags	-	917	3,322	6,417	7,678	11,000	70%
01-0100-4500	Bank Service Charges	267	219	1,098	1,531	1,527	2,625	58%
01-0100-4503	Debt Interest Repayment	-	1,617	10,948	11,320	8,457	19,405	44%
01-0100-4600	Grants	-	2,715	32,575	19,002	-	32,575	0%
01-0012-1200	Principle Repayment	-	8,833	106,000	61,833	-	106,000	0%
	Totals	32,535	48,967	399,254	342,767	188,347	587,601	32%

Building Financial Report - 2015-07

REVENUES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0015-3742	Building - Other Recoveries	-		3,000.00		3,000		#DIV/0!
01-0015-1192	Reproduction of Drawings Fees	50	21	50	146	200	250	80%
01-0017-7250	Residential Building Permits	31,470	16,667	185,933	116,667	14,067	200,000	7%
	Institutional, Commercial & Industrial Building Permits	-	4,167	5,940	29,167	44,060	50,000	88%
	Farm Building Permits	-	200	416	1,400	1,984	2,400	83%
	Demolition Permit	150	50	450	350	150	600	25%
	Septic System Permit	3,000	1,667	14,700	11,667	5,300	20,000	27%
01-0017-7210	Designated Structures Permit	-	67	1,600	467	800	800	-100%
	Tent or Marquee Permit	600	75	1,200	525	300	900	-33%
01-0017-7240	Deferral of Revocation of Permit	-	25	300	175	-	300	0%
	Reactivate Abandoned Permit	-	13	-	88	150	150	100%
	Transfer of Permit	-	-	-	-	-	-	#DIV/0!
	Revision to a Permit	150	250	2,250	1,750	750	3,000	25%
	Alternate Solution Application	-	58	-	408	700	700	100%
	Conditional Permits	-	-	-	-	-	-	#DIV/0!
01-0017-7290	Special Inspection Fee	-	25	900	175	600	300	-200%
	Totals	35,420	23,283	216,739	162,983	62,661	279,400	22%

CONTRIBUTION FROM WORKING RESERVES

01-0013-3150	Contribution from Building Reserve Fund	-	7,021	-	49,145	84,248	84,248	100%
	Totals	-	7,021	-	49,145	84,248	84,248	100%

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0020-4000	FT Wages	14,070	15,244	106,941	106,711	75,991	182,932	42%
01-0020-4001	PT Wages	128	183	917	1,283	1,283	2,200	58%
01-0020-4002	OT Wages	-	100	-	700	1,200	1,200	100%
01-0020-4100	FT Benefits	2,352	2,668	20,712	18,677	11,306	32,018	35%
01-0020-4101	PT Benefits	7	16	51	113	142	193	74%

Building Financial Report - 2015-07

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0020-4102	Manulife Benefits	1,807	1,755	12,649	12,288	8,416	21,065	40%
01-0020-4103	WSIB	396	447	3,391	3,130	1,975	5,366	37%
01-0020-4199	Computer Software & Hardware	-	83	1,505	583	505	1,000	-51%
01-0020-4200	Office Supplies	527	565	4,260	3,956	2,521	6,781	37%
01-0020-4201	Hydro	475	185	1,561	1,292	654	2,215	30%
01-0020-4202	Heat	25	117	1,123	822	287	1,410	20%
01-0020-4203	Fuel	-	680	-	4,757	8,155	8,155	100%
01-0020-4204	Water Protection	4	4	45	28	3	48	6%
01-0020-4208	Signage	-	8	-	58	100	100	100%
01-0020-4215	Cleaning, Maint & supplies for Bldg	848	155	1,349	1,085	511	1,860	27%
01-0020-4216	Kitchen Supplies and Equipment	98	157	529	1,102	1,361	1,890	72%
01-0020-4220	Vehicle Maintenance	-	158	2,957	1,108	1,057	1,900	-56%
01-0020-4222	Outdoor Maintenance of Building	67	25	317	175	17	300	-6%
01-0020-4301	Postage	311	346	2,146	2,421	2,004	4,150	48%
01-0020-4302	Communication(phone, fax, intern)	337	342	1,684	2,392	2,416	4,100	59%
01-0020-4303	Professional Fees-Legal	-	1,742	2,137	12,192	18,763	20,900	90%
01-0020-4304	Professional Fees - Audit	-	500	5,374	3,500	626	6,000	10%
01-0020-4305	Professional Fees - Engineering	-	167	539	1,167	1,461	2,000	73%
01-0020-4308	Mileage	-	8	363	58	263	100	-263%
01-0020-4309	Professional Development	603	661	4,783	4,629	3,152	7,935	40%
01-0020-4311	Membership and Subscription Fees	-	255	2,471	1,785	589	3,060	19%
01-0020-4312	Employee Travel - Meals	-	42	621	292	121	500	-24%
01-0020-4313	Employee Travel - Accomodations	-	242	1,130	1,692	1,770	2,900	61%
01-0020-4315	Insurance	-	1,337	9,616	9,360	6,429	16,045	40%
01-0020-4316	Advertising	-	63	80	438	670	750	89%
01-0020-4318	Vehicle Plates	-	24	-	165	283	283	100%
01-0020-4320	Contract Services	1,636	1,843	10,342	12,903	11,778	22,120	53%
01-0020-4321	Clothing, Safety Allowance	-	58	135	408	565	700	81%
01-0020-4322	Emergency Management	78	68	459	475	356	815	44%
01-0020-4500	Service Charges	46	55	305	382	350	655	53%
	Totals	23,815	30,304	200,492	212,128	163,156	363,648	45%

Source Water Protection Financial Report - 2015-07

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	8,750	-	15,000	0%
	Totals	-	1,250	15,000	8,750	-	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	-	14,125	24,215	24,215	100%
	Totals	-	2,018	-	14,125	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	-	7,118	12,202	12,202	100%
01-0160-4207	Public Education Costs	-	773	1,230	5,409	8,042	9,272	87%
01-0160-4305	Professional Fees	-	1,478	-	10,348	17,740	17,740	100%
	Totals	-	3,268	1,230	22,875	37,985	39,215	97%

Planning Financial Report - 2015-07

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	-	3,083	13,788	21,583	23,212	37,000	63%
01-0015-1191	Advertising Fees Recovered	-	250	292	1,750	2,708	3,000	90%
01-0015-3240	Zoning Compliance Letter	150	167	975	1,167	1,025	2,000	51%
01-0015-1200	Minor Variance Application	2,600	458	5,200	3,208	300	5,500	5%
01-0015-1205	Agreements	-	-	-	-	-	-	100%
01-0015-1210	Part Lot Control Exemption By-law	-	-	-	-	-	-	#DIV/0!
01-0015-1220	Site Plan Control	-	500	4,000	3,500	2,000	6,000	33%
01-0015-1230	Zoning By-law Amendment	-	833	10,000	5,833	-	10,000	0%
01-0017-7760	Zoning By-law #19/85	-	-	-	-	-	-	#DIV/0!
01-0015-1240	Zoning By-law Amendment - Aggregate Applications	-	-	-	-	-	-	#DIV/0!
01-0015-4100	Business Retention and Expansion Municipal Implementation Fund	-	1,042	35,000	7,292	22,500	12,500	-180%
	Totals	2,750	6,333	69,255	44,333	6,745	76,000	9%

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0130-4000	FT Wages	3,738	4,050	28,256	28,353	20,349	48,605	42%
01-0130-4002	OT Wages	-	50	-	350	600	600	100%
01-0130-4100	FT Benefits	709	708	5,370	4,957	3,128	8,498	37%
01-0130-4102	Manulife Benefits	488	480	3,369	3,362	2,394	5,763	42%
01-00130-4103	WSIB	109	118	838	827	579	1,417	41%
01-0130-4200	Office Supplies	28	21	28	146	222	250	89%
01-0130-4208	Signage	-	21	21	146	229	250	92%
01-0130-4215	Cleaning, Maintenance & Supplies for Building	-	-	-	-	-	-	#DIV/0!
01-0130-4302	Communication (phone, fax, Internet)	-	2	46	15	21	25	-84%
01-0130-4303	Professional Fees - Legal	3,691	417	7,983	2,917	2,983	5,000	-60%
01-0130-4305	Professional Fees - Engineering & Environmental	8,273	3,750	28,331	26,250	16,669	45,000	37%

Planning Financial Report - 2015-07

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0130-4308	Mileage	84	21	302	146	52	250	-21%
01-0130-4309	Professional Development	-	250	2,912	1,750	88	3,000	3%
01-0130-4311	Membership and Subscription Fees	-	38	-	263	450	450	100%
01-0130-4312	Employee Travel - Meals	-	8	-	58	100	100	100%
01-0130-4313	Employee Travel - Accomodations	-	29	-	204	350	350	100%
01-0130-4316	Advertising	713	333	2,822	2,333	1,178	4,000	29%
01-0130-4317	Professional Fees - Water Monitoring	-	184	336	1,286	1,869	2,205	85%
01-0130-4320	Contract Services	-	292	570	2,042	2,930	3,500	84%
	Totals	17,833	10,772	81,184	75,404	48,080	129,264	37%

By-law Financial Report - 2015-07

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	-	17	446	117	- 246	200	-123%
01-0017-7220	Dog Tags and Kennel Licences	200	1,000	11,225	7,000	775	12,000	6%
01-0015-1260	Fence Viewer's Application	-	-	-	-	-	-	#DIV/0!
01-0017-7270	Septic Compliance Letter	150	83	450	583	550	1,000	55%
01-0017-7280	Special Occasion Permit Letters		13	2,800	88	- 2,650	150	-1767%
	Pool Enclosure Permit	350	233	350	1,633	2,450	2,800	88%
	Inspection Permit - LCBO	-	17	-	117	200	200	100%
01-0017-7230	Municipal addressing signs	180	67	820	467	- 20	800	-3%
01-0015-5240	Ontario Wildlife Damage Compensation	-	125	1,089	875	411	1,500	27%
01-0017-7410	Guelph Humane Society Fees	-	150	605	1,050	1,195	1,800	66%
01-0015-1250	Mobile Food Service	-	-	-	-	-	-	100%
01-0015-1270	Engineering, Environmental and Legal Fees Recovered	809	833	6,584	5,833	3,416	10,000	34%
01-0015-1280	Site Alteration Agreement Revenues	350	167	1,890	1,167	110	2,000	6%
01-0015-3744	By-law - Other Recoveries	-		-		-		#DIV/0!
	Totals	2,039	2,704	26,259	18,929	6,191	32,450	19%

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0140-4000	FT Wages	2,066	2,238	15,953	15,667	10,904	26,857	41%
01-0140-4001	Per Diems	-	167	1,161	1,167	839	2,000	42%
01-0140-4002	OT Wages	-	-	-	-	-	-	#DIV/0!
01-0140-4100	FT Benefits	372	399	2,881	2,794	1,908	4,789	40%
01-0140-4102	Manulife Benefits	306	300	2,145	2,097	1,450	3,595	40%
01-0140-4103	WSIB	60	64	467	451	306	773	40%
01-0140-4200	Office Supplies	-	21	1	146	249	250	100%
01-0140-4208	Signage	102	108	346	758	954	1,300	73%
01-0140-4303	Professional Fees - Legal	-	1,250	10,702	8,750	4,298	15,000	29%

By-law Financial Report - 2015-07

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0140-4305	Professional Fees - Engineering & Environmental	2,112	1,479	12,757	10,354	4,993	17,750	28%
01-0140-4308	Mileage	-	38	258	263	192	450	43%
01-0140-4309	Professional Development	-	100	-	700	1,200	1,200	100%
01-0140-4311	Membership and Subscription Fees	-	52	180	362	440	620	71%
01-0140-4312	Employee Travel - Meals	-	4	-	29	50	50	100%
01-0140-4313	Employee Travel - Accomodations	-	21	-	146	250	250	100%
01-0140-4316	Advertising	-	83	-	583	1,000	1,000	100%
01-0140-4319	Permits	207	17	207	117	7	200	-4%
01-0140-4320	Contract Services	-	403	684	2,823	4,156	4,840	86%
01-0140-4324	Livestock Loss	-	167	1,059	1,167	941	2,000	47%
	Totals	5,225	6,910	48,801	48,373	34,124	82,925	41%

Public Works Financial Report - 2015-07

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	\$ -	-	-	-	-	-	#DIV/0!
01-0015-3310	Entrance Permit	450	188	2,025	1,313	225	2,250	10%
01-0015-3740	Roads Other Recoveries	-	65	999	455	219	780	-28%
01-0015-2000	Third Party Cost Recovery	-	-	-	-	-	-	#DIV/0!
01-0015-2100	Third Party Cost Recovery Administration Fee	-	-	-	-	-	-	#DIV/0!
	Totals	450	253	3,024	1,768	6	3,030	0%

CONTRIBUTION FROM WORKING RESERVES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0013-3170	Public Works Replacement and Restoration of Aging Infrastructure Working Reserve	-	7,083	-	49,583	85,000	85,000	100%
	Totals	-	7,083	-	49,583	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	26,653	31,041	208,565	217,287	163,927	372,492	44%
01-0030-4001	PT/Seasonal Wages	-	1,503	31,835	10,524	13,794	18,041	-76%
01-0030-4002	OT Wages	279	2,725	22,946	19,075	9,754	32,700	30%
01-0030-4100	FT Benefits	4,598	5,276	40,752	36,932	22,560	63,312	36%
01-0030-4101	PT/Seasonal Benefits	-	132	2,766	924	1,182	1,584	-75%
01-0030-4102	Manulife Benefits	3,834	3,800	26,838	26,597	18,757	45,595	41%
01-0030-4103	WSIB	742	909	7,804	6,360	3,099	10,903	28%
01-0030-4200	Office Supplies	-	42	156	292	344	500	69%
01-0030-4201	Hydro	1,139	467	4,153	3,267	1,447	5,600	26%
01-0030-4202	Heat	-	470	3,619	3,290	2,021	5,640	36%
01-0030-4203	Fuel	4,675	7,025	58,695	49,172	25,600	84,295	30%
01-0030-4205	Equipment Maintenance & Supplies	258	171	372	1,196	1,678	2,050	82%
01-0030-4208	Signage	94	833	1,263	5,833	8,737	10,000	87%

Public Works Financial Report - 2015-07

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	-	17,267	29,600	29,600	100%
01-0030-4210	Railway Maintenance	-	6,667	-	46,667	80,000	80,000	100%
01-0030-4212	Maintenance Gravel	-	6,667	69,920	46,667	10,080	80,000	13%
01-0030-4213	Calcium	5,861	3,675	51,612	25,725	7,512	44,100	-17%
01-0030-4214	Winter Maintenance	9,250	15,250	138,685	106,750	44,315	183,000	24%
01-0030-4217	Waste Removal	-	125	-	875	1,500	1,500	100%
01-0030-4218	Shop Overhead	268	1,083	3,889	7,583	9,111	13,000	70%
01-0030-4219	Road Maintenance supplies	5,355	3,117	13,185	21,817	24,215	37,400	65%
01-0030-4220	Vehicle Maintenance	288	3,833	18,852	26,833	27,148	46,000	59%
01-0030-4221	Speed Monitor	-	42	-	292	500	500	100%
01-0030-4224	Sidewalk Repairs	-	417	-	2,917	5,000	5,000	100%
01-0030-4302	Communication(phone, fax, intern)	231	213	1,229	1,492	1,328	2,557	52%
01-0030-4305	Professional Fees - Engineering	-	167	1,473	1,167	527	2,000	26%
01-0030-4308	Mileage	-	8	81	58	19	100	19%
01-0030-4309	Professional Development	-	118	992	828	428	1,420	30%
01-0030-4311	Membership and Subscription Fees	-	67	787	467	13	800	2%
01-0030-4312	Employee Travel - Meals	-	8	85	58	15	100	15%
01-0030-4315	Insurance	-	7,417	9,421	51,920	79,585	89,006	89%
01-0030-4316	Advertising	-	63	-	438	750	750	100%
01-0030-4318	Vehicle Plates	-	564	15	3,950	6,757	6,772	100%
01-0030-4319	Permits	-	83	-	583	1,000	1,000	100%
01-0030-4320	Contract Services	1,385	3,267	7,215	22,867	31,985	39,200	82%
01-0030-4321	Clothing, Safety Allowance	-	63	142	438	608	750	81%
01-0030-4326	Bridge Inspections	-	833	4,110	5,833	5,890	10,000	59%
01-0030-4400	Street Lights: Repairs and Hydro Bills	5,029	3,863	26,401	27,038	19,949	46,350	43%
	Totals	69,939	114,468	757,858	801,276	615,759	1,373,617	45%

Parks Financial Report - 2015-07

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	-	-	-	-	-	-	#DIV/0!
01-0015-2300	Picnic Shelter	-	8	300	58	- 200	100	-200%
01-0015-2400	Aberfoyle/Morriston Ball Park/ Morriston Meadows	-	83	20	583	980	1,000	98%
01-0015-2500	Sports Facility User Fees	885	980	13,180	6,863	- 1,415	11,765	-12%
	Totals	885	1,072	13,500	7,505	- 635	12,865	-5%

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	6,077	14,579	18,915	24,992	76%
01-0110-4001	PT Wages - Parks	1,175	510	2,476	3,570	3,644	6,120	60%
01-0110-4002	OT Wages - Parks	-	-	-	-	-	-	#DIV/0!
01-0110-4100	FT Benefits - Parks	-	198	550	1,388	1,829	2,379	77%
01-0110-4101	PT Benefits - Parks	31	45	101	313	436	537	81%
01-0110-4103	WSIB	34	75	247	523	649	896	72%
01-0110-4203	Fuel	-	183	-	1,283	2,200	2,200	100%
01-0110-4204	Water Protection	-	167	66	1,167	1,934	2,000	97%
01-0110-4205	Equipment Maintenance and Supplies	-	375	1,155	2,625	3,345	4,500	74%
01-0110-4220	Vehicle Maintenance	-	42	-	292	500	500	100%
01-0110-4222	Outdoor Maintenance	4,187	833	4,634	5,833	5,366	10,000	54%
01-0110-4308	Mileage	-	42	-	292	500	500	100%
01-0110-4316	Advertising	-	13	-	88	150	150	100%
01-0110-4320	Contract Services	4,349	1,725	9,056	12,075	11,644	20,700	56%
	Totals	9,776	6,290	24,362	44,027	51,112	75,474	68%

ORC Financial Report - 2015-07

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	-	3,167	34,103	22,167	3,897	38,000	10%
01-0015-2700	Ice Rental - Non-Prime	-	167	1,613	1,167	387	2,000	19%
01-0015-2800	Arena Summer Rentals	2,463	1,833	10,907	12,833	11,093	22,000	50%
01-0015-2900	Gymnasium Rental	442	1,000	8,827	7,000	3,173	12,000	26%
01-0015-3000	Rink Board and Ball Diamond Advertising	-	29	1,050	204	700	350	-200%
01-0015-3100	ORC Drink Machine	126	108	565	758	735	1,300	57%
01-0015-3735	Other Recoveries	-	42	-	292	500	500	100%
	Totals	3,031	6,346	57,065	44,421	19,085	76,150	25%

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0080-4000	FT Wages - ORC	4,326	4,687	32,892	32,809	23,352	56,244	42%
01-0080-4001	PT Wages - ORC	1,640	2,126	14,609	14,879	10,898	25,507	43%
01-0080-4002	OT Wages - ORC	385	100	628	700	572	1,200	48%
01-0080-4100	FT Benefits - ORC	823	830	6,104	5,808	3,852	9,956	39%
01-0080-4101	PT Benefits - ORC	53	187	694	1,306	1,545	2,239	69%
01-0080-4102	Manulife Benefits	621	612	4,287	4,285	3,059	7,346	42%
01-0080-4103	WSIB	184	199	1,419	1,394	970	2,389	41%
01-0080-4200	Office Supplies	-	25	105	175	195	300	65%
01-0080-4201	Hydro	-	1,827	17,549	12,792	4,381	21,930	20%
01-0080-4202	Heat	51	475	3,939	3,328	1,766	5,705	31%
01-0080-4203	Fuel	24	255	1,547	1,785	1,513	3,060	49%
01-0080-4204	Water Protection	139	67	230	467	570	800	71%
01-0080-4205	Equipment Maintenance & Supplies	-	1,083	992	7,583	12,008	13,000	92%
01-0080-4208	Signage	-	17	-	117	200	200	100%
01-0080-4215	Bldg-Cleaning, Maint,Supplies Interior	205	833	4,104	5,833	5,896	10,000	59%
01-0080-4216	Drink Machine Supplies	-	42	304	292	196	500	39%
01-0080-4217	Waste Removal	44	50	234	350	366	600	61%
01-0080-4222	Bldg-Cleaning, Maint,Supplies Exterior	407	833	1,170	5,833	8,830	10,000	88%

ORC Financial Report - 2015-07

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)	214	195	1,329	1,365	1,011	2,340	43%
01-0080-4305	Professional Fees - Engineering	-	583	230	4,083	6,770	7,000	97%
01-0080-4308	Mileage	-	42	-	292	500	500	100%
01-0080-4309	Professional Development	-	125	-	875	1,500	1,500	100%
01-0080-4311	Membership and Subscription Fees	-	13	137	88	13	150	9%
01-0080-4312	Employee Travel - Meals	-	13	-	88	150	150	100%
01-0080-4315	Insurance	-	1,287	7,358	9,009	8,087	15,445	52%
01-0080-4316	Advertising	-	42	-	292	500	500	100%
01-0080-4320	Contract Services	-	29	-	204	350	350	100%
01-0080-4321	Clothing Safety Allowance	-	13	102	88	48	150	32%
	Totals	9,116	16,588	99,963	116,119	99,097	199,060	50%

PCC Financial Report - 2015-07

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	479	1,342	12,329	9,392	3,771	16,100	23%
01-0015-3115	Archie MacRobbie Hall - Non-Prime	-	642	4,884	4,492	2,816	7,700	37%
01-0015-3130	Alf Hales Room	100	358	2,822	2,508	1,478	4,300	34%
01-0015-3160	Licensed Events Using Patio	55	50	110	350	490	600	82%
01-0015-3170	Commercial Rentals	-	63	750	438	-	750	0%
01-0015-3180	Bartenders	330	733	4,337	5,133	4,463	8,800	51%
01-0015-3190	Pop, Glasses, & Ice	255	233	919	1,633	1,881	2,800	67%
01-0015-3200	Kitchen Facilities	-	283	1,180	1,983	2,220	3,400	65%
01-0015-3220	Advertising Sign	-	17	189	117	11	200	6%
01-0015-3736	Other Recoveries	186	100	399	700	801	1,200	67%
01-0015-5250	Recreation Conditional Grants	-	431	-	3,014	5,167	5,167	100%
	Totals	1,405	4,251	27,919	29,760	23,098	51,017	45%

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0070-4000	FT Wages - Recreation	3,364	4,101	25,577	28,708	23,636	49,213	48%
01-0070-4001	PT Wages - Recreation	4,726	2,917	19,560	20,417	15,440	35,000	44%
01-0070-4002	OT Wages - Recreation	87	34	277	239	133	410	32%
01-0070-4100	FT Benefits - Recreation	298	395	2,276	2,766	2,466	4,742	52%
01-0070-4101	PT Benefits - Recreation	117	256	512	1,793	2,561	3,073	83%
01-0070-4102	Manulife Benefits - Recreation	903	897	6,321	6,277	4,440	10,761	41%
01-0070-4103	WSIB	222	203	1,367	1,422	1,070	2,437	44%
01-0070-4200	Office Supplies	35	25	96	175	204	300	68%
01-0070-4201	Hydro	3,951	1,843	11,494	12,903	10,626	22,120	48%
01-0070-4202	Heat	124	273	2,530	1,908	740	3,270	23%
01-0070-4203	Fuel	-	42	-	292	500	500	100%
01-0070-4204	Water Protection	529	425	1,642	2,975	3,458	5,100	68%
01-0070-4215	Bldg-Cleaning, Maint,Supplies Interior	995	1,667	5,076	11,667	14,924	20,000	75%

PCC Financial Report - 2015-07

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	124	417	1,813	2,917	3,187	5,000	64%
01-0070-4217	Waste Removal	178	200	944	1,400	1,456	2,400	61%
01-0070-4222	Outdoor Maintenance of Building	-	267	582	1,867	2,618	3,200	82%
01-0070-4302	Communication(phone, fax, intern)	295	250	1,810	1,750	1,190	3,000	40%
01-0070-4308	Mileage	-	21	296	146	46	250	-18%
01-0070-4309	Professional Development	-	63	-	438	750	750	100%
01-0070-4311	Membership and Subscription Fees	-	19	224	131	1	225	0%
01-0070-4312	Employee Travel - Meals	-	13	38	88	112	150	75%
01-0070-4313	Employee Travel - Accomodations	-	38	298	263	152	450	34%
01-0070-4315	Insurance	-	1,439	10,112	10,073	7,155	17,267	41%
01-0070-4316	Advertising	-	292	376	2,042	3,124	3,500	89%
01-0070-4320	Contract Services	332	421	670	2,946	4,380	5,050	87%
	Totals	16,280	16,514	93,891	115,599	104,278	198,169	53%

Fire and Rescue Financial Report - 2015-07

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	-	408	700	700	100%
01-0015-3230	Open Burning Permit and Inspection	640	625	9,900	4,375	- 2,400	7,500	-32%
01-0015-3235	Burning Permit Violations	2,460	171	3,280	1,196	- 1,230	2,050	-60%
01-0015-3245	Fire Extinguisher Training	-	8	-	53	90	90	100%
01-0015-3260	Fireworks Permits	100	33	300	233	100	400	25%
01-0015-3210	Information/Fire Reports	150	38	75	263	375	450	83%
01-0015-3215	Other Recoveries	5,770	208	5,824	1,458	- 3,324	2,500	-133%
01-0015-3270	Occupancy Load	-	17	-	117	200	200	100%
01-0015-3280	Fire Safety Plan Review	-	30	720	210	- 360	360	-100%
01-0015-3290	Post Fire Watch	-	34	-	239	410	410	100%
01-0015-3300	Boarding up or Barricading	-	-	-	-	-	-	#DIV/0!
01-0015-3320	Key Boxes	100	8	100	58	-	100	0%
01-0015-3330	Inspections	100	17	100	117	100	200	50%
01-0015-3340	Motor Vehicle Emergency Responses	14,103	4,783	48,026	33,483	9,374	57,400	16%
01-0015-3350	Fire Alarm False Alarm Calls	-	34	410	239	-	410	0%
01-0015-3743	Fire Donations	-	-	700	-	- 700	-	#DIV/0!
Totals		23,423	6,064	69,435	42,449	3,335	72,770	5%

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	26,642	29,070	186,352	203,490	162,488	348,840	47%
01-0040-4101	PT Benefits - Fire Dept	1,519	2,552	8,963	17,866	21,665	30,628	71%
01-0040-4102	Group Benefits	723	1,225	12,269	8,575	2,431	14,700	17%
01-0040-4103	WSIB	838	859	5,866	6,012	4,440	10,306	43%
01-0040-4200	Office Supplies	746	392	4,682	2,742	18	4,700	0%
01-0040-4201	Hydro	1,314	404	4,165	2,826	680	4,845	14%
01-0040-4202	Heat	62	80	1,160	557	- 205	955	-21%
01-0040-4203	Fuel	-	922	-	6,455	11,065	11,065	100%
01-0040-4204	Water Protection	13	13	110	93	50	160	31%
01-0040-4205	Equipment Maintenance & Supplies	9,368	1,508	21,507	10,558	- 3,407	18,100	-19%

Fire and Rescue Financial Report - 2015-07

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0040-4206	Oxygen & Medical Supplies	-	258	2,213	1,808	887	3,100	29%
01-0040-4207	Public Education	1,234	317	3,459	2,217	341	3,800	9%
01-0040-4215	Cleaning, Maint & supplies for Bldg	3,295	842	4,260	5,892	5,840	10,100	58%
01-0040-4216	Kitchen Supplies and Equipment	50	100	159	700	1,041	1,200	87%
01-0040-4217	Waste Removal	183	33	183	233	217	400	54%
01-0040-4220	Vehicle Maintenance	2,511	2,083	16,631	14,583	8,369	25,000	33%
01-0040-4302	Communication(phone, fax, intern)	465	1,058	4,772	7,408	7,928	12,700	62%
01-0040-4308	Mileage	486	625	4,139	4,375	3,361	7,500	45%
01-0040-4309	Professional Development	2,055	1,583	12,320	11,083	6,680	19,000	35%
01-0040-4311	Membership and Subscription Fees	-	230	2,795	1,608	- 39	2,756	-1%
01-0040-4312	Employee Travel - Meals	-	58	390	408	310	700	44%
01-0040-4313	Employee Travel - Accomodations	150	200	2,439	1,400	- 39	2,400	-2%
01-0040-4315	Insurance	-	1,084	18,366	7,589	- 5,356	13,010	-41%
01-0040-4316	Advertising	-	104	-	729	1,250	1,250	100%
01-0040-4319	Permits	-	44	471	306	54	525	10%
01-0040-4320	Contract Services	696	2,133	15,587	14,933	10,013	25,600	39%
01-0040-4321	Clothing, Safety Allowance	2,659	2,562	10,581	17,932	20,159	30,740	66%
	Totals	55,009	50,340	343,839	352,380	260,242	604,081	43%

Library Financial Report - 2015-07

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	-	1,202	2,060	2,060	100%
	Totals	-	172	-	1,202	2,060	2,060	100%

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0010-4221	Library Rent for Historical society	1,126	376	2,423	2,631	2,087	4,510	46%
01-0010-4223	Library Water Monitoring	188	146	1,018	1,021	732	1,750	42%
	Totals	1,314	522	3,441	3,652	2,819	6,260	45%

Badenoch Financial Report - 2015-07

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	6	-	10	0%
	Totals	-	1	10	6	-	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	-	3,063	5,250	5,250	100%
01-0150-4204	Water Protection	-	5	30	38	35	65	54%
01-0150-4320	Contract Services	-	13	-	88	150	150	100%
01-0150-4325	Badenoch Comm Ctr Grant	-	83	1,000	583	-	1,000	0%
	Totals	-	539	1,030	3,771	5,435	6,465	84%

Committees Financial Report - 2015-07

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	1,567	348	1,567	2,438	2,613	4,180	63%
01-0075-4309	Professional Development	-	83	-	583	1,000	1,000	100%
	Totals	1,567	432	1,567	3,022	3,613	5,180	70%

Heritage Committee

01-0050-4001	Per Diems	-	149	-	1,044	1,790	1,790	100%
01-0050-4200	Office Supplies & Equipment	-	21	33	146	217	250	87%
01-0050-4308	Mileage	-	4	-	29	50	50	100%
01-0050-4309	Professional Development	-	83	-	583	1,000	1,000	100%
	Totals	-	258	33	1,803	3,057	3,090	99%

Planning and Development Advisory Committee

01-0060-4001	Per Diems	-	348	-	2,438	4,180	4,180	100%
01-0060-4308	Mileage	-	13	-	88	150	150	100%
01-0060-4309	Professional Development	-	208	-	1,458	2,500	2,500	100%
	Totals	-	569	-	3,984	6,830	6,830	100%

Revenues Financial Report - 2015-07

8.2(a)(v)

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	121,500	84,757	503,073	593,300	514,013	1,017,086	51%
Administration	2,724	259	17,331	1,814	14,221	3,110	-457%
Elections	-	-	-	-	-	-	#DIV/0!
Finance	3,129	2,017	16,691	14,117	7,509	24,200	31%
Building	35,420	23,283	216,739	162,983	62,661	279,400	22%
Source Water Protection	-	1,250	15,000	8,750	-	15,000	0%
Planning & Development	2,750	6,333	69,255	44,333	6,745	76,000	9%
By-law	2,039	2,704	26,259	18,929	6,191	32,450	19%
Public Works	450	253	3,024	1,768	6	3,030	0%
Parks	885	1,072	13,500	7,505	635	12,865	-5%
Optimist Recreation Centre	3,031	6,346	57,065	44,421	19,085	76,150	25%
Puslinch Community Centre	1,405	4,251	27,919	29,760	23,098	51,017	45%
Fire and Rescue	23,423	6,064	69,435	42,449	3,335	72,770	5%
Library	-	172	-	1,202	2,060	2,060	100%
Badenoch	-	1	10	6	-	10	0%
Committee	-	-	-	-	-	-	#DIV/0!
Totals	196,756	138,762	1,035,301	971,337	629,847	1,665,148	38%

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	95,470	163,458	163,662	100%
Building Surplus Reserve Fund	-	7,021	-	49,145	84,248	84,248	100%
Source Water Protection	-	2,018	-	14,125	24,215	24,215	100%
Public Works	-	7,083	-	49,583	85,000	85,000	100%
Totals	-	29,760	204	208,323	356,921	357,125	100%

Expenses Financial Report - 2015-07

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	1,018	30,688	97,470	214,813	270,780	368,250	74%
Administration	31,051	39,203	255,651	274,424	214,790	470,441	46%
Council	9,527	10,359	73,674	72,511	50,631	124,305	41%
Elections	-	1,292	15,208	9,042	292	15,500	2%
Finance	32,535	48,967	399,254	342,767	188,347	587,601	32%
Building	23,815	30,304	200,492	212,128	163,156	363,648	45%
Source Water Protection	-	3,268	1,230	22,875	37,985	39,215	97%
Planning & Development	17,833	10,772	81,184	75,404	48,080	129,264	37%
By-law	5,225	6,910	48,801	48,373	34,124	82,925	41%
Public Works	69,939	114,468	757,858	801,276	615,759	1,373,617	45%
Parks	9,776	6,290	24,362	44,027	51,112	75,474	68%
Optimist Recreation Centre	9,116	16,588	99,963	116,119	99,097	199,060	50%
Puslinch Community Centre	16,280	16,514	93,891	115,599	104,278	198,169	53%
Fire and Rescue	55,009	50,340	343,839	352,380	260,242	604,081	43%
Library	1,314	522	3,441	3,652	2,819	6,260	45%
Badenoch	-	539	1,030	3,771	5,435	6,465	84%
Committee	1,567	1,258	1,600	8,808	13,500	15,100	89%
Totals	284,005	388,281	2,498,948	2,717,969	2,160,427	4,659,375	46%

8.2(b)



RESOLUTION
MUNICIPAL COUNCIL
THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

2015-

Date: September 2, 2015

Moved by: _____ Seconded by: _____

That Council does hereby authorize the applications for Cancellation, Reduction or Refund of Taxes chapter 25, section 357 or 358 of the Municipal Act, 2001 as follows:

Year	Application #	Roll #	Write Off Amount
2015	08/15	3-01100	\$ 2,000.21
2015	04/15	2-05715	\$ 9,556.84
2015	07/15	3-06000	\$ 2,037.53
2015	06/15	8-17400	\$ 642.14
2015	13/14	1-10202	\$ 765.42

RECORDED VOTE	YES	NO	CONFLICT	ABSENT
Councillor Bulmer				
Councillor Roth				
Mayor Lever				
Councillor Stokley				
Councillor Fielding				
TOTAL				

MAYOR: _____

CARRIED	LOST
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8.3(a)

REPORT ADM-2015-011

TO: Mayor and Members of Council

FROM: Karen Landry, CAO/Clerk

DATE: September 2, 2015

SUBJECT: Bill 8 – Accountability and Transparency Act – Amendments to Municipal Freedom of Information and Protection of Privacy Act and the Ombudsman Act

RECOMMENDATIONS

That Report ADM-2015-011 regarding Bill 8 – Accountability and Transparency Act – Amendments to Municipal Freedom of Information and Protection of Privacy Act be received.

DISCUSSION

Purpose

The purpose of this Report is to provide information on Bill 8, the *Public Sector and MPP Accountability and Transparency Act, 2014* hereinafter referred to as Bill 8 which introduces amendments to the *Municipal Freedom of Information and Protection of Privacy Act* (“MFIPPA”) and the *Ombudsman Act* and how these amendments will affect the Township.

Background

Bill 8 was introduced in July 2014 with the purpose of increasing the accountability and transparency of government and its elected representatives. There are two schedules (Schedules 6 and 9) in Bill 8 that have a direct impact on the Township and come into effect on January 1, 2016.

MFIPPA

Two specific additions have been made to MFIPPA which increases the responsibility of **the head** of an institution and sets out the consequences for individuals for the maintenance and management of corporate records.

Addition 1 - MFIPPA

Bill 8 adds specific obligations for **the head** of the institution to ensure corporate records are maintained according to statute, by-laws and policies.

Council passed By-law 8/91 on December 5, 1990 designating Council as **the head** for the Township, and delegated the day-to-day responsibility for managing MFIPPA to the Clerk. Council will have a specific statutory obligation to ensure there are measures in place for the maintenance of corporate records and there is compliance with these measures across the organization.

As Council is aware, the Township passed an up-to-date Records Retention By-law in 2013 being By-law 2013-069 which repealed the 1966 By-law and established a detailed Records Retention Schedule.

Township staff is accountable for managing records and information in accordance with MFIPPA, the Township's Retention By-law and Schedules, and applicable procedures and guidelines. The Township implemented the use of the TOMRMS classification system upon the passing of the records retention by-law in 2013. A training session on records classification was conducted on January 23, 2014 for staff.

In response to the MFIPPA amendments, the Township's records and information management framework will continue to be reviewed to ensure ongoing compliance with MFIPPA and its own records and information management requirements. Any necessary updates will be incorporated into staff training, policies, guidelines and procedures.

Addition 2 - MFIPPA

Individuals can be found personally liable for records-related offences. Prior to Bill 8, only an organization could be held liable for offences under MFIPPA. The amendments in Bill 8 expand this liability to include any individual who handles records regulated by MFIPPA. Individuals who are responsible for managing records can be found personally liable for offences related to the willful concealment, alteration or destruction of corporate records.

Bill 8 also allows for the prosecution of such offences to be initiated up to 2 years after the offence has been discovered and carries a maximum fine of \$5,000.00 for an offence by an individual.

Ombudsman Act

The *Ombudsman Act* has been amended to expand the jurisdiction of the Provincial Ombudsman to include municipalities, municipal boards and their agencies. The function of the Ombudsman is to investigate any decision or recommendation made by or an act done or omitted in the course of the administration of the public sector body.

The amendments set out specific circumstances where the Provincial Ombudsman may conduct an investigation where there is a municipal ombudsman. The Provincial Ombudsman may consider the merits of conducting an investigation when:

1. A complaint was made to the municipal ombudsman and he/she refused to investigate or has conducted and concluded an investigation; or
2. The time for bringing a complaint to the municipal ombudsman has expired.

If the Provincial Ombudsman decides to conduct an investigation into a matter under a Municipal Ombudsman's jurisdiction, he/she must inform the head of the institution before commencing the investigation. The institution is provided with an opportunity to make representations to the Provincial Ombudsman if the report or the recommendations will adversely affect the municipality.

Appointment of an Ombudsman

As Council is aware, the County of Wellington has a retainer agreement with John Maddox as its special meeting investigator. The Township, as well as other local municipalities in the County have also appointed John Maddox through the County's retainer agreement.

Next Steps

Staff will consult with the County and the local municipalities in the County to consider exercising its authority to appoint a municipal ombudsman.

Staff will monitor developments regarding Bill 8 and its impacts, particularly the need to implement a municipal complaints management system.

AMO is currently working with Microsoft Canada and three pilot municipalities to develop a transferable, flexible complaints management system to track complaint intake across departments, complaints processing against customer service metrics, and to enable data analysis to inform service delivery improvement. The objective is to use technology to enable an effective, defensible system that can accommodate new requirements and which can be managed locally. In addition, AMO will be looking at

what other information/educational needs would assist in the implementation of the legislation.

Staff will also explore what opportunities exist through the utilization of the “Call Manager” module in Keystone. Keystone is the software the Township utilizes to provide a cost effective integrated solution for managing municipal services such as:

Accounts Payable	Accounts Receivable	Animal Licensing
Building Department	Facility Scheduler	Fixed Assets
Cash Receipts	Property Information	General Ledger

FINANCIAL IMPLICATIONS

Township staff will report back on the financial implications of Bill 8 at the time it is determined how the Township will respond to the above noted requirements.

APPLICABLE LEGISLATION AND REQUIREMENTS

Bill 8 – Public Sector and MPP Accountability and Transparency Act, 2014
Municipal Act



REPORT ADM-2015-009

TO: Mayor and Members of Council

FROM: Karen Landry, CAO/Clerk

DATE: September 2, 2015

SUBJECT: Organization Review – Staff Resourcing – Development Coordinator Position

RECOMMENDATIONS

That Report ADM-2015-009 regarding Organization Review – Staff Resourcing - Development Coordinator Position be received; and

That Council authorize the conversion of the full-time Development Coordinator position from contract to permanent; and

That Council approve an additional proposed tax levy impact of \$2,500 for the proposed changes recommended in Report ADM-2015-009.

DISCUSSION

Purpose

The purpose of this Report is to obtain authorization from Council to convert the full-time Development Coordinator position from contract to permanent.

Background

Alignment of Service Delivery Programs and Functional Activities Update

Report ADM-2014-009 included the table below to summarize the realignment of specific service delivery programs and functional activities between Finance/Administration and the Building, Planning and Development Department. This table has been updated to show the status of the transfer and the assumption of the respective responsibilities of each Department:

Department – Current	Responsibility	Department – Transferred to	Status
Administration	-Receipt of complaints for dogs running at large -Liaising with Guelph Humane Society regarding dogs that are impounded -Approval of invoices for Township's animal services officer	By-law Enforcement – Building Department	Complete
Administration	Processing of Livestock Claims	By-law Enforcement – Building Department	Complete
Administration	Lottery Licensing	By-law Enforcement – Building Department	In progress
Finance	Dog Licensing	By-law Enforcement – Building Department	Complete
Administration	Development Agreements	Planning – Building Department	In progress
Building	Site Plan Agreements	Planning – Building Department	Complete
Finance	Open Air Burn Permits	By-law Enforcement – Building Department	Complete
Administration	Public Information Meeting Minutes for development applications	Planning – Building Department	Complete
Administration	Zoning By-law Circulations	Planning – Building Department	Complete

With the above realignments of specific service delivery programs and functional activities between Finance/Administration and the Building, Planning and Development Department, the Finance Department has assumed responsibility for the following functions corporately:

- Centralized invoice administration and collection
- Ongoing analysis and collection of outstanding taxes
- Administration of information technology functions with Onserve
- Coordination of new initiatives (Website, Keystone Facility Scheduler Module, Keystone Cash Receipts Module)
- Centralized purchasing of office supplies and cleaning supplies
- Energy consumption reporting

In addition to the above, the Director of Finance/Treasurer performs the following responsibilities on behalf of the Township:

- Preparing and submitting grant funding applications
- Monitoring compliance with financial agreements (ie. Gas Tax) and grant application agreements (ongoing financial reporting requirements)
- Asset Management
- Annual legislative financial reporting requirements to Council and other stakeholders (ie. Development Charges, Treasurer's Investment Report, Annual Building Permit Report, Ontario Regulation 284/09 Budget Report, Lease Financing Agreement Report, Commodity Price Hedging Agreements Report, etc.)
- Development of new finance related policies (ie. Grant Application Policy and Fee Reduction/Waiver Policy) and review/updating of current policies
- Centralized purchasing (ie. Request for Proposal process)
- Review of Financial Implications section of reports to Council
- Coordination and reporting of Operating and Capital Budget
- Completion and submission of FIR and MPMP

Council through the 2014 Operating Budget approved the following changes to the Building, Planning and Development Department:

2014 Changes – Building, Planning and Development Department

Building and Enforcement Inspector Officer (1 FTE)

This FTE position was added to the staff complement to:

- address the need for assistance with processing Building Permits specifically with plans review and inspections
- respond to by-law enforcement complaints
- provide inspection coverage during the absence of the CBO

Development Coordinator (Contract – 2 years)

This FTE contract position (2 years) replaced the full-time permanent Zoning Officer position which was 100% building department funded in 2013.

The primary responsibilities include:

- Legislative support to the Planning and Development Advisory Committee
- Secretary-Treasurer to the Committee of Adjustment
- Zoning Interpretation

- Development approval process which includes receipt of development application (zoning, site plan, subdivision, condominium), circulation of application, statutory notices, public information meeting minutes, circulation of notice of passing of by-law, affidavits and processing of appeals (as required)
- Establishing standard wording for minor variance conditions
- Monitoring, tracking and facilitating compliance with conditions to minor variances, severances and development agreements (letter of credit submission in standard format and expiry, release of securities, reporting obligations, approved plans on file, etc.)
- Responding to compliance letters regarding building, zoning, site plan and development agreements.

The following summarizes the improvements made since 2014:

Building and Enforcement Inspector Officer - Building Service Level Enhancements

Implementation of:

- next day service for inspections based on a first come first serve basis instead of 48 hours as required by the Building Code Act
- availability of afternoon inspections

Development Coordinator – Planning Service Level Enhancements

Implementation of:

- Staff recommendation reports for Committee of Adjustment Applications (sample report attached as Schedule A)
- Visual displays at Planning Development Advisory Committee meetings to assist with clarity of information, including maps, aerial photography and surveys
- Summary of active development applications (sample list attached as Schedule B)
- Posting of zoning by-law amendment application notification sign on subject property
- Assuming responsibility to complete and post “Notice of Complete” application for zoning amendments – previously handled by the County on our behalf
- A process to track comments from consultants and consolidate information for applicants
- Public information meeting reports for Council to provide an overview of the application, steps of the process, a chronology of the file and how the application complies with policies (sample report attached as Schedule C)

- Site plan agreement implementation procedures

This position is also the staff project coordinator for the Community Improvement Plan (CIP) project, and is the staff representative for the Wellington County Municipal Economic Development Group.

Upcoming Initiatives

- Develop procedures and policies for the processing of all planning and development applications and agreements
- Consolidation and tracking of subdivision requirements (both past and present agreements)
- Classify records and establish consolidated files for previous developments
- Implementation of CIP initiatives

Staff recommend the conversion of the Development Coordinator full-time contract position to a permanent position to assist in the implementation of administrative procedures to provide improved oversight for the processing of development applications and to ensure the terms and conditions of development agreements are complied with. Outlined below is a summary of the auditor recommendations related to securities held by the Township.

Security Deposits/Grading Deposits/Letters of Credit

As outlined in Report ADM-2015-003 the Township's auditor recommended that security and grading deposits 10 years or older be reviewed to determine if funds can be recognized as revenue or returned. The auditor also recommended that management routinely assess all security and grading deposits to determine the status of those deposits. Attached as Schedule D to Report ADM-2015-009 is the Township's security deposit listing. Attached as Schedule E to Report ADM-2015-009 is the Township's grading deposit listing. Attached as Schedule F to Report ADM-2015-009 is the Township's letter of credit listing. These items are required to be reviewed to determine next steps in accordance with the auditor's recommendation.

The above review involves extensive review of the Township's various development files to ensure compliance with the terms and conditions of the respective agreements, approval of final acceptance of the development (where applicable), and record of authorization to release the applicable securities.

FINANCIAL IMPLICATIONS

In 2013, the Zoning Officer FTE position was fully funded by the building department. In 2014, the Development Coordinator contract position was funded as 25% Building and 75% Planning based on the position's job responsibilities.

In 2014, the Building & Enforcement Inspector Officer position was added to the staff complement and funded in the Building and By-law departments.

As part of the 2015 budget process, Township staff recommended that of the \$25,000 received from the County for the BR+E Municipal Implementation Fund Grant, \$12,500 of this amount be utilized for the Development Coordinator's role with overseeing the CIP project and the remaining \$12,500 fund the consultant costs associated with the CIP project. Therefore, the 2015 Operating Budget for the Planning Department includes operating revenues of \$12,500 for the Development Coordinator's role on the CIP project.

It is recommended that the Township decrease the utilization of this grant in the Planning Department's operating budget from \$12,500 in 2015 to \$10,000 in 2016 for the Development Coordinator's role in implementing the recommendations of the CIP. It is proposed that the remaining grant funding of \$15,000 be utilized for CIP implementation initiatives and any costs associated with the County Signage Program.

Staff reviewed the current funding allocations for staff in the Building, Planning, By-law, and Administration departments. The tables below outline the 2015 funding allocations and the proposed 2016 funding allocations based on actual job responsibilities.

2015 Funding Allocations

Position	Building	Planning	By-law	Administration
Chief Building Official	100%	0%	0%	0%
Building & Enforcement Inspector Officer	75%	0%	25%	0%
Building & By-law Services Coordinator	75%	0%	25%	0%
Development Coordinator	25%	75%	0%	0%
CAO/Clerk	0%	0%	0%	100%

2016 Proposed Funding Allocations

Position	Building	Planning	By-law	Administration
Chief Building Official	100%	0%	0%	0%
Building & Enforcement Inspector Officer	85%	0%	15%	0%
Building & By-law Services Coordinator	70%	0%	30%	0%
Development Coordinator	15%	85%	0%	0%
CAO/Clerk	5%	0%	0%	95%

The table below outlines the tax levy impact associated with the above proposed changes in allocations.

Therefore, the tax levy impact associated with the proposed changes in salaries and benefits is approximately \$2,500.

Account	Description	Department	2015 Approved Budget	Proposed
01-0020-4000	FT Wages	Building	\$182,932	\$186,005
01-0020-4100	FT Benefits	Building	\$32,018	\$32,514
01-0020-4102	Manulife Benefits	Building	\$21,065	\$21,155
01-0020-4103	WSIB	Building	\$5,366	\$5,455
01-0015-4100	BR+E Municipal Implementation Fund	Planning	\$12,500	\$10,000
01-0130-4000	FT Wages	Planning	\$48,605	\$55,073
01-0130-4100	FT Benefits	Planning	\$8,498	\$9,629
01-0130-4102	Manulife Benefits	Planning	\$5,763	\$6,532
01-0130-4103	WSIB	Planning	\$1,417	\$1,603
01-0140-4000	FT Wages	By-law	\$26,857	\$23,956
01-0140-4100	FT Benefits	By-law	\$4,789	\$4,285
01-0140-4102	Manulife Benefits	By-law	\$3,595	\$3,248
01-0140-4103	WSIB	By-law	\$773	\$690
01-0010-4000	FT Wages	Administration	\$212,393	\$205,738
01-0010-4100	FT Benefits	Administration	\$36,103	\$34,979
01-0010-4102	Manulife Benefits	Administration	\$21,181	\$20,694
01-0010-4103	WSIB	Administration	\$5,777	\$5,655
Totals			\$629,635	\$627,211

APPLICABLE LEGISLATION AND REQUIREMENTS

None

ATTACHMENTS

Schedule A – Sample Staff Recommendation Report for Committee of Adjustment Applications

Schedule B – Summary of Active Developments – July 13, 2015

Schedule C – Sample Public Information Meeting Report

Schedule D – Security Deposit Listing

Schedule E – Grading Deposit Listing

Schedule F – Letters of Credit Listing

Schedule A to ADM-2015-009



TOWNSHIP OF PUSLINCH

Date: April 14, 2015

To: Committee of Adjustment

From: Kelly Patzer, Development Coordinator

Re: Planning Recommendation for
Application D13/DAY – Andrew & Anne Day
Property described as Part of Lot 26, Concession Gore
Municipally known as 4071 Sideroad 25 South
Township of Puslinch

Application:

Requesting relief from Township of Puslinch Zoning By-law 19/85, as amended, to:

To permit a maximum gross floor area of 150 sq. m (1615 sq. ft.) to account for the second floor within the proposed building;

To accommodate a second floor loft area within a proposed accessory building.

County of Wellington Official Plan:

The County of Wellington Official Plan designates the as Secondary Agricultural. Single detached homes and accessory residential uses, as well as small scale commercial, industrial and institutional uses are permitted within this designation.

Township of Puslinch Zoning By-law:

The subject property is zoned Agricultural (A-57) Zone under Township of Puslinch Zoning By-law 19/85. The site specific zoning includes provisions which situates the professional office building to a defined approximate location on the property, does not permit any residential uses or sleeping quarters within the building, limits the number of on-site employees to three and prohibits any outdoor storage related to the use.

Comments:

This application was circulated for review and comment to Township Departments, external agencies and the general public. No objections were received.

The Township of Puslinch passed Zoning By-law Amendment 42/14 June 4th, 2014 to permit a professional office detached accessory building with a maximum gross floor

area of 100 sq. m. (1,076 sq. ft.) with a maximum height of 8.5 m (27.1 ft) on the property located at 4071 Sideroad 25 S.

The County of Wellington commented that in the original rezoning application the applicant did not include the floor area of the second storey in the measurements which were used to inform the amending by-law. As a result the maximum gross floor area referenced in the amending by-law will not permit the construction of what was proposed and approved by Council on June 4th, 2014. The requested relief will allow for the development to proceed as originally intended.

Recommendation:

It is the opinion of Staff that this application for a Minor Variance, as outlined, meets the four tests of a minor variance as follows:

1. Maintains the intent and purpose of the County of Wellington Official Plan: the OP permits accessory buildings and small scale commercial uses in the Secondary Agricultural designation;
2. Maintains the purpose and intent of the Township of Puslinch Zoning By-law 19/85, as amended: site specific zoning permits the small scale commercial use of the accessory building;
3. The variance is considered to be minor in nature;
4. The variance is deemed to be desirable for the appropriate development or use of the property;

Township Staff are of the opinion that the exclusion second storey loft floor area of the proposed accessory building was an oversight and given that there were no objections raised by Township Staff or External Agencies and that the adjacent neighbours to the property raised no objections, the increase in floor area from the permitted 100 m² to 150 m² is acceptable for the Committee's approval. Staff finds the application to be minor in nature and therefore have no objection to this application being approved.

Notes:

Hamilton Conservation Authority: In order to ensure that the proposed development will comply with both the Endangered Species Act and Species at Risk Act, it is recommended that the applicant complete a preliminary screening for species at risk on the subject property prior to any site development. The contact for more information is Graham Buck, Species at Risk Biologist with the Guelph office of the Ontario Ministry of Natural Resources (519-826-4505).

Schedule B to Report ADM-2015-009

ACTIVE DEVELOPMENTS – July 13th, 2015 TOWNSHIP OF PUSLINCH

SITE PLANS

File: SPA1/2014 – TriStar

Location: Tawse Place, Part Lot 27, Concession 8

Application: proposed automotive repair garage

Status: Circulation Complete

Next Step: Agreement at July Council

File: SPA2/2014 – Ultramar PizzaPizza

Location: 311 Brock Road S

Application: Proposed PizzaPizza in existing Ultramar building

Status: Circulation Complete

Next Step: Agreement at July Council

File: D11/ROY – Royal Canin

Location: 100 Beiber Road

Application: Site works expansion

Status: Applicant is not proceeding and has requested the file to be on hold

Next Step:

File: D11/TCA – TCA Technologies Inc. (1471352 ONTARIO INC)

Location: 38 Winer Road

Application: Proposed addition to a manufacturing facility

Status: Second circulation comments due July 13th, 2015

Next Step: Site Plan Approval

File: D11/ONT – Puslinch Mechanical Services (981520 ONTARIO INC)

Location: 34402 Wellington Rd. 36

Application: Proposed addition

Status: First circulation comments due July 17th, 2015

Next Step: Site Plan Approval

ZONING AMENDMENTS

File: D14/FER – L. Ferraro Inc.

Location: McLean Road, Concession 7, Part Lots 26 & 27

Application: rezone to from Agricultural to Industrial

Public Meeting: TBD

Status: First circulation comments forwarded to applicant

Next Step: Applicant response to first circulation.

ACTIVE DEVELOPMENTS – July 13th, 2015

TOWNSHIP OF PUSLINCH

File: D14/HAM – Bill & Lisa Hamilton

Location: 7652 Wellington Road 34

Application: rezone to Agricultural site specific to permit a landscape contractors yard

Public Meeting: February 11, 2015 @ 7pm

Status: Applicant to evaluate options

Next Step: TBD

File: ZBA No. P1/2012 (D14/COX) – Cox Construction

Location: 6803 Laird Road, Lot 13, Concession 8

Application: rezone to aggregate extractive to permit the expansion of the existing Puslinch Pit

Public Meeting: Second Public Meeting held January 15, 2014

Status: File to be reviewed

Next Step: -----

File: D14/PER – Persian Investments

Location: Concession 7

Application: rezone to Rural Employment to permit a variety of employment/industrial uses.

Public Meeting: held August 27, 2014 & July 7, 2015

Status: Second submission comments complete

Next Step: second submission from applicant

File: D14/J2K – Dave Jassal

Location: 227 Brock Road S

Application: rezone to Highway Commercial (C2) to permit proposed carwash and future retail strip mall

Public Meeting: TBD

Status: First circulation comments submitted to applicant – applicant not proceeding with car wash

Next Step: revised submission required from applicant

File: D14/DRS – DRS Subdivision

Location: 66 Queen Street, Morriston

Application: rezone a portion of the property from Hamlet Residential to Natural Environment

Public Meeting: June 22, 2015

Status: First circulation comments complete

Next Step: response form applicant

File: D14/DEM – Demmers

Location: 4855 Pioneer Trail

Application: to rezone the lands from Agricultural Site Specific (A-2) Zone to A site specific Agricultural Zone that does not permit a kennel on the severed or retained lot and requires a 45.7 metre rear yard setback on the severed lot

Public Meeting: Wednesday June 17, 7p.m.

Status: By-law to be passed at July Council Meeting

Next Step: Complete

ACTIVE DEVELOPMENTS – July 13th, 2015

TOWNSHIP OF PUSLINCH

SUBDIVISION/CONDOMINIUM

File: D12/ONT – Ontario Inc. 1719303 (Morrison Estates)

Location: Badenoch Street, Morrison

Application: proposed 6 lot subdivision - 23T-08001

Public Meeting: held May 8, 2013

Status: County of Wellington draft approved October 9th, 2014

Next Step: Township of Puslinch Agreement Preparation

File: D12/DRS – DRS (Meran Holdings, Stewart Farm/Bouck)

Location: Queen Street & Church Street, Morrison

Application: proposed 11 lot subdivision – 23T-10004

Public Meeting: June 22, 2015

Status: Under Review

Next Step:

File: Fox Run Phase II – Vacant Land Condominium

Location: Part Lot 19, Concession 8 – Fox Run Drive

Application: proposed 15 lot single family dwelling condominium and subdivision

Public Meeting: held September 21, 2010

Status: Draft Approved December 20, 2011; application with MOE to relocate existing dry pond outlet

Next Step: awaiting Applicant to initiate Agreement



REPORT PD-2014-006

INFORMATION REPORT

FROM: Kelly Patzer, Development Coordinator
DATE: August 25, 2014
SUBJECT: Public Meeting - Rezoning Application File D14/PER – Persian Investments Ltd. - Part Lot 16, Concession 7, municipally known as 424 Maltby Road

BACKGROUND:

1. Purpose of Report

This report is to advise Council and the Public of the application for a Site Specific Zoning By-law Amendment located at 424 Maltby Road. The site is currently zoned Agricultural (A) Zone and Natural Environment (NE) Zone. The proposed amendment seeks to rezone a portion of the property from Agricultural (A) Zone to a Site Specific Industrial (IND-___) and to expand the limits of the Natural Environment (NE) Zone (**see Attachment 'A'**).

2. Application

The Zoning By-law Amendment application has been submitted to implement the County of Wellington's existing Rural Industrial Official Plan designation. The specific Rural Industrial use of the site is not known at this time. The applicant is requesting the following uses to be permitted within the Site Specific Industrial Zone:

- Automotive service and repair
- Professional and business office
- Medical office/medical clinic
- Research establishment/laboratory
- Agricultural/industrial equipment sales and service
- Motel
- Nurseries/commercial greenhouses
- A building or contractors yard
- A factory outlet (secondary to permitted use on site and for the purpose of selling goods produced on the site)
- A dry industrial use (as specifically defined with the following uses):

- A service trade
- A transport terminal
- A warehouse

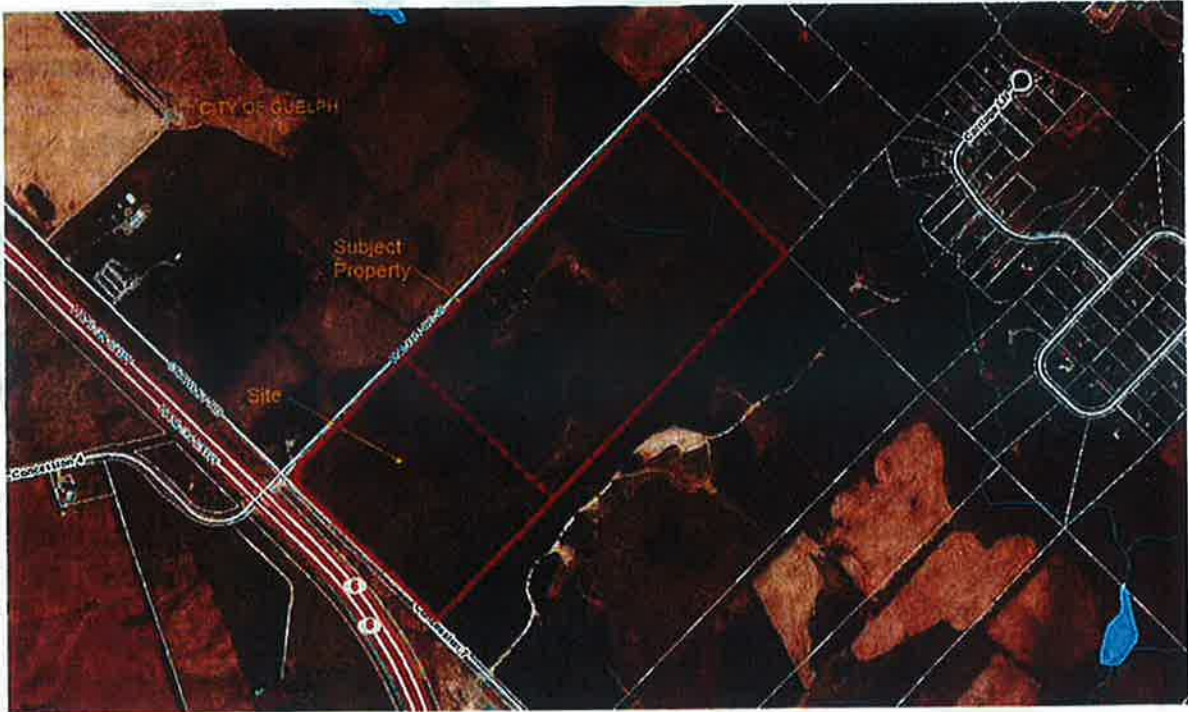
The following reports have been submitted with this application:

- Planning Justification Report – GSP Group Inc. dated April 2014
- Functional Servicing Report – Braun Consulting Engineers dated April 2014
- Scoped EIS – Dance Environmental Inc. dated April 16, 2014
- Preliminary Geotechnical Investigation Report – LVM dated April 22, 2014
- Hydrogeology Study Report & Preliminary Sewage System Assessment – LVM dated April 1, 2014

Prior to any development, Site Plan Approval would be required detailing a specific design of the site. The Industrial (IND) Zone Requirements of Zoning By-law 19/85, as amended, would need to be met.

3. Location & Site Characteristics

The subject property, known municipally as 424 Maltby Road, is located at the south-east corner of Maltby Road W and Concession 7, just east of the Hanlon Expressway/Highway 6. Directly north of the property lies the City of Guelph municipal boundary, defined by Maltby Road which is under jurisdiction of the City of Guelph. Future expansion Guelph's Southgate Business Park will be to the extents of Maltby Road. Agricultural lands surround the property, with estate residential lots further east of the subject property (see aerial photo below). The 42 hectare (104 acre) property contains a dwelling and a barn. The vacant area of the proposed rezoning is approximately 13.5 hectares in size (33 acres). See aerial photo below:



PLANNING ADVISORY COMMITTEE:

The Planning Advisory Committee at its meeting held on June 23, 2014 passed Staff recommendation to have Zoning By-law Amendment Application #D14/PER, as filed by GSP Group Inc. on behalf of Persian Investments Ltd., deemed a complete application and to forward the matter to Council for further consideration.

NOTICE:

July 3, 2014: Notice of a Complete Application was mailed to property owners within 120 metres of the subject property and all required agencies.

July 11, 2014: Notice of a complete Application was published in The Wellington Advertiser.

July 22, 2014: Notice Sign posted on the property explaining the proposed application and providing Township contact information.

August 1, 2014: Notice of a Public Meeting was mailed to all property owners within 120 metres of the subject property, all required agencies and to all parties who requested notification.

August 8, 2014: Notice of a Public Meeting was published in The Wellington Advertiser

To date Township Staff have received two comments from the Public requesting information on the proposed rezoning and to be included on all future correspondence. There have been two other inquiries from the Public seeking clarification on the proposal. Any further comments that are received will be reviewed and included in the final Recommendation Report.

APPLICABLE LEGISLATION & REQUIREMENTS:

1. Provincial Policy Statement

The Township is required to be consistent with the relevant policies of the 2014 Provincial Policy Statement (PPS, effective April 30, 2014) in accordance with Section 3 of The Planning Act.

The PPS deals with matters when directing development in settlement areas and rural lands pertaining to Building Strong Healthy Communities, Wise Use and Management of Resources and Protecting Public Health and Safety. The final recommendation report will assess how the application has met the applicable policies of the PPS.

2. Growth Plan for the Greater Golden Horseshoe

The Growth Plan directs to manage employment and population development to urban and rural Settlement Areas. Lands designated in an Official Plan for development over the long term are included in the definition of Settlement Areas. The subject land is part of an area designated as Rural Industrial by the County of Wellington Official Plan.

3. County of Wellington Official Plan

The Official Plan designates the subject property as Rural Industrial, Secondary Agricultural, Core Greenlands and Greenlands. Further, the property falls within the Mill Creek Watershed Area. The area proposed for industrial zoning is within the Rural Industrial, Core Greenlands and Greenlands designations.

The Rural Industrial designated lands at Maltby Road and Highway 6 are also subject to the policies of Section 9.8.3 of the County Official Plan referred to as the "Puslinch Industrial Policy". These special policies establish the Highway 6 (Hanlon Expressway) area as a Secondary Industrial Area (after the 401/Wellington Road 46 industrial/commercial corridor). It also gives the east side of the Hanlon priority of development over the west side lands.

The policies of Section 9.8.3 together with the policies of the Rural Industrial designation support the development of a range of industrial land uses and various service-oriented commercial land uses. The policies promote land uses which generally require or benefit from sites with access to major roads and locations that provide large

rural sites. Complementary commercial uses such as restaurants, professional offices, and automotive uses are also encouraged.

4. Township of Puslinch Zoning By-Law

The subject lands are zoned Agricultural (A) Zone and Natural Environment (NE) Zone.

CONSULTATION:

1. Pre-Consultation at Development Review Meeting

A pre-submission consultation meeting for the proposed rezoning was held October 4, 2012 where the applicant was provided with preliminary comments from Township Staff, its consultants representing the Township and External Agencies.

2. Staff and Agency Circulation Comments

The application was circulated for review May 26, 2014 to the Township's consultants and External Agencies to deem the application complete. When the application was deemed complete, formal comments were requested. All comments received will be incorporated into the final Recommendation Report.

The comments provided to date by the commenting agencies from the first submission circulation are attached as a separate document titled *Consolidation of First Submission Comments*.

CONCLUSION:

Once all relevant information, reports and comments have been reviewed and completed, a final Recommendation Report which summarizes all agency and public comments and assesses the merits of the application can be adopted.

Respectfully submitted,

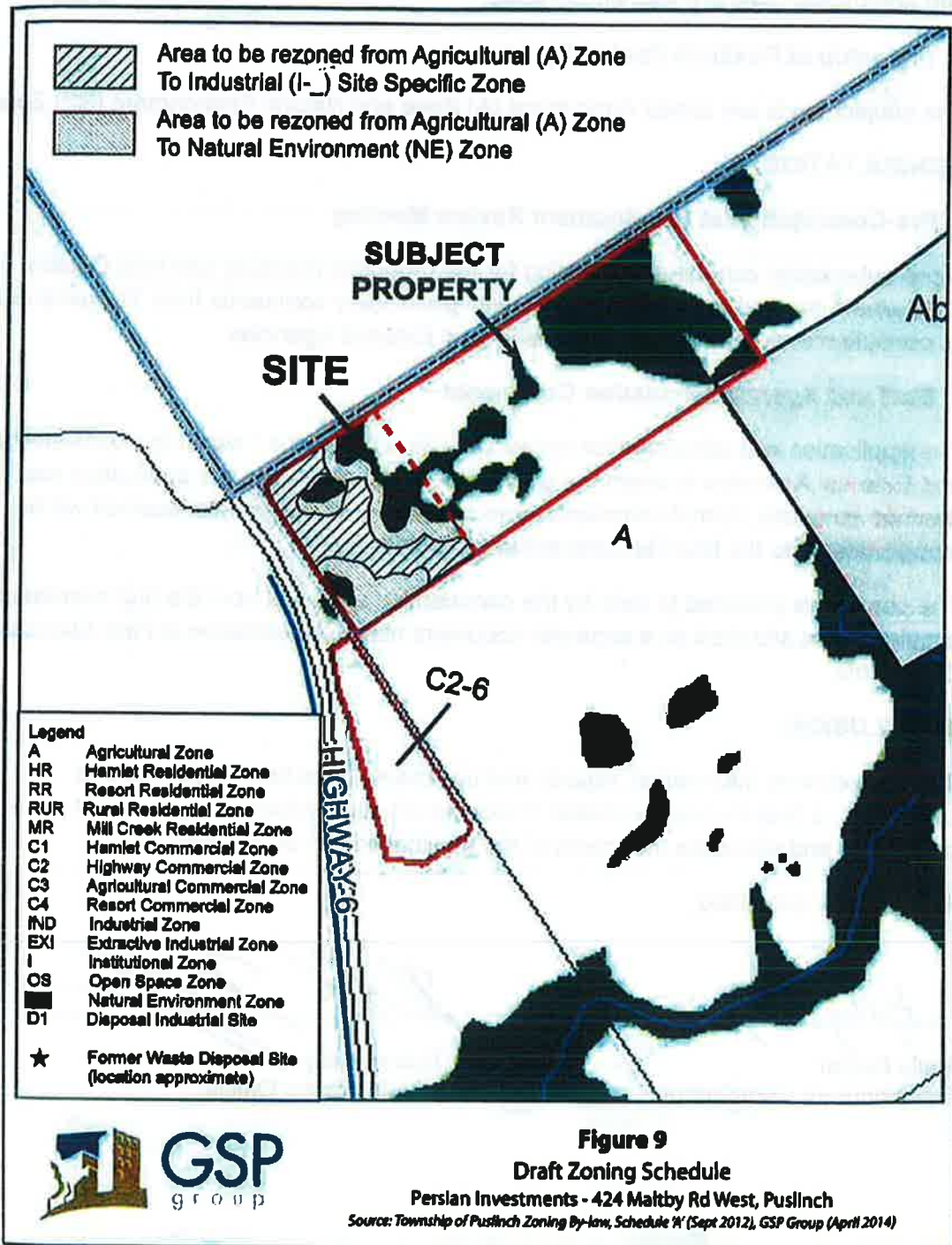


Kelly Patzer
Development Coordinator



Robert Kelly
Chief Building Official

Attachment 'A'



Source: Planning Justification Report by GSP Group – April 2014

**Schedule D to Report
ADM-2015-009**


Township of Puslinch
Outstanding Refundable Deposits

Transactions 2006 - 2015		G/L #123150
Fox Run Estates Deposit reversed 31/12/14	10,000.00 (10,000.00)	deposited prior to 2001 Trnsf to Outstanding Deposits Working Reserve
Campbell Odometers Deposit reversed 31/12/14	18,920.00 (18,920.00)	deposited prior to 2001 Trnsf to Outstanding Deposits Working Reserve
Meadows of Aberfoyle Deposit reversed 31/12/14	5,000.00 (5,000.00)	deposited in 2001 Trnsf to Outstanding Deposits Working Reserve
Aberfoyle Business Park Deposit reversed 31/12/14	5,232.44 (5,232.44)	balance of 17,789.99 deposit Trnsf to Outstanding Deposits Working Reserve
TransX	5,000.00	deposited Oct/06
[REDACTED]	5,000.00	deposited Jan/07
North American Const. (2 chq's)	10,450.00	deposited Jul/07
[REDACTED]	5,000.00	deposited sept/07
[REDACTED]	5,000.00	deposited Jun/08
Elliott	5,000.00	deposited May/09
L04 ELL - Garden Suite Agreement - Securing the removal of the second dwelling unit - Agreement expires December 3, 2018		
747877 Ont Inc(Irish Creek)	48,800.00 (46,476.19)	deposited Jul/10 (refunded Steed & Evans invoice on July 29/10)
Morguard (Maple Leaf)	101,000.00	deposited June 6/12
Michael's Mobile Truck & Trailer	11,944.00	deposited Aug 3/12
Joe & MaryAnn Hohenadel	5,000.00	deposited Dec 05/12

Township of Puslinch
Outstanding Refundable Deposits

Morguard Investments (Maple Leaf)	874,562.00	deposited Jan 23/13
Mammoet Canada Eastern	291,303.00	deposited Apr 30/13
Hayden's Property Maintenance Ltd	20,000.00	deposited Sept. 27/13
Nexcycle Industries	5,400.00	deposited Mar 21/14
Nexcycle Industries	2,000.00	deposited Mar 21/14
St Mary's Cement Inc	5,000.00	deposited Apr 25/14
Benninger Holdings Inc / Mini Lakes	159,552.00	deposited Sept 24/14
[REDACTED]	20,000.00	deposited Nov 7/14
Tristar Investor Inc.(Site Plan Agreement)	84,182.20	deposited July/15
2342060 Ont Ltd. Harbhajan Johal, 6-10900	29,500.00	deposited July 21/15
TOTAL	<u>1,647,217.01</u>	

Schedule E to Report ADM-2015-009

 GRADING DEPOSITS TO REFUND				
DATE	PAID BY	LOT & PLAN NO.	DEPOSIT TO BE RETURNED	BANK INTEREST
17-Oct-95	Schneider	Block 2 Plan 847	32,376.00	
31-Dec-99				5,707.76
07-Apr-00		Lot 29 Plan 802	1,000.00	
03-May-00	North American Construction	Block 41 Plan 784	1,000.00	
2000				147.46
30-Apr-01				44.35
10-May-01	Emerald Renovations & Const. Inc.	Lot 22 Plan 804 (Pool)	500.00	
25-May-01		Lot 22 Plan 784 (Pool)	500.00	
07-Aug-01	Gatto Homes Inc.	Lot 15 Plan 784	1,000.00	
17-Sep-01		Lot 25 Plan 802 (Pool)	500.00	
31-Oct-01				54.27
23-Jul-02	Paul Mitchell Construction	Lot 24 Plan 795 (Pool)	500.00	
31-Jul-02	Forway Holding Ltd.	Lot 48 Plan 784	1,000.00	
28-Aug-02		Lot 15 Plan 61M27 (Pool)	500.00	
11-Oct-02		Lot 11 Plan 61M27 (Pool)	500.00	
30-Apr-02				57.99
31-Oct-02				61.59
Mar 15/02	Fieldcrest Homes	Lot 18 Plan 784	1,000.00	
01-Apr-03				56.37
29-Apr-03	Four Seasons Sunrooms	Lot 19 Plan 804 (Pool)	500.00	
10-Jun-03		Lot 8 Plan 795 (Pool)	500.00	
23-Jul-03		Lot 39 Plan 795 (Pool)	500.00	
30-Jul-03		Lot 16 Plan 802 (Pool)	500.00	
22-Aug-03		Lot 31 Plan 795 (Pool)	500.00	
01-Oct-03				59.85
04-Jan-04	North American Construction	Plan 784 Block 52	1,000.00	
30-Jan-04		Lot 35 Plan 802	1,000.00	
17-Mar-04		Lot 14 VLC 119	2,000.00	
31-Mar-04		Lot 17 Plan 61M27	500.00	
16-Apr-04	Aberfoyle Creek Homes	Lot 13 Plan 61M27	2,000.00	
07-Jul-04		Lot 47 Plan 795	500.00	
July 30 04	Hennink Construction	Lot 16 VLC 110	2,000.00	
Sept 15 04	Best Transfer	Block 5 Plan 847	5,826.00	
01-Feb-15	Grad. Deposits Transferred to General		(57,702.00)	as per 2014 audit
Apr 30 04	Interest			62.79



GRADING DEPOSITS TO REFUND

DATE	PAID BY	LOT & PLAN NO.	DEPOSIT TO BE RETURNED	BANK INTEREST
Dec 10 04	Interest			68.63
Feb 09 05		Lot 11 Plan VLC 110	2000.00	
Mar 30 05	R. Loeb sack General Contractor	Lot 2 Plan VLC 110	2000.00	
June 01/05	Bank Interest			71.15
June 14/05	404751 Ontario Ltd	Lot 17 VLC 110	2000.00	
June 6/05	Slotegraaf Construction	Lot 15, VLC 110	2000.00	
Oct 12/05		Lot 25, Plan 784	500.00	
Oct 31/05	Bank Interest			63.44
Apr 30/06	Bank Interest			59.25
June 14/06	1126300 On Inc	Prt 4 Blk 4 Plan 847	2428.00	
10-Jul-06		Lot 10. 61M16	500.00	
Sept 06/06		Lot 1, VLC 110	2000.00	
13-Sep-06		Lot 3 Plan 61M27	500.00	
	Bank Interest			60.84
11-Oct-06	Trans X(address in comment)	Lot 26, R.Conc 7	1840.00	
Dec 28/06	Aberfoyle Meadows Ltd	Lot 12, 61R10342	2000.00	
Dec 28/06	Aberfoyle Meadows Ltd	Lot 14, 61R10342	2000.00	
Feb 15/07	MCI Corp (Industrial)	Lot 19, Plan 684	2640.00	
	Bank Interest			60.05
Jul 18/07	Aberfoyle Meadows Ltd	lot 17 Plan 147	2000.00	
Jul 18/07	Aberfoyle Meadows Ltd	lot 45 Plan 147	2000.00	
Jul 18/07	Aberfoyle Meadows Ltd	lot 22 Plan 147	2000.00	
Jul 18/07	Aberfoyle Meadows Ltd	lot 20, Plan 147	2000.00	
Jul 18/07	Aberfoyle Meadows Ltd	lot 47, Plan 147	2000.00	
Jul 18/07	Aberfoyle Meadows Ltd	lot 11, Plan 147	2000.00	
Jul 18/07	Aberfoyle Meadows Ltd	lot 21, Plan 147	2000.00	
Jul 18/07	Aberfoyle Meadows Ltd	lot 26, Plan 147	2000.00	
Jul 18/07	Aberfoyle Meadows Ltd	lot 42, Plan 147	2000.00	
Jul 18/07	Aberfoyle Meadows Ltd	lot 49, Plan 147	2000.00	
Jul 18/07	Aberfoyle Meadows Ltd	lot 41, Plan 147	2000.00	
Jul 18/07	Aberfoyle Meadows Ltd	lot 24, Plan 147	2000.00	
Jul 18/07	Aberfoyle Meadows Ltd	lot 32, Plan 147	2000.00	
Jul 18/07	Aberfoyle Meadows Ltd	lot 16, Plan 147	2000.00	
Jul 18/07	Aberfoyle Meadows Ltd	lot 27, Plan 147	2000.00	
Jul 18/07	Aberfoyle Meadows Ltd	lot 34, Plan 147	2000.00	



GRADING DEPOSITS TO REFUND

DATE	PAID BY	LOT & PLAN NO.	DEPOSIT TO BE RETURNED	BANK INTEREST
Aug 14/07		Lot 36, Plan 795	500.00	
Aug 21/07	Aberfoyle Meadows Ltd	Lot 10 Plan 147	2000.00	
Aug 21/07	Aberfoyle Meadows Ltd	Lot 13 Plan 147	2000.00	
Aug 21/07	Aberfoyle Meadows Ltd	Lot 51 Plan 147	2000.00	
Aug 21/07	Aberfoyle Meadows Ltd	Lot 5 Plan 147	2000.00	
Aug 21/07	Aberfoyle Meadows Ltd	Lot 18 Plan 147	2000.00	
Aug 21/07	Aberfoyle Meadows Ltd	Lot 19 Plan 147	2000.00	
Aug 21/07	Aberfoyle Meadows Ltd	Lot 15 Plan 147	2000.00	
"	Aberfoyle Meadows Ltd	Lot 23, Plan 147	2000.00	
"	Aberfoyle Meadows Ltd	Lot 38, Plan 147	2000.00	
	Bank Interest			66.11
"	Aberfoyle Meadows Ltd	Lot 43, Plan 147	2000.00	
Nov 19/07	Aberfoyle Creek Phase 3	Lot 4, 61M 131	2000.00	
"		Lot 1,PtBlk 56 Plan 795	500.00	
Nov 21/07	Sloot construction	Lot 4, 61M131	2000.00	
Feb 06/08	Aberfoyle Meadows Ltd	Lot 28, Plan 147	2000.00	
"	Aberfoyle Meadows Ltd	Lot 3, Plan 147	2000.00	
	Aberfoyle Meadows Ltd	Lot 55, Plan 147	2000.00	
Apr 08/08	Pollock Pools	Lot 4, Plan 795	500.00	
Apr 08/08	Aberfoyle Meadows Ltd	Lot 9, Plan 147	2000.00	
"	Aberfoyle Meadows Ltd	Lot 39, Plan 147	2000.00	
Apr 16/08	Aberfoyle Meadows Ltd	Lot 8, Plan 147	2000.00	
Apr 16/08	Aberfoyle Meadows Ltd	Lot 36, Plan 147	2000.00	
Apr 30/08	Bank Interest			18.67
May 9/08	Aberfoyle Meadows Ltd	Lot 31, Plan 147	2000.00	
Sept 10/08	Charleston Homes	Lot 12, Plan 61M131	2000.00	
Sept 19/08	Aberfoyle Meadows Ltd	Lot 40, Plan 147	2000.00	
Oct 31/08	Bank Interest			15.03
Nov 12/08	Aberfoyle Meadows Ltd	Lot 37, Plan 147	2000.00	
Nov 12/08	Aberfoyle Meadows Ltd	Lot 25, lan 147	2000.00	
Nov 12/08	Aberfoyle Meadows Ltd	Lot 4, Plan 147	2000.00	
Dec 17/08	TRC Design Build Inc	Lot 17, Plan 61M131	2000.00	
Apr 30/09	Bank Interest			18.88
09-Jun-09		Lot 37 Plam 804	500.00	
Jul 29/09		Lot 21Plan 61M27	500.00	
Jul 29/09	Cityview Homes Group Inc	Lot 1 Plan 147	2000.00	
Sept 09/09	Cityview Homes Group Inc	Lot 33 VLC 147	2000.00	
Sept 25/09	Aberfoyle Meadows Ltd	Lot 53 VLC 147	2000.00	



GRADING DEPOSITS TO REFUND

DATE	PAID BY	LOT & PLAN NO.	DEPOSIT TO BE RETURNED	BANK INTEREST
Sept 25/09	Aberfoyle Homes Groug Inc	Lot 30 VLC 30	2000.00	
Oct 27/09	Aberfoyle Meadows Ltd	Lot 29 VLC 147	2000.00	
Oct 31/09	Bank Interest			23.00
Nov 24/09	Aberfoyle Meadows Ltd	Lot 2, VLC 147	2000.00	
Nov 30/09	Aberfoyle Meadows Ltd	Lot 35, VLC 147	2000.00	
Dec 09/09	Aberfoyle Meadows Ltd	Lot 7, VLC 147	2000.00	
Dec 16/09	Aberfoyle Meadows Ltd	Lot 54, VLC 147	2000.00	
Dec 16/09	Aberfoyle Meadows Ltd	Lot 46, VLC 147	2000.00	
Jan 29/10	Aberfoyle Meadows Ltd	Lot 6, VLC 147	2000.00	
Jan 29/10	Aberfoyle Meadows Ltd	Lot 52, VLC 147	2000.00	
Mar 26/10		Lot 15 Plan 802	500.00	
Apr 23/10	Aberfoyle Meadows Ltd	Lot 44 VLC147	2000.00	
June 9/10		Lot 11, Plan 784	500.00	
July 10/10	Aberfoyle Meadows Ltd	Lot 50 VLC 147	2000.00	
July 10/10	Aberfoyle Meadows Ltd	Lot 48 VLC 147	2000.00	
Aug 30/10	Bank Interest			0.00
Sept 30/10	Bank Interest			0.00
Oct 27/10	Charleston Homes Ltd	Lot 5 Plan 61M153	2000.00	
Refund Mar/15	Charleston Homes Ltd	Lot 5 Plan 61M153	-2000.00	
Oct 27/10	Timberworx Construction	Lot 18 Plan 61M131	2000.00	
Dec 31/10	Bank Interest			367.43
Dec 30/10	Heritage Lake Homes Ltd	Lot 50 VLC 172	2000.00	
Jan 01/11	Bank Interest			83.88
Feb 01/11	Bank Interest			85.69
Mar 01/11	Bank Interest			78.85
Apr 01/11	Bank Interest			88.02
May 01/11	Bank Interest			86.40
Jun 01/11	Bank Interest			89.02
Jul 31/11	Bank Interest			86.13
Aug 30/11	Bank Interest			90.07
Aug 10/11	Finishing Touch Leisure	Lot 41, Plan 802	500.00	
Oct 12/11		Lot 7, Plan 804	500.00	
Dec 23/11	Charleston Homes Ltd	Lot 45 Plan 61M153	2,000.00	
Dec 23/11	Heritage Lake Homes Ltd	Unit 15 VLC172	2,000.00	
Sept 30/11	Bank Interest			89.94
Oct 31/11	Bank Interest			84.78
Nov 30/11	Bank Interest			88.87



GRADING DEPOSITS TO REFUND

DATE	PAID BY	LOT & PLAN NO.	DEPOSIT TO BE RETURNED	BANK INTEREST
Dec 31/11	Bank Interest			85.90
12-Jan-12	Bank Interest			89.37
12-Feb-12	Bank Interest			92.23
12-Mar-12	Bank Interest			86.93
12-Apr-12	Bank Interest			94.55
May 30/12	Bank Interest			92.19
June 30/12	Bank Interest			95.83
July 1/12	Bank Interest			92.44
Aug 1/12	Bank Interest			96.66
Aug 24/12		Lot 3, PLN 61m153	2,000.00	
Sept 01/12	Bank Interest			97.79
Oct 01/12	Bank Interest			89.61
Oct 24/12		Lot 48, Plan 795	500.00	
Nov 01/12	Bank Interest			90.08
Nov 7/12	Charleston Homes Ltd	Lot 44 Plan 61M153	2,000.00	
Dec 01/12	Bank Interest			91.62
Dec 19/12	Heritage Lake Homes Ltd	VLC175 Unit 16	2,000.00	
Dec 19/12	Sloot construction	Plan 795 lot 45	2,000.00	
Jan23/12	Heritage Lake Homes Ltd	VLC 172 unit 1	2,000.00	
Feb 20/13		VLC172, Lot 22	2,000.00	
Mar 13/13	Heritage Lake Homes Ltd	VLC172 Lot 12	2,000.00	
Mar 13/13	Charleston Homes Ltd	Plan 61M153 Lot 9	2,000.00	
Apr 19/13		VLC147 Lot 45	500.00	
June 4/13	Charelston Homes Ltd	Plan 61M153, Lot 12	2,000.00	
June 25/13	Island Pools & Landscaping Inc	VLC172, Lot 15	500.00	
"	LP Landscape Plus Inc	VLC147, Lot 33	500.00	
July 23/13		Plan 804, Lot 29	500.00	
01-Aug-13	Timberworx	Plan 804 Lot 16	2,000.00	
01-Aug-13	Heritage Lakes Homes	Plan 172 Lot 11	2,000.00	
01-Oct-13	Charleston Homes Ltd	Plan 61M153 Lot 43	2,000.00	
Dec 24/13	GR Good Holding Co Ltd	Plan 61M153 Lot 46	2,000.00	



GRADING DEPOSITS TO REFUND

DATE	PAID BY	LOT & PLAN NO.	DEPOSIT TO BE RETURNED	BANK INTEREST
Dec 31/13	2013 Bank Interest			1,237.87
Jan 01/14	Bank Interest			113.28
Feb 01/14	Bank Interest			116.21
Mar 01/14	Bank Interest			106.30
Mar 14/14	Charleston Homes Ltd	Plan 61M153 Lot 17	2,000.00	
	Timberworx Construction	Plan 61M27 Lot 8	2,000.00	
Mar 25/14	Charleston Homes Ltd	Plan 61M153 Lot 39	2,000.00	
Apr 1/14	Bank Interest			120.75
Apr 30/14	Davan Landscape Design/Build Inc.	Plan 61M153 Lot 12	500.00	
Apr 30/14	GR Good Holding Ltd	Plan 61M153 Lot 21	500.00	
Apr 30/14	GR Good Holding Ltd	Plan 61M153 Lot 21	(500.00)	
May 01/14	Bank Interest			296.05
May 30/14	G R Good Holding Co Ltd	Plan 61M153 Lot 46	500.00	
June 01/14	Bank Interest			197.07
June 12/14	Charleston Homes Ltd	Plan 61M153, Lot 37	2,000.00	
July 01/14	Bank Interest			286.52
July 10/14	Timberworx Construction	Plan VLC172 Unit 41	2,000.00	
July 10/14	Fabbian Homes Inc	Plan VLC172 Unit 36	2,000.00	
Aug 01/14	Bank Interest			298.95
Sept 01/14	Bank Interest			294.89
Sept 12/14	Timberwork Construction Inc	VLC175, unit 40	2,000.00	
Sept 24/14	Davan Landscape Design/Build Inc.	61M153, Lot 39	500.00	
Sept 24/14	Charleston Homes Ltd.	61M153, lot 42	2,000.00	
Oct 01/14	Bank Interest			282.34
Oct 17/14	Sloot Construction	Plan 795 Lot 2	2,000.00	
Nov 01/14	Bank Interest			295.15
Dec 01/14	Bank Interest			280.92
Dec 29/14	Charleston Homes Ltd	Plan 61M153, Lot 40	2,000.00	
Jan 01/15	Bank Interest Transfer to General Acct			(13,218.06)
Jan 02/15	Bank Interest			288.72
Feb 20/15	Heritage Lakes Homes Ltd	VLC175 Unit 7	2,000.00	
Feb 28/15	Bank Interest			285.69
Mar 01/15	Bank Interest			205.28
Mar 24/15	Timberworx Construction	VLC172 Unit 27	2,000.00	
Apr 01/15	Bank Interest			192.16

**Schedule F to Report
ADM-2015-009**

LETTERS OF CREDIT

Company	Contact	Developer	File No.	Amount	Expiry
Bank of Montreal	234 Simcoe Street 3rd Floor Toronto, ON M5T 1T4 Tel: (416) 598-6112 Fax: (416) 598-6076	Mammoet Canada Eastern Ltd.		\$ 231,582.35	May 31, 2014 - will renew automatically every year
RBC Royal Bank	Int'l Trade Centre - Ontario 180 Wellington St West 9th Floor Toronto, ON M5J 1J1 1-800-757-4525	Audrey Meadows Ltd.		\$ 270,000.00	Mar 15, 2014 - will renew automatically every year as per page 2
RBC Royal Bank	Int'l Trade Centre - Ontario 1 Ville Marie, 2nd fl. Montreal PQ H3B 4R7	Ciment St Laurent Inc		\$ 57,150.00	June 10/15-will renew automatically every year
RBC Royal Bank	Int'l Trade Centre - Ontario 9th Floor Toronto, ON M5J 1J1				
RBC Royal Bank	Int'l Trade Centre - Manitoba 2nd Floor 220 Portage Avenue Winnipeg, MB R3C 3A6 1-800-757-4525	Pier Property Inc.		\$ 129,000.00	June 30, 2007 - confirmed with bank
RBC Royal Bank	Int'l Trade Centre - Ontario 180 Wellington St West 9th Floor Toronto, ON M5J 1J1 1-800-757-4525	Royal Canin Canada Company		\$ 329,800.00	Dec 31, 2007 - confirmed with bank
TD Bank Financial Group	4720 Tahoe Blvd Bldg. #1, 4th Floor Mississauga, ON L4W 5P2 Tel: (905) 214-0592 Fax: (905) 293-2557	Aberfoyle Meadows Limited		\$ 99,500.00	Dec 22, 2014 - will renew automatically every year
TD Bank Financial Group	4720 Tahoe Blvd Bldg. #1, 4th Floor Mississauga, ON L4W 5P2 Tel: (905) 214-0592 Fax: (905) 293-2557	Coldpoint Capital Corp. and Heritage Lake LP		\$ 1,651,352.00	June 25, 2014 - will renew automatically every year
TD Canada Trust	496 Edinburgh Road Guelph, ON N1G 4Z1 Tel: (519) 821-2200	588022 Ontario Limited o/a Millicreek Campgrounds		\$ 150,000.00	will renew automatically every year; unless we receive other notification or we return the original LC - confirmed with bank
The Guarantee Company of North America	4950 Yonge Street, Suite 1400 Madison Centre North York, ON M2N 6K1 Tel: (416) 223-9580 Fax: (416) 223-6577	Aberfoyle Creek Estates Phase 3		\$ 850,000.00	Expired
The Guarantee Company of North America	4950 Yonge Street, Suite 1400 Madison Centre North York, ON M2N 6K1 Tel: (416) 223-9580 Fax: (416) 223-6577	Prior Development Corporation Phase 2		\$ 88,000.00	Expired



REPORT ADM-2015-010

TO: Mayor and Members of Council

FROM: Karen Landry, CAO/Clerk

DATE: September 2, 2015

SUBJECT: Staff Resourcing - Legislative Assistant Position

RECOMMENDATIONS

That Report ADM-2015-010 regarding Staff Resourcing - Legislative Assistant Position be received; and

That Council authorize the conversion of the permanent part-time equivalent Legislative Assistant position to a temporary full-time contract position for a period of one year ending December 31, 2016; and

That the additional funds required of \$26,915 be funded from the one-time 2015 surplus funds from the insurance accounts.

DISCUSSION

Purpose

The purpose of this Report is to obtain authorization from Council to temporarily convert the permanent part-time Legislative Assistant Position to a temporary full-time 1 year contract position to assist in assessing, classifying and recording all Township records in accordance with its Records Retention By-law No. 69/13 in a timely manner and to assist/lead with other items as discussed in Report ADM-2015-010.

Background

The legislative assistant position has been a permanent part-time position with the Township since August 2009.

As Council is aware, this position recently became vacant with the incumbent resigning as her family was relocating.

As a result, staff evaluated the upcoming projects and initiatives for 2016 and requirements of Bill 8 to determine where additional temporary staff resourcing will assist the Township in meeting its objectives.

Records Management

As Council is aware, the Township passed an up-to-date Records Retention By-law in 2013 being By-law 2013-069 which repealed the 1966 By-law and established a detailed Records Retention Schedule.

Township staff is accountable for managing records and information in accordance with MFIPPA, the Township's Retention By-law and Schedule, and applicable procedures and guidelines. The Township implemented the use of the TOMRMS classification system upon the passing of the records retention by-law in 2013. A training session on records classification was conducted on January 23, 2014 for staff.

Since the passing of the new Records Retention By-law, the Legislative Assistant position has played a key role in the classification of the Township's existing and new records. Significant progress has been made on the classification of the existing records which are stored in the Township's main file room; however a significant amount of work remains to be completed. It is estimated that 50% of the files in the Township's main file room still need to be classified. The records in the Township's Fire and Rescue Services and Public Works departments also need to be incorporated into the Township's Corporate Records Management Program. There are also approximately 110 boxes of records and two full filing cabinets stored at the Township office that need to be reviewed to determine if they should be classified or destroyed in accordance with the Township's Records Retention By-law.

Bill 8 – Public Sector and MPP Accountability and Transparency Act, 2014 which comes into effect on January 1, 2016 includes two additions to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) legislation increasing the responsibility of the head of an institution and setting out consequences for individuals for the maintenance and management of corporate records.

The head of the institution must ensure corporate records are properly maintained according to statute, by-laws and policies. Council passed By-law 8/91 on December 5, 1990 designating Council as the head for the Township, and delegated the day-to-day responsibility for managing MFIPPA to the Clerk. Council will have a specific statutory obligation to ensure there are measures in place for the maintenance of corporate records and there is compliance with these measures across the organization.

Individuals can be found personally liable for records-related offences. Prior to Bill 8, only an organization could be held liable for offences under MFIPPA. The amendments

in Bill 8 expand this liability to include any individual who handles records regulated by MFIPPA. Individuals who are responsible for managing records can be found personally liable for offences related to the willful concealment, alteration or destruction of corporate records.

In response to the MFIPPA amendments within Bill 8, the Township's records and information management framework will continue to be reviewed to ensure ongoing compliance with MFIPPA and its own records and information management requirements. Any necessary updates will be incorporated into staff training, policies, guidelines and procedures.

Development File Review

This position also assists with the Development File Review initiative referenced in Report ADM-2015-009 by:

- locating all files associated with a development
- ensuring the files are in chronological date order
- separating different development processes within the file e.g. zoning, subdivision, site plan, consent, variance, transfer/deeds and easements

Agreements

The Township has implemented an agreement tracking listing for the purpose of identifying all the agreements the Township is a party to and to note the nature of the agreement, insurance requirements and expiry date of the agreement. This spreadsheet is updated as files are classified and as part of this process, each agreement is scanned, classified and stored electronically to facilitate future electronic document management. Attached as Schedule A to Report ADM-2015-010 is the agreement tracking listing.

Website

As Council is aware, the Township launched a new website in December 2014. If this position is approved, this position would assist with continued enhancements to the website.

Examples of recent ongoing enhancements to the website include:

- Working with local groups such as the Puslinch Pioneer and Puslinch Today to create pages within the Township's website to inform residents of local news and events

- Create and format forms and applications being added to the website to ensure they are fillable and comply with AODA (Accessibility for Ontarians with Disabilities) standards e.g. By-law Complaint Form
- Create and design all homepage website banners as well as manage internal website banners and photographs. Liaise with representatives from the YMCA/YWCA and the County to create banner designs and utilize the home page banner to support Township related initiatives and events
- As a result of the delegation by Stephen Gilmour, appointed representative to the Halton Conservation Authority, a link has been added to connect residents to the authority's amenities available for residents.
- Currently working with Keystone Computer Resources and eSolutions Group Limited to incorporate the integration and the automation of the facility scheduler calendar onto the Township's website

2016 International Plowing Match

As Council is aware, in 2016 the County of Wellington will be hosting the International Plowing Match (IPM).

The County has established a group composed of representation from all the Wellington County municipalities to organize the industry and entertainment aspects for the 2016 IPM.

The group consists of the following representatives:

Jana Reichert, County of Wellington, Economic Development Officer
 Mandy Jones, County of Wellington, Economic Development Coordinator
 Christina Mann, County of Wellington, Taste Real Coordinator
 Crystal Ellis, Township of Mapleton, Business Development & Marketing Coordinator
 April Marshall, Township of Wellington North, Tourism, Marketing and Promotion Manager
 Deb Dalziel, Township of Centre Wellington, Marketing Coordinator for Elora and Fergus Tourism
 Belinda Wick-Graham, Town of Minto, Business and Economic Manager
 Meaghen Reid, Township of Guelph-Eramosa, Clerk/Director of Legislative Services*
 Bob Cheetham, Town of Erin, Director of Economic Development*

* Representative for this municipality is not confirmed as of the date of writing the report

Outlined below is a summary of the staffing and resourcing requirements for the summer of 2015/2016:

- At least one member of staff is present at IPM Industry and Entertainment group meetings. These meetings take place once a month for 3-4 hours per meeting. Attendance at additional meetings may be required in 2016 leading up to the event.
- At least 2-3 staff in attendance at the IPM event (September 20 – 24, 2016) to work in the Township's booth. Staff would also be present for the set-up and take-down preceding the event.
- Developing a theme to capture the essence of the Township at our IPM booth. Each municipality has been requested to develop a unique theme and gather iconic images, tastes, sounds, experiences, etc., for their booth and area of the Entertainment and Industry tent.
- Each municipality has been requested to organize the requirements for their theme. For example, Elora is sourcing out a zip line to erect in the tent to represent the aerial bird's eye view from their iconic Elora Gorge.
- Each municipality is responsible to source out creative professionals, local musical and cultural talent to perform in the tent so that each municipality is represented in terms of entertainment.
- Each municipality has been requested to develop a strategy to engage attendees to visit their booth. This would require each municipality to have a "give-away" item and a communication piece about their municipality. This will require the Township to create a communication piece such as a brochure, "passport", or "Puslinch recipe book" that creatively depicts the Township that can be distributed to those visiting or walking by the Township's booth.
- Each municipality is responsible for reaching out and engaging local businesses and community partners to arrange for the appearance of these groups at the IPM. A "market day" is proposed for each day that collectively showcases local produce and goods from each municipality with an assortment of vendors and live demonstrations, such as bread making. Each municipality is responsible for corresponding with their local businesses and community partners to coordinate scheduling and any special requirements.

Should Council approve the recommendation in this report, this position will be designated as the primary representative for the Township.

Destination Marketing/Branding

The Recreation and Parks Master Plan and Township Council during its term of Council goals and objective setting session identified "Destination Marketing/Branding" as an initiative.

Conducting a branding exercise is dependent on the allocation and approval of funding in the Township's 2016 capital budget.

Should Council decide to proceed with a branding exercise, this position can be responsible for assisting with the administration of the RFP and coordination of the branding (logo) project.

As Council is aware, the County is currently seeking input into the development of a County Signage Program. At this time, it is not known what, if any, impact this program may have in terms of evaluating the use of the Township crest or the development of a Township logo. This would depend on the outcome of the signage design.

FINANCIAL IMPLICATIONS

2016 Proposed Operating Budget

Changing this position from a permanent part-time (3 days per week) to a temporary contract full-time (5 days per week) has operating implications of \$26,915 as outlined below:

Account	Description	2015 Approved Budget	Proposed
01-0010-4000	FT Wages	\$ -	\$47,850
01-0010-4001	PT Wages	\$31,375	\$ -
01-0010-4100	FT Benefits	\$ -	\$4,720
01-0010-4101	PT Benefits	\$2,755	\$ -
01-0010-4102	Manulife Benefits	\$ -	\$8,000
01-0010-4103	WSIB	\$905	\$1,380
Total		\$35,035	\$61,950
Difference			\$26,915

It is recommended that the estimated amount of \$26,915 be funded from the one-time surplus insurance premium costs for 2015. See below for further information.

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 2014 Municipal Insurance Program term was from September 1, 2014 to September 1, 2015. The premiums associated with the 2014 Insurance program were paid in full in 2014.

In 2015, Township staff coordinated the renewal of the Township’s Municipal Insurance Program with Frank Cowan Company to February 2016 in order to effectively incorporate any adjustments to premiums in the Township’s annual budgeting process. In 2015, Township staff extended the 2014 Municipal Insurance Program to February 1,

2016 and paid a pro rata premium based on the premiums quoted in the 2014 Municipal Insurance Program. This allowed for the Township to lock the current terms and premiums for an additional five months.

As part of Budget By-law No 017/15, Township staff budgeted 12 months (September 1, 2015 to September 1, 2016) of insurance premium costs with Frank Cowan Insurance. Therefore, there are surplus funds in the Township's insurance premium budget lines as the Township is only paying for 5 months in 2015 (from September 1, 2015 to February 1, 2016) rather than the 12 months budgeted. These surplus funds are outlined below:

General Ledger	Department	Total 2015 Premiums Budget	Total 2015 Premiums Actual
01-0010-4315	Administration	\$31,739	\$18,152
01-0020-4315	Building	\$16,045	\$9,616
01-0030-4315	Public Works	\$89,006	\$9,422
01-0040-4315	Fire and Rescue	\$13,010	\$18,366
01-0070-4315	Puslinch Community Centre	\$17,267	\$10,112
01-0080-4315	Optimist Recreation Centre	\$15,445	\$7,358
	Total	\$182,512	\$73,026

Therefore, based on the information above, the difference between the premium amount budgeted and the actual premium costs incurred are \$109,486.

In accordance with Report FIN-2015-028, it was recommended that the additional funding required for the 2015 projects identified in Report FIN-2015-028 utilize \$35,550 from the insurance surplus. The one-time insurance surplus has also been adjusted for the additional costs to be incurred for the retail sector interviews required as part of the County of Wellington's Business Retention and Expansion Plan as discussed in Report ADM-2015-012.

One-Time Insurance Surplus Funds	\$109,486
Less - Funding of Projects – Report FIN-2015-028	(\$35,550)
Less - Business Retention and Expansion Plan – Retail Sector Interviews – Report ADM-2015-012	(\$10,000)
Less - Legal Matters	(\$30,000)
Temporary Full-Time Contract Legislative Assistant Position	<u>(\$26,915)</u>
One-Time Insurance Surplus Funds Left Over	\$7,021

Therefore, should Council approve the temporary full-time equivalent Legislative Assistant Position, the remaining one-time insurance surplus funds are sufficient to cover the additional funds required.

2016 Proposed Capital Budget

As discussed in this report, the 2016 proposed capital budget includes a line item for the consultant costs associated with the destination marketing/branding (logo) project for an estimated cost of \$15,000. The Rural Economic Development (RED) program was paused and underwent review in 2015. The program will be accepting new applications beginning in October 2015. This project could be eligible for \$7,500 (50%) RED funding with the remaining \$7,500 (50%) funding from the tax levy. Should Council approve this project during the 2016 Budget deliberations, it is recommended that the commencement of this project be contingent upon receiving RED funding.

APPLICABLE LEGISLATION AND REQUIREMENTS

Bill 8 – Public Sector and MPP Accountability and Transparency Act, 2014
Municipal Act

ATTACHMENTS

Schedule A: Agreement Tracking Listing

File No.	Responsible Dept	Parties	Category	Length of Term/Commencement Date	Renewal/Expiry	Status/Term Provisions
L04ABE	Admin	Aberfoyle Farmers' Market Association	Licence Agreement - ORC Arena	Feb 1/12	1-Feb-17	
L04ABE	Development	Aberfoyle Meadows Ltd - Condo Plan 147	Development Agreement - Vacant Land Condo			Under Review
L04ABE	Development	Aberfoyle Meadows Ltd - Condo Plan 147	Responsibility Agreement			Under Review
L04ABE	Development	Aberfoyle Meadows Ltd - Condo Plan 147	Preservicing Agreement - Part Lot 23, Concession 7 (Condo Plan 147)			Under Review
L04ACC	Admin	Access Copyright - The Canadian Copyright Agency	Copyright Agreement	Annual	31-May-16	
L04AMO	Finance	Association of Municipalities of Ontario	Gas Tax Funding Agreement	01-Apr-14	31-Mar-24	
L04ANA	Development	Anand, Moe - Plaha, Parminder & Sampuran & Ranjit	Site Plan Agreement - Lots 22 & 23, Concession 3			Review
L04AND	Admin	Anders Contracting (A Division of Blacktop Enterprises Limited)	Carroll Pond Municipal Drain	2008	1-May-09	Complete - Review to transfer plans to appropriate file
L04ARM	Development	Armel Corporation	Subdivision Agreement - Rolling Hills - Part Lots 11,12,13 Conc 8		Annexed (Guelph) - 1993	Complete
L04AUD	Development	Audrey Meadows Ltd	Development Agreement - Plan M-153			Review

File No.	Responsible Dept	Parties	Category	Length of Term/Commencement Date	Renewal/Expiry	Status/Term Provisions
L04AVE	Building	Avery, Edna - Estate of	Effluent Agreement - Part Lot 10, Concession 11, Part 1, Reference Plan 61R-10907 - 310 Hume Road	2008		Review
L04AZZ	Building	Azzoparde Patricia & Seymour	Tertiary Treatment System Agreement - Lot 12, Plan 795	2007		Review
L04BEL	Finance	Bell Canada	Terms of Service		No Expiry - 30 day month to month basis	Review
L04BEL	Admin	Bell Canada	Bell - Telecommunications Tower Proposal - 7404 Wellington Rd34	2013	2013	Complete - Proposal not followed up as per correspondence on file
L04BMO	Finance	Bank of Montreal	Tax Payment Service Agreement - Telephone	2006		60 days notice
L04BOL	Admin	Bold Engineering Inc	Facilities Structural Audit - Township Office, PCC and Badenoch	2014	2014	Complete
L04BOR	Building	Born Jeffrey Gordon Dickson, Vicki Marguerite	Conditional Building Permit Agreement			Review
L04CAL	Parks	Calvary Baptist Church	Soccer Pitch			Under Review
L04CAM	Development	Campbell Odometer Inc.	Site Plan Agreement - Block 1, Plan 847			Review
L04CAM	Fire	Cambridge Central Ambulance Communications Centre	Letter of Agreement - Tiered Response "B" - Medical Response	20-Apr-99		Review

File No.	Responsible Dept	Parties	Category	Length of Term/Commencement Date	Renewal/Expiry	Status/Term Provisions
L04CAM	Admin	City of Cambridge	Fire Protection Services - Puslinch Lake Area	01-Feb-12	31-Dec-15	Under Review
L04CAM	Roads	City of Cambridge	Road Maintenance & Snow Removal Agreement - Townline Road	02-Oct-96		Review
L04CAP	Development	Capital Paving Inc - Part Lot 22, Con 7 - Asphalt Plant	Development Agreement			Review
L04CAP	Development	Capital Paving Inc - Part Lot 22, Con 7 - Concrete Plant	Development Agreement			Review
L04CAP	Development	Capital Paving Inc - 4459 Concession 7, Lot 22, Con 7	Site Plan Agreement			Review
L04CBM	Roads	CBM Aggregates	Gravel Contract		Renewed until December 1st 2015	Tender 2016
L04CIB	Finance	CIBC Bank	Bill Payment Agreement			Review
L04CLA	Admin/Rec	ClayBar Contracting Inc	Demolition of Former Puslinch Public Works Garage - PCC Lands	2009	2009	Review - Retention
L04COM	Admin	Comprint Systems Incorporated (DataFix)	Municipal VoterView Services Agreement - Voters' List	01-Jun-14	1-Dec-18	
L04CON	Admin/Roads	Conroy, John & Frank - Lots 12 & 13 Concession 4	Road Access Agreement			Review

File No.	Responsible Dept	Parties	Category	Length of Term/Commencement Date	Renewal/Expiry	Status/Term Provisions
L04CON	Roads	Concession 1 - P13-04 May 2013	Road Resurfacing Contract	2013	2013	Complete
L04COP	Development	Copart Inc. 7459 McLean Road	Development Agreements			Review
L04COW	Roads	Cowan, Brian & Cheryl/Scott, Robert & Marjorie	Drainage Agreement Part Lot 20, Concession 8 & 9	1991		Review
L04COX	Building & Zoning	Cox Construction Ltd - Lots 8 & 9 Concession 4	Various Agreements			Review
L04COX	Roads	Cox Construction - 256 Brock Road - 2014	Tender for Storm Sewer Replacement & Restoration - Contract PW14-04	2014	2014	Complete
L04COX	Admin	Cox Construction	Lts 8 & 9, Con 4, Aggregate Agreement			
L04CRE	Finance	Credit Union Central Ltd	Bill Payment Processing Agreement			60 day notice
L04CUM	Development	Cumspport Limited	Site Plan Agreement			Review
L04CUS	Development	Custom Concrete Ltd & Anna Marie Hohenadel	Development Agreement	1975		Review
L04DAL	Building	Dallan, Teresa	Effluent Agreement - Part Lot 9, Concession 9, Part 2, Reference Plan 61R-9040	2003		Review

File No.	Responsible Dept	Parties	Category	Length of Term/Commencement Date	Renewal/Expiry	Status/Term Provisions
L04DEM	Recreation	Demikon Construction Ltd	Construction Agreement for Addition at the PCC	2012	2014	Complete - Review to reclassify any plans to be retained
L04DOM	Admin	Dominion Voting Systems Corporation	Rental Software License and Services Agreement - Vote Tabulators	2014	2014	Review in 2015 for 2018 Election
L04DRE	Roads	Drexler Construction Limited	Tender for French's Bridge - 2014 - PW14-03	2014		Complete
L04DRE	Roads	Drexler Construction Limited	No.02-028 Maltby Road 2002 Culvert	2002		Complete
L04DRE	Parks	Drexler Construction Limited	Stormwater & Restoration Contract No:P13-05 July 2013) Contracts and Plans ORC. Also L04MUR	2013	2013	Complete - Review to reclassify drawings to file
L04DUF	Building	Duffield, Alexander & Patricia	Effluent Agreement - Part Lot 10, Concession 10, Part 1, Reference Plan 61R-9030	2002		Review
L04ELL	Zoning	Elliott, Ivan	Garden Suite Agreement - 4188 Victoria Rd S	17-Dec-08		Review - By-law 01/09
L04ERI	Building	Erin, Town of	Provision of Chief Building Official Services	2014		No Expiry - termination 30 days Notice
L04FIN	By-law	Finelli, Tony	Site Alteration Agreement - 4006 Highway 6	2012	2014	Complete
L04FIT	Building	Fitzgibbon, James and Linda	Effluent Agreement - Part Lot 15, Concession 9, Part 3, Reference Plan 61R-10191	2006		Review

File No.	Responsible Dept	Parties	Category	Length of Term/Commencement Date	Renewal/Expiry	Status/Term Provisions
L04FLA	Roads	Flamborough, Town of (now City of Hamilton)	Boundary Road Agreement	01-May-91	31-Mar-01	refer L04HAM
L04GAM	Building	Gamsby, Barbara	Effluent Agreement - Lot 2, Plan 131, Part 1, Reference Plan 61R-11102 - 25 Cooks Mill Road	2009		Review
L04GAM	Admin	Norm Gamble	Closed Meeting Investigator Services Agreement		31-Dec-14	Complete
L04GAM	Admin	Gamsby & Mannerow	Carroll Pond Municipal Drain - Water Quality Monitoring Program	2009	1-Dec-14	
L04GAN	Building	Ganson, Melody	Effluent Agreement - Part Lot 11, Concession 10, Parts 4 & 5, Reference Plan 61R-10221	2006		Review
L04GAS	Finance	GAS AMO Consortium	Gas Sale Agreement Gas Purchase Agreement Gas Administration Agreement	1988		Complete - replaced with L04LOC - Review to determine retention period
L04GAT	Admin	Gateman Milloy Inc	ORC - 23 Brock Rd S Construction	18-Feb-14	2014	Complete
L04GIL	Parks	Gilluco Construction Ltd	Cenotaph Restoration Program	2014	2014	Complete
L04GO	Development	Go Transit	Site Plan Agreement - Expansion			Review
L04GOR	Roads	Gore Road - Road Resurfacing Contract No:P13-03 - June 2013	Road Resurfacing Contract	2013	2013	Complete

File No.	Responsible Dept	Parties	Category	Length of Term/Commencement Date	Renewal/Expiry	Status/Term Provisions
L04GUE	Fire	City of Guelph	Guelph Fire Hydrant Use Agreement	2012		
L04GUE	Recreation	Guelph Community Health Centre	Daycare - PCC	One year - Sept 9/14 - June 23/15	23-Jun-15	
L04GUE	Fire	Township of Guelph-Eramosa	Automatic Aid Agreement - Guelph Eramosa Aid/Township of Puslinch	05-Nov-14		
L04GUE	By-law	Guelph Humane Society Inc	Dog Boarding Services	2005		Review - month to month
L04GUE	Fire	City of Guelph	Dispatch Agreement	01-Apr-15		Awaiting execution by the City of Guelph
L04GUE	Fire	City of Guelph	Automatic Aid Agreement - Not in effect		Repealed	
L04GUE	Fire	Guelph Wellington Emergency Medical Service	M.O.U. Agreement - Activation of Tiered Response	18-Jul-12		Renewed automatically unless terminated in writing effective 30 days from date of official notice
L04GUT	Building	Guthrie, Lorna Jean - Estate of	Effluent Agreement - Part Lot 7, Concession 9 - Watson Road	2010		Review
L04HAM	Roads	Hamilton, City of	Maintenance & Repair Boundary Road Agreement - Gore Road, Maddaugh Road, Townline Road and McCree Station Road	02-Jan-08	28-Jan-18	Section 14.1 - Review
L04HAY	Zoning	Linda Hayden	To fulfill the conditions of a Minor Variance A10/13 - 4399 Victoria Rd. S. - Part Lot 24, Concession 9	01-Sep-14		Complete - January 2015 - Revised Variance D13/HAY - July 9, 2015 Securities released on August 24, 2015

File No.	Responsible Dept	Parties	Category	Length of Term/Commencement Date	Renewal/Expiry	Status/Term Provisions
L04HIL	Finance	Hill & Knowlton Strategies	Services Agreement	2014		
L04HLB	Admin	HLB System Solutions - IT Network Services	IT Network Solutions - Managed Service Proposal		2014	Complete
L04HOA	Building	Hoag, Norris & Carol	Effluent Agreement - Part Lot 10, Concession 10, Part 1, Reference Plan 61R-10481	2008		Review
L04HOH	Zoning	Hohenadel, Joseph & Mary	Garden Suite Agreement 4407 Victoria Road South, Part Lot 23, Conc. 9	03-Oct-12	3-Oct-32	
L04HOM	Finance	Homewood - Employee Health Inc	Employee Assistance Program	08-Apr-08	Expired	
L04HSB	Finance	HSBC Bank Canada	Bill Payment Creditor Agreement			Review
L04HUE	Building	Huether, Clarence Russell	Effluent Agreement - Lots 33 to 36, Part Lot 37, Plan 135, Part 2, Reference Plan 61R-10831	2008		Review
L04HUL	Roads	Hulland, Thomas	Road Access Agreement - Unopened Road Allowance between Puslinch and Guelph Eramosa	10-Aug-73		Review
L04HYD	Recreation	Hydro One Agreement	Donation of sign on boards at ORC	N/A	2012	Complete
L04HYD	Admin	Hydro One Networks	Licensed Occupancy of Power Utility Distribution Poles - September 2005			Review

File No.	Responsible Dept	Parties	Category	Length of Term/Commencement Date	Renewal/Expiry	Status/Term Provisions
L04JEF	Building	Jefferson Farms Ltd.	Well Agreement - Part Lot 5, Plan 131, Part 1, Reference Plan 61R-9370	2003		Review
L04KUK	Building	Kukovica, Peter	Effluent Agreement - Part Lot 10, Concession 9, Part 2, Reference Plan 61R-10188 - 955 Watson Road South	2006		Review
L04KUK	Building	Kukovica, Thomas & Luke	Effluent Agreement - Part Lots 7 to 9, Concession 10, Part 1, Reference Plan 61R-9992	2005		Review
L04LAN	Building	Lannois, Rolf & Hedy	Effluent Agreement - Part Lot 10, Concession 10, Part 1, Reference Plan 61R-9155	2002		Review
L04LEA	Building	Leal, Eduardo & Hermengarda	Effluent Agreement - Part Lot 10, Concession 10, Part 1, Reference Plan 61R-9029	2002		Review
L04LEA	Development	Leachman, Margaret Estate of	Now known as Aberfoyle Meadows Ltd -Condo Plan 14, Lot 23, Concession 7&8 - Development Agreement	01-Jan-96		Review - Retention
L04LOC	Finance	Local Authority Services Ltd.	Energy Planning Tool Services Agreement	Nov 7/12	31/12/2013	Renews Automatically Dec 31st of each year unless terminated by one of parties 90 days
L04LOC	Finance	Local Authority Services Ltd.	Electricity Agency Appointment and Retainer Agreement	Sept 19/2012	19-Sep-14	annual automatic renewal unless 180 days notice of termination
L04LOC	Finance	Local Authority Services Ltd.	Procurement of Natural Gas	11-Jan-06		Provide written notice of termination not later than 120 days
L04LOT	Admin	Lot 21-9 Developers Limited and St Mary's Cement Inc	Lot 21-9 Developers Limited and St Mary's Cement Inc - Lot 21, Concession 9 Licence No: 48576 (Tikal Pit)			Review

File No.	Responsible Dept	Parties	Category	Length of Term/Commencement Date	Renewal/Expiry	Status/Term Provisions
L04M&L	Fire	M& L Supply & Fire Safety	Supply, Delivery & Installation	2013	2014	Complete - Need to transfer and reclassify specific documents
L04MAC	Roads/Admin	MacKinnon & Associates	Morrison Streetscape Planting - Landscape Architecture		2014	
L04MAR	Admin	Martinello, Gina	Blue Circle Canada Inc - Pt Lot 10, Con 4 - Lic. 48837 - Aggregate Agreement - Martinello Pit			Review
L04MCC	Building	McCarthy, Bernard	Effluent Agreement - Part Lot 2, Concession 9, Part 1, Reference Plan 61R-10912, 8 Cooks Mills Road	2008		Review
L04MIL	Building	Millman, Katherine Ann	Effluent Agreement - Part Lot 21, Concession 10, Part 1, Reference Plan 61R-10784	2008		Review
L04MIL	Roads	Town of Milton	Maintenance and Repair Agreement - Highway Joint Jurisdiction - Nassagawaya Puslinch Townline	01-Jan-07	1-Jan-12	5 years. Section 13.1 automatically renews for 5 years therefrom. Section 13.3 90 days notice to terminate
L04MIL	Fire	Town of Milton	Mutual Aid Agreement	2006		Termination upon sixty days written notice to the other party
L04MIN	Finance	Ministry of Agriculture, Food and Rural Affairs	Contribution Agreement - Infrastructure Stimulus Fund - Roads Storage Shed 2010	2010		Complete
L04MIN	Finance	Ministry of Agriculture, Food and Rural Affairs	Contribution Agreement - Infrastructure Stimulus Fund - Optimist Recreation Centre		2014	Complete
L04MIN	Development	Mini Lakes Residents Association	Operation & Maintenance - Water & Treatment System			Review

File No.	Responsible Dept	Parties	Category	Length of Term/Commencement Date	Renewal/Expiry	Status/Term Provisions
L04MIN	Development	Mini Lakes	Sub-division Agreement			Review
L04MIN	Development	Mini Lakes Campers Association	Nettie & Michael Kachur, Part Lot 21 & 22, Conc 8, Development Agreement			Review
L04MIN	Development	Mini Lakes Campers Association	Nettie & Michael Kachur, Part Lot 21 & 22, Conc 8, Development Agreement, Oct 3, 1990			Review
L04MIN	Development	Mini Lakes Campers Association	Nettie & Michael Kachur, Part Lot 21 & 22, Conc 8, Development Agreement, Apr 7, 1993			Review
L04MIN	Development	Mini Lakes Campers Association	Operation & Maintenance Agreement - October 20, 1999			Review
L04MIN	Development	Mini Lakes	Condo Development Agreement			Review
L04MIN	Development	Mini Lakes	Operations/Maintenance Agreement			Review
L04MIN	Finance	Minister of Veterans Affairs	Contribution Agreement for the Cenotaph Restoration Project	2014	31-Mar-15	Complete
L04MIN	Finance	Ministry of Agriculture, Food and Rural Affairs	Infrastructure Stimulus Fund - Road Storage Shed 2010	2010		Complete
L04MIN	Finance	Ministry of Municipal Affairs & Housing	Funding Agreement - Ontario Ice Storm Assistance Program	2015	2015	Complete

File No.	Responsible Dept	Parties	Category	Length of Term/Commencement Date	Renewal/Expiry	Status/Term Provisions
L04MIN	Finance	Ministry of Rural Affairs	Funding Agreement - Community Improvement Plan	2015	30 days notice to the recipient Section 12 - 14 of Agreement	Project completion date December 31st 2015 - Identify community priorities/stakeholder input & feedback
L04MIN	Finance	Rural Economic Development Funding Agreement - RED	Website Development and Enhancement Project	23-Dec-13	1-Jun-16	Complete
L04MIN	Finance	Ministry of Tourism & Recreation	Ontario Sports, Culture & Tourism Partnership Initiative - PCC Grounds			Complete
L04MIN	Finance	Ministry of the Environment and Climate Change	Funding Agreement - Source Water Protection	13-Dec-13		March 31, 2017 - all costs must be expended by December 5, 2016
L04MIN	Finance	Ministry of Agriculture, Food and Rural Affairs	Contribution Agreement - Ontario Community Infrastructure Fund - OCIF		31-Mar-18	180 Days notice for termination (15.1-15.7 of Agreement) Part C2.1 - Schedule "C" December 2014
L04MIN	Finance	Ministry of Agriculture, Food and Rural Affairs	Funding Agreement for Asset Management Plan	28-Mar-13	31-Mar-15	Complete
L04MIN	Admin	Ministry of Transportation	Authorized Requestor Agreement		Expired	Complete
L04MMA	Finance	Ministry Municipal Affairs (Should be MIN)	Funding Agreement for Concrete Culvert, Lot 15-16, Conc 10			
L04MOH	Building	Mohan, Carl & Denise	Effluent Agreement -Part Lot 11, Concession 10	2002		Review
L04MOR	Development	Morguard Brock McLean Investments	Site Plan Agreement - 7474 McLean Road	2012		Review

File No.	Responsible Dept	Parties	Category	Length of Term/Commencement Date	Renewal/Expiry	Status/Term Provisions
L04MOR	Finance	Morguard Brock McLean Investments	Development Charge Credit Agreement - 7474 McLean Road	15-Aug-12	15-Aug-22	Review
L04MOR	Building	Morguard Brock McLean Investments	Conditional Building Permit	15-Aug-12		Complete - Not released from Title
L04MPA	Finance	Municipal Property Assessment Corporation	General Municipal Licence Agreement - OPMA Assessment Mapping Data Products	01-Dec-05		Continues in effect until terminated in accordance with Section 11.2
L04NAD	By-law	Nadalin, John	Site Alteration Permit	2012		Complete
L04NES	Development	Nestle Canada Inc	Site Plan Agreement	2008		Review
L04NES	Admin	Nestle Canada Inc	Well Protection Agreement	18-Mar-09	Agreement will remain in full force until Nestle is no longer carrying on the operations or TWP agree in writing to	
L04NEX	Development	Nexcycle Properties Ltd - Lots 4 & 26, Plan 677, 50 McLean Road	Site Plan Agreement			Review
L04NIG	Building & Zoning	Nigro, Frank Louis and 1234437 Ontario Ltd (PQA) Lic: 20749 - Cox Construction - Part Lots 11, 12, 13, Concession 4	Agreements of Understanding			Review
L04NOR	Roads	North Dumfries Municipal Boundary	No formal agreement - Joint expenditure requests - Gore Road			
L04NOS	Building	Nosic, Filko & Katherine	Effluent Agreement - Part Lot 10, Concession 10, Part 1, Reference Plan 61R-9671	2004		

File No.	Responsible Dept	Parties	Category	Length of Term/Commencement Date	Renewal/Expiry	Status/Term Provisions
L04ONS	Admin	OnServe Inc	Managed Services Agreement - Network Services Provider	3 years	1-Feb-18	
L04ONT	Admin	Ontario One Call	Service Agreement		31-Dec-14	Letter issued to Ontario One Call to confirm whether they wish to renew agreement
L04ONT	Development	1614170 Onario Ltd (Mike's Mobile, Lot 20, Conc 7	Site Plan Agreement			Review
L04ONT	Development	2081900 Ontario Ltd	Site Plan Agreement - Decorso Golf Course 7660 Maltby Road, Par Lots 14 & 15, Conc 9			Review
L04ONT	Development	2120826 Ontario Ltd (Ren's Depot) R & C also	Site Plan Agreement			Review
L04ONT	Development	2120826 Ontario Ltd (Ren's Depot) R & C also	Expanded Lands			Review
L04ONT	Building	2354084 Ontario Ltd (Mammoet)	Conditional Building Permit			Review
L04ONT	Development	2354084 Ontario Ltd	Site Plan Agreement			Review
L04ONT	Development	588022 Ontario Ltd Millcreek Camping and Country Club Pt Lt 21 & 22, Conc 8	Maintenance and Operations Agreement	1995		Review
L04ONT	Development	588022 Ontario Ltd Millcreek Camping and Country Club Pt Lt 21 & 22, Conc 8	Site Plan Agreement	1995		Review

File No.	Responsible Dept	Parties	Category	Length of Term/Commencement Date	Renewal/Expiry	Status/Term Provisions
L04ONT	Development	737393 Ontario Ltd (Marvin's Farm Market)	Development Agreement - 20 Brock Road North - Part Lot 20, Concession 7			Review
L04ONT	Development	741850 Ontario Ltd	Development Agreement - Morriston Meadows - Lots 1-49, Blocks 51,52 & 56, Plan 784			Review
L04ONT	Development	747877 Ontario Inc - Irish Creek Estates	Vacant Land Condo Agreement			Review
L04ONT	Development	747877 Ontario Inc - Irish Creek Estates	Responsibility Agreement			Review
L04ONT	Building	1648253 Ontario Inc,	Effluent Agreement - Part Lots 7 to 9, Concession 10, Part 1, Reference Plan 61R-10661	2007		Review
L04ONT	Development	848837,848838 & 848839 Ontario Ltd	Development Agreement - Telfer Glen Part Lot 30, Concession 1			Review
L04ONT	Development	1622735 Ontario Ltd	Site Plan Agreement - Operating as Best Transfer-Stormwater Report- Block 5 Plan 847			Review
L04ONT	Development	2250820 Ontario Ltd (Markovinic)	Site Plan Agreement			Review
L04ONT	Development	2342060 Ontario Ltd Incorporated	Site Plan Agreement, Pizza Pizza 311 Brock Road South, Part Lot 27, Conc 7	2015		Review
L04OPT	Finance	Optimists Club of Puslinch	Funding Partnership Agreement			Review

File No.	Responsible Dept	Parties	Category	Length of Term/Commencement Date	Renewal/Expiry	Status/Term Provisions
L04OST	Finance	Ontario Small Town & Rural Infrastructure	Initiative 2002	2002		Review - Retention
L04PAT	Building	Paterson, David & Barbara	Effluent Agreement - Part Lot 6, Concession 9, Parts 3 & 4, Reference Plan 61R-9350	2003		Review
L04PLA	Building	Plaxton, Jill Merry	Effluent Agreement - Part Lot 16, Concession 9, Parts 1 & 2, Reference Plan 61R-9458	2003		Review
L04POP	Building	Popofski, James & Lorna	Effluent Agreement - Part Lot 10, Concession 10, Part 1, Reference Plan 61R-9136	2002		Review
L04PRE	Admin	Preston Sand & Gravel company Ltd & Cox Construction Ltd	Gravel Extraction Agreements - Conc 4 & 5, West of County Road 32 (Henderson Pit)			Review
L04PRI	Development	Prior Development Corporation	Daymondale Developers Inc. cob as F.G. Lands-Development Agreement- (October 20, 1999) Part Lot 17, Conc 7, Part 1, R-8068			Review
L04PRI	Development	Prior Development Corporation	Blocks 49 & 50, Plan 804 - Carriage Lane Road Construction			Review
L04PRI	Development	Prior Development Corporation	Part Lot 18, Conc 7, Lots 28 & 29, Plan 804 - Phase 1 - Development Agreement			Review
L04PRI	Development	Prior Development Corporation	Development Agreement - Feb 7/90 Part Lot 18, Conc 7, Lots 1 & 29, Plan 804			Review
L04PUS	Fire	Puslinch Beach & Marina Ltd	Licence Agreement	2013	2013	Complete

File No.	Responsible Dept	Parties	Category	Length of Term/Commencement Date	Renewal/Expiry	Status/Term Provisions
L04QUI	Development	Quintan Investments Ltd	Development Agreement			Review
L04R&C	Development	R & C Holdings	R & C Holdings Inc also known as Ren's Pet Depot, Part Lot 20, Conc 7			Review
L04R&C	Development	R & C Holdings	2120826 Ontario Inc, 20 Brock Rd N, Pt Lot 20, Conc 10, Related County File B32/14			Review
L04REI	Development	Reid's Heritage Lake Dev.	Site Plan Agreement			Review
L04RHO	Building	Rhodes Road	Severance Agreement (Road Construction)			Review
L04RIN	Finance	Recreation Infrastructure Canada Program in Ontario 2009	Contribution Agreement		31-Mar-12	Complete
L04RLB	Finance	RLB-Robinson, Lott & Brohman	Appointment of Auditors		June 4th 2013	Complete
L04ROA	Roads	Road Watch Canada Inc	Licence Agreement	2010	2011	Complete
L04ROY	Finance	Royal Bank of Canada - Global Services	Bill Payment Agreement			Review
L04ROY	Fire	Royal City Ambulance Service - Guelph	Activation of Tiered Response	01-May-06		Review

File No.	Responsible Dept	Parties	Category	Length of Term/Commencement Date	Renewal/Expiry	Status/Term Provisions
L04ROY	Development	Royal Canin Canada Company	Site Plan Agreement - 100 Bieber Road			Review
L04RYB	Development	Ryberg Holding Ltd & William J. Kerr	Subdivision Agreement - Lots 1 to 30 , Plan 677			Review
L04SAN	Building	Sanderson, Donald & Fern	Effluent Agreement - Lot 10, Concession 10, Part 4, Reference Plan 61R-9187	2002		Review
L04SCH	Development	Schneider National Inc	Development Agreement - Aberfoyal Business Park			Review
L04SCH	Finance	Schooley Mitchell	Telecommunications Consultants Agreement	04-Sep-12	1-Sep-15	Review
L04SCO	Finance	Scotiabank	Electronic Bill Payment Agreement			Review
L04SEE	Building	Seeley, Douglas Robert	Effluent Agreement - Part Lot 41, 42 & 43, Plan 135 - 20 Back Street	2009		Review
L04SHA	Building	Shain, Norman James	Effluent Agreement - Part Lot 10, Concession 10, Part 1, Reference Plan 61R-10540 - 66 Hume Road	2010		Review
L04SHU	By-law	Shute, Donna and Trevor	Noise Agreement - Part Lot 8, Concession 5, Part 1 Ref Plan 61R-11000 - severance 83/08	2009		Review
L04SLA	Development	Slater, Lawrence	Development Agreement - 1999			Review

File No.	Responsible Dept	Parties	Category	Length of Term/Commencement Date	Renewal/Expiry	Status/Term Provisions
L04SLA	Development	Slater, Lawrence	Development Agreement - 1989, Parts 1 & 2. 61R-4601 - Development Agreement			Review
L04SMI	Admin	Genny Smith	Business Retention and Expansion Project	01-Mar-14	2014	Complete
L04SMI	Fire	Smith, Douglas, Gordon, Robert	Lease of Vehicle for Municipal Emergency Vehicles	1996	Expired	Complete
L04STE	Roads	Steed and Evans Limited	Tender for Concession Road 2 resurfacing Contract PW-14-05	2014	2014	Complete
L04STE	Roads	Steed and Evans Limited	Tender for Victoria Road Resurfacing - Contract PW 14-06	2014	2014	Complete
L04STL	By-law	St. Lawrence Cement Inc	Development Agreement - Licence #5483 - Hours of Operation			Review
L04STL	Admin	St. Lawrence Cement Inc (Dufferin Aggregates)	University of Guelph - Conc 2 Road Allowance			
L04TDB	Finance	Toronto Dominion Bank	Bank Services Agreement			
L04TDB	Finance	Toronto Dominion Bank	Commercial Banking Demand Operating Facility Agreement			
L04TDB	Finance	Toronto Dominion Bank	Bill Payment Creditor Agreement			

File No.	Responsible Dept	Parties	Category	Length of Term/Commencement Date	Renewal/Expiry	Status/Term Provisions
L04TDB	Finance	Toronto Dominion Bank	Merchant Service Terms & Conditions			
L04TRA	Roads	Trayte Holdings Limited	Road Agreement -Part Lot 31 Front Gore - Deviated Road and Gravel	1972	1982	Review - Retention
L04TRI	Development	Tristar Investors Inc	Site Plan Agreement - Part Lot 27, Conc 8, Ref Plan 61R-1291, Roll 6-10185	2015		
L04UNI	Admin	Union Gas Limited	Franchise Agreement	18-Aug-04	18-Aug-24	Review
L04UNI	Admin	University of Guelph	Permission to Access Agreement - Block 49, Plan 61M-153 - Groundwater Monitoring Well	07-Dec-11	Terminated February 1, 2012	Complete
L04UNI	Admin	University of Guelph	Permission to Access Agreement - Part Lot 19, Concession 8, Part 4, Plan 61R-11619	01-Feb-12	1-Feb-22	
L04VAN	Building	VanHarten, Peter & Jacqueline	Effluent Agreement - Part Lot 12, Concession 9, Part 1, Reference Plan 61R-9894	2004		
L04VIC	Roads	Victoria Road Resurfacing	Contract No: P13-02 - May 2013 Contact Documents	2013		Complete
L04WAL	Building	Wallbank, Catherine Mary	Tertiary Treatment System Agreement - Lot 18, Plan 795	2006		Review
L04WEL	Admin	County of Wellington	Lease Agreement - Library Space Historical Society	17-Sep-09	15-Sep-15	Review

File No.	Responsible Dept	Parties	Category	Length of Term/Commencement Date	Renewal/Expiry	Status/Term Provisions
L04WEL	Admin	County of Wellington	Lease Agreement for Library to County	17-Jun-09		Lease no longer in effect as subject lands were transferred to the County in 2010
L04WEL	Admin	County of Wellington	Library Cost Sharing Agreement	12-Aug-10	No term stated	Review
L04WEL	Admin	Wellington Sheet Metal Ltd	HVAC System - Township Office	2007	2007	Complete
L04WEL	Parks	Wellington, County of - Board of Education	Aberfoyle Public School Use Agreement for Puslinch Community Centre	1996	2001	Complete - Review
L04WEL	Fire	County of Wellington	Mutual Aid Agreement	2009		
L04WEL	Admin	County of Wellington, City of Guelph and local municipalities in Wellington County	Intermunicipal Service Agreement - Court administration	2000	If MOU is terminated	
L04WHI	Recreation	Whistle Stop Co-Operative Preschool Inc.	Daycare - PCC	One year - Sept 8/14 - June 19/15	19-Jun-15	
L04WIL	Finance	William Squibb & Associates	Commodity Tax Recovery Review			Review
L04WYN	By-law	Wyndham Street Investments Inc	Site Alteration Agreement			Review
L04YMC	Recreation	YMCA-YWCA Guelph Wellington	2014 Summer Camp	2014	2014	Complete

File No.	Responsible Dept	Parties	Category	Length of Term/Commencement Date	Renewal/Expiry	Status/Term Provisions
L04YMC	Recreation	YMCA-YWCA Guelph Wellington	2015 Summer Camp	2015		
L04ZAF	Building	Zaffino	Septic and Well Agreement			Review
L07BAD	Admin	Badenoch Community Centre Board	Lease Agreement - 4217 Watson Road South	04-Oct-06	December 31, 2026	
L14ESO	Finance	Esolutions	Website Redesign and Hosting Services Agreement	12-Dec-14	12-Dec-19	
L14GUE	Admin	Guelph Business Machines Ltd	Photocopier Lease			Review
L14NEO	Admin	Neopost - Postage Meter	Postage Meter	Leased	2012	Complete
L14PIT	Admin	Pitney-Bowes	Postage Machine		1-Oct-15	
L14SGS	Admin	SGS- Environmental Services	Data and Management Compliance Service - Safe Drinking Water Act	2014		



REPORT ADM-2015-012

TO: Mayor and Members of Council

FROM: Karen Landry, CAO/Clerk

DATE: September 2, 2015

SUBJECT: Resourcing – County of Wellington 2016 Business Retention and Expansion – Retail Sector

RECOMMENDATIONS

That Report ADM-2015-012 regarding Resourcing – County of Wellington 2016 Business Retention and Expansion – Retail Sector project be received; and

That Council authorize allocating funds in the amount of \$10,000 for the purpose of retaining a third party consultant to conduct the Business Retention and Expansion-Retail Sector project interviews to be funded from the one-time 2015 surplus funds from the insurance accounts.

DISCUSSION

Purpose

The purpose of this Report is to obtain authorization from Council to allocate funds to retain assistance for the County of Wellington 2016 Business Retention and Expansion – Retail Sector project.

Background

At the WC MEDG meeting held on July 7, 2015 the County of Wellington made a presentation outlining the project and proposed schedule.

Outlined below are the tasks the Township is responsible for completing as part of this project:

- Coordinate and facilitate the transfer of information to the County
- Attend the Wellington County Economic Development Group meetings with the Development Co-ordinator, if required.

- Identify and communicate with businesses to be visited (no more than 20)
- Coordinate and conduct interviews
- Ensure confidentiality contracts are signed by all interviewers working on the project
- Track progress of business visits and reschedule as required
- Ensure survey data is entered accurately and in a timely manner into Executive Pulse
- Mail thank-you letters to businesses with appropriate follow-up information and resources
- Assist with “red-flag” follow up

The following table outlines the proposed schedule for completing the above tasks associated with the Business Retention and Expansion – Retail Sector project.

Task	County	Municipalities
Mail pre-interview letter to businesses	Week of Aug 7	
Identify who is doing the interviewing		August 7
Interviewer training of volunteers	Week of Aug 17	
Begin setting up interviews	Week of Aug 21	Week of Aug 21
Prepare interview packages and distribute to municipalities	August 28	
Interviews take place	September 4 to November 27	September 4 – November 27
Interviewing completed	November 27	November 27
Data entry completed	December 4	December 4

FINANCIAL IMPLICATIONS

Due to resourcing limitations, it is recommended that the Township retain a third party consultant for this work. The 2014 Business Retention and Expansion project interviews were also conducted by a third party consultant (GS Consulting). It is recommended that the cost of \$10,000 required in 2015 for retaining a third party consultant be funded from the insurance premium surplus recognized in 2015. Please see below for further information.

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 2014 Municipal Insurance Program term was from September 1, 2014 to September 1, 2015. The premiums associated with the 2014 Insurance program were paid in full in 2014.

In 2015, Township staff coordinated the renewal of the Township’s Municipal Insurance Program with Frank Cowan Company to February 2016 in order to effectively

incorporate any adjustments to premiums in the Township's annual budgeting process. In 2015, Township staff extended the 2014 Municipal Insurance Program to February 1, 2016 and paid a pro rata premium based on the premiums quoted in the 2014 Municipal Insurance Program. This allowed for the Township to lock the current terms and premiums for an additional five months.

As part of Budget By-law No 017/15, Township staff budgeted 12 months (September 1, 2015 to September 1, 2016) of insurance premium costs with Frank Cowan Insurance. Therefore, there are surplus funds in the Township's insurance premium budget lines as the Township is only paying for 5 months in 2015 (from September 1, 2015 to February 1, 2016) rather than the 12 months budgeted. These surplus funds are outlined below:

General Ledger	Department	Total 2015 Premiums Budget	Total 2015 Premiums Actual
01-0010-4315	Administration	\$31,739	\$18,152
01-0020-4315	Building	\$16,045	\$9,616
01-0030-4315	Public Works	\$89,006	\$9,422
01-0040-4315	Fire and Rescue	\$13,010	\$18,366
01-0070-4315	Puslinch Community Centre	\$17,267	\$10,112
01-0080-4315	Optimist Recreation Centre	\$15,445	\$7,358
	Total	\$182,512	\$73,026

Therefore, based on the information above, the difference between the premium amount budgeted and the actual premium costs incurred are \$109,486.

In accordance with Report FIN-2015-028, it was recommended that the additional funding required for the 2015 projects identified in Report FIN-2015-028 utilize \$35,550 from the insurance surplus. The one-time insurance surplus has also been adjusted for the additional costs to be incurred for the retail sector interviews required as part of the County of Wellington's Business Retention and Expansion Plan as discussed in this report. Also, should Council approve the temporary full-time equivalent Legislative Assistant Position for 2016 as discussed in Report ADM-2015-010, the one-time insurance surplus funds are sufficient.

One-Time Insurance Surplus Funds	\$109,486
Less - Funding of Projects – Report FIN-2015-028	(\$35,550)
Less - Business Retention and Expansion Plan – Retail Sector Interviews	(\$10,000)
Less - Legal Matters	(\$30,000)
Temporary Full-Time Contract Legislative Assistant Position	(\$26,915)
One-Time Insurance Surplus Funds Left Over	\$7,021

APPLICABLE LEGISLATION AND REQUIREMENTS

Not applicable



REPORT ADM-2015-013

TO: Mayor and Members of Council

FROM: Karen Landry, CAO/Clerk

DATE: September 2, 2015

SUBJECT: Hiring Policy – Clarification Amendments
File No. A09/HIR

RECOMMENDATIONS

That Report ADM-2015-013 regarding Hiring Policy – Clarification Amendments be received; and

That Council adopts the amendments to the Township's Hiring Policy as outlined in Report ADM-2015-013.

DISCUSSION

Purpose

The purpose of this Report is to amend the Township's Hiring policy to clarify the internal and external posting requirements for temporary and permanent positions.

Background

The amendments made to the *Municipal Act* in 2006 introduced section 270 which requires a municipality to adopt and maintain a policy for its hiring of employees.

The Township adopted a hiring policy through the passing of By-law 60/08 at its meeting held on November 19, 2008.

As Council is aware, Report ADM-2015-003 established a schedule for the review of all Township policies. The Hiring Policy is scheduled for a comprehensive review in 2016.

As noted above, the purpose of this report is to provide clarification on the posting requirements for temporary and permanent positions.

The Township's policy currently states the following:

“3. HIRING PROCEDURES

(b) Advertising

Vacant positions both new and existing shall be posted internally, on the Township of Puslinch website, advertised in the appropriate newspapers and shall contain at the minimum, the following:

- i) The Position Title
- ii) The Salary Range
- iii) The Minimum Qualifications
- iv) The date, time and location where applications must be received
- v) The contact person at the Township including the phone number and email address
- vi) The Statements that:
 - “The Township of Puslinch is an equal opportunity employer. Only those selected for an interview will be contacted.”
 - A statement related to the retention and disposition of application documents.

Section 3 (e) of the Policy states:

(e) Temporary/Agency Help Services

- i) Will be used only when resources cannot be reallocated internally or acquired through the normal staffing process.
- ii) Are usually acquired from private sector agencies and engaged on a short term basis to backfill for an employee who is on leave, to help deal with an increased workload which was unforeseen, to provide temporary help while recruitment to fill a position is completed or to complete a specific project.
- iii) Can be hired at the discretion of the CAO after consultation with the appropriate department head who together will establish the terms of reference and conditions of the contract.”

It is recommended the policy be amended to read as follows:

“3. HIRING PROCEDURES

(b) Advertising

- i) A position shall be posted internally and externally on the Township’s website and in the appropriate newspaper(s). The position may also be posted with the applicable professional association(s).
- ii) Advertising for a position shall contain, at a minimum, the following:
 - Position title
 - Salary range
 - Minimum qualifications
 - Term of employment, if applicable
 - Date and time by which a resume must be received
 - Contact information for the Township
 - The statement:

“If you need an accessible format, please email admin@puslinch.ca or call (519) 763-1226 ext. XXX. If you are contacted regarding this position, please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.

The Township is an equal opportunity employer. We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted. Applicant Information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for candidate selection.”

- iii) Notwithstanding Section 3 (i) above, a position is not required to be posted externally where a position is temporary for a fixed duration not exceeding two (2) years.
- iv) Notwithstanding Section 3(i) above, a position is not required to be posted internally or externally where the position is temporary for a fixed duration and is resourced through a temporary service agency.

- v) Notwithstanding Section 3(i) above, a position is not required to be posted internally or externally upon the conversion of a full-time contract position to a full-time permanent position provided the following has occurred:
 - a. the full-time contract position was advertised internally and externally at the time of recruiting for the full-time contract position; and
 - b. it is the recommendation of the Department Head based on successful performance reviews of the contract employee .
- vi) An internal job posting shall be posted for a minimum of five (5) days.
- vii) An external job posting shall be posted for a minimum of fourteen (14) days.

3 (e) Temporary Service Agency

A temporary service agency may be used to temporarily fill a position upon obtaining approval from the CAO/Clerk provided there are no budget implications:

- where an employee is on leave; or
- during the recruitment process to fill a vacancy.

The above amendments are recommended to:

- provide clarity on the posting requirements for a temporary and permanent position; and
- update the compulsory requirements of a job posting; and
- establish a minimum period of time for the posting of a job.

FINANCIAL IMPLICATIONS

Not applicable

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act



REPORT ADM-2015-014

TO: Mayor and Members of Council

FROM: Karen Landry, CAO/Clerk

DATE: September 2, 2015

SUBJECT: Site Alteration By-law - Applicant Inquiries and Comments
File No. C01SIT

RECOMMENDATIONS

That Report ADM-2015-014 regarding Site Alteration By-law - Applicant Inquiries and Comments be received; and

That Council amend the Site Alteration By-law to permit the acceptance and processing of an application that does not exceed the importation of 10,000 m³ fill where the subject property has an active development application.

DISCUSSION

Purpose

The purpose of this Report is to bring to Council's attention the inquiries or comments received by staff regarding the Township's Site Alteration By-law and the recent amendments to not accept and process a site alteration application for the importation of more than 1000 m³ of fill.

Background

On April 4, 2012, Council passed By-law 31/12 being a By-law for prohibiting or regulating the alteration of property within the Township of Puslinch.

On February 4, 2015, Council passed By-law 11/15 to amend the Site Alteration By-law to implement a public notice and a public meeting requirement where an application is made for the importation of more than 1000 m³ of fill.

On August 12, 2015, Council passed By-law 45/15 to temporarily cease accepting applications for Site Alteration projects greater than 1000 m³ to provide staff and Council time to:

- (a) Work with the Conservation Authorities with jurisdiction in the Township of Puslinch regarding a coordinated approach on the review of future applications to ensure that environmental, quality of life and liability issues are addressed during the review process and operation of the project; and
- (b) Determine if an upper limit needs to be established for Site Alteration projects; and
- (c) Determine if scalable requirements, scalable application processes and scalable fees should be established for projects greater than 1000 cubic metres; and
- (d) Compare By-law 31/12 as amended to current best management practices and to make improvements as required.

Since the passing of By-law 45/15 the following comments or inquiries have been made:

Golf Course Enhancement Application (filed prior to August 13, 2015)

This application proposes to add topsoil onto a fairway over an area of 0.87 ha for an approximate volume of 4350 m³. The professional engineer, acting as an agent on behalf of the owner, has expressed concern with the complexity of the application process for a "minor" alteration to an established business. It has been expressed to staff that the complex application process may result in the proposed enhancement to the golf course not occurring.

Developer Application Inquiry

A developer for a property that has an active subdivision development application inquired about filing an application to import soil in the amount of approximately 10,000 m³ for the purpose of the development.

To respond to this concern, and to continue to facilitate responsible development in the Township, it is recommended that Council consider an amendment to the By-law to:

- accept and process a site alteration application where the site alteration request does not exceed the importation of more than 10,000 m³ of fill and the subject property has an active development application.

FINANCIAL IMPLICATIONS

Not applicable

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act



8.6(a)

REPORT REC-2015-007

TO: Mayor and Members of Council

FROM: Donna Tremblay, Deputy Clerk

DATE: September 2, 2015

SUBJECT: Agreement with Whistle Stop Co-operative Pre-school Inc. – preschool program– Puslinch Community Centre – 23 Brock Rd S.

FILE No.: L04-WHI

RECOMMENDATIONS

That Report REC-2015-007 regarding the Agreement with Whistle Stop Co-Operative Pre-school Inc. – preschool program -Puslinch Community Centre – 23 Brock Road S. be received; and

That Council enact a by-law to authorize the Mayor and Clerk to execute the Agreement with Whistle Stop Co-operative Pre-School Inc.

PURPOSE

The purpose of this report is to obtain authorization from Council to enter into an Agreement with Whistle Stop Co-operative Pre-school Inc. for the provision of preschool program at the Puslinch Community Centre for the 2015/2016 school year.

SUMMARY

The Whistle Stop Co-Operative Pre-School (“Whistle Stop”) is a not for profit corporation that has continued to operate a preschool program from the Puslinch Community Centre for over 25 years. The program provides organized activities to 20 pre-school children within the prescribed age group of 2 - 5 years.

During the 2014/2015 school term the preschool provided services to 20 children with 14 being from the Township. Although registration is still ongoing for the 2015/2016 preschool term, the current registration indicates that of the 16 children enrolled 8 are from the Township.

The 2014/2015 Agreement with Whistle Stop expired on June 19, 2015. Whistle Stop has expressed an interest to the Township that they wish to continue to provide the preschool services for the 2015/2016 season. Township staff have conducted a thorough review of the Agreement and have modified it to reflect current practices and

standards. The proposed Agreement has been discussed, reviewed and approved by Whistle Stop.

Below is a summary of the terms of the Agreement as follows:

TERM OF LICENCE

- Three half-days per week (Monday, Wednesday, Friday) from 8:00 am to 12:00 pm commencing September 14, 2015 to June 20, 2016.
- Christmas potluck and pageant - Monday, December 14, 2015 in the Archie McRobbie room. 12:00 noon
- Graduation - Monday, June 19, 2016 in the Archie McRobbie room. 12:00 noon
- Toy Clean ups days Wednesday, December 16, 2015, Wednesday, March 9, 2016 and Wednesday June 22, 2016, Alf Hales Room/Lobby from 7:00 p.m. to 9:00 p.m.
- Parent Meetings – Wednesday, September 9, 2015 and Wednesday, June 22, 2016, Alf Hales Room 7:00 p.m. to 8:00 p.m.

SCOPE

- Use of the Alf Hales and occasionally Archie McRobbie room and common areas including the outside amenities located at the Puslinch Community Centre;
- daycare services for local pre-school children within the prescribed age group of 2 to 5 years of age;

TERMINATION

- Township may terminate the Licence Agreement, and the Licence hereby granted, effective immediately on written notice to the school if:
 - (a) The School ceases to carry on business;
 - (b) The School commits a breach of a term or condition of this Agreement, of a grievous nature, the determination of which shall be in the sole discretion of the Township.
 - (c) The School or the Township may, at any time and for any reason, terminate this Agreement by giving thirty (30) days written notice to that effect.

INSURANCE

- Whistle Stop shall, at their own expense, obtain and keep in force during the term of this Licence Agreement, Commercial General Liability Insurance satisfactory to the Township, be written by an insurer licensed to conduct business in Ontario and include but not be limited to the following:
 - (a) A limit of liability not less than \$5,000,000/occurrence.
 - (b) The Township shall be named as the additional insured;

- (c) The policy shall contain a provision for cross liability in respect of the named insured; and a severability of interest clause.
- (d) Non-owned automobile coverage with a limit of \$2,000,000, including contractual non-owned coverage;
- (e) Broad form property damage, Hostile Fire and pollution from hostile fire;
- (f) Contractual liability – oral and written
- (g) Contingent employer's liability and Employers liability;
- (h) That 30 days prior notice of cancellation in the policy be given in writing to the Township.

The 2014/2015 Agreement required the submission of the above insurance requirements and Whistle Stop provided a certificate of insurance which complied with the Township's requirements.

FINANCIAL IMPLICATIONS

Whistle Stop is a co-operative program and does not provide compensation for the rental of the Township facility. In appreciation for the use of the facilities, Whistle Stop has provided donations to the Township in past years.

On January 28, 2015 Council passed resolution 2015-043. This resolution stated that :

The community groups identified in Report FIN-2015-06 be provided gratuitous use of the rooms in 2015 based on 2014 usage of the Puslinch Community Centre and Optimist Recreation Centre; and

That Staff report back to Council on the development of a policy regarding the use of the Township facilities by community groups and the associated fees prior to consideration of the 2016 Budget.

In 2014, Whistle Stop received gratuitous use of the Puslinch Community Centre at a total cost of \$11,838.00.

On July 15, 2015, Council received Report FIN-2015-027 - 2015 Grant Application Policy and Fee Reduction/Waiver Policy and passed resolution 2015-276 which stated that staff was to report back in 2016/2017 with regard to organizations under separate agreement.

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act, S.O. 2001, C. 25

ATTACHMENTS

None.



REPORT REC-2015-008

TO: Mayor and Members of Council

FROM: Donna Tremblay, Deputy Clerk

Date: September 2, 2015

SUBJECT: Agreement with Guelph Community Health Centre – drop in play group program– Puslinch Community Centre – 23 Brock Rd S.

FILE No.: L04-GUE

RECOMMENDATIONS

That Report REC-2015-008 regarding the Agreement with Guelph Community Health Centre –drop-in playgroup program- Puslinch Community Centre – 23 Brock Road S. be received; and

That Council enact a by-law to authorize the Mayor and Clerk to execute the Agreement with the Guelph Community Health Centre.

PURPOSE

The purpose of this report is to obtain authorization from Council to enter into an Agreement with Guelph Community Health Centre for the provision of a drop in play group program at the Puslinch Community Centre for the 2015/2016 school year.

DISCUSSION

The Guelph Community Health Centre ("GCHC") is a not for profit corporation has been providing a drop-in playgroup program for families and caregivers from the Puslinch Community Centre for a number of years. The program provides organized activities for a maximum of 30 pre-school children within the prescribed age group of birth - 6 years.

An information report from received from the GCHC in March 2015, indicates that in 2014

- 98 unique children and 71 unique adults for a total of 831 child visits and 457 adult visits at 37 visits attended the drop in play group.

Attached as Schedule "A" to Report REC-2015-008 is a copy of this information report.

The 2014-2015 Agreement between the Township and GCHC expired on June 23, 2015 and GCHC has expressed an interest to the Township that they wish to continue to provide the daycare services for the 2015/2016 season. Township staff has conducted a thorough review of the Agreement and have modified it to reflect current practices and standards. The proposed Agreement has been discussed, reviewed and approved by GCHC.

Below is a summary of the terms of the Agreement as follows:

TERM OF LICENCE

- Tuesdays from 9:00 am to 12:00 pm commencing September 8, 2015 to June 21, 2015.

SCOPE

- Use of the Alf Hales room and common areas including the outside amenities located at the Puslinch Community Centre;
- drop-in Parent-Child Place Program services for local pre-school children within the prescribed age group of birth to 6 years of age;

TERMINATION

- Township may terminate the Licence Agreement, and the Licence hereby granted, effective immediately on written notice to the school if:
 - (a) The School ceases to carry on business;
 - (b) The School commits a breach of a term or condition of this Agreement, of a grievous nature, the determination of which shall be in the sole discretion of the Township.
 - (c) The School or the Township may, at any time and for any reason, terminate this Agreement by giving thirty (30) days written notice to that effect.

INSURANCE

- Guelph Community Health Centre shall, at their own expense, obtain and keep in force during the term of this Licence Agreement, Commercial General Liability Insurance satisfactory to the Township, be written by an insurer licensed to conduct business in Ontario and include but not be limited to the following:
 - (a) A limit of liability not less than \$5,000,000/occurrence.
 - (b) The Township shall be named as the additional insured;
 - (c) The policy shall contain a provision for cross liability in respect of the named insured; and a severability of interest clause.

- (d) Non-owned automobile coverage with a limit of \$2,000,000, including contractual non-owned coverage;
- (e) Broad form property damage, Hostile Fire and pollution from hostile fire;
- (f) Contractual liability – oral and written
- (g) Contingent employer's liability and Employers liability;
- (h) That 30 days prior notice of cancellation in the policy be given in writing to the Township.

The 2015/2016 Agreement required the submission of the above insurance requirements and GCHC provided a certificate of insurance which complied with the Township's requirements.

FINANCIAL IMPLICATIONS

Guelph Community Health Centre is a not for profit program and does not provide compensation for the rental of the Township facility.

In January 28, 2015 Council passed resolution 2015-043. This resolution stated that:

The community groups identified in Report FIN-2015-06 be provided gratuitous use of the rooms in 2015 based on 2014 usage of the Puslinch Community Centre and Optimist Recreation Centre; and

That Staff report back to Council on the development of a policy regarding the use of the Township facilities by community groups and the associated fees prior to consideration of the 2016 Budget.

In 2014, the Guelph Community Health Centre received gratuitous use of the Puslinch Community Centre at a total cost of \$4,520.00.

On July 15, 2015, Council received Report FIN-2015-027 - 2015 Grant Application Policy and Fee Reduction/Waiver Policy and passed resolution 2015-276 which stated that staff was to report back in 2016/2017 with regard to organizations under separate agreement.

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act, S.O. 2001, C. 25

ATTACHMENTS

Schedule "A" – Guelph Community Health Centre – Aberfoyle Parent –Child Place Report.

ABERFOYLE PARENT-CHILD PLACE REPORT

The Guelph Community Health Centre received funding in 2014 from the County of Wellington for Early Learning Programs for residents of Wellington County. The Township of Puslinch donates space at Puslinch Community Centre on Tuesday mornings for a weekly 2 hour drop-in Parent-Child Place Program to operate. The program is staffed by a facilitator and assistant who have training and experience in child development and programming for young children.

This resource-based prevention program offers a stimulating, inclusive, multicultural, child-friendly environment in which parent-child interaction is promoted through play, songs, creative activities, and snack time. Parents and caregivers are offered opportunities to network with other parents and caregivers as well as access to resources offered by the facilitators and visiting resource staff. Aberfoyle Parent-Child Place was visited by Shelly Murphy, Community Dietitian at Guelphchc who answered questions and provided information about nutrition. Amber Holmes, Early Literacy Specialist visited in December providing resources regarding Early Literacy. Iris Marchand, Early Years Parent Educator visited to answer questions regarding parenting and child development. The Nipissing Developmental Screen for ages 3 months to 6 years is available to participants weekly along with parenting information on a variety of topics. Staff who assist and facilitate in the program are aware of community services available and are able to provide contact information.

ATTENDANCE

In 2014, 98 unique (*) children and 71 unique adults attended Aberfoyle Parent-Child Place for a total of 831 child visits (**) and 457 adult visits at 37 sessions. (Data from EYSIS report) The program is attended by a mix of parents, grandparents and caregivers with many attending on a regular basis.

()"Total # Visits"** represents the total number of visits made by children and parents/caregivers including repeat visits.

(*) Unique Child or Adult-Each child and each parent/caregiver is only counted once

The table on the next page provides total # of visits by postal code at Aberfoyle Parent Child Place. Based on postal code data, there were an estimated 377 child visits and 250 adult visits by residents from the County of Wellington to Aberfoyle Parent-Child Place. Most of the remaining postal codes pertain to addresses in Guelph particularly the South End.

**Aberfoyle Parent-Child Place Attendance by Postal Code
January 1 to December 31, 2014**

Total # Visits

<i>Postal Code</i>	<i>Children</i>	<i>Parents/ Caregivers</i>	<i>County Y/N</i>
N1L 1G4	3	3	Y
NOB 2J0	198	99	Y
N0B 2C0	17	15	Y
N3C 2V4	60	28	Y
L0P 1J0	16	18	Y
N1H 6H9	61	42	Y
N1H 6H8	83	45	Y
L0P 1B0	63	31	N
N1L 1P5	95	49	N
N1G 5B9	32	18	N
N1G 3R9	80	22	N
N1L 1T4	23	11	N
N1L 1S9	19	13	N
N1L 0B5	2	2	N
N1L 1T6	2	2	N
N1L 0E2	1	1	N
N1E 6W6	4	2	N
N1E 6V5	6	3	N
N1L 1E7	13	9	N
N1L1S2	1	2	N
N1L 0E6	9	9	N
N3C 3H8	1	1	N
N1H 2W5	1	1	N
N1G 5H9	1	1	N
N1G 5E9	1	1	N
N1L 1P8	3	1	N
N1L 0C4	1	1	N
N1L 1N6	1	1	N
No postal code	14	14	Maybe
Total Sign-ins	811	445	
Totals EYSIS	831	457	

EVALUATION

During a 4 week period, April 14 to May 9, 2014, "E-valuation surveys", an evaluation tool developed by the Canadian Association of Family Resource Programs, were administered at Guelph Early Years Programs including Parent-Child Place programs. In total 110 surveys were completed at Parent-Child Place programs.

Many E-evaluation survey statements relate to objectives of the Parent-Child Place Program.
These objectives are:

1. To provide an opportunity to enhance social supports and reduce isolation.
2. To enhance parents' and caregivers' access to resources that supports the optimization of children's health by increasing awareness of available supports/community resources
3. To encourage the adoption of behaviors that enhance emotional, social, intellectual and physical development by providing interactive education for parents/caregivers and children
4. To develop positive parent(caregiver)-child interaction and relationships through play.

Due to the method of collection of data in which participants were asked to fill out one survey responding in terms of all programs they attend and analysis of survey results by all surveys completed, data specific to Aberfoyle Parent-Child Place is difficult to obtain. At Aberfoyle PCP, 8 surveys were completed however several other participants indicated they had completed surveys at other PCP and EY programs.

On 6 E-evaluation surveys completed at Aberfoyle Parent Child Place on April 29, 2014 the following response to the question "How has this program made a difference for you and your family " were provided.

"Made friends, regular social contact and learning for the kids that they don't get at home"

"Meet families with similar interests"

"I do daycare and this is a nice change up for my crew. They really enjoy there time here."

"Opportunities for interacting with other children."

"Great socialization for my infant and myself"

"We started coming when our daughter was under 1 and she is now 3.5. She has benefitted by having lots of social interaction and modeling from other kids. She is learning to share and get along in a group setting which is really important to prepare for school. She really loves circle time –all the songs, games, stories. It also gives me a chance to get out of the house and meet with other people"

On November 25, 2014, Participant surveys were completed at Aberfoyle Parent-Child Place with instruction to respond specifically in terms of Aberfoyle Parent-Child Place. A total of 11 surveys were completed. Two families did not complete the survey as it was their first time attending the program.

Here is a summary of survey questions and responses:

My Favorite part of the program is:

Different activities for children, crafts, circle time – meeting people, my kids meet new kids, wonderful staff

Circle time (x2), Crafts

Circle time when kids enjoy singing a lot

Singing - the girls get very engaged

Special centres and activities like Xmas party, great crafts, circle

The multitude of activities-crafts, toys, games puzzles, circle time

Social time for kids and parents, variety of activities

Interacting with other parents, enjoying activities, crafts, toys we don't have at home.

The social interaction that is provided for both parents and children. The facilitators are always welcoming and involved with the kids.

What changes, if any, would you suggest?

None (x4)

It's all good -kids really enjoy

More locations, open multiple days. We love the Aberfoyle group and wish it ran more than once/week. I find some locations difficult to get to (ie downtown hard to park)

More circle time

We do naps at 9 and 1 so going later in the morning or a mid afternoon one would be nice

Open longer (maybe 12 p.m.)

Make it longer

How has this program made a difference for you or your family?

Networking with families that because we're rural, we wouldn't normally or consistently see.

Boys look forward to it every week, friends.

They learn that Tuesday mornings is different from my home and that is good. Change it up.

Great way to get out and have fun as a family.

Gives us something to look forward to each week. We miss it when it's closed in the summer

We feel welcomed and always have a place to go. We have received great advice in learning new strategies to deal with situations. As well as new ways to incorporate learning in our daily activities.

It totally helped me a lot how to interact with other kids

It's nice to get out of the house and be able to visit with other adults and kids.

Given us an activity for a Tuesday morning. Nice that it's free.

In the winter months especially, I am able to get out of the house with them, play with different toys and have different scenery.

This is our family's favorite program! My J-k wanted a home day and hoped to come to the program but we were both sad it happened to be the wrong day of the week.

How has this program made a difference for your child(ren) or the children you care for?

My oldest loves the songs at circle time and we learn and sing them all week. Great socialization for kids of all ages.

They are learning to share better and focus on different things

It can help the kids be more active and learn how to share toys with other kids

Helps them learn how to interact

Gives the girls more social variety.

They always look forward to coming and seeing their friends and making new friends.

They are very comfortable with other adults. They are learning many skills.

Gives them opportunity for different "play". Let's them meet new children

They get to socialize with other kids their own age and different ages.

Connections between friends were reestablished when turned up at the same class at Aberfoyle PS.

How long have you attended this program?

Start of Oct 2014, 2 seasons, 10 months (x2), since last year- maybe August, 1.5 years, 2.5 years, 3 years, 3.5 year, 10 years, 15 years

Would you recommend this program to other parent/caregivers?

11 surveys completed with all responding yes they would recommend the program.

Any final suggestions:

The staff do a great job!!!

Great Job!

Just really enjoy the time here

The staff have always been very kind and helpful -love the activities

Run programs over Christmas Break. Many kids are home from school & it would be nice for the older kids to see their old friends.

More singing, kids love it very much and they really appreciate it.

Maybe have more resources available on-line even.

Switching circle between both facilitators helps to keep it varied.



MINUTES

MEMBERS PRESENT:

John Sepulis, Chair
Dianne Paron
Councilor Ken Roth
Robin Wayne
Dennis O'Connor

OTHERS IN ATTENDANCE:

Kelly Patzer – Development Coordinator
Aldo Salis – County of Wellington
Blair Caldwell
Silvia Biro
Vilmos Kadvanj
Edit Kadvanj
Laurie Arnott
Doug Scott
George Vicker
Anne Secord
Meghan Secord
Helen Ribble
Steve Ribble
Kathy White

1. - 5. COMMITTEE OF ADJUSTMENT

- See June 9, 2015 Committee of Adjustment Minutes

DEVELOPMENT APPLICATIONS

6. OPENING REMARKS

- The Chair advised the gallery that the following portion of the Committee meeting will be reviewing and commenting on planning development applications.

7. DISCLOSURE OF PECUNIARY INTEREST

- John Sepulis declared pecuniary interest on Severance Application B48/15 (D10/SEP), as he owns the subject property.

8. APPROVAL OF MINUTES

- Moved by Dennis O'Connor, Seconded by Robin Wayne
- That the minutes of the Tuesday May 12, 2015 Planning & Development Advisory Committee Meeting are hereby adopted.

CARRIED

9. APPLICATIONS FOR SITE ALTERATION

9(a) Site Alteration Application P11/KAD, Puslinch Concession Gore Part Lots 38 and 39 RP 61R11538 Part 2.

Application to fill in a pond on the subject lands to allow for a level building lot to be created. The total amount of fill proposed to be imported on the subject lands is 0m³; approximately 2000 m³ of fill will be placed back into an excavation that it was removed from.

The Chair stated the purpose of this Meeting is to inform and provide the public with the opportunity to ask questions, or to express views with respect to a Site Alteration Application by Vilmos Kadvanj – Concession Gore, Part Lots 38 & 39, Highway 6.

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

The Chair informed the format of the Meeting is as follows:

- Staff will present the report specifically outlining the purpose of the application, summarizing compliance with the Township's notification and submission requirements, and outlining staff and Township's consultants comments and recommendations.
- The applicant will present the purpose and details of the application and any further relevant information.
- Following this the public can obtain clarification, ask questions and express their views on the proposal.
- Members of the Committee will then have an opportunity to ask questions

The Chair noted the applicant and staff will attempt to answer questions or respond to concerns this evening. If this is not possible, the applicant and/or staff will follow up and obtain this information.

Karen Landry stated the application is to fill in a pit that was dug by the owner with the existing fill that was removed from the pit. The application was circulated to Township Staff and the Public for comment and no objections were received. The owner will be required to post securities and enter into an agreement with the Township as part of the permit process.

Sylvia Biro of 1027 Gordon Street, Guelph, agent for Vilmos Kadvanj, stated the hole is a pit that was dug out previously and the owner now wishes to refill it.

Robin Wayne noted the entrance permit is expired to construct the field entrance.

Sylvia Biro confirmed the entrance has been constructed and was done so while the entrance permit was valid.

There were no other questions or comments.

- Moved by Dennis O'Connor and Seconded by Robin Wayne
 - That the Planning and Development Advisory Committee recommends that Council enact a By-law to authorize the entering into of an agreement as outlined in Report PD-2015-011 with Vilmos Kadvanj – Part Lots 38 and 39, Concession Gore, Part 2, Reference Plan 61R-11538; and
 - That prior to execution of the agreement by the Mayor and Clerk, the applicant submit securities in a form satisfactory to the Township in the amount of \$20,000.00.
- CARRIED

10. ZONING BY-LAW AMENDMENTS - none

11(a) Severance Application B44/15 (D10/REI) – Reid's Heritage Homes, Concession 2, Part Lots 11&12, municipally known as 6783 Wellington Rd 34

Proposed severance is 4.7 hectares with 55m frontage, existing and proposed rural residential use with existing dwelling and detached accessory building. To correct title where 3 properties inadvertently merged.

Retained parcel is 36.3 hectares with 236m frontage, existing and proposed office and airstrip with existing office, hanger, cabin and 3 storage buildings.

- Moved by Dianne Paron, Seconded by Ken Roth that the following comments be forwarded to the County of Wellington Land Division Committee:
- No Comments
- Note that Township Staff are to review conformity of the parcels to the By-law with regards to lot frontage requirements

CARRIED

11(b) Severance Application B45/15 (D10/REI) – Reid’s Heritage Homes, Concession 2, Part Lots 11&12, municipally known as 6783 Wellington Rd 34

Proposed severance is 32.9 hectares with 25m frontage with 25m frontage, existing and proposed woodlot. To correct title where 2 separate parcels inadvertently merged.

Retained parcel is 36.3 hectares with 236m frontage, existing and proposed office and airstrip with existing hanger, cabin and 3 storage buildings.

- Moved by Dennis O’Connor, Seconded by Robin Wayne that the following comments be forwarded to the County of Wellington Land Division Committee:
- No Comments
- Note that Township Staff are to review conformity of the parcels to the By-law with regards to lot frontage requirements

CARRIED

11(c) Severance Application B47/15 (D10/WAT) – Michael & Carol Watson, Concession 4, Part Lot 10, municipally known as 4642 Sideroad 10 N

Proposed severance is 66m fr x 121m = 0.8 hectares, existing bush for proposed rural residential use.

Retained parcel is 16 hectares with 301m frontage on Sideroad 10 and 85m frontage on Concession 4, existing and proposed rural residential and agricultural use with existing dwelling and barn/shed.

- Moved by Ken Roth, Seconded by Dianne Paron that the following comments be forwarded to the County of Wellington Land Division Committee:
- No Comments

CARRIED

Dianne Paron Chaired the following application and John Sepulis removed himself from the Committee:

11(d) Severance Application B48/15 (D10/SEP) – John & Anne Sepulis, Concession 3, Part Lot 20, municipally known as 4476 Sideroad 20 N

Proposed severance is 65m fr x 63m = 0.4hectares, vacant land for proposed rural residential use.

Retained parcel is 3.3 hectares with 173m frontage on Sideroad 20 N and 113m frontage on Wellington Rd 34, existing and proposed rural residential use with existing dwelling.

- Moved by Robin Wayne, Seconded by Dennis O’Connor that the following comments be forwarded to the County of Wellington Land Division Committee:
- No Comments

CARRIED

11(e) Severance Application B49/15 (D10/LAS) – Ervin & Margit Laszlo, Concession 11, Part Lot 18, municipally known as 4539 Concession 11

Proposed severance is 65m fr x 75m = 0.5 hectares, vacant land for proposed rural residential use.

Retained parcel is 9.2 hectares with 410m frontage on Nassagaweya-Puslinch Townline and 139m frontage on Concession 11 Road, existing and proposed rural residential and agricultural use with existing dwelling, 3 bay garage and shed.

- Moved by Ken Roth, Seconded by Dianne Paron that the following comments be forwarded to the County of Wellington Land Division Committee:
- Reduce depth of property to reduce intrusion into the agricultural farmed land.
- If property were made wider, instead of as deep, it would not interfere with crop production.

CARRIED

11(f) Severance Application B51/15 (D10/CHA) – Fernando Chaves, Concession 2, Part Lots 11&12, municipally known as 6783 Wellington Rd 34

Proposed severance is 50m frontage x 168metres = 0.8 hectares, existing agricultural use for proposed rural residential use.

Retained parcel is 35 hectares with 327m frontage, existing and proposed agricultural use within existing barn.

- Moved by Dennis O'Connor, Seconded by Robin Wayne that the following comments be forwarded to the County of Wellington land Division Committee:
- No Comments

CARRIED

12. OTHER MATTERS

- County of Wellington update regarding the timing of secondary unit policy review and secondary dwellings for farm help was provided
- Committee members confirmed required training is completed.

12. CLOSED MEETING

- No matters

13. FUTURE MEETINGS

- Tuesday July 14, 2015, 7:00 p.m.

14. ADJOURNMENT

- Moved by Ken Roth and Seconded by Dianne Paron.
- That the Planning & Development Advisory Committee adjourns at 8:05 p.m.

CARRIED



Committee of Adjustment Meeting
June 9, 2015
7:00 pm
Council Chambers, Aberfoyle

MINUTES

MEMBERS PRESENT:

John Sepulis, Chair
Dianne Paron
Councilor Ken Roth
Robin Wayne
Dennis O'Connor

OTHERS IN ATTENDANCE:

Kelly Patzer – Development Coordinator
Aldo Salis – County of Wellington
Blair Caldwell
Silvia Biro
Vilmos Kadvans
Laurie Arnott
Doug Scott
George Vicker
Anne Secord
Meghan Secord
Helen Ribble
Steve Ribble
Kathy White

1. OPENING REMARKS

- The meeting was called to order at 7:00 pm. The Chair welcomed the gallery to the Committee of Adjustment meeting and informed the gallery Township Staff would present the application, then the applicant would have the opportunity to speak to present the purpose and details of the application and any provide any further relevant information. Following this the public can obtain clarification, ask questions and express their views on the proposal. The members of the Committee can then obtain clarification, ask questions and express their views on the proposal. All application decisions are subject to a 20 day appeal period.

2. DISCLOSURE OF PECUNIARY INTEREST

- None

3. APPROVAL OF MINUTES

- None

4. COMMITTEE OF ADJUSTMENT – Applications for Minor Variance

- 4(a) **Minor Variance Application D13/SCO – Douglas Scott & Laurie Arnott –**
Property described as Concession 10, Rear Part Lot 10, 290 Hume Road, Township of Puslinch

Requesting relief from provisions of Zoning By-Law #19/85, as amended, to allow a minimum side yard setback of 1 metre to permit a garage which allows wheelchair access.

- Kelly Patzer summarized the application for minor variance as submitted and noted that no objections were received from circulated agencies or the Public, the application meets the four tests of a minor variance and Township Staff has no objection to the approval of the application subject to the condition that

the 1 metre side yard setback shall apply only to the east side lot line to accommodate the proposed addition.

- Doug Scott of 290 Hume Road explained when the property was purchased and the vendors were unsure of the side lot line, but it was believed to have a greater setback than what there actually is.
- Doug Scot stated he and Laurie Arnott purchased the property then had it surveyed, which verified the location of the side lot line.
- Doug Scott noted a new attached garage is required to be built to accommodate a wheelchair lift, and it is being designed to provide the most accessible access possible.
- Doug Scott stated the lot to the east, abutting the proposed reduced setback is a vacant lot. He has had discussions with the owner of the vacant lot who has future plans to build a house closer to the road, a distance away from the proposed garage.
- Dianne Paron questioned Kelly Patzer of the Building Department comments noted on the staff report
- Kelly Patzer stated that was a note solely for the applicant's information for the time of Building Permit
- There were no other comments.

Moved by Ken Roth and Seconded by Dianne Paron,

In the matter of Section 45 (1) of the Planning Act, as amended, and Comprehensive Zoning By-law 19/85 as amended, and an application for a minor variance requesting permission to allow:

A minimum side yard setback of 1 metre to permit a garage which allows wheelchair access, whereas Section 5(3e(v)), Agricultural (A) Zone, of the by-law requires a minimum side yard of 2.4 metres when the residence is 1.5 or 2 storeys and has an attached garage;

That the application is Approved with the Following Conditions:

1. The 1 metre side yard setback shall only apply to the east side lot line to accommodate the proposed garage addition.

CARRIED

4(b) Minor Variance Application D13/HAG – Eric & Barbara Hagens – Property described as Part Lot 16, Concession 9, 7667 Maltby Road, Township of Puslinch.

Requesting relief from provisions of Zoning By-Law #19/85, as amended, to allow a minimum lot frontage of 84.1 metres to accommodate a proposed severance (County of Wellington file B20/15).

- Kelly Patzer summarized the application, stating that the minor variance is being applied for as a result of Approved with Conditions Wellington County Severance Application B20/15. The By-law requires a lot frontage of 121.9 metres for Agricultural zoned parcels over 4 hecatres. The proposed severance will leave the retained lot with a 84.1 metre frontage.
- Kelly Patzer noted that no objections were received from circulated agencies. An objection letter was received from public noting the reduced frontage is not minor and it does not conform with the rural character of Maltby Road.
- Kelly Patzer stated Township Staff have no objection to the approval of the application.
- The agent/applicant was not there to speak to the application.
- The Chair asked if anyone in the gallery wished to speak to the application.

- Anne Secord of 7672 Maltby Road E stated she was speaking on behalf of her husband and two others.
- Anne Secord stated that the reduction of frontage to 84 metres does not reflect the interest of neighbours or maintain the rural character of the neighbourhood. Neighbouring property values will be negatively impacted with small parcels of land and the close proximity of homes. Multiple driveways on Maltby Rd will create safety issues with more traffic on the road.
- Anne Secord noted the minor variance for reduced frontage should have become before the severance application.
- The Chair inquired if the Committee had any questions or comments.
- Dennis O'Connor stated the reduced frontage is not suitable
- Ken Roth questioned Aldo Salis if the frontage reduction is minor considering it is a 30% reduction is minor in nature
- Aldo Salis noted applications are not evaluated on percentages, and when looking at the creation of new lots it is more of a question if it meets the intent of policies.
- Dianne Paron asked if the application is denied, does the consent fail?
- Also Salis stated yes it would, and it would be possible for both applications to go to the Ontario Municipal Board.
- Kelly Patzer informed the Planning & Development Advisory Committee reviewed and commented on the severance application at a recent Committee meeting.
- Robin Wayne noted that the reduced frontage is not minor.

Moved by Ken Roth and Seconded by Dianne Paron

In the matter of Section 45 (1) of the Planning Act, as amended, and Comprehensive Zoning By-law 19/85 as amended, and an application for a minor variance requesting permission to allow:

A minimum lot frontage of 84.1 metres to accommodate a proposed severance (County of Wellington file B20/15), whereas Section 5(3b), Agricultural (A) Zone, of the by-law requires a minimum lot frontage of 121.9 metres for lots over 4 hectares in area.

All those in favour of the motion: John Sepulis and Ken Roth

All those opposed to the motion: Dennis O'Connor, Dianne Paron and Robin Wayne

That the application is Denied for the following reasons:

1. The requested permission for minor variance is not minor in nature
2. The requested permission for minor variance is not desirable for the appropriate development or use of the property.

CARRIED

5. ADJOURNMENT

- The Committee of Adjustment meeting adjourned at 7:19 p.m.